

Nursing Program Pinning Ceremony Standard Operating Procedure

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Procedure Title	Nursing Program Pinning Ceremony Checklist		
Department	Health Sciences, Education & Wellness Institute (HSEWI)-Nursing		
Program	Associate Degree in Nursing (ADN)		
Responsibility	Current Nursing Student Association President and 6th Quarter Cohort Rep.		
Revision #	5	Review Frequency	Annually
Implementation Date		Last Reviewed / Update Date	
SOP Owner	Pinning Faculty Advisor and Associate Dean of Nursing	Approval	

Standard Operating Procedure

1. Purpose

The purpose of this document is to provide a procedural guideline for the Nursing Student Association (NSA) President, the 6th Quarter Cohort Rep., and the volunteer student planning committee members to have detailed event-planning instructions for the pinning ceremony held at the end of the nursing program.

2. Scope

A pinning ceremony event checklist and planning steps for the event committee to create a successful event.

3. Prerequisites

The 6th Quarter Cohort Rep. and student planning committee must be students in the graduating cohort class from the Bellevue College Nursing program.

4. Responsibilities

It is the responsibility of the 6th Quarter Cohort Rep. to find and recruit 3-5 volunteers for the planning committee prior to the event.



5. Process

It is recommended that you use this checklist and check off steps as you complete them.

Process	In Progress	Completed	Timeline	Notes
Pre-Event Planning Actions				
<ul style="list-style-type: none"> NSA President reminds the 6th Quarter Cohort rep. and 10th Quarter Cohort reps. that they need to recruit a Pinning Ceremony Planning Committee from the cohort of the graduating class. 	<input type="checkbox"/>	<input type="checkbox"/>	<p>Full-time Program: to be done 5th quarter of the program for Winter and spring ceremonies.</p> <p>Part-time program: to be done the 9th quarter.</p>	The committee should consist of 3 to 5 students from the current cohort.
<ul style="list-style-type: none"> NSA President to request the Pinning Ceremony budget and get approval for the upcoming year. 	<input type="checkbox"/>	<input type="checkbox"/>	<p>December of the Year Prior to the Pinning Ceremony</p>	<p>Present to the Bellevue College Student Government: what the event is and why it is important.</p> <p>The annual budget request is \$500 +.</p>
<ul style="list-style-type: none"> 6th Quarter Cohort Rep. and committee to review prior event notes (if provided). 	<input type="checkbox"/>	<input type="checkbox"/>		<p>The current planning team should create and or use an event SharePoint folder to house event planning docs.</p> <p>See appendix note 1.</p>



<ul style="list-style-type: none"> 6th Quarter Cohort Rep to set up a monthly event check-in meeting with Pinning Faculty Advisor or the Nursing Program Dean. 	<input type="checkbox"/>	<input type="checkbox"/>		Recurring meeting at the start of each month prior to the event. Invite all committee members.
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Event Planning Actions

<ul style="list-style-type: none"> 6th Quarter Cohort Rep to review the approved budget for the event. 	<input type="checkbox"/>	<input type="checkbox"/>	6 Months Prior to the Pinning Ceremony (Start of January)	
<ul style="list-style-type: none"> 6th Quarter Cohort Rep to hold initial planning committee meeting to review this event checklist and discuss assignment of monthly task delegations. 	<input type="checkbox"/>	<input type="checkbox"/>	6 Months Prior to the Pinning Ceremony (First Week of January)	See appendix note 2 : planning questions to consider.
<ul style="list-style-type: none"> Planning committee to research event venue, visit location, and confirm/book venue. 	<input type="checkbox"/>	<input type="checkbox"/>	6 Months Prior to the Pinning Ceremony (Second Week of the Month)	Only book the current year's venue if it has not already been booked by the previous committee. See appendix note 3 .
<ul style="list-style-type: none"> Planning committee responsible for booking the venue for the following year Pinning Ceremony dates. 	<input type="checkbox"/>	<input type="checkbox"/>		See event contact and resources section : Use event budget and reference BC rental contact. See appendix note 3 : Book ahead for June, August, and December, if needed.



<ul style="list-style-type: none"> Planning committee to begin drafting event communications and marketing materials. 	<input type="checkbox"/>	<input type="checkbox"/>	<p>6 Months Prior to the Pinning Ceremony (Fourth Week of the Month)</p>	<p>See appendix note 4: communication recommendations.</p>
<ul style="list-style-type: none"> Monthly recurring check-in meeting with Pinning Faculty Advisor or Nursing Program Dean 	<input type="checkbox"/>	<input type="checkbox"/>	<p>5 Months Prior to the Pinning Ceremony (First Week of the Month)</p>	<p>First, check-in meeting. Share what you have accomplished and ask for help if needed.</p>
<ul style="list-style-type: none"> Planning committee to create the student faculty guest speaker-voting questionnaire. 	<input type="checkbox"/>	<input type="checkbox"/>	<p>5 Months Prior to the Pinning Ceremony (Second Week of the Month)</p>	<p>See appendix note 5. Send out through Nursing Program Newsletter email (work with ADN Program Manager and Nursing Dean)</p>
<ul style="list-style-type: none"> Planning committee to research additional entertainment for the event. 	<input type="checkbox"/>	<input type="checkbox"/>	<p>5 Months Prior to the Pinning Ceremony (Second Week of the Month)</p>	<p>Photographer, music list, Nightingale, International Council of Nurse’s Pledge, student stories, panelist of speakers. See appendix note 6: Outreach notes.</p>



<ul style="list-style-type: none"> Planning Committee to decide on Pin design for order next month. 	<input type="checkbox"/>	<input type="checkbox"/>		<p>Check with the Nursing Dean on the Pin design for approval next month.</p> <p>See appendix #4 Pin design section for site links.</p>
<ul style="list-style-type: none"> Monthly recurring check-in meeting with Pinning Faculty Advisor or Nursing Program Dean 	<input type="checkbox"/>	<input type="checkbox"/>	4 Months Prior to the Pinning Ceremony (First Week of the Month)	<p>Second, check-in meeting.</p> <p>Share event planning next steps and ask for help if needed.</p> <p>See appendix note 8: Recommended topics to discuss.</p>
<ul style="list-style-type: none"> Planning committee to start drafting the event timeline and layout order of events for Pinning Ceremony. 	<input type="checkbox"/>	<input type="checkbox"/>		<p>See appendix note 7: Event layout notes.</p>
<ul style="list-style-type: none"> Planning committee to reach out to the voted-on faculty guest speaker to ensure availability to support the event. 	<input type="checkbox"/>	<input type="checkbox"/>	4 Months Prior to the Pinning Ceremony (Second and Third Week of the Month)	<p>Confirm what topics presenters will be discussing to share in the event pamphlet and to share with the Nursing Dean.</p>
<ul style="list-style-type: none"> Planning committee to coordinate with the BC ADN Nursing Program Manager for ordering the pins for the ceremony. 	<input type="checkbox"/>	<input type="checkbox"/>		<p>The pins are paid for and ordered by the school.</p>



<ul style="list-style-type: none"> Monthly recurring check-in meeting with Pinning Faculty Advisor or Nursing Program Dean 	<input type="checkbox"/>	<input type="checkbox"/>	3 Months Prior to the Pinning Ceremony (First Week of the Month)	<p>Third, check-in meeting.</p> <p>Review event updates.</p>
<ul style="list-style-type: none"> Planning committee to send out finalized event invites. 	<input type="checkbox"/>	<input type="checkbox"/>	3 Months Prior to the Pinning Ceremony (End of the Month)	<p>Review invite draft with Nursing Program Dean for approval.</p> <p>Nursing Program Dean to review and approve.</p>
<ul style="list-style-type: none"> Student Planning Committee to draft the post-event survey for all attendees and cohorts to take at the end of the event. 	<input type="checkbox"/>	<input type="checkbox"/>		<p>Share the survey URL link in the event pamphlet and let attendees know they have four days to submit the survey.</p> <p>See appendix note 9:</p> <p>Recommended online survey tool.</p>
<ul style="list-style-type: none"> Monthly recurring check-in meeting with Pinning Faculty Advisor or Nursing Program Dean 	<input type="checkbox"/>	<input type="checkbox"/>	2 Months Prior to the Pinning Ceremony (First Week of the Month)	<p>Fourth, check-in meeting.</p> <p>Review event updates.</p>
<ul style="list-style-type: none"> Planning committee to research, discuss, plan, and place food and beverage orders. 	<input type="checkbox"/>	<input type="checkbox"/>	2 Months Prior to the Pinning Ceremony	<p>Non-alcoholic beverages.</p> <p>Food options for vegans and gluten free.</p>



			(Throughout the Month)	Use event budget. <i>See event contact and resources section:</i> For BC catering contact.
<ul style="list-style-type: none"> Planning committee draft event pamphlet to hand out to guests. 	<input type="checkbox"/>	<input type="checkbox"/>		<p>To be reviewed by the Nursing Program Dean for approval.</p> <p>Use event budget for printing services.</p> <p>Recommended to use BC school printing services if available. Submit for a 3-week turnaround and delivery.</p> <p><i>See appendix note 10: recommended content.</i></p>
<ul style="list-style-type: none"> Monthly recurring check-in meeting with Pinning Faculty Advisor or Nursing Program Dean 	<input type="checkbox"/>	<input type="checkbox"/>	1 Month Prior to the Pinning Ceremony (First Week of the Month)	<p>Fifth, check-in meeting.</p> <p>Review event updates.</p>
<ul style="list-style-type: none"> Email guest speakers/entertainment of the day of agenda timeline for the day of ceremony. 	<input type="checkbox"/>	<input type="checkbox"/>		<p>Everyone should know event timelines and what order they are speaking/presenting at the ceremony.</p>
<ul style="list-style-type: none"> Planning Committee to do a final venue check-in and confirm all final details. 	<input type="checkbox"/>	<input type="checkbox"/>	1 Month Prior to the Pinning Ceremony	<p>Reach out to BC Facilities for additional furniture requests</p>



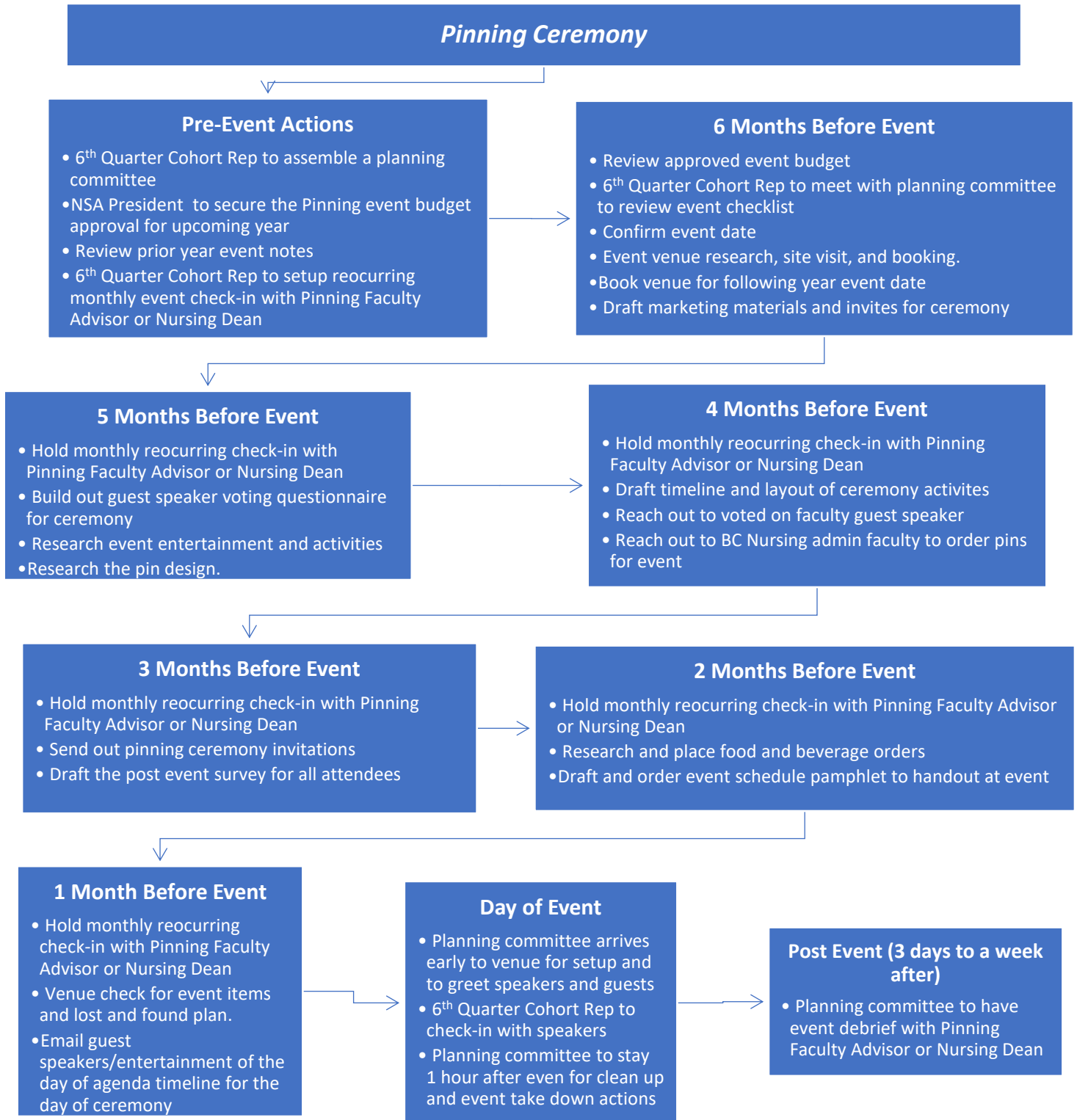
			(Throughout the Month)	(audio equipment, chairs, tables, etc.). <i>See event contacts and resources section.</i>
<ul style="list-style-type: none"> Planning committee to do an event inventory check and send follow up emails to vendors and faculty supporting the event. 	<input type="checkbox"/>	<input type="checkbox"/>		<p>Have a plan for lost items. Work with Nursing faculty to hold any item left behind.</p> <p><i>See appendix note 11: more event items to check on.</i></p>
Day of Event				
<ul style="list-style-type: none"> Set up tables and chairs 	<input type="checkbox"/>	<input type="checkbox"/>	Day of the Pinning Ceremony	All planning committee to arrive at the venue 2 to 3 hours prior to the event.
<ul style="list-style-type: none"> Set up music/audio equipment 	<input type="checkbox"/>	<input type="checkbox"/>		
<ul style="list-style-type: none"> Set up food and beverages 	<input type="checkbox"/>	<input type="checkbox"/>		
<ul style="list-style-type: none"> Hand out programs to guests when they arrive and have them on a table too. 	<input type="checkbox"/>	<input type="checkbox"/>		
<ul style="list-style-type: none"> Usher guest speakers and faculty to preferred seating areas. 	<input type="checkbox"/>	<input type="checkbox"/>		
<ul style="list-style-type: none"> 6th Quarter cohort rep to communicate with speakers and presenters as they arrive. 	<input type="checkbox"/>	<input type="checkbox"/>		



				going on at the event. Share event timeline.
<ul style="list-style-type: none"> 6th Quarter/10th Quarter Cohort Rep introduces speakers at event. 	<input type="checkbox"/>	<input type="checkbox"/>		Know who is pinning students: give cohort rep the list of names in the right order.
<ul style="list-style-type: none"> Planning committee to remain at venue after event to help clean up: gather leftover programs, wipe down tables and chairs. 	<input type="checkbox"/>	<input type="checkbox"/>		Stay 30 minutes to an hour, depending on clean up support needed.
<ul style="list-style-type: none"> Collect any items that were left behind to give to the Nursing Program lost and found contact. 	<input type="checkbox"/>	<input type="checkbox"/>		
<ul style="list-style-type: none"> Remove food and beverages 	<input type="checkbox"/>	<input type="checkbox"/>		
<ul style="list-style-type: none"> Collect any music equipment that was brought in by the committee. 	<input type="checkbox"/>	<input type="checkbox"/>		
Post Event Actions				
<ul style="list-style-type: none"> Planning committee to hold an event debrief with the Pinning Faculty Advisor and Nursing Program Dean. 	<input type="checkbox"/>	<input type="checkbox"/>	The week After Pinning Ceremony	Discuss how day of activities went and share the feedback collected from the event survey.



6. Overview of the Process





7. Event Contacts and Resources

1. **BC Events and Facility Rentals:** Phone: (425) 564-4048, E-mail: rentals@bellevuecollege.edu
2. **BC Food Services/Catering:** Phone: (425) 564-2242, E-mail: foodservice@bellevuecollege.edu

8. Roles and Responsibilities of the Planning Committee Members

- The roles and responsibilities of the Pinning Ceremony Planning Committee is to support the 6th Quarter Cohort Rep in dividing, researching, creating, owning, and delivering the event tasks listed in this planning checklist to produce a successful Pinning Ceremony event for the graduating Cohort.

Appendix

Notes and Recommendations:



1. Create a SharePoint to house historic event planning documents, event notes, and current year planning docs.
2. Planning questions to consider discussing:
 - Who is attending: Cohorts, family and friends, the Nursing Program Dean would like faculty to attend the event.
 - The theme of what you are celebrating and activities.
 - Where the event will be held.
 - The event date: The ceremony should be held the Saturday after the final day of the quarter, after the Nursing school commencement.
 - Suggested dress code: Business casual.

Recommendation: The team to break out event planning/task ownership where someone owns entertainment tasks, marketing /communication tasks, venue/food/beverage/Pin ordering tasks, etc.

3. Building U's ballroom space is the recommended campus venue, check that the venue is ADA compliant and holds a large headcount for guests. This space is large enough for the Cohort class and their family and friend's headcount.
4. Event marketing materials to consider creating:
 - Invites
 - Fliers
 - Nursing school newsletter announcements.
 - Day of event program
 - Suggested sites to research pin designs and order from:
 - Amazon
 - [Etsy](#)
 - [Nursing Pin Company](#)
 - [Nursing School Pins](#)

Ceremony details to note in event materials: event title, date, location, Cohorts can invite family and friends, dress code, and confirmed guest speaker.

5. In the faculty guest speaker voting communications state that there is a two-week voting period before the poll closes (e.g., voting will end on M/D/YY).

Recommendation: have the voting link posted in the upcoming Nursing Program newsletter.

6. Reach out to Nursing students either by email blast or by issuing an announcement in the Nursing Program Newsletter email. Ask graduating Cohorts if they would like to share their talents (singing, musical instruments, poetry, etc.) at the ceremony.
 - Event playlist suggestion: The Washington State Nurses Association (WSNA) playlist on Spotify: <https://open.spotify.com/playlist/3SqHz7mPIWbxkjdmSuIXsP?si=eca6e2ec2ea54631>



7. Define and plan the pinning ceremony: who will be pinning students and what order the pinning is done in. Write graduating students names in order of receiving the pin, timeline of Pinning Ceremony and speaker topic, full names, and add survey link.
8. Topics to discuss and review with the Dean in the monthly meeting: Share that you will be reaching out to the program admin to order the pins. Share the pinning event invite draft; discuss how you plan to send it out to the Cohorts.
9. Recommendation: Use Survey Monkey, an online survey builder.
10. Write graduating students names in order of receiving the pin, timeline of Pinning Ceremony and speaker topic, full names, and add survey link.
11. Check that you have the pins for the event, confirmations on speakers, vendors, and entertainment.