



Convocation Student Greeter Instructions

Updated October 2014

Please arrive in the Clearihue building one-and-a-half hours before the ceremony start time (arrive at 8:30 am for the morning ceremony or 1:00 pm for the afternoon ceremony) and check in with the Ceremonies and Events staff member in room C118. You will be provided with a blue robe to wear. Station yourself near the main doors of the C wing hallway.

Your main duties are:

1. Greet the graduands as they arrive in the Clearihue building and direct them to their rooms by pointing out the ceiling signs in the C wing hallway. Remind them to check for their name on the marshaling list on the blackboard in each room.
2. Respond to any general questions regarding Convocation and the ceremony. If you are unable to answer a particular question, refer the student to their room marshal or to the Ceremonies and Events staff member in room C 118.
3. If a student arrives without their regalia, direct them to pick it up from the Senate Chambers in room A180 of the University Centre.
4. Remind family and friends who are entering the Clearihue building that the marshaling area (includes C wing hallway and rooms 108, 109, 110, 111, 112, 113 and 115) is for graduating students only. Family and friends are welcome to wait at the seats by the main entrance while the student gets robed.
5. Once a student has been robed they may want to leave the building to seek out family or friends, to take photos, etc. Remind students on their way out that they are due back in their assigned room by 9:15 am for the morning ceremony and 1:45 pm for the afternoon ceremony.
6. Students should be discouraged from leaving the Clearihue building 30 minutes prior to the start of the ceremony – 9:30 for the morning ceremony and 2:00 for the afternoon ceremony. Marshals will begin the process of lining students up and giving important instructions around this time.
7. If the procession is lined up in the hallway or leaving the building, quickly escort any late students directly to a Ceremonies and Events staff member who will decide whether the student can participate in the procession or will be taken on a different route to the auditorium.

Once the students have processed to the Auditorium, please return your robe to C118.

Thank you for your assistance!

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