



CHIEF MARSHALS (LEFT-HAND FILE) INSTRUCTIONS



As a chief marshal, you oversee the entire procession during the convocation ceremony. The instructions below outline your roles and responsibilities.

New Procedures:

- *Graduands receiving a Bachelor's degree will no longer kneel in front of the Chancellor during the conferral process. They will stand on a mark across from the Chancellor. The Chancellor will tap their shoulder.*
- *The procession will be either drummed in by First Nations representatives or piped in by the organ.*

IN CLEARIHUE

You are responsible for Clearihue Rooms C108, C110, and C112. Each room has its own student marshal.

ARRIVAL:

1. Arrive in the Clearihue C Wing C118 **one hour before** the ceremony and report to Ceremonies staff.
2. Pick up your Book of Words. You receive your order document prior to the ceremony.
3. Blue marshal gowns are available on arrival. If you choose to wear academic regalia either bring your own or pick it up your reserved regalia from Senate Chambers and bring it with you.
4. Ensure that each marshal on your side of C wing (C108, C110, C112) knows:
 - a. to line-up their rooms time about 20-30 minutes prior to ceremony
 - b. to give out the numbered name strips when forming the line
 - c. that you will be back about 20 minutes prior to the ceremony with final instructions

LINING UP IN THE ROBIN ROOM:

40 minutes prior to the ceremony ensure that the Ceremonies team in Clearihue is calling graduands in and around the University Centre Foyer back into Clearihue C Wing.

FINAL CHECK:

1. **15-20 minutes before** the ceremony, enter room C112 with the following instructions:
 - *We are the left-hand file...do not cross over unless you want a different degree.*
 - *You should have with you your namestrip and program, and unless you have already received a degree, your tassel should be on the right hand side.*
 - *When we enter the auditorium, I will count you into the seats. Please move down the row leaving no spare seats. Stay standing until the Chancellor asks the audience to be seated.*
 - *After the Honorary Degrees, you will be presented individually to the Chancellor. Before the degrees are conferred, the Chancellor will ask you all to stand for the pledge (on the inside cover of your program)... he says..."Do you accept this degree?" You all respond with the pledge ..."I accept..."*

It is a good idea to practice the pledge with each room of graduands.

- *The degrees will then be conferred individually. **Go only when the procession marshal tells you, and bring your namestrip with you to hand to the Dean (this is the only way you will be introduced, so you should make any changes to it now for preferences or pronunciation). LEAVE YOUR PROGRAM ON YOUR CHAIR.***

- *Before you reach the Dean a stage assistant will relay your name, over a headset, to another stage assistant who will ensure that your diploma is ready for you to pick up. Please do not worry if they pronounce your name wrong – the Dean will “try” not to mispronounce your name.*
 - *When the Dean calls your name, stand on the mark on the carpet beside the lectern for the first photo, then remove your hat and walk across the stage to the Chancellor.*
 - *Please stand on the mark by the Chancellor, who will:*
 - **PhD Students** -- *shake your hand after your supervisor places your hood over your head*
 - **Masters students** – *shake your hand*
 - **Bachelor students** – *tap your shoulder*
 - **Diploma/certificate students** -- *the President will shake your hand.*
 - *Replace your hat and move your tassel to the left if you are a Bachelor’s student.*
 - *Continue across the stage to receive your diploma and alumni gift. Follow the directions of the marshals back to your seat.*
 - *At the end of the ceremony, the Chancellor will announce “O Canada”. Please remove your hats. The words are inside the program cover.*
 - *Exiting will be row by row....simply follow the marshals, and please keep going through to the foyer. The convocation receptions will be held at Mystic in the University Centre*
 - *We do our best to ensure that everyone receives their degree as they cross the stage. However, if you did not register your attendance with the Ceremonies and Events Office or you have outstanding fees or fines with the University you may not receive your degree as you cross the stage. You will however receive a folder with a letter in it instructing you how to receive your degree.*
2. Repeat this in rooms C110 and C108 (it takes about 4 minutes per room).

LINING UP IN THE HALLWAY:

1. **5-10 minutes** prior to the ceremony begin lining up the graduands.
2. Relocate any students that will be at the end of the right hand file or the beginning of the left-hand file. For example:

Scenario #1

Depending on the number of students on stage, you may need to relocate students from C108, and place them at the end of the right-hand file. Place them at the end of the corridor, starting at room C115, keeping them in order. Remind the front student, that they need to follow on after room C115!

Scenario #2

Depending on the number of students on stage, you may need to relocate students from C115, and place them at the beginning of the left-hand file. Place them at the front of the corridor ahead of room C108. Remind the front student that they have to follow the chief marshal and remind the first student from C108 to follow the last student.

3. Lead the remaining students from C108 into the hallway and stop them at the exit doors. Keep them to the far left.
4. Lead students from C110 and then C112 in the hallway and join them onto the end of the line. Emphasize to each room that they must follow in queue.

5. Ensure the student marshal from C112 and C110 are positioned in front of the first student that will fill the stage (if required).

PROCESSION FROM CLEARIHUE TO THE AUDITORIUM:

1. Remind the marshal from C108 to act as your “blocker”. This marshal “pulls” the line along the row and blocks them from overflowing to the next row.
2. **2 minutes prior** to the ceremony Ceremonies staff and the chief marshal will let you know it’s time to leave. Lead your file out of Clearihue and through the University Centre lobby.
3. As you enter the auditorium, lead your file down the left side of the auditorium passageway. At the auditorium centre aisle cross-over, (with the concrete wall) stop the procession.
4. The organist or drummer acknowledges your arrival and **the procession music begins. Nod at the procession marshal across the aisle to signal the procession.** Then, lead your file down the inside stairs of the auditorium, and up onto the stage.

IN THE AUDITORIUM

SEATING IN THE AUDITORIUM:

1. Lead your group up the stairs and fill the small section to the left of the organ. Then, lead your queue out of the door by the organ, and in the next door to fill the side sections, and so on (see the fill/exit maps). The student marshals will be seated in the seats in the organ row.
2. The student marshals from C112 & C110 are responsible for filling the stage seats. The student marshals will lead the students around the back of the stage behind the grey chairs. They will fill the grey chairs on the stage front to back. They will count the students into each row and tell the students to go all the way across.

DURING THE CEREMONY:

1. After the Honorary Degrees, and the pledge, take your place at the lectern just behind the Dean’s lectern. The student marshals also take up their positions.
2. The procession marshal leads each row down to you for introduction by the Dean. The procession marshal begins with the organ rows front to back, taking them from the left-hand side of the organ. Students on the stage (if required) will cross last.
3. Ensure each student stops at your lectern before they move up to the Deans’ lectern. As they stop at your lectern watch for the last student in each group and ensure the Dean is aware who the last is in each group. Also instruct the students that they will need to stand on the X by the Deans’ lectern. **You control the flow of the students when they are walking across the stage.**
4. Initiate the clapping at the end of each degree.
5. Place the lectern back to the side of the stage and return to your seat once all of the students have crossed the stage.

RECESSION:

After the singing of ‘O’ Canada’ the auditorium empties in reverse order:

1. While the last few students are processing, the procession marshal will tell the first few rows of students in the choir seats beneath the organ which way they are exiting and to follow the procession marshal out of the auditorium.
2. The students on stage follow you. .
3. The students in the side pods all leave in an orderly fashion, row by row (as directed by the student marshals).

Thank you for your assistance!