



## Special Assistance Marshal

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

**Commitment: Special Assistance Marshals commit to participating in a minimum of 4 ceremonies for Fall Graduation. These can be one full day commitment or spread out over several days.**

### Role and Responsibilities

- Special Assistance Marshals (SAM) are faculty or staff who may work closely with students during their course of study in an academic or administrative capacity.
- One or more SAM is required for each ceremony, depending on the circumstances.
- SAM's have an important role in ensuring that the graduands who require special assistance/arrangements during their graduation day experience receive the specific assistance they, and sometimes their families, require.
- This includes assisting late students and ensuring they join the procession in a prompt and accurate fashion.
- This may include assisting graduands in navigating the student marshaling area, getting to a seat in the Chan Centre, assisting families in the reserved seating area, or other assistance as required by the Ceremonies & Events or Centre for Accessibility teams. Often, circumstances around special assistance requirements are sensitive in nature, and our goal is to provide a stress-free experience for all.
- The SAM will also provide additional assistance by accompanying latecomers from the Student Marshaling Tent to Chan Centre.
- The SAM may also assist with photography lineup during the ceremony.
- The SAM will work in conjunction with the student marshaling area lead, the backstage lead, graduand marshals and the University Marshal, as circumstances require.

### Before The Ceremony:

- Report to the Desk located at the Royal Bank Cinema Entrance at the Chan Centre, 60 minutes ahead of ceremony.
- After check-in, the SAM makes their way to the Student Marshaling Tent and checks-in with area lead and receives special messages.

### Special Assistance Marshal:

- Assists graduands who require special assistance on the day of their graduation ceremony  
Examples:
  - Graduate arrives with an unexpected injury, requiring special assistance getting between the student marshaling area and the Chan Centre to connect with procession further along in the walk;
  - Graduate arrives late to the student marshaling area after the procession has left, requiring special assistance to be taken behind the scenes to be inserted into the procession at the right time;
- The SAM may be called upon to assist Graduand Marshals with the following tasks
  - assists getting graduands into correct line and order in the mustering area



## Special Assistance Marshal

- Helping ensure photography lineup is in the correct spot

### TIMELINE

#### 60 minutes before the ceremony

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

#### 50 minutes before the ceremony:

SAM checks in with Ceremonies and Events lead, assist the students in pinning their hoods and finding their place in the procession line, unless given special instructions by the Ceremonies and Events lead

#### 40 minutes before the ceremony:

GM (Stage) welcomes students, SAM continues to assist with pinning and assisting students lining up, Ceremonies and Events lead will continue to provide updates to SAM regarding students requiring special assistance.

#### 30 minutes before the ceremony:

GM (Stage) reads full script; at the end of the script SAM leaves student marshaling area and begins to walk towards the Chan Centre in advance of the Graduand procession, ensuring guests are leaving room for Graduands to proceed.

#### 20 minutes before the ceremony:

SAM ensures Chan Centre Glass Door Lobby is open for student procession to enter. SAM stays at the glass lobby door and helps find the late students place in the procession line-up, unless required to assist with a special circumstance.

#### 10 minutes before the ceremony:

SAM continues to assist with latecomers until 10 mins after the scheduled start time of the ceremony.

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

SAM may be required to assist during the time of the ceremony with graduands and their families who require special assistance. SAM may also be assigned to assist with students during the ceremony and photography lineup.

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

Thank you!