I. **Check-in (11:00 a.m. – 11:55 a.m.):** Check-in at the Touchdown Terrace and enjoy the brunch. Pick up your gold baton at the commencement table as you enter. (You’ll return it to the Terrace following the ceremony – see Recessional instructions.) After brunch proceed to the north lineup area on the Outdoor Practice Field, arriving by 12:30 p.m. Go to your lineup position in the doctoral section (see Faculty Lineup Chart NE). Assign students a line in which to march. Each line should contain the same number of candidates. Candidates must stay in their assigned lines. Candidates wishing to sit together should be grouped in the same line (not next to each other in different lines).

II. **Procession:** Candidate marshals will march directly in front of you. When you enter the stadium try to remain even with the doctoral group entering on the opposite side of the stadium. Follow the line of march shown on the diagram (page 2, dashed red line). When you reach position #16 you will begin seating candidates (first doctoral section #1, then master’s #1 and bachelor), 21 per row, in the even-labeled rows. You will work together with a seating marshal. If you run out of seats, direct students laterally to available seats in their degree section. You will move slowly toward the back of the stadium, seating candidates. After all candidates are seated and the President’s and Deans’ Parties have cleared the center aisle, walk forward to your seat at #16 (see diagram, page 2).

III. **Doctoral march to the stage:** When the President asks doctoral candidates to come forward, go to “c.” As candidates leave their seats, direct them towards the marshals who will be standing at “a.” Doctoral marshal #17 will assist you. (See diagram on page 3 for details.) After the doctoral march, you may be seated.

IV. **Master’s march to the stage:** When these candidates begin their march, go to “i” and ensure the master’s candidates stay in their proper lines as they leave the stage. (See diagram, page 3.) After the master’s march, you may be seated.

V. **Bachelor march to the stage:** Go to “F1.” (See diagram, page 4.) This is a somewhat flexible position. There are four lines of candidates returning from the stage down the center aisle. Two of those lines walk between the stanchions. Your job is to walk between those two middle lines in the general area of the doctoral section and keep those lines separated. (Also, try to “repair” gaps in the lines – they confuse candidates.) Tell candidates in the two middle lines to walk all the way to the back (west end) of the stadium. Three other marshals will patrol the middle aisle further back. When all candidates have left the stage and passed you, return to your seat.

VI. **Recessional:** Encourage students to remain in their seats until the President’s and Deans’ Parties have cleared the center aisle. When the last faculty members have left the stage, follow them out of the stadium and proceed to the Touchdown Terrace, where Office of Ceremonies staff will take your baton.
Doctoral Marshal #16

Your processional line of march

Acad. Procession  Academic Procession  Acad. Procession
Acad. Procession  Commencement Marshals & Award Winners  College Marshals
College Marshals  President’s Party  Deans’ Party  College Marshals
Comm. Marshals  President’s Party  Deans’ Party  Comm. Marshals

Your seat

16

Doctoral #1  Doctoral #2  Doctoral #3  Doctoral #4
Masters #1  Masters #2  Masters #3  Masters #4
Bachelor  Bachelor  Bachelor  Bachelor
Bachelor  Bachelor  Bachelor  Bachelor
Bachelor  Bachelor  Bachelor  Bachelor
Bachelor  Bachelor  Bachelor  Bachelor

= stanchions

Processional Positions
Red line = student line of march

Blue line = student line of march

Doctoral Marshal #16

DOCTORAL MARCH DIAGRAM

MASTER'S MARCH DIAGRAM
BACHELOR MARCH

Blue line = student line of march

= stanchions