

HEAD MARSHAL/SENIOR MARSHAL

Role

Organize and lead the Student Procession into the gym, during the ceremony and back to the courtyard afterwards. Provide instructions and leadership for other Student Marshals.

Locations

- Hangar (Studio 1), Gymnasium – to meet marshals prior to ceremony & pick up gown, stole & lanyard.
- Fipke – to line up processions
- Gymnasium – during the ceremonies

Responsibilities

- Before Convocation
 - Attend Leadership Team planning meeting if needed
 - Attend volunteer meeting on June 4: lead break-out group for training
 - Attend rehearsal the afternoon before Graduation and lead marshals through duties
 - During Convocation:
 - Check in with the Volunteer Coordinator in the Hangar (Studio 2), **60 minutes** prior to ceremony and pick up gown, lanyard and stole
 - Meet with Marshals prior to ceremony and brief them (Fipke)
 - Supervise Student and Faculty processions
 - Ensure student participants are in line in correct order
 - Give instructions to Student procession
 - Check ceremony guide and identify the Grad Students who are in attendance – these will be the first students in line, and first to cross the stage.
 - Cue processions to leave for the gym (work with Erin)
 - Check with Piper (departure time and flow of pace)
 - Lead Student procession into the gym
 - During ceremony, Be available to assist with seating late arriving students

Stage – Position of Marshalls

- One marshal will remain at the stage lining area, greet students and provide instructions to students before they walk up to the stage.
- Check Reader Cards for break in “Reader”. Ask student to cue this to Stage Marshall
- Instruct students to pause for pictures on the footprints on the stage carpet.
- Ensure students hoods are still pinned neatly

Stage Marshal

- Check reader cards for pronunciation and tell students they can whisper to the Reader if necessary
- Cue the University Marshal when a Reader switch is to happen

Post Ceremony

- Move to middle Isle, waiting until stage procession leaves
- Lead Student Procession out of gym
- Stand midway between gym and roadway to direct flow of procession
- Students should follow student marshals to courtyard area
- Return gown, lanyard and stole to Volunteer Coordinator
- After Convocation
- Attend recognition event
- Gather comments and recommendations from Marshals and submit a debriefing report to the Ceremonies Office

Time Commitment: 3 hours per shift