



## Wayfinding Ambassador

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**Time Commitment: 1.25 hours (60 mins before ceremony + 15 mins after ceremony start)**

### **Role and Responsibilities:**

Wayfinding Ambassadors will be stationed around Flag Pole Plaza, Student Marshaling Tent (Buchanan Courtyard) and the Chan Centre to greet graduands, their families, and guests as they arrive and direct them to the various graduation locations on campus.

- 1 at Volunteer Check-In Booth outside of Royal Theatre at Chan Centre
- 2 around Student Marshaling Tent
- 3 within Chan for Way Finding
- 4 Wayfinding Ambassadors at Flag Pole Plaza

### **Chan Centre Check-In**

All volunteers report to the Volunteer Desk located at the Royal Bank Cinema Entrance at the Chan Centre at the start of your shift to receive updates and pick-up regalia as required. Once you have checked-in please report to your stations.

### **Stations:**

#### **Volunteer Check-In**

- Located at the Royal Bank Cinema entrance at the Chan Centre
- Assist by providing directions to UBC Staff and other Volunteers that are part of the platform party.
- Answer any general questions regarding Convocation and the ceremony.

#### **Entrance to Student Marshaling Tent**

- Assist by providing directions to graduands, their families, and guest.
- Answer any general questions regarding Convocation and the ceremony.
- Direct graduands to the Proof of Vaccination Tent, robing area and advise them to go to the mustering area once they have received they have received their gown.
- Graduands should be discouraged from leaving the Student Marshaling Tent 45 minutes prior to the start of the ceremony. Marshals will begin the process of lining students up and giving important instructions around this time.
- If the procession is lined up or leaving the building, quickly escort any late graduands directly to a Ceremonies and Events staff member who will decide whether the graduand can participate in the procession or will be taken on a different route to the Chan Centre.

At the end of your shift, please check out at the Volunteer Desk. Thank you!