



ACADEMIC PROCESSION MARSHALS INSTRUCTIONS



The instructions below outline your roles and responsibilities as an academic procession (AP) marshal.

IN CLEARIHUE

ARRIVAL:

1. Arrive in the Clearihue C Wing C118 **one hour before** the ceremony and report to Ceremonies staff.
2. Pick up the updated academic procession party list.
3. Blue marshal gowns are available on arrival. If you choose to wear your own gown, please pick it up from Senate Chambers and bring it with you.
4. Proceed to Clearihue D134.

IN ROOM D134:

1. **40 minutes before** the ceremony decide who will lead the right-hand file (RHF) and the left-hand file (LHF).
2. **30 minutes before** the ceremony members of the academic procession begin to arrive:
 - a. Check off when members of the academic procession arrive on the list provided. If an individual has arrived who is not on your list, check first that they are in the correct assembly area. If they neglected to register, then add them to your list.

Example: PhD supervisors should assemble with their candidates in the Clearihue Building Room C109 and any member of the platform party should be in the Green Room (backstage of the auditorium).

- b. Inform Ceremonies to adjust stage seating if there are a large number of no shows, or unanticipated extras.

LINING UP IN D134:

10 minutes before the ceremony instruct participants to:

1. Form two lines in the hallway using the lists and procession order provided.
2. If there is an award winner in your party, ensure they line up at the end of the left hand line.

PROCESSION FROM CLEARIHUE TO THE AUDITORIUM:

1. **5 minutes before** the ceremony, move down the hallway and tack on to the student lines. The left hand line behind the LHF and the right hand line behind the RHF.
2. Follow the student procession to the auditorium.
3. The procession passes through the University Centre lobby in two lines. Please be sure that your party **follows directly behind**.

IN THE AUDITORIUM

SEATING IN THE AUDITORIUM:

1. Just inside the auditorium doors, the passages divide. So does your party.
2. **Stop** at the centre cross-over aisle. **Wait** until your line is fully behind you and until you can see the other AP marshal across the aisle.

3. Once the last of the students move up the stairs to the stage, signal to the other AP marshal and lead your line down the inner steps of the auditorium and up the steps onto the stage.
4. Move to the **last row** of brown chairs. **Stand and usher your line in.** They are to file over to the break behind the Chancellor's chair.
5. When the back row is filled, move up to the next row.
6. Sit on the outside of the row (if there is an **award winner in the LHF** sit one chair in to allow them easy access the podium).
7. Please **remain standing** as the platform party enters from backstage, led by the mace bearer. Be seated only when the Chancellor indicates. Sit back, and enjoy the ceremony!

RECESSION:

1. At the end of the ceremony, the macebearer and platform party exit stage left. All are **standing** while this occurs.
2. Once they have left the stage, lead your line out the same way you entered.
3. Please direct your party into Mystic Market for the reception. Great sandwiches, etc. await them.

Thank you for your assistance!

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