



STUDENT MARSHAL INSTRUCTIONS



The instructions below outline your roles and responsibilities as a student marshal. They are reviewed in depth during the marshal rehearsal.

New Procedures:

- *Graduands receiving a Bachelor 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 ARRIVAL:

1. Arrive in Clearihue C118 **one hour before** the ceremony and report to Ceremonies staff.
2. Blue marshal gowns are available on arrival. If you choose to wear academic regalia please bring it with you. Regalia reserved from the Bookstore can be picked up in University Centre A180 (Senate Chambers).
3. Pick up your name strips.
4. Proceed to your assigned room.

WHAT TO FIND IN ASSIGNED ROOM:

1. Signage above and outside the door indicating degree, organized alpha order by last name.
2. Robing assistants, who help the graduands with their regalia. *Marshals are welcome to assist with this task.*
3. A list of students who should be in the room.
4. Signage with instructions on the conferral process.
5. Programs.
6. Signage about security and valuables (C116). *Please remind students to turn off all electronic devices and to leave them with their valuables. Any items left in rooms will be placed security. All doors will be locked once students leave for the ceremony.*

LINING UP IN THE ROBING ROOM:

20-30 minutes prior to the ceremony line up the graduands in the order they cross the stage. To line graduands up please do the following:

1. Use the name strips for the graduands in each room.
2. Call out the name on the name strip (which are numbered sequentially).
3. Give the name strip and a program to the student.
4. If your room has 2 doors please line them up at the back door (the back door will be labeled).

If there is no namestrip for a graduand in your room, check that they are in the correct room using the lists and room signs. If they are not listed on any of the marshaling orders in the rooms, please send the student to C118 to Ceremonies staff. They will confirm if the graduand is approved to graduate and will write them a namestrip. **This is explained in detail during the marshal rehearsal.**

FINAL CHECK:

15-20 minutes prior to the ceremony, the procession (lead) marshals:

1. Give last minute instructions.
2. Review the pledge.

Please ensure the graduands:

1. Have a name strip.
2. Have a program.
3. Are reminded to secure all electronic devices in the security room.

LINING UP IN THE HALLWAY:

5-10 minutes prior to the ceremony the procession marshals line up the graduands into 2 lines (Right Hand File [RHF] and Left Hand File [LHF]) in the hallway.

Please help the lead marshals:

1. Keep the graduands in numerical order.
2. Ensure all the graduands are out of the room and the door is closed.
3. **VERY IMPORTANT** - Ensure the two lines are kept separate otherwise students can end up out of order and on the wrong side of the auditorium!

PROCESSION FROM CLEARIHUE TO THE AUDITORIUM:

1. The two procession marshals lead the lines of students to the auditorium accompanied by the student marshals from C108 and C109.
2. If required, student marshals from C110 & C112 act as stage blockers for the students who sit on stage. The chief marshal will place you in the correct line. **Details of 'blocker' duties and tips on troubleshooting are provided at the marshal rehearsal.**
3. The remaining student marshals follow at the end of the lines to ensure they stay separate and the students stay in order, unless otherwise directed by a lead marshal.

IN THE AUDITORIUM SEATING IN THE AUDITORIUM:

1. C108 & C109 marshals assist the lead marshals and direct students to their seats where they remain standing.
2. C110, C111, C112, C113 & C115 proceed directly to their seats in the row immediately under the organ where you remain standing. If there are students onstage C110 & C112 direct students to their seats.

DURING THE CEREMONY:

1. Follow the program until the President announces: *"the graduating class will now be presented individually"* The chief marshal stands and moves to lectern at side of the stage.
2. Move to your position (based on Clearihue room assignments) to direct students and make sure they do not go off in the wrong direction. *Please see diagram attached.*
 - a. C108 & C109 are positioned at doorways on either side of the organ
 - b. C110 is in the hallway behind the organ
 - c. C112 is on stage
 - d. C111, C113 & C115 are positioned at the right side doorways behind the student seating. After the students on the right are done, take your mirrored position at the left side doorways behind the student seating.
3. The procession marshal first leads the RHF to the reading dean. The procession marshal takes 2 rows at a time.
4. Please ensure graduands follow when they are called and stay when they are not supposed to go.
5. Please ensure each graduand has a name strip in their hand.
6. After the RHF graduates return to their seats the LHF begins the same process.
7. Student marshals specifically assigned to auditorium doors, close the doors and go to the opposite side to assume the same duties.
8. Once all graduates have received their degrees you can return to your seat.

RECESSION:

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

1. The front row stage party exits stage left, followed by the academic procession.
2. The procession marshal leads the 1st two rows off the stage.
3. Graduates seated under the organ follow the procession marshals.
4. Please assist the remaining graduates to leave in an orderly fashion.
5. Once you are in the foyer please encourage all students/family to go to the reception in the Mystic Market seating area.

Thank you for your assistance!