



Marissa McKenzie <mmckenzie@twpunionschools.org>

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## RE: Rental of Space

1 message

**Afiya Roberts** <ARoberts@lincolntech.edu>

Sun, Aug 17, 2025 at 8:14 PM

To: Marissa McKenzie <mmckenzie@tups.org>, Kevin Kirkley <KKirkley@lincolntech.edu>, Michell Suayan

<MSuayan@lincolntech.edu>

Cc: Luisa Jerez Cabrera <ljerezcabrera@twpunionschools.org>, Linda Pataki <LPataki@lincolntech.edu>

### Subject: Fall Graduation Ceremony – Preliminary Details & Logistics

We would like to extend our sincere thanks once again for allowing us to host our Fall Graduation Ceremony at Union High School. The venue is a perfect fit—both logistically and collaboratively—and we're confident it will help us deliver a memorable and well-organized event.

Below are the preliminary details for the ceremony:

#### Graduation Ceremony Overview

- **Date & Time:** Wednesday, September 17, 2025
- **Start Time:** 6:00 PM sharp
- **Venue:** Union High School Auditorium & Front Lobby
- **Setup Begins:** 4:00 PM (Decoration and Setup Crew Arrival)
- **Total Attendee Count:** 850-900 projected

#### Setup Requirements

- **Lobby Check-In Tables:**
  - 3 eight-foot tables (seating 3 per table) for Auto, EEST, and HVAC disciplines
- **Center Stage Setup:**
  - 3 eight-foot tables with approximately 9 chairs for faculty and guest speakers
- Podium with microphone with speakers
- Access to microphone for behind-the-scenes announcer
- We have a USB with recorded "Pomp and Circumstance" for sound engineer
- Optional: Stage lighting enhancements
- Air conditioning requested for comfort

#### Arrival & Seating

- **Guest Arrival:** Begins around 5:10 PM
- **Graduate Check-In:**
  - Directed by staff/security to designated tables
  - Each graduate will receive a blank envelope labeled with their name to hold for announcing of the names.
  - Graduates will be seated to enter on the left side by Lincoln Education staff by program
- **Guest Seating:**
  - Directed to the right side seated by staff
  - Guests will fill in behind graduate seating
- **Note:** There will be no formal graduate procession- Once grads are seated. They will remain until their names are called.
- **Two staff members will be stationed at the entrance to distribute graduation programs to guests upon arrival.**
- **We typically welcome 1–2 representatives from the Gideons organization, who graciously attend our ceremonies to offer complimentary Bibles to graduates.**

#### Additional Logistics

- **Restrooms:** Please confirm location for signage
- **Spaces Needed:** Only the front lobby and auditorium
- **Diploma Pickup:** Graduates will return to the check-in tables post-ceremony to receive diplomas-8pm-8:30pm.

## Final Coordination

Please let us know if there are any specific instructions we should communicate to graduates and guests to ensure smooth entry—such as parking directions, balloon restrictions, bag checks, etc.

We've successfully used a ticket system in the past to manage attendance. Kindly advise if additional staff will be needed to collect tickets at entry, or if security will handle that responsibility.

Once you provide the cost of the services, we will submit the check request.

Thank you again for your continued support. We look forward to working together to make this a successful and celebratory event!

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**From:** Marissa McKenzie <[mmckenzie@tups.org](mailto:mmckenzie@tups.org)>

**Sent:** Thursday, August 14, 2025 10:46 AM

**To:** Kevin Kirkley <[KKirkley@lincolntech.edu](mailto:KKirkley@lincolntech.edu)>

**Cc:** Luisa Jerez Cabrera <[ljerezcabrera@twpunionschools.org](mailto:ljerezcabrera@twpunionschools.org)>; Afiya Roberts <[ARoberts@lincolntech.edu](mailto:ARoberts@lincolntech.edu)>

**Subject:** Re: Rental of Space

## EXTERNAL EMAIL: Use caution before replying, clicking links, and opening attachments.

Yes, we are meeting today. I will meet you at the main entrance once you come into the building; the auditorium is right there. I just got back from being out a few days, so I haven't been able to confirm the date yet, but I will by the time we meet this afternoon.

Thanks.



On Thu, Aug 14, 2025 at 10:44 AM Kevin Kirkley <[KKirkley@lincolntech.edu](mailto:KKirkley@lincolntech.edu)> wrote:

Good morning Ms. McKenzie,

I hope this message finds you well. I wanted to confirm our appointment for this afternoon. Could you please let me know where we should meet you?

Attached, you will find the hold harmless document that you required. We are still working on the liability insurance document, and you should have it by the end of the week.

Additionally, we are requesting the rental for September 17th. Have you been able to confirm if this date is acceptable?

Thank you for your time and assistance.

Best regards,

Kevin

Dr. Kevin L. Kirkley, Sr.

Campus President

Union Campus

Lincoln Technical Institute

908-622-9100



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**From:** Marissa McKenzie <[mmckenzie@twpunionschools.org](mailto:mmckenzie@twpunionschools.org)>  
**Sent:** Thursday, August 7, 2025 11:31 AM  
**To:** Kevin Kirkley <[KKirkley@lincolntech.edu](mailto:KKirkley@lincolntech.edu)>  
**Cc:** Luisa Jerez Cabrera <[ljerezcabrera@twpunionschools.org](mailto:ljerezcabrera@twpunionschools.org)>  
**Subject:** Re: Rental of Space

**EXTERNAL EMAIL: Use caution before replying, clicking links, and opening attachments.**

Good morning Mr. Kirkley,

I'm glad we were able to connect today. I just sent you a calendar invite for our walkthrough of the UHS auditorium on 8/14 at 2pm. I am still confirming the auditorium's availability for your graduation on 9/10 or 9/11. My assistant, Luisa, will update you once we confirm whether the auditorium is available on those dates.

Please provide proof of liability insurance listing the Township of Union Public Schools as a named insured in the amounts specified below.

- a. \$10,000 per person,
- b. \$1,000,000 per accident or event, and

c. \$1,000,000 property damage.

Lastly, please complete and return the attached Hold Harmless Agreement.

Feel free to reach out if you have any questions, and I'll see you next Thursday!

Have a great day!



On Wed, Jul 30, 2025 at 10:19 AM Kevin Kirkley <[KKirkley@lincolntech.edu](mailto:KKirkley@lincolntech.edu)> wrote:

Dear Ms. Mckenzie,

I hope this message finds you well. I recently had a call with Dr. Benaquista who kindly directed me to you regarding the potential rental of the high school auditorium. Our organization holds multiple graduation ceremonies throughout the year, and we are currently in search of a suitable local venue to host these important events.

We are very interested in exploring the possibility of using your auditorium for our graduation ceremonies. To that end, we would greatly appreciate the opportunity to discuss this further and possibly schedule a walkthrough of the auditorium.

Thank you for your time and consideration. I look forward to your response and hope we can work together on this exciting opportunity.

Best regards,

Kevin

Dr. Kevin L. Kirkley, Sr.

Campus President

Union Campus

Lincoln Technical Institute

908-622-9100



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