



## Student Marshals

### ***Role and Responsibilities***

Student Marshals are usually Faculty or staff members who work closely with students in their faculty, school or department. It is preferred to have two Student Marshals at each ceremony.

Their roles are to brief the graduands in the mustering area (Thea's Lounge, 2<sup>nd</sup> Floor, Graduate Student Centre), to lead the graduands to the Chan Centre, and guide them into their rows in the Chan Shun Concert Hall. Also, one of the Student Marshals will be on stage to direct each graduand as they cross the stage while the other Marshal assists on the floor, audience right, slotting late students into their procession and keeping track of the degree changes.

### ***In the Graduands Mustering Area***

Starting 45 minutes before the start of the Ceremony:

- Facilitate the ordering of graduands into student processional order;
- Present briefing to the graduands (10 minutes maximum; instructions are below);
- Process to the Chan Centre, optimally, to arrive 10-15 minutes before the start of Ceremony
- Lead procession from the robing area (1 or more Marshals) in one single line, down the stairs, toward the Graduate Student Centre plaza (the fountain), along Crescent road, across Flag Pole Plaza and to the Chan Centre Glass Lobby

### ***Briefing Instructions for the students***

- You have your official degree and your name card, with PROCESSIONAL number at the top;
- Make sure you stay in your numeric processional order and do not lose your degree;
- We will leave this robing area in one continuous line, in processional order;
- Follow the person in front of you;
- Remain in ORDER;
- Proceed to the Chan Centre side entrance doors (left of the main entrance) into the Glass Lobby.
- Remain in ORDER.
- Hold at this entrance

### ***In the Chan Centre***

- Reassemble all graduands in Chan Foyer (Glass Lobby);
- Keep the graduands in line at the Parterre Left Door.
- The Senior Marshal informs the University Marshal (Prof. Nancy Hermiston) when the students are ready to process, then waits for cue from the University Marshal who announces the entrance of graduands to the audience;
- Lead the procession in **single-file entry** into the auditorium, beginning with doctoral candidates.



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- Once the first student reaches the front row, the University Marshal will lead the doctoral candidates on stage and the Student Marshal will remain at the foot of the stairs until the masters (or bachelors) arrive and they are guided into the first row of the auditorium seating.
- The University Marshal may assist with this process as well.
- Once all students are seated, Student Marshals may sit in the Usher seats at Front of House (Right) or come to sit backstage with the Ceremonies and Events Team.

### ***During the Ceremony***

- Once the stage is being set for the conferring of degrees, the Student Marshals should go to their two stations: one Marshal will be positioned at the top of the stairs (at stage left) to receive the students and one Marshal will stand at the foot of the stairs, front of house right – to facilitate the conferral of degrees.
- At the end of the Ceremony, the Student Marshals will assist the graduates in exiting. Once the Faculty Procession begins to leave the stage (right), the Student Marshal, who was on stage, will lead the new PhDs off stage left and exit the building. The second Student Marshal, who was on the floor (audience right), will remain to ensure the Grads leave in procession, starting with row two and continuing with even numbered rows until all graduates have left the building.