

Seating Marshal #10

- I. **Check-in:** Please check in at the Touchdown Terrace. Pick up your wire clippers. Brunch will be served from 11:00 a.m. – 12:30 p.m. You may review your ceremony positions and instructions on the field, but please return to the north lineup area on the Outdoor Practice Field (see Faculty Lineup Chart NE) by 1:00 p.m.

Procession (see diagram, page 2): The procession begins promptly at 1:30 p.m. Marching in front of the faculty procession (see Marshal Lineup Chart), you will arrive at position #10. Positions 8 and 10 serve as turning points for the faculty during the faculty procession. After the faculty has reached the stage, move to position #17. You will help seat candidates in the *odd-labeled* rows, 22 per row, beginning in doctoral section #1 and moving back. (Exception: Seat only 19 candidates in the first row of the Doctoral and first row of the Master’s sections, leaving the end seats open.) Doctoral Marshal #17, arriving with the doctoral candidates, will assist you.

The doctoral marshal feeds the students into a row. You should be positioned about 10 ft. from the current row being fed. Hold the students back and, once a row has been filled, count out 21 students for the next row. Doctoral candidates will arrive first, followed by master’s candidates. If you run out of seats, direct students laterally to available seats in their degree section. When the bachelor candidates arrive, permit the College Marshals leading them to pass by and proceed to the stage. Be sure that the final row of bachelor candidates has equal numbers on the north and south sides. Occasionally you may have wheelchair candidates entering your row. Use the wire clippers to clip the end chair off of a row, remove the chair, and place the student in the empty space.

After the candidates have been seated, return to position #10 to help direct the President’s Party to the stage. When the entire President’s Party has reached the stage, proceed up the north ramp behind them to your seat (see diagram).

- II. **Doctoral and Master’s marches to the stage:** You may remain seated on stage during these marches.
- III. **Bachelor march to the stage (see diagram, page 3):** Go to position “k.” Direct each row to rise and march out, one row at a time, following the path shown on the diagram. (Another marshal leads the line to the stage.) As each row exits you will move back to initiate the exit of the next row. When all candidates have left their seats, proceed to your Recessional position, “GG.”
- IV. **Recessional (see diagram, page 2):** At position “GG,” encourage students to remain in their seats until the stage party has cleared the center aisle. Students may leave the seating area when the classical music ends and the pop music begins. Please return the wire clippers to the baton boxes in the Touchdown Terrace. From there you may disperse with the rest of the faculty.

BACHELOR MARCH

