



GRADUAND Marshals

Time Commitment: 2.5 hours (60 mins before ceremony + 90 mins ceremony)

Role and Responsibilities

Graduand Marshals (GM) are faculty or staff who work closely with students in their faculty, school or department. Two GMs are required for each ceremony: a GM (Stage) and a GM (Floor).

Both GMs have an important role in ensuring that the graduands receive all directions and assist them to process to the Chan Centre in an orderly fashion, to be seated, to cross the stage and to process out – providing a stress-free experience for all.

Graduand Marshal (Stage):

- briefs graduands in the mustering area (see Graduand Marshal script)
- leads the first line of graduands to the Flag Pole Plaza, standing to the left side of the path, pauses to wait for the second line to catch up on the right, before processing together into the Chan Centre
- guides the PhD candidates (if applicable) onto the stage to be received by the University Marshal
- guides the masters and undergraduates into their rows in the Chan Shun Concert Hall, assisted by the GM (Floor).
- is on stage left to assist with reader cards and direct each graduand as they cross the stage
* *cueing reader about degree changes*
- at end of ceremony, leads **second** row off from audience right, following the PhDs (if any)

Graduand Marshal (Floor):

- assists getting graduands into correct line and order in the mustering area
- leads the procession from the mid-point student to the flagpole plaza where they line up on the right beside the first line before processing into the Chan Centre
- assists with guiding the masters and undergraduates into their rows in the auditorium
- during the ceremony, assists on the floor, audience right, places late students into their procession and helps track degree changes.
- At end of ceremony, leads **first** row off from audience left, following faculty procession

TIMELINE

Chan Centre check in:

60 minutes before the ceremony

Both GMs report to Volunteer Check-in at the Chan Centre before shift to receive any updates and to pick up academic regalia.



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In the mustering area – Graduate Student Centre, Thea’s Lounge:

50 minutes before the ceremony:

Both GMs check in with Ceremonies Office lead, assist the students in pinning their hoods and finding their place in the procession line

40 minutes before the ceremony:

GM (Stage) welcomes students, introduces both GMs and reads Part One of script

30 minutes before the ceremony:

GM (Stage) reads full script; GM (Floor) continues to assist students with lining up

20 minutes before the ceremony:

GM (Stage) leads first line of students down the stairs and out to the Flag Pole Plaza. GM (Floor) assists the lines of students to follow the leader and keep in order.

Once they reach the mid-point person, the GM (Floor) walks in front of that person, down the stairs and out to the flag pole plaza to create a second line on the right.

15 minutes before the ceremony:

Both GMs lead their lines together across the Flag Pole Plaza, down the Chan Centre entrance steps, to the left of the main doors, entering the side door into the Glass Lobby;

(if it is raining, the processions will go down the stairs through the parkade to the Chan Centre)

In the Chan Centre

Both GMs lead their lines; walking all the way to the end of the Glass Lobby and then looping back around to stand in two rows beside the Parterre Left Door, creating a double-horseshoe.

The GM (Stage) leads the first line into the inside doors of the auditorium to cue the University Marshal that the students have arrived and are ready to process, then waits for cue from the University Marshal who announces the entrance of graduands to the audience.

The GM (Floor) holds their line in position ready to follow the first line in.



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Once the University Marshal announces the student procession has arrived and the band commences, the GM (Stage) leads the procession in **single-file entry** into the auditorium, beginning with PhD candidates (if present).

Once the first student reaches the front row, the University Marshal will lead the PhD candidates (if present) on stage and the GM (Stage) will remain at the foot of the stairs until the masters (or bachelors) arrive and are guided into the first row of the auditorium seating.

The GM (Floor) will lead the second line of students into the auditorium and work with the other GM to place each student in their seat in a timely fashion.

Once all students are seated, both GMs will go to audience right to sit in the Usher seats.

During the Ceremony

Once the stage is being set for the conferring of degrees, the two GMs should go to their positions:

- GM (Stage) will be positioned at the top of the stairs (at stage left) to receive the students
- GM (Floor) will stand at the foot of the stairs (audience right) to facilitate the conferral of degrees. If needed, they will assist on audience left in place of ushers.

After the Ceremony

At the end of the ceremony, the GM (Floor) will go over to audience left and the GM (Stage) will remain on audience right.

Once the Faculty Procession has left the stage, the GM (Floor) will follow them, leading the first row of students and will exit the building, proceeding all the way to the Flag Pole Plaza.

The GM (Stage) will lead the second row of students from audience right, following the PhDs who have come off stage. If there are no PhDs, the GM will lead the second row once the Chancellor's Procession has left the stage.

The Ushers will ensure that the rows go out in order after that (alternating odd-even on either side) until all graduates have left the building.

At the end of your shift, please check out at the Volunteer Check-In area.

Thank you!