

Seating Marshal #13 – Button Marshal

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

II. Procession (see diagram, p. 2): The procession begins at 1:30. Marching directly behind the Grand Marshal (see Marshal Lineup Chart), you and Seating Marshal #15 will lead the faculty procession. Walk to the west end of the field, then turn and walk to the center aisle, where you will join your counterparts coming from the north. Together you will march four abreast down the center aisle to toward the stage. When you reach the front of the seating section, turn right and walk single file (with #15 behind you) –see diagram) to position #13. At position **#13** you will guide faculty up the correct ramp to the stage.

After the faculty has reached the stage, move to position **#23**. Your primary duty will be to pin a purple and gold button on the end person in every row as shown in dark green on your diagram. Look down the rows and count the number of empty seats. Notify the other marshals and work with them to fill these seats. Doctoral candidates will arrive first, followed by master’s candidates. When the bachelor candidates arrive, permit the College Marshals leading them to pass by and proceed to the stage.

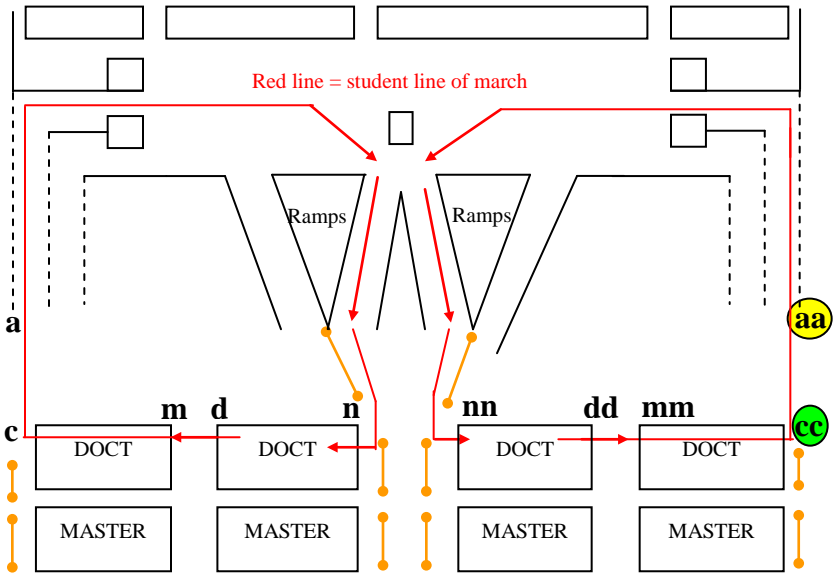
After the candidates have been seated, return to position **#13** to help direct the Deans Party to the stage. The President’s Party will then process to the stage via the **north** ramp. When the entire President’s Party has reached the stage, proceed up the south ramp behind them to your seat (see diagram).

III. Doctoral march to the stage (see diagram, page 3): After the commencement address, University Marshal Moore will announce the presentation of the various degrees. Move to “**cc**” at this time. When the candidates for doctoral degrees are asked to come forward, lead the candidates from “**cc**” to the reading marshal at “**aa**.” Assist the reading marshal in controlling the flow of candidates to the stage. At the completion of the doctoral degrees, move to position “**ee**” (see Master’s March, p. 3).

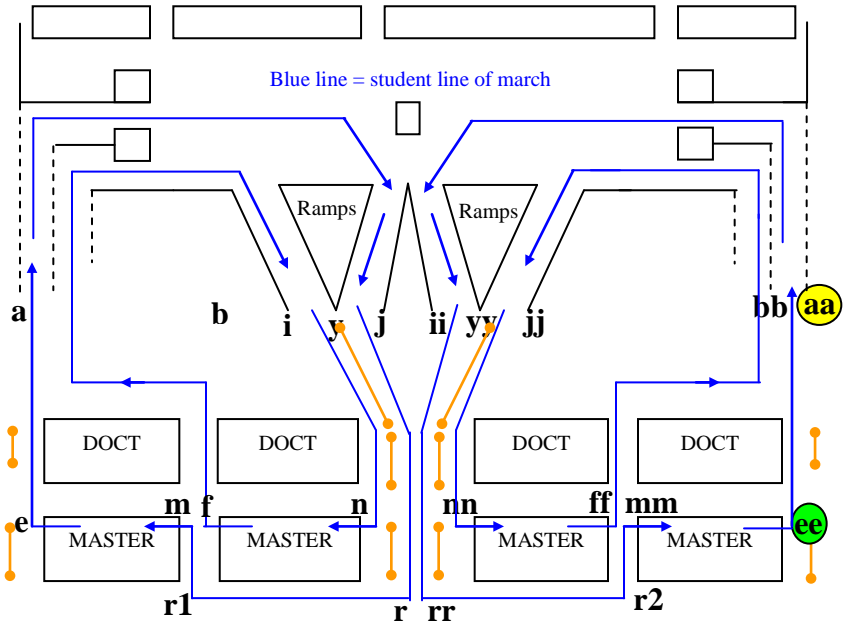
IV. Master’s march (see diagram, page 3): From “**ee**” you will lead master’s candidates to “**aa**” and control the flow of candidates to the stage. At the completion of the master’s degrees, move to position “**gg**” (diagram, page 4).

V. Bachelor march (see diagram, page 4): From position “**gg**” you will lead the bachelor candidates to “**aa**” and control the flow of candidates to the stage. When University Marshal Moore closes the proceedings, move to position “**G**” on the stage.

VI. Recessional (see diagram, page 2): At position “**G**,” direct faculty exiting the stage toward the *center ramps*. As the last members of the faculty leave the stage, follow them back to the Touchdown Terrace. Return your button box to the baton box in the Terrace. You may then disperse with the rest of the faculty.



MASTER'S MARCH TO THE STAGE CHART



BACHELOR MARCH

