

Seating Marshal #25

- I. **Check-in:** Please check in at the Touchdown Terrace. 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.

- II. **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 #25. You will be seating candidates (first doctoral, then master's and bachelor), 22 per row, in the *odd-labeled* rows, 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.) You will work with another seating marshal and a doctoral marshal.

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.

After the candidates have been seated, the Deans Party, then the President's Party, will process to the stage. As the President's Party proceeds down the center aisle, walk back up the (outside) aisle you have been working, toward the stage. As the President's Party reaches the stage, you should be ready to proceed up the north ramp to your seat (see diagram).

- III. **Doctoral march to the stage:** You have no duties during the doctoral march to the stage.

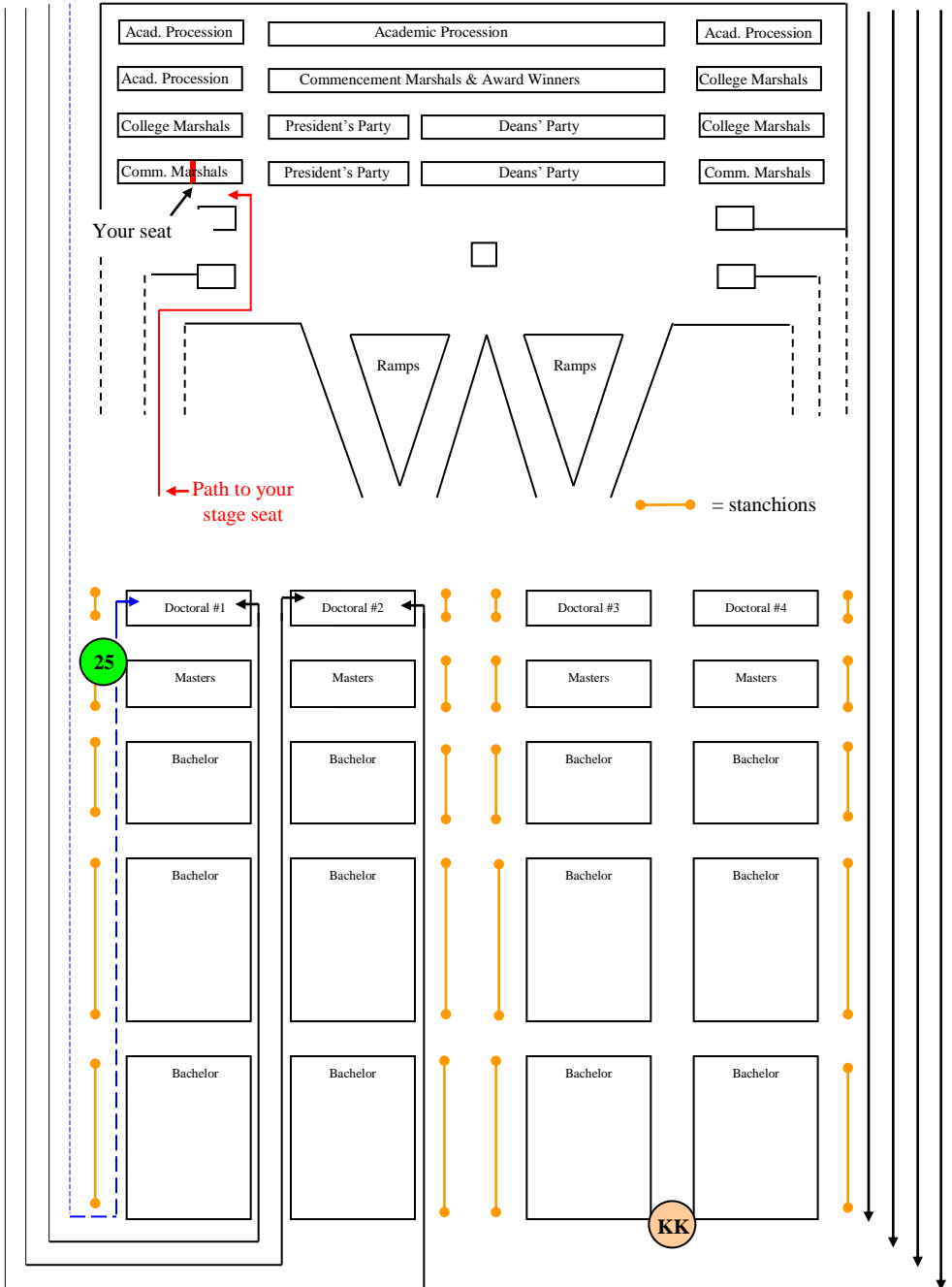
- IV. **Master's march (see diagram, page 3):** When the President says, "On behalf of the board of regents and the graduate faculty, I am pleased to confer upon each of you your master's degree....", move quickly, via one of the north ramps, to "r1." From here direct returning candidates forward to be seated. When all the master's candidates have returned to their seats, move to "w" (diagram, page 4).

- V. **Bachelor march (see diagram, page 4):** A marshal at "v" will direct candidates to you. From position "w" you will direct bachelor candidates (returning from the stage) forward to the marshals who will be seating them. When University Marshal Moore closes the proceedings, move to position "KK" (diagram, page 2).

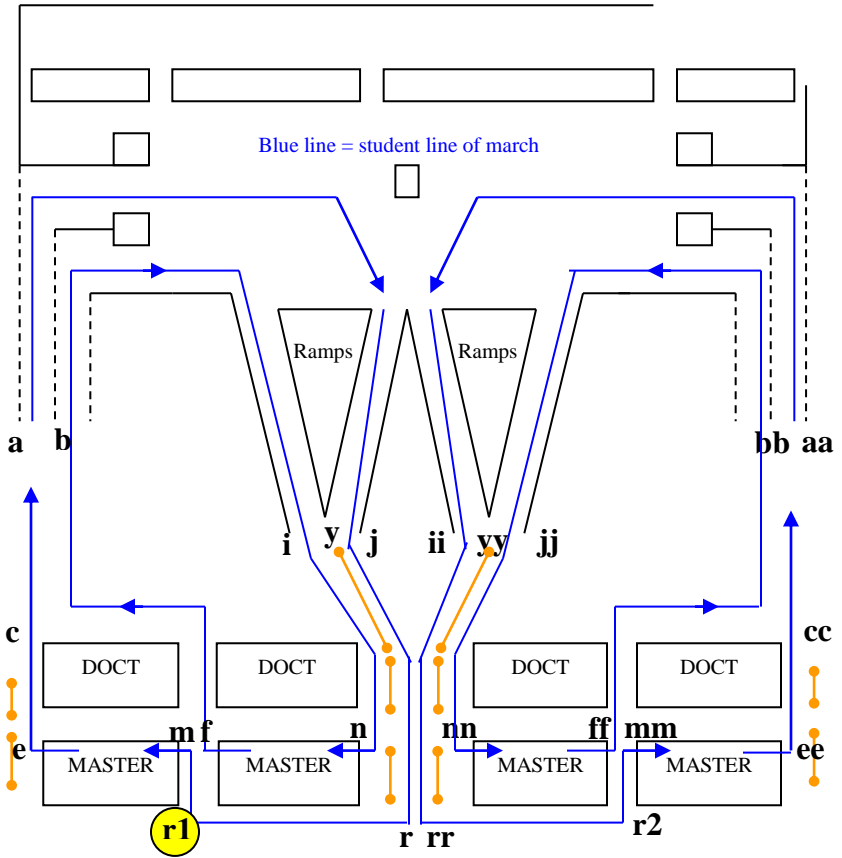
- VI. **Recessional (see diagram, page 2):** At position "KK," ask students to remain in their seats until the stage party has cleared the center aisle. Students may leave the seating area when the classical music stops and the pop music begins. You may then disperse with the rest of the faculty.

Processional and Recessional Diagrams

Blue line = student line of march



MASTERS MARCH DIAGRAM



BACHELOR MARCH

