

Congregation Volunteer Roles Student-Procession Marshals

(Including the role for the Senior Student-Procession Marshal)

Summary of Roles and Responsibilities

Brief the Grads in the Robing Room.

Lead the Grads to their seats in the Chan Centre.

Direct each Grad as they cross the stage.

In the Robing Room

Starting 45 minutes before the start of the Ceremony:

- Organize the Graduands by student procession number;
- Present briefing to the Graduands (10 minutes maximum; instructions are below);
- Lead procession from the Robing Room (1 or more Marshals).

Briefing Instructions for the students

- Follow the person in front of you;
- Collect your graduation certificate and your name plate;
- Process in TWO lines;
- The students will reassemble in the walkway before the Flag Pole Plaza. When everyone is reassembled –
- Process to the Chan Centre to **arrive 10-15 minutes before** the start of the Ceremony.

In the Chan Centre

- Reassemble in Chan Foyer;
- The Senior Student Marshal (Iain Taylor) informs the University Marshal (Nancy Hermiston) when the students are ready to process, then waits for cue from the University Marshal to announce the entrance of graduands to the audience;
- Leads the procession in **single-file entry** into the auditorium. The Senior Student Marshal and the University Marshal will seat the students, but may ask for assistance from the Faculty Student Marshals;
- Senior Student Marshal coordinates entry of the Faculty procession and the Chancellor's Party – don't start the Faculty until the Chancellor's Party has arrived in the Chan;
- Faculty Student Marshals may now join the Faculty Procession;
- At the end of the Ceremony, help to ensure that the Grads leave in procession.