TEAM C 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 Marshals.

**Team C:**

1. Anticipate passenger drop offs at both SW corner and W side of HFH.
2. Mark wheelchairs UCO is using so not to mix with guest chairs.
3. Bring disabled and elderly guests to the Special Seating section in the front of the HFH floor.
4. Enforce seating policy in Special Seating areas (one attendant only—no exceptions). If this is not enforced, we will run out of seats for these special guests. *Additional guests will have access to reserved bleacher seating south of the Special Seating section.*
5. Mark each guest wheelchair/walker with ID so that items will not get mixed up and will be returned to the correct owner. There is a UCO tag to identify UCO wheelchairs and a color ID tag for the guest and their property.
6. At C-15 minutes, use unmarked seats in left-front row for additional Special Seating only. Keep right-front row completely empty, unless Commencement Coordinator(s) release some seats.
7. Do not expand Special Seating section.
8. UCO wheelchairs (as opposed to personal wheelchairs) may not be used by guests to sit in throughout ceremony. They will be needed to bring in other special needs guests.
9. Store wheelchairs by NE and SE doors of HFH during ceremony. Mark personal wheelchairs stored in this area.
10. Assist wheelchair guests after the ceremony and return wheelchairs to storage area.