



AUDITORIUM INSTRUCTIONS BY CLEARIHUE ROOM ASSIGNMENT



C108.....	Page 2
C109.....	Page 3
C110.....	Page 4
C111.....	Page 5
C112.....	Page 6
C113.....	Page 7
C115.....	Page 8

Auditorium Instructions for Marshal in C108

You have a unique role as a Student Marshal in that you will assist the Chief Marshal with helping students into their seats during the Procession. This role is often referred to as a blocker.

You will be at the front of the line (Left Hand File), directly behind the Chief Marshal when processing the students into the auditorium from Clearihue. Once in the auditorium, you will position yourself at the end of each row of seats to make sure students don't go into the next section of seats and that every seat is filled. You will continue to assist the Chief Marshal in this way until all of the students have been placed.

Once all students are at their seats (standing) please proceed to the Marshal seats by the organ.

During the conferral procedure (when graduands are presented individually to the Chancellor) you will be posted at the door beside the organ (see "Student Marshal Stage Assignments" map). Secure the door in an open position. Your role will be to direct the students down the stairs to the stage from the hallway. Check they are carrying name strips! (Carry a few strips of paper and a pen in case of emergencies!) There will be times where you will need to do traffic control as one group will be going down to the stage while others are returning to their seats. Please ensure those going to the stage have first priority; the others returning may need to wait.

Finally, when exiting the auditorium at the end of the ceremony you will be responsible for ensuring the students exit in an orderly fashion. The students are not required to go up and around the back hallway like they do when they enter; they can exit from their seats.

Auditorium Instructions for Marshal in C109

You have a unique role as a Student Marshal in that you will assist the Right Hand File Lead Marshal with helping students into their seats during the Procession. This role is often referred to as a blocker.

You will be at the front of the line (Right Hand File), directly behind the Lead Marshal when processing the students into the auditorium from Clearihue. Once in the auditorium, you will position yourself at the end of each row of seats to make sure students don't go into the next section of seats and that every seat is filled. You will continue to assist the Lead Marshal in this way until all of the students have been placed.

Once all students are at their seats (standing) please proceed to the Marshal seats by the organ.

During the conferral procedure (when graduands are presented individually to the Chancellor) you will be posted at the door beside the organ (see "Student Marshal Stage Assignments" map). Secure the door in an open position. Your role will be to direct the graduates out into the hallway toward their seating after they have received their diplomas.

Finally when exiting the auditorium at the end of the ceremony you will be responsible for ensuring the students exit in an orderly fashion. The students are not required to go up and around the back hallway like they do when they enter; they can exit from their seats.

Auditorium Instructions for Marshal in C110 – INSTRUCTIONS WITH STUDENTS ON STAGE

You have a unique role as a Student Marshal in that you will assist with helping students into their seats located on the stage during the Procession. This role is often referred to as a stage blocker.

You will be placed strategically in the Left Hand File, by the Chief Marshal before the students process into the auditorium from Clearihue. Once you have reached the stage and are at the chairs designated for students; please pause and get the students' attention so they don't veer off and follow the students filing into another area. Together with the Marshal from C112 you will assist filing the students into their rows on stage. You and the C112 Marshal will lead the students across the back of the stage, and then you will lead the students down the first designated row (the grey chairs) while the C112 Marshal remains and counts the students to ensure that every available seat is taken. At this point, the C112 Marshal will be on the opposite side from you and directing the students down the next row. Once the first row is filled, position yourself at the end of the next, and each subsequent row to make sure students fill every seat.

Once all students are at their seats (standing) on the stage, please proceed to the Marshal seats by the organ.

During the conferral procedure (when graduands are presented individually to the Chancellor) you will be posted in the back hallway behind the organ, near the washroom (see "Student Marshal Stage Assignments" map). Please ensure that the door leading downstairs is closed. You will be responsible for ensuring every student has their name strip. Please carry plenty of blank name strips and a couple of pens. If a replacement name strip is required, check the number assignment of the person behind the individual and write the appropriate number accordingly. Should anyone have a program in their hand offer to take it until they return.

Finally, when exiting the auditorium at the end of the ceremony you will be responsible for ensuring the students exit in an orderly fashion. The students are not required to go up and around the back hallway like they do when they enter; they can exit from their seats.

Auditorium Instructions for Marshal in C110 – INSTRUCTIONS WITH NO STUDENTS ON STAGE ON STAGE

You will take your place at the end of the line (Right Hand File) when processing the students into the auditorium from Clearihue. You will be responsible for ensuring there are no students left behind, and that the left hand file and right hand file do not merge or cross.

Once in the auditorium, please proceed to your seat beside the organ as the students are being seated, and remain standing.

During the conferral procedure (when graduands are presented individually to the Chancellor) you will be posted in the back hallway behind the organ, near the washroom (see "Student Marshal Stage Assignments" map). Please ensure that the door leading downstairs is closed. You will be responsible for ensuring every student has their name strip. Please carry plenty of blank name strips and a couple of pens. If a replacement name strip is required, check the number assignment of the person behind the individual and write the appropriate number accordingly. Should anyone have a program in their hand offer to take it until they return.

Finally, when exiting the auditorium at the end of the ceremony you will be responsible for ensuring the students exit in an orderly fashion. The students are not required to go up and around the back hallway like they do when they enter; they can exit from their seats.

Auditorium Instructions for Marshal in C111

You will take your place at the end of the line (Right Hand File) when processing the students into the auditorium from Clearihue. You will be responsible for ensuring there are no students left behind, and that the left hand file and right hand file do not merge or cross. Once in the auditorium, please proceed to your seat beside the organ as the students are being seated, and remain standing.

During the conferral procedure (when graduands are presented individually to the Chancellor), you will be posted at a door (see "Student Marshal Stage Assignments" map) and will be responsible for securing the door in an open position and ensuring that students enter and exit in an orderly fashion. The Lead Marshal usually takes 2 rows at a time so ensure students don't take it upon themselves to leave. **They must only go when instructed by the Lead Marshal.** Check as they exit the auditorium into the hallway that each person has a name strip. Programs should be left behind. Once all the graduates returning from the stage (and using your door) have found their seats, filling the section to your left, close the door and go to the opposite side of the auditorium to perform the same role.

Once all students are back at their seats you may return to your seat.

Finally, when exiting the auditorium at the end of the ceremony you will be responsible for ensuring the students exit in an orderly fashion. The students are not required to go up and around the back hallway like they do when they enter; they can exit from their seats.

Auditorium Instructions for Marshal in C112 – INSTRUCTIONS WITH STUDENTS SITTING ON STAGE

You have a unique role as a Student Marshal in that you will assist with helping students into their seats located on the stage during the Procession.

You will be placed strategically in the Left Hand File by the Chief Marshal before the students process into the auditorium from Clearihue. Once you have reached the stage and are at the chairs designated for students; please pause and get the students' attention so they don't veer off and follow the students filing into another area. Together with the Marshal from C110 you will assist filing the students into their rows. You and the C110 Marshal will lead the students across the back of the stage and down to the row of GREY chairs nearest the front of the stage. The C110 Marshal will lead the students down the first designated row **while you count each person** (beginning with the first person following the C110 Marshal) to ensure that the row is completely filled. There will be a number on the floor at the beginning of the row indicating the number of seats in the row. Once the count of students reaches that number, stop the flow, then have the next individual start heading down the next row while you count once again. Repeat this procedure for each subsequent available row of seats on stage. Please make sure students fill every seat.

Once all students are at their seats (standing) please proceed to the Marshal seats by the organ.

During the conferral procedure (when graduands are presented individually to the Chancellor) you will be posted at the bottom of the stairs on the stage (see "Student Marshal Stage Assignments" map) and you are responsible for ensuring every graduate goes back up to his/her seat and does not veer off the side stage into the wings.

Finally, when exiting the auditorium at the end of the ceremony you will be responsible for ensuring the students exit in an orderly fashion. The students are not required to go up and around the back hallway like they do when they enter; they can exit from their seats.

Auditorium Instructions for Marshal in C112 – INSTRUCTIONS WITH NO STUDENTS ON STAGE

You will take your place at the end of the line (Right Hand File) when processing the students into the auditorium from Clearihue. You will be responsible for ensuring there are no students left behind, and that the left hand file and right hand file do not merge or cross.

Once in the auditorium, please proceed to your seat beside the organ as the students are being seated, and remain standing.

During the conferral procedure (when graduands are presented individually to the Chancellor) you will be posted at the bottom of the stairs on the stage (see "Student Marshal Stage Assignments" map) and you are responsible for ensuring every graduate goes back up to his/her seat and does not veer off the side stage into the wings.

Finally, when exiting the auditorium at the end of the ceremony you will be responsible for ensuring the students exit in an orderly fashion. The students are not required to go up and around the back hallway like they do when they enter; they can exit from their seats

Auditorium Instructions for Marshal in C113

You will take your place at the end of the line (Right Hand File) when processing the students into the auditorium from Clearihue. You will be responsible for ensuring there are no students left behind, and that the left hand file and right hand file do not merge or cross. Once in the auditorium, please proceed to your seat beside the organ as the students are being seated, and remain standing.

During the conferral procedure (when graduands are presented individually to the Chancellor, you will be posted at a door (see "Student Marshal Stage Assignments" map) and will be responsible for securing the door in an open position and ensuring that students enter and exit in an orderly fashion. The Lead Marshal usually takes 2 rows at a time so ensure students don't take it upon themselves to leave. **They must only go when instructed by the Lead Marshal.** Check as they exit the auditorium into the hallway that each person has a name strip. Programs should be left behind. Once all the graduates returning from the stage (and using your door) have found their seats, filling the section to your left, close the door and go to the opposite side of the auditorium to perform the same role.

Once all students are back at their seats you may return to your seat.

Finally, when exiting the auditorium at the end of the ceremony you will be responsible for ensuring the students exit in an orderly fashion. The students are not required to go up and around the back hallway like they do when they enter; they can exit from their seats.

Auditorium Instructions for Marshal in C115

You will take your place at the end of the line (Right Hand File) when processing the students into the auditorium from Clearihue. You will be responsible for ensuring there are no students left behind, and that the left hand file and right hand file do not merge or cross.

Once in the auditorium, please proceed to your seat beside the organ as the students are being seated, and remain standing.

During the conferral procedure (when graduands are presented individually to the Chancellor, you will be posted at a door (see “Student Marshal Stage Assignments” map) and will be responsible for securing the door in an open position and ensuring that students exit in an orderly fashion. The Lead Marshal usually takes 2 rows at a time so ensure students don’t take it upon themselves to leave. **They must only go when instructed by the Lead Marshal.** Check as they exit the auditorium into the hallway that each person has a name strip. Programs should be left behind. Once your section of students have been brought to the stage and have returned to their seats please close the door and go to the opposite side of the auditorium to perform the same role.

Once all students are back at their seats you may return to your seat.

Finally, when exiting the auditorium at the end of the ceremony you will be responsible for ensuring the students exit in an orderly fashion. The students are not required to go up and around the back hallway like they do when they enter; they can exit from their seats.