

Congregation Volunteer Roles for Staff and Faculty

Student Ushers:

Role:

Student Ushers are volunteers who assist with the movement of students in the Chan Centre Concert Hall. Student Ushers manage the flow of students by guiding the students from their seats, toward the stage and safely back down from the stage and to their seats. Ushers also assist with any late arrivals and students with special needs. This volunteer role complements the tasks of the professional Chan Centre Ushers.

Instructions:

- Report to Robing Room (Thea's Lounge – 6371 Crescent Rd.) 45 minutes ahead of ceremony. Here you will collect your regalia, if we are providing.
- Proceed to Chan Centre Lobby 30 minutes prior to ceremony start time to assist with students coming in helping to seat.

Responsibilities:

- The Student Ushers are there to lend an extra hand to the students and their guests whenever needed.
- Assist to place students in processional order first in lobby before seating and second at front of house right, once students are seated.
- Two ushers are needed during each ceremony; their purpose is two-fold: to help the new graduates descend the stairs from the stage without falling, and to show them back to their original seats in the Concert Hall of the Chan Centre.
 - The main part of our work begins as the graduands in the first row line up to ascend the stage on the right side (from the audience perspective) of the Hall; the two ushers assume their positions, as follows:
 - One stands at the bottom of the stairs and extends a hand to each person descending (having crossed the stage), in order to focus their attention on the stairs rather than the audience;
 - One stands beside the rows of seats, indicating the one the graduates should come back to and moving up the aisle as each row fills.

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- Our goal is to ensure that the new graduates descend the stairs safely and return to their original seats AFTER they have crossed the stage. In the past, our efforts to ensure that students return to their original seats have proven worth the trouble, eliminating the need to try to return jackets, umbrellas, purses, or cellular phones to frantic students who unexpectedly find themselves in seats that are different from the ones they left before going onstage. *Students that require an aisle seat for special reasons **must** return to an aisle seat.*
- Our final task, as the ceremony comes to a close, is to instruct the graduates seated at the end of each row on “our” side of the Concert Hall as follows: the FIRST and subsequent ODD rows of students will fall in behind the academic procession, which will exit the stage on the left side (where the mace is placed during the ceremony). If the Student Marshall doesn’t have a helper, one of us will cross over to the right side of the Hall in order to lead, more or less simultaneously, the new PhDs out after they descend from the stage on that side. The SECOND and subsequent EVEN rows of students will follow them, exiting up the right-hand aisle. (They are usually told about this procedure by the Student Marshall shortly before the end of the ceremony.)
- In short, all "odd" rows of graduates will follow the academic parties out of the Hall while all "even" rows will follow the PhDs, facilitating the efficient clearing of the Hall and at the same time providing a pleasing visual effect.

We are proud of our graduates and of our Congregation Ceremonies – thank you for taking such an important leadership role in the proceedings.