Dear Graduate:

As you may or may not be aware, each year the faculty and students of the Broadcast Media Technology program and the Video/Audio Club here at Roxbury Community College coordinate a live videotaping of Roxbury Community College’s Commencement Ceremony. Utilizing five High Definition cameras and a professional television production van complete with graphics, we are able to capture each graduate as they receive their degree and walk across the stage. The quality of the video is of professional caliber, much superior to that of the average consumer camcorder.

This year, the Graduation Committee has once again decided to makes copies of the Commencement Video available to all graduates, their families and friends for $25.00 per DVD and we will also make available for purchase the 2015 RCC Yearbook on DVD for $20.00. You can save $10.00 by purchasing both DVDs together for $35.00. If interested, please fill out the attached order form on the back, make a copy for yourself and return it to me by mail no later than Thursday, May 14, 2015 along with a CHECK OR MONEY ORDER, made payable to Roxbury Community College. (CASH WILL NOT BE ACCEPTED) There will be a commencement ceremony rehearsal for all graduates at 1:00pm on Thursday, May 14, 2015. A college staff member will be present to collect orders in person as well. Orders placed after Thursday, May 14, 2015 will incur a late fee of $5.00 per DVD. DVD’s will be mailed to you approximately eight (8) weeks after graduation. All proceeds from the sale of the video will benefit the Roxbury Community College Broadcast Media Technology program and Video/Audio Club. If you have any questions about purchasing the video, please contact me at (617) 541-5393.

Please keep in mind that due to the confines of the Reggie Lewis field house, no standing or loitering will be allowed in the aisles once the ceremony has begun. Since this area will not be available to any amateur photographers and videographers hoping to get a shot of their loved one as they cross the stage, purchasing the video could be a wise investment. This rule will be strictly enforced.

Again, we would like to offer you a gift of a lifetime. These precious moments should be captured and treasured forever. So order right away.

Yours truly,

Justin A. Petty
Justin A. Petty, Professor/Advisor
Broadcast Media Technology/Video Club 617-541-5393  jpetty@rcc.mass.edu
RCC Graduation Committee
NAME: ____________________________________________________________

ADDRESS: _________________________________________________________

CITY: ______________________________________________________________

STATE: ___________       ZIP CODE: __________________________

A “WORKING” PHONE NUMBER: ________________________________

EMAIL ADDRESS ________________________________________________

NUMBER OF COPIES: ___ 2015 COMMENCEMENT DVD: $25.00

NUMBER OF COPIES: ___ 2015 RCC YEARBOOK DVD: $20.00

NUMBER OF COPIES: ___ 2015 COMMENCEMENT & YEARBOOK DVD: $35.00

LATE FEE: ___ PER ITEM IF ORDER RECEIVED AFTER MAY 14, 2015: $5.00

(Office Use Only)

DATE RECEIVED: ____________________

AMOUNT RECEIVED: __________________

CHECK/MONEY ORDER #: ________________________________