

## Reading Marshal West

A list of Ph.D. candidate names will be emailed to you approximately one week before the ceremony for you to review pronunciations. You will be given “reading cards” (which list the name and degree of each candidate – see below) 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. **Check-in/Line Up:** Please check in at the CenturyLink Event Center. Brunch is available starting at 11:00 a.m. From there proceed to the west doctoral line-up area in the Event Center.
- II. Hand each candidate the reading card which lists his/her name and degree. Review with each candidate the proper pronunciation of his or her name. Make notes on the card, if necessary. If a candidate without a card appears, prepare a card with the felt-tip pen. Explain to each student that they are to keep this reading card. They should bring the card with them when they walk to the stage and present it to you (standing at the microphone at “M” - see diagram) before they go up to the stage.
- III. 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).
- IV. **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 East Reading Marshal. The West marshal reads first.). Following the recognition of the last doctoral candidate, you may return to your seat.
- V. **Recessional:** During the recessional, stay at your seat until you are directed to leave by the stage marshals. Follow the stage party to the back of the field and exit via the *east* tunnel.



# Reading Marshal West

