TEAM A RESPONSIBILITIES

Arrive 2 hours before the ceremony –Report to Team Leader in Wrestling Room and get “Faculty Marshal” badge.

STUDENTS WILL ENTER THE STAGE ON THE RIGHT SIDE, WALK ACROSS AND EXIT THE LEFT SIDE OF THE STAGE. THERE WILL NOT BE TWO LINES ON EACH SIDE OF THE COURT GOING TOWARD STAGE.

Overview of Critical Tasks:

The following tasks require special emphasis by Faculty Marshals.

**Team A:**

1. Under normal conditions, candidates will be lined up and organized by the Outside Organizers. Once the ceremony begins, an Assistant Site Coordinator will signal for the procession of candidates to begin.

2. Under the Inclement Weather Plan, students will file directly (without formal procession) into HFH.

3. Identify Class Marshals by sashes or by looking at their picture in the Program. Class Marshals will be seated (on the right side when facing the stage) so that they are the first baccalaureate candidates to cross the platform (see floor sign). Wheelchair-bound candidates will be placed so they have easy access to the platform. Make both sides fill equally from outside to center with no open seats **(no saving seats)**.

4. As Students enter HFH in the processional to their seats one person will count every **14 OR 15** students and one person point the student into the chair.

5. When students enter HFH for seating use floor signs to gage where to sit students. For combined ceremonies, also keep one empty row between each college’s bachelor’s group, if room permits. These “Empty Rows” will be marked on the floor before the ceremony begins.

6. Bleacher-aisle marshals are responsible for signaling each row of students (one row at a time) to stand to move RIGHT (except for Graduate ceremony) to the aisle to approach the platform. Wait until 8-10 students are left in line to platform before releasing the next row. **Please listen carefully** for the cues from the announcer.

7. Center-aisle marshals watch for signal to stand each row. Make sure the north side of the row crosses the center section.
8. Halt candidates between colleges to allow stage dignitaries to exchange places. Wait for verbal cues from announcer.

9. Turn-point marshals will assist student in approaching the stage. If student does not have a name card, instruct student to tell their name to the name slip passer.

For Graduate Ceremony: Marshals will also check that master’s hoods are unbuttoned and over the correct arm (left arm when coming from the left side of HFH and right arm when coming from the right side of HFH).

10. Fix tassel and place on left side as needed prior to picture as they exit the stage. Release as soon as photographer finishes taking picture of previous person.

11. Center-aisle marshals must seat graduates as they return from the platform. Those ushers must not wait for entire row to fill before they signal candidates to sit.

12. At Recessional, center-aisle marshals must direct the graduates to exit via the SW doors.