



## PROCESSION MARSHALS (RIGHT-HAND FILE) INSTRUCTIONS



The instructions below outline your roles and responsibilities as a procession marshal.

### *New Procedures:*

- *Graduands receiving a Bachelors 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 C109, C111, C113 and C115. 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 (C109, C111, C113, C115) 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

### **FINAL CHECK:**

1. **15-20 minutes before** the ceremony, enter room C115 with the following instructions:
  - *We are the right-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 I tell 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 C113, C111, and C109 (it takes about 4 minutes per room).

#### **LINING UP IN THE HALLWAY:**

1. **5-10 minutes** prior to the ceremony **the chief marshal positions graduands** in front of the left-hand file and/or the end of right-hand file if there are students on stage.
2. Lead room C109 into the hallway and stop them at the exit doors. Keep them to the far right.
3. Continue with each of the remaining rooms, joining them onto the end of the line. *Emphasize to each room that they must follow in queue.*

#### **PROCESSION FROM CLEARIHUE TO THE AUDITORIUM:**

1. Remind the marshal from C109 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 right side of the auditorium passageway. At the auditorium centre aisle cross-over, (with the concrete wall) stop the procession.
4. The chief marshal gives the nod across the aisle to you once the organist or drummers have begun playing the procession music. Lead your file down the inside stairs of the auditorium, and up onto the stage.

#### **IN THE AUDITORIUM**

##### **SEATING IN THE AUDITORIUM:**

Lead your group up the stairs and fill the two rows beneath the organ. The small section to the right of the organ is filled next. Then, lead your queue out of the door by the organ, and in the next door to fill the side sections, and so on.

**Instruct all graduands to remain standing.**

**PLEASE NOTE:** *The student marshals will be seated in the seats in the organ row.*

#### **DURING THE CEREMONY:**

1. After any Honorary Degrees and the Pledge, student marshals take up their positions.
2. Lead each row down to the chief marshal for introduction by the Dean.
3. Begin with the two organ rows taking them from the left-hand side of the organ (facing the stage).
4. Next, the small section on right-hand side of organ, taking two rows at a time (the other two rows should wait until you return). **Remember**, you need to take them from the right-hand side of the section as we face it (i.e. closest to the audience), otherwise the order will be reversed.
5. After the right-hand side is done, proceed to the left and take them from the left-hand side of each section (as you face the section), two rows at a time, until the whole left-hand side is done.
6. If there are any graduands seated on stage take them next from the left hand side 1 row at a time.

#### **RECESSION:**

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

1. While the final graduands are processing, instruct the rows of students beneath the organ which way to exit (decided before the ceremony in consultation with the chief marshal) and to follow you out of the auditorium. The students on stage follow the chief marshal.
2. The students in the side pods all leave in an orderly fashion, row by row as directed by the other student marshals.

***Thank you for your assistance!***