TEAM B RESPONSIBILITIES

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

Overview of Critical Tasks:

The following tasks require special emphasis by Faculty Marshal Team Leaders.

Team B:

1. Monitor seating of main floor and redirect to upper level as main floor is nearly full.

2. As stated on Commencement tickets, saving seats is not allowed. Announcers will begin reminders not to save seats 30 minutes before ceremony. During these announcements if a guest or group of guests needs a place to sit, this rule will have to be enforced. Simply remind the guest of the policy and in order to provide a good experience for all, the seats will have to be forfeited. If you run into problems with a guest, call one of the Assistant Site Coordinators or DPS to assist. Use judgment based on the size of the crowd.

3. Monitor bleacher aisles and center aisle during ceremony for picture-takers.

4. Guests are restricted from taking photos from upper level immediately above platform. Photos may be taken from the upper-level west, north, and south rails. Ensure that photographers do not block the view of people in the bleachers.

5. There must be no sitting on floor behind the rail above platform.

6. Assign 2-3 ushers who can be firm and handle the stress of the upper deck and south door. Get DPS or an Assistant Site Coordinator to assist if necessary. Most ceremonies an Oklahoma County Sheriff will be present and can assist.

7. Guests should not be allowed to stand or walk in front of the bleachers where other guests are seated. Those individuals wanting to go to the other side of the upstairs area should be required to go behind the bleachers.
8. After guests are seated in the extra rows after the National Anthem, marshals should remain at the NW and SW doors during the ceremony to eliminate as much across-the-floor movement as possible.

9. Advise guests that when there are no seats available on the main floor, they should proceed upstairs or to the south foyer to watch the ceremony via closed-circuit television in the foyer.

10. Ensure SW interior and exterior doors are blocked open for Recessional. Ensure NW and SW upper-stairwells are blocked during Recessional. DPS will assist.