



Senior Ceremony Information
For Butler Tech
For Students/Families/Guests

Monday, May 18, 2026

8:00 PM

Xavier University Cintas Center
1624 Herald Avenue
Cincinnati, Ohio 45207-7510

Directions to Cintas Center

The Cintas Center is located at [1624 Herald Avenue, Cincinnati, OH 45207](#).

The following directions are a general guide. Please research your best route ahead of the event.

Via I-71 South

- Take Exit 5 for Dana Avenue/Montgomery Road. Follow signs to Xavier University.
- From Dana Avenue, turn right onto Montgomery Road.
- Turn left onto Cleneay Avenue. The entrance to the parking lot is 0.3 miles on the right.

Via I-75 South

- Take Exit 7 for State Route 562 East (Norwood Lateral).
- Use Exit 2 for U.S. Route 42/Reading Road and turn right at the end of the ramp.
- Turn left at the third traffic signal for Victory Parkway.
- Turn left at Dana Avenue and turn left at the first traffic signal for St. Francis Xavier Way.
- Follow to Herald Avenue. Turn right, and then left 0.1 miles to the entrance to the Cintas Center.

Via I-74 East

- Take I-75 North to Exit 6 for Mitchell Avenue. Turn right at the base of the ramp.
- Follow Mitchell Avenue to Clinton Springs Avenue. Turn left and follow to Dana Avenue.
- Continue on Dana Avenue and turn left at the first traffic signal past Victory Parkway for St. Francis Xavier Way.
- Turn left and follow to Herald Avenue. Turn right, and then left 0.1 mile to the entrance \ to the Cintas Center.

Tickets

- Tickets will be required for admittance and will be distributed in advance by the school. All guest seating will be general admission. **TICKETS ARE REQUIRED FOR ALL GUESTS AGES 2 AND UP (This does not include seniors participating in the event. They will enter through the West - Kohlhepp Family Auxiliary Gym – Entrance).**
- Xavier can normally accommodate all special needs seating at the Senior Ceremony. These needs are typically handled on a first-come, first-served basis. Have your party state their need for accessible seating to one of the ushers and they will direct or escort your party to the best available seating that fits their needs.
- Upon exiting Cintas Center, no re-entry is permitted.

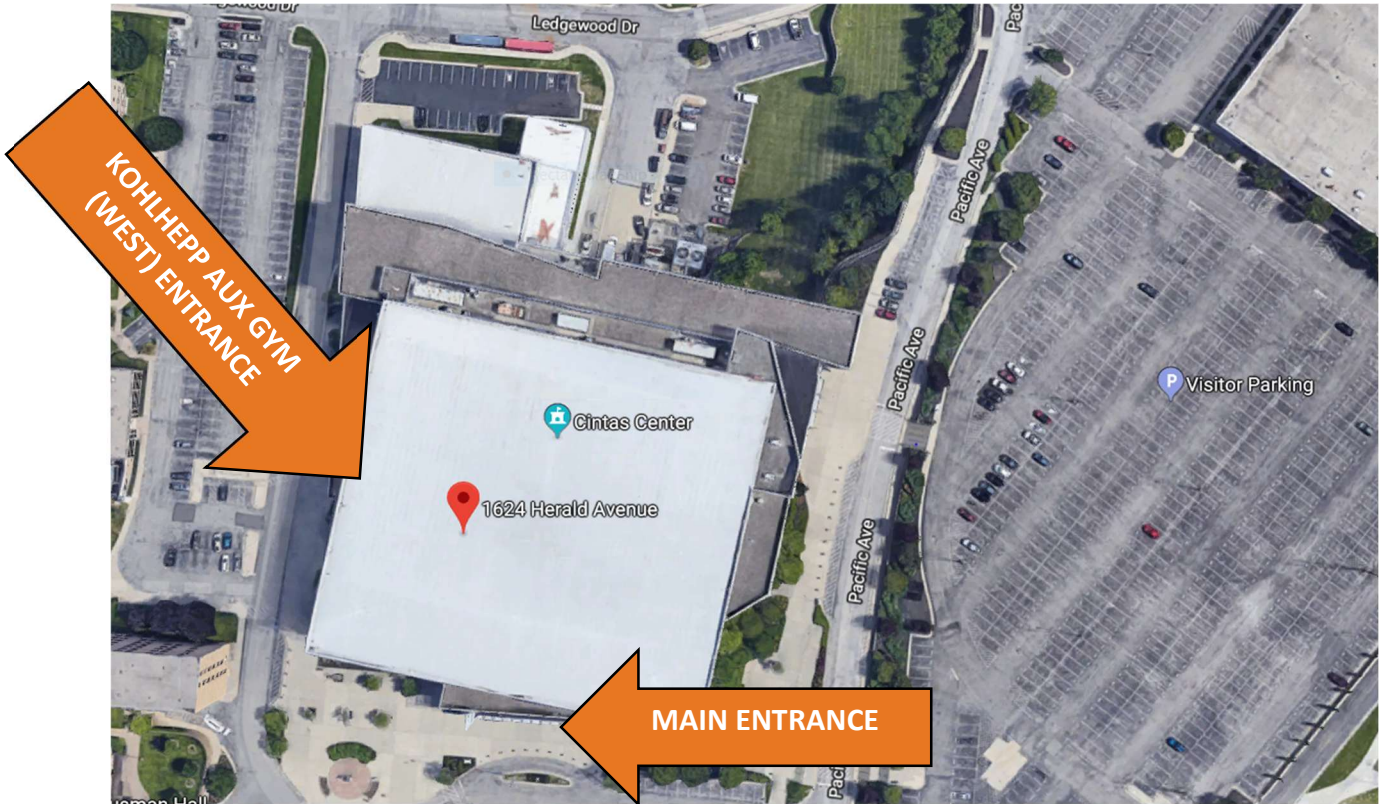
Parking and Accessibility Information

- Butler Tech students, parents, and guests are encouraged to **park in the C-2, C-3, R-3, B/C-4 lots. All parents and guests will enter through the Main (South) Entrance of the Cintas Center.** Landmarks on this side of the building include three flag poles and a statue of the Xavier University mascot, D'Artagnan the Musketeer.
- **Seniors participating in the ceremony will enter through the West Entrance of the building (Kohlhepp Family Auxiliary Gym doors).**
- Cintas Center guides will direct you where to go.
- Parking is available adjacent to the Main (South) Entrance of the Cintas Center for those in need of easier accessibility. A drop-off and pick-up area is also available at the Main (South) Entrance if accessible parking is full. The Cintas Center can provide wheelchairs upon request. Guests in need of a wheelchair should stop by the Guest Services Booth, located just inside the Main (South) Entrance of the Cintas Center.



Senior Participant Entrance / Guest Entrance

- **Senior Participant Entrance** - Seniors participating in the ceremony will enter through the **West Entrance of the building (Kohlhepp Aux Gym)**.
- **Guest Entrance** - All family or guests of the seniors participating in the ceremony will enter at the Main (South) Entrance of Cintas Center. Landmarks on this side of the building include three flag poles and a statue of the Xavier University mascot, D'Artagnan the Musketeer.



Doors Open

- Cintas Center will open for public access at **6:30 pm**.
- All family and guests will enter from the **Main (South) Entrance doors of the Cintas Center**, from the Sedler Plaza, and pass through a magnetometer.
- Seniors participating in the ceremony will enter through the **West Entrance of the building (Kohlhepp Family Auxiliary Gym doors)**.

2026 Graduation Cintas Guidelines

- Inside the facility, guests agree to abide by the lawful directions given to them by authorized Cintas Center representatives.
- No smoking is permitted inside the facility.
- Guests may not bring any food or beverage into the facility. A limited number of concession stands will be open. Bottled water, Pepsi products, and prepackaged foods will be available for purchase.
- No firearms or weapons of any kind are permitted inside the facility.
- Guests may not bring laser pens, air horns/noisemakers, or any other type of amplification device or pyrotechnic device into the facility.
- No illegal drugs or other contraband are permitted in the facility.
- All bags are subject to search.
- Audio/visual taping and photography require approval from the appropriate Cintas Center representative.
- Balloons are not permitted to be brought into the facility.

Bag Policy

Cintas Bag Policy: https://goxavier.com/documents/2023/12/11/Bag_Policy.pdf

In an effort to enhance public safety and the fan experience, Cintas Center utilizes walkthrough metal detectors and enforces the following purse and bag policy limiting the size and style of bags allowed.

Prohibited bags include, but are not limited to, the following:

- Purses, bags or containers larger than a small clutch bag (a clutch bag is 4.5" x 6.5" or 6.5" x 4.5", approximately the size of a hand with or without a strap).
- Camera bags
- Cinch bags
- Briefcases
- Computer bags
- Backpacks
- Coolers (including thermos)
- Fanny packs
- Luggage of any kind



Guests may bring in the following bags:

- Cintas Center approved clear plastic, vinyl or PVC that do not exceed 12" x 6" x 12" (see image below). Bags may be hand carried or have a shoulder strap.
- One-gallon clear plastic freezer bag (Ziploc).

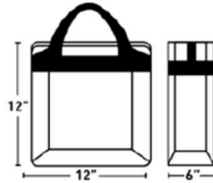
Exceptions will be made for bags containing medical supplies or items used for childcare. Guests who must bring these types of bags should go to the following locations:

South Entrance: The double doors immediately adjacent to the Student Entrance

East Entrance: The double doors closest to the Ticket Office

APPROVED BAGS

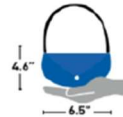
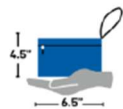
CLEAR TOTE
PLASTIC, VINYL OR PVC
DO NOT EXCEED 12" x 6" x 12."



PLASTIC STORAGE BAG
1 GALLON
RESEALABLE, CLEAR



SMALL CLUTCH BAG
APPROXIMATELY THE SIZE OF A HAND WITH OR WITHOUT A HANDLE OR STRAP, NO LARGER THAN 4.5" X 6.5"



What Students Should Wear

Each student will wear their gown (**do not bring your mortarboard hat or tassel with you**) from their associate school. In addition, students may only wear cords and stoles listed under the **Graduation Cord Regalia Policy**. Heritage stoles, scout stoles, political stoles, military stoles (other than our red, white, and blue cords), etc., are not school issued and, therefore, are not permitted. Administrators will check to see if students are wearing approved stoles and cords as they wait in Banquet Room 1 of the Cintas Center. Additionally, students will be rechecked by a Butler Tech staff member as they enter the arena. We will not have additional cords on site.

Clothing under the gown should follow the guidelines outlined below in our Butler Tech handbook. Dress appropriately; inappropriate dress may result in a student not participating in the ceremony.

Do not bring anything extra with you into the building. You will NOT be able to return to the meeting room once you leave it.

Dress and Grooming

Students are expected to exercise good judgment in choosing clothing for school.

Students will not wear short shorts or miniskirts. Lower garments are to be worn at waist level at all times. Upper-body articles of clothing should cover the body from the shoulders to the waist; shirts exposing the midriff at any time will not be acceptable. Shirts must have some type of sleeve; the armholes should contain a hem and not expose more than the underarm area. Clothing that bears statements, slogans, images, or insignia that are indecent, obscene, profane, lewd, or vulgar are not permitted. Clothing that bears statements, slogans, images, or insignia that harass, threaten, intimidate, demean, discriminate, or suggests violence, and that creates a reasonable risk of substantial interference of the educational process, are not permitted. Clothing that bears statements, slogans, images, or insignia advertising, promoting, or depicting alcoholic beverages, tobacco products, or illegal drugs, and that creates a reasonable risk of substantial interference of the educational process is not permitted.

Tattoos, slogans, insignia, buttons, flags, bumper stickers, and other paraphernalia may not be worn or displayed if the message may reasonably be anticipated to create a disruption in the educational process. In the case of exposed areas, the building administration may require the student to cover a tattoo with a bandage, or by some other means while at school.

Heavy chains, studded bracelets, dog collars, and other articles which may be judged to be potentially harmful to the students and/or could be used as a weapon will not be permitted.

Please do not bring purses, backpacks, or any additional clothing, shoes, or materials with you. You cannot leave anything in the room where we are meeting.

Graduation Cord and Regalia Policy

Students may wear their Butler Tech Cord, National Technical Honor Society stole, GPA of 3.5 or higher cord, blood donations cord, military cord, and any associated school issued stoles and cords.

Students who are officially registered members of a Career Technical Student Organization (CTSO) and who have /competed at any recognized level of CTSO competition during the academic year are eligible to wear a CTSO cord at graduation. For the purposes of this policy, “competed” includes affiliation and participation at the regional, state, or national level. Verification of registration and competition will be confirmed by the program instructor or CTSO advisor prior to graduation.

Heritage stoles, scout stoles, political stoles, military stoles other than our red, white and blue military cords, etc. are not school issued and therefore are not permitted during the senior ceremony.

Butler Tech will purchase and provide official district graduation cords only. CTSO cords and any other optional cords are not provided by the district and are the responsibility of the student. There will not be any additional cords on site.

Event Timeline

CINTAS CENTER DOORS OPEN AT 6:30 PM

STUDENTS SHOULD ARRIVE NO LATER THAN 7:15 PM

The student will enter through the West Entrance of the building (Kohlhepp Family Auxiliary Gym doors) and report to Banquet Room 1.

Once in Banquet Room 1, students should find their program instructor. Look for the program signs.

Students will be lining up in alphabetical order by last name. Students will be given their name cards. Students must hold onto their card.

Ten minutes before the ceremony start time, we will begin moving down to the arena level. Please be sure to use the restroom prior to 7:45.

Before moving down to the arena level, students should have their gowns zipped up. Failure to have it zipped up appropriately may result in the student not participating in the ceremony.

7:45 PM – Lineup Begins

7:50 PM – Begin moving down to the arena level.

Ten minutes before the ceremony start time, we will begin directing students to move down to the arena level.

8:00 PM - Procession begins.

When walking into the arena, students should walk in pairs: one on the left and one on the right in sync down the middle aisle where an usher will direct them to a row. Students will walk all the way down the row and sit in the outermost available chair.

Students will be seated by campus, program and in alphabetical order by last name. When it is time for students to receive their certificates, the student at the outside end of the row will be tapped by an usher, the whole row will rise and follow the path to the stage as illustrated. Your CTE teacher will be your guide.

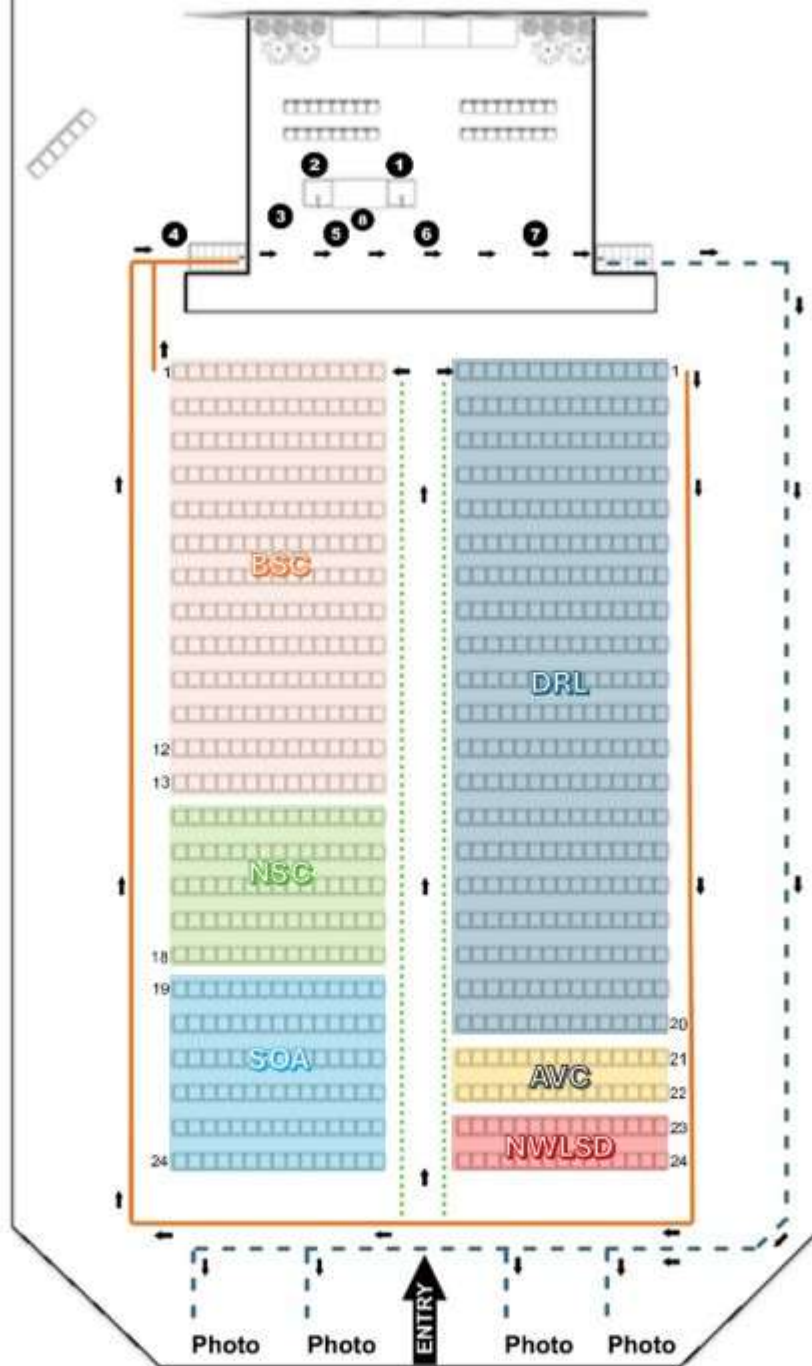
Students must bring their name cards up with them. At the bottom of the stairs, students will scan their name card, walk up the steps and hand their card to a counselor who will hand it to the name reader. As students walk across the stage they will shake hands with their principal, receive their certificate from the superintendent (and shake their hand), shake hands with a board member and their CTE teacher, then down the stairs to the back of the arena and line up for photos. After your photo has been taken, walk back up the middle of the aisle and return to your seat.

Please refer to the attached map for pathways and seating during the ceremony.

10:00 PM – End of Ceremony

At the end of the ceremony students will be dismissed from the arena by the ushers; students will exit through the west entrance (where they entered the Cintas Center). Turning left students can walk to the front of the Cintas Center to meet their guests.

BUTLER TECH SENIOR CERMONY - MAY 18, 2026



REFERENCE

- | | |
|----------------------|---------------------|
| ❶ Speaker | ❸ Board Member |
| ❷ Name Readers | ❹ CTE Instructor(s) |
| ❺ Counselors | ❻ Helper |
| ❼ Pre-Stage Marshall | |
| ❽ Campus Principal | |

ORDER OF PROCESSION

- 1) Bioscience Center
- 2) Natural Science Center
- 3) School of Arts
- 4) D. Russel Lee
- 5) Aviation Center
- 6) CHS/NWHS arriving at 8:45p

- Process to Stage
- Process to Photos
- Return to Seats

Order of Ceremony

- ~ *Opening Remarks From Superintendent*
- ~ *Presentation of Colors*
- ~ *National Anthem*
- ~ *Welcome and Introductions*
- ~ *Invocation*
- ~ *Continued Introductions*
- ~ *Student Recognition of Awards and Honors*
- ~ *Board President Address*
- ~ *Student Speakers*
- ~ *Presentation of Certificates*
 - *Bioscience Campus*
 - *Natural Science Center*
 - *School of Arts*
 - *D. Russel Lee*
 - *Aviation*
 - *Colerain and Northwest High School Students*
- ~ *Closing Remarks*
- ~ *Presentation of the Class of 2026*
- ~ *Recessional*