

Seating Marshal #15 – Button Marshal

- I. **Check-in (12:00 p.m.):** Go through the faculty security check-in at the Dempsey Indoor Practice Facility northeast of the stadium. **Pick up your button box at the commencement table.** From there you may proceed to the stadium floor. All seating marshals should be in position in the stadium by 1:20 p.m. The procession begins promptly at 1:30 p.m.

- II. **Procession (see diagram, page 2):** Start at position #15, guiding faculty up the correct ramp to the stage. After the faculty has reached the stage, move to position #21. 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. Pin **only the master's and bachelor candidates – not the doctoral 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 #15 to help direct the Dean's 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 to your seat (see diagram).

- III. **Doctoral march (see diagram, p. 3):** After the commencement address, University Marshal Moore will announce the presentation of the various degrees. Move to “**dd**” at this time. Direct doctoral candidates across the quarter aisle (as they exit **and return**) per your diagram. At the completion of the doctoral degrees, move to position “**ff**.”

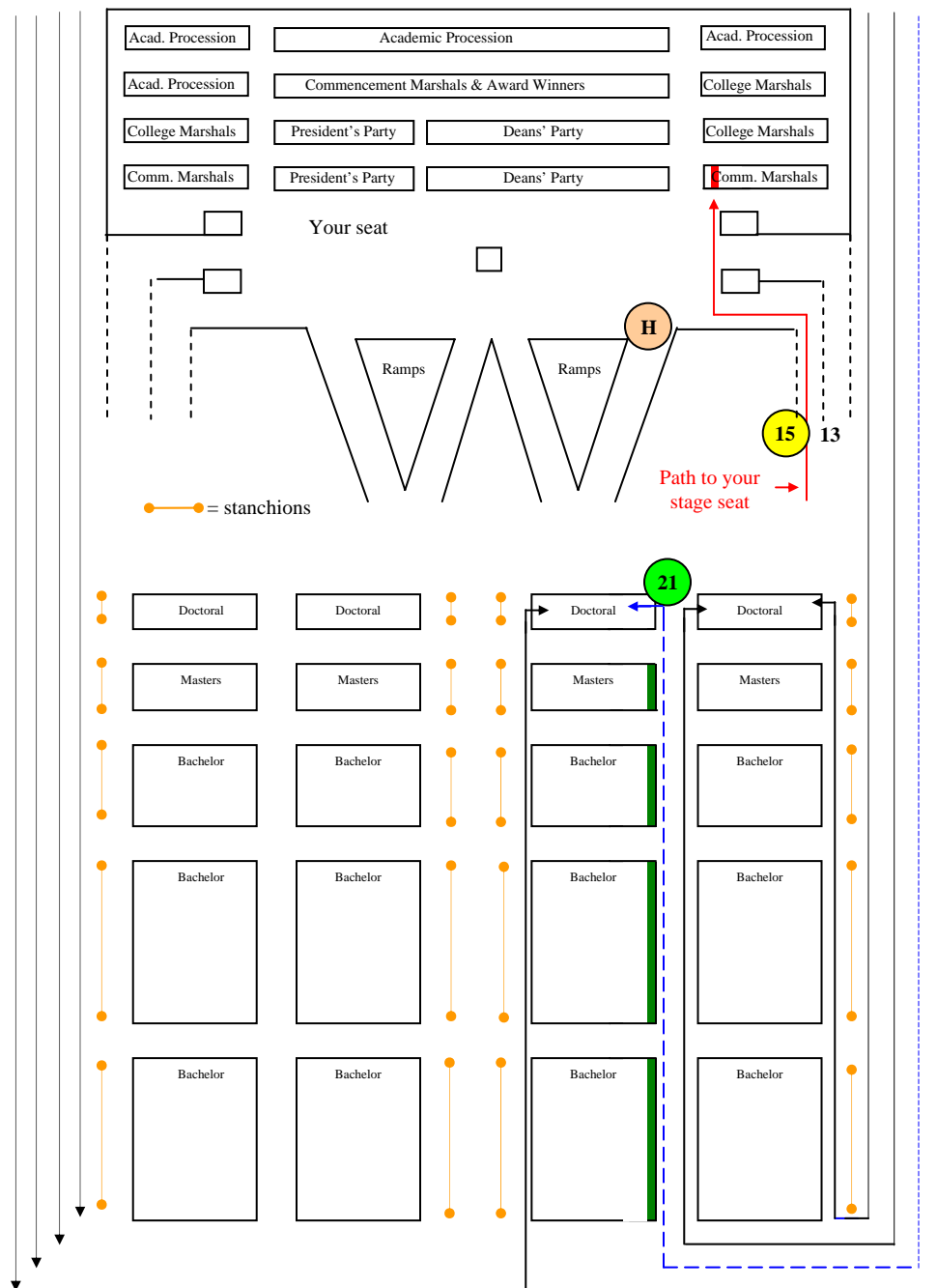
- IV. **Master's march (see diagram, p. 3):** From “**ff**” you will lead master's candidates to “**bb**” and control the flow of candidates to the stage. At the completion of the master's degrees, move to position “**hh**.”

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

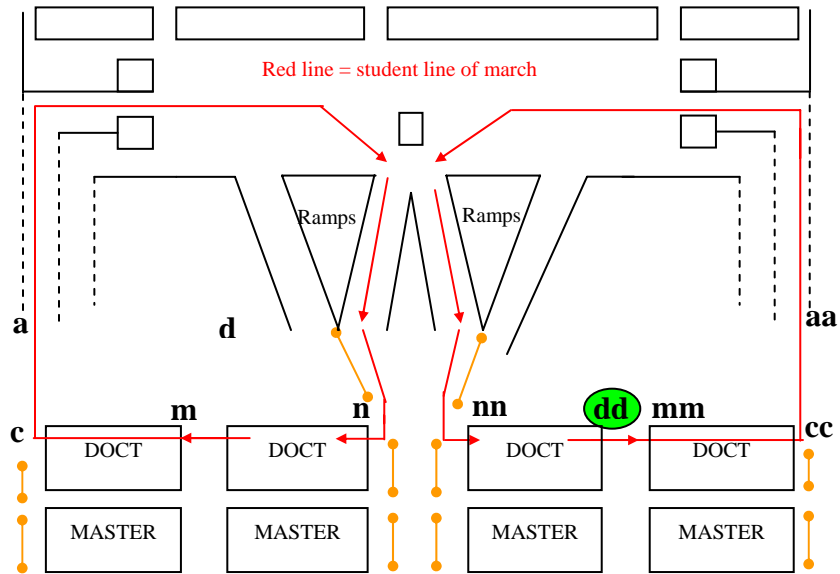
- VI. **Recessional (see diagram, page 2):** At position “**H**,” direct faculty exiting the stage toward the *center ramps*. As the last members of the faculty leave the stage, join them and proceed to the west end of the stadium. From there you may disperse with the rest of the faculty or exit via the tunnel to the faculty dressing room. You can return your button box to the boxes that contain the batons. You'll find them at the entrance to the tunnel.

Processional and Recessional Positions

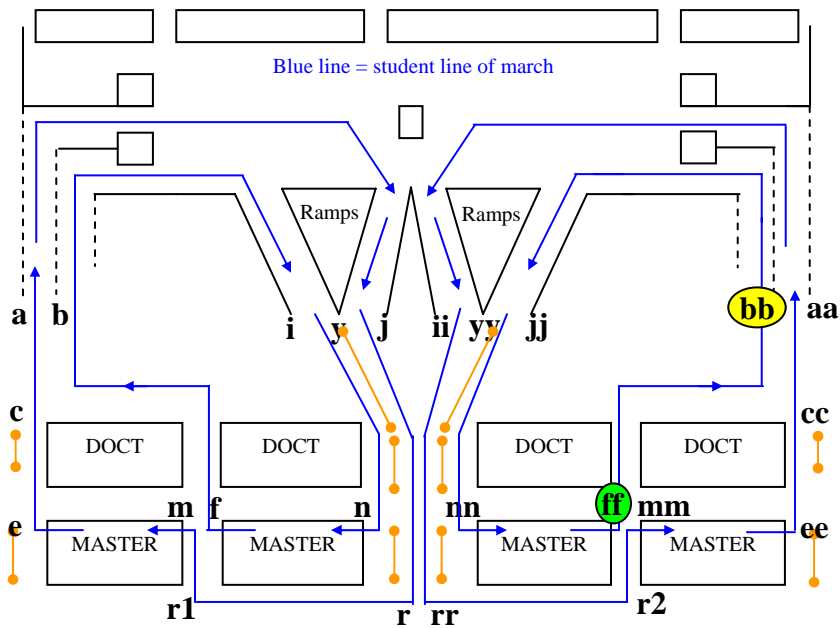
Blue line = student line of march



DOCTORAL MARCH TO THE STAGE CHART



MASTER'S MARCH TO THE STAGE CHART



BACHELOR MARCH

