

Reading Marshal Southeast

A list of Ph.D. candidate names will be emailed to you approximately one week before the ceremony for you to review pronunciations. The reading cards will be given to you at rehearsal, along with some spare cards and a felt-tip pen for any unannounced latecomers who show up on the day of Commencement.

The sound company is not able to have the microphones operational before Friday. If you would like a brief sound check let us know and we will arrange a time for you to do so (at your microphone on the stadium floor) sometime on Friday or Saturday morning (11:30 – 11:45 a.m.).

- I. **Line up (12:00 p.m.):** Go through the faculty security check-in at the Outdoor Practice Field, east of the stadium. Refer to the wall chart near the entrance for the location of doctoral candidates and go to that location. Hand each candidate the reading card which lists his/her name and degree. Review with them the proper pronunciation of their name. If a candidate without a card appears, prepare a card with the felt-tip pen.

When you have completed lining up the candidates, move into the stadium. Make sure your microphone is in place and take your seat on stage (see diagram).

- II. **Doctoral march to the stage:** When the University Marshal announces the awarding of the doctoral degrees, go to your microphone (shown as “M” on your diagram, page 2). At the appropriate time you will announce the names of the candidates as the cards are handed to you, (alternating with the north Reading Marshal). Following the recognition of the last doctoral candidate, you may return to your seat.

- III. **Recessional:** During the recessional, stay at your seat until you are directed to leave by the stage marshals. Upon reaching the back of the stadium you may disperse with the rest of the faculty or exit via the tunnel to the faculty dressing room.

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