1. CHECK-IN
   • Arrive in Clearihue C118 and check in with a Ceremonies and Events staff member.
     
     @ 8:30 a.m. for the morning ceremony.
     @ 1:00 p.m. for the afternoon ceremony.

2. SUPPLIES
   • Pick up your supply box from Clearihue C118. The supply box contains:
     o Pins (stick pins and safety pins)
     o Band-Aids
     o Pin-cushion bracelet
     o Hand sanitizer
     o Name tag
     o Felt pen and blank namestrip

   • Marshals will bring programs to the room. There will be one for each graduand as well as one for the Marshal.

3. GRADUANDS ARRIVE
   • Provide each graduand with the following information:
     o Their name should be on the list by the door; if their name is not listed, locate a Ceremonies staff member to assist them.
     o Advise them about securing their valuables in C116 (see below).
     o Encourage them to read the information signs posted on the blackboard. This will answer a lot of the questions they may have about the ceremony. The sign also suggests a time they should be back in the room to hear the Marshal’s instructions.

4. REGALIA
   • Assist graduands with their gown, hood and mortar board (cap) as they arrive.
   • If a graduand arrives in Clearihue without regalia please send him/her to the Senate Chambers (Room A180, University Centre) to pick it up.
   • If a graduand arrives with the wrong hood or an ill-fitting cap or gown, send them back to the Senate Chambers to exchange it, or if there is not enough time, send them to Room C118 and a Ceremonies staff member can exchange the hood and cap (not the gown).
   • When attaching pins to the graduand’s gown, let them know that you may be reaching inside their gown to ensure they are comfortable with that level of contact.
   • Keep in mind that there will be photos taken of the graduands by the graduation photographer as well as family and friends – it is your task to ensure the graduand you are robing looks his/her best. Pins fastened to the gown and hood should not be visible.
   • After you have finished robing:
     o Let the graduands know how many pins they have in their robe and where they are located.
     o Ensure each graduand has a program.

Bachelors & Master’s Regalia
Gowns:
• The black gown has a loose fit and should be an appropriate length (the sleeve should not completely cover the hand).
• Close the gown using the hooks located at the neck. Use a safety pin to secure the front of the gown (at the waist) so it remains closed when the graduand crosses the stage.
Hoods:
- First, fasten the hood to the front of the gown. Red BA, gold BSc and blue BEd hoods have rosettes with hooks. All other hoods have a cord to loop over a shirt button or to be pinned to the inside of the gown with a safety pin.
- Second, fasten the hood to the back of the gown at the shoulder blades with straight pins. Fold the inside part of the hood over to cover the pin.

Mortar board (cap):
- BA and Master caps are black with a black tassel.
- The longer point of the mortar board goes at the back of the head.
- For graduands with no previous degree, the tassel should rest on the student’s right side. For graduands with a previous degree the tassel should rest on the student’s left side.

PhD Regalia
Gowns:
- The black and red gown has a loose fit and should be an appropriate length (the sleeve should not completely cover the hand).
- The gown remains open, fastened only with a red cord at the top. If requested, you can use a safety pin to secure the front of the gown (at the waist) so it remains closed when the graduand crosses the stage.

Hoods:
- PhD hoods are not pinned to the gown but carried by the graduand’s supervisor.

Mortar board (cap):
- PhD caps are black with a red tassel.
- The longer point of the mortar board goes at the back of the head.
- The tassel should rest on the student’s left side.

5. NAMESTRIPS:
- The student marshal will arrive one hour prior to the ceremony.
- They will bring in the name strips for graduands at this time. The Marshal will be responsible for ensuring that the graduands are lined up in the correct order.
- The marshal will instruct the graduands to mark their name strips phonetically if necessary for assistance with pronunciation. Be prepared to distribute felt pens for this purpose. If a namestrip is missing for a student, please ask them to identify themselves to the marshal in the room.

6. VALUABLES:
- Please encourage graduands to check their personal belongings in Room C116 which is staffed by Campus Security.
- All rooms in Clearihue C Wing will be locked during the ceremony and any items left behind in the robing rooms will be taken to C116 to be claimed following the ceremony.

7. WHEN THE PROCESSION IS LINED UP IN THE HALLWAY:
- Please exit your room and close the doors. Your supply box can be left behind or returned to me in C118.
- At this point you can make your way back to your office or you can watch the procession at the end of the hallway, near the main doors.

Thank you for your assistance!