

**From:** [MC Communications](#)  
**To:** [All Employees Dynamic Grp](#)  
**Subject:** Faculty, Staff and Administrator Videos to Celebrate Graduates for Virtual Commencement  
**Date:** Tuesday, April 27, 2021 1:29:42 PM

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Memorandum

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**To:** Montgomery College Faculty, Staff and Administrators  
**From:** Dr. Monica R.M. Brown, Senior Vice President for Student Affairs  
Dr. Stephen Cain, Chief of Staff and Chief Strategy Officer  
Dr. Sanjay Rai, Senior Vice President for Academic Affairs  
Ms. Donna Schena, Senior Vice President for Administrative and Fiscal Services  
Mr. David Sears, Senior Vice President for Advancement and Community Engagement  
**Subject:** Faculty, Staff and Administrator Videos to Celebrate Graduates for Virtual Commencement  
**Date:** April 27, 2021

Dear Montgomery College Faculty, Staff and Administrators:

The College will be holding a virtual commencement ceremony for our Class of 2021—and we are trying to find ways to make it special for our graduates.

We are reaching out to you for assistance. We would like to include faculty, staff and administrator greetings and congratulatory messages for our graduates at commencement.

Help MCTV and the Office of Special Events honor the Class of 2021 by recording a short (30 seconds or less) video message to the MC Class of 2021.

Your message will be edited together with other faculty and staff messages to be a part of the festivities during our commencement ceremony, Friday, May 21. If you have commencement regalia, please consider wearing it when you record your message.

Please use this link for all submissions: [Upload Faculty Commencement Message Here](#)

To use the link, select the video to upload from a phone or device. The program will complete the process.

**The deadline for video submissions is Friday, April 30 at 6 p.m.**

If you are sending a message, please notify MCTV Producer Scott Youngblood at [scott.youngblood@montgomerycollege.edu](mailto:scott.youngblood@montgomerycollege.edu).

A few tips for your submission:

- Shoot the video horizontally, not vertically
- Set your device to high-quality video, 1080p or 4K
- If sending from a phone or iPad/tablet, if an option provides different file sizes, choose “original size”

- Ideally you should have a light in front of you, not behind you (for example, you should not shoot a video with windows behind you)
- Select as quiet a location as possible
- Please state your name and department at the beginning of the video, then pause for two to three seconds before you start your message. This will allow us to confirm your information for the on-screen graphic that will identify you.

Thank you for your consideration of this request to make commencement 2021 a little more special for our students.