

Seating Marshal #31

- 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 south lineup area on the Outdoor Practice Field (see Faculty Lineup Chart SE) 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, you will arrive at position #31. You will be seating candidates (first doctoral, then master’s and bachelor), 22 per row, in the **odd-labeled** rows, beginning in doctoral section #4 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.

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. The doctoral marshal feeds the students into the row. Doctoral candidates 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 west and east 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. When the President’s Party reaches the stage, proceed up the south ramp to your seat (see diagram).

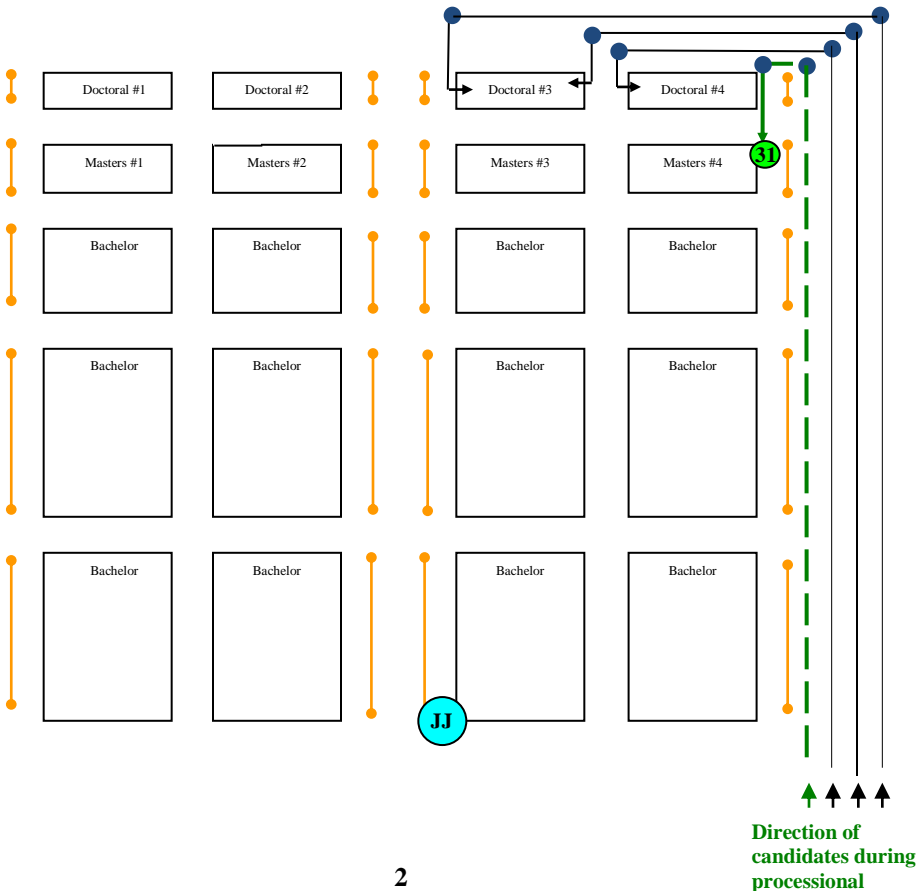
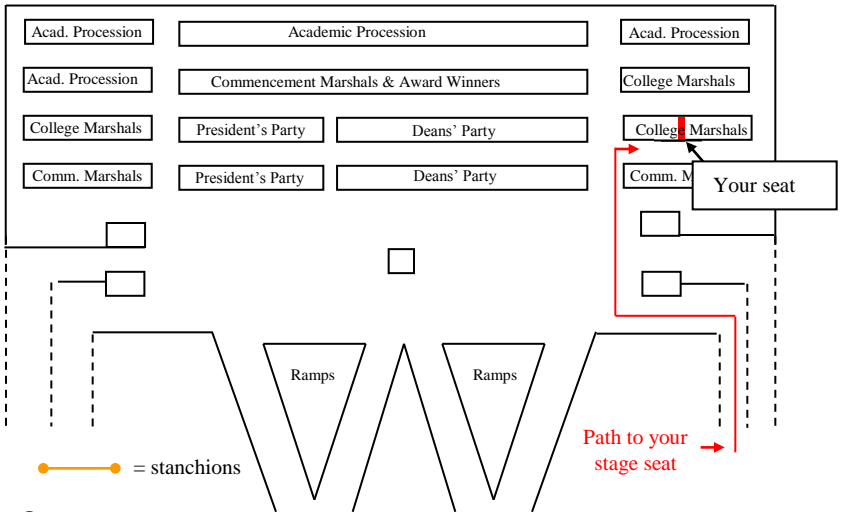
- III. **Doctoral march to the stage:** You have no duties during the doctoral march to the stage.

- 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 east ramps, to the bottom of the middle ramp. Lead the first master’s candidates from the bottom of the ramp to position “**rr**.” Remain at “**rr**” and direct candidates to “**r2**.”

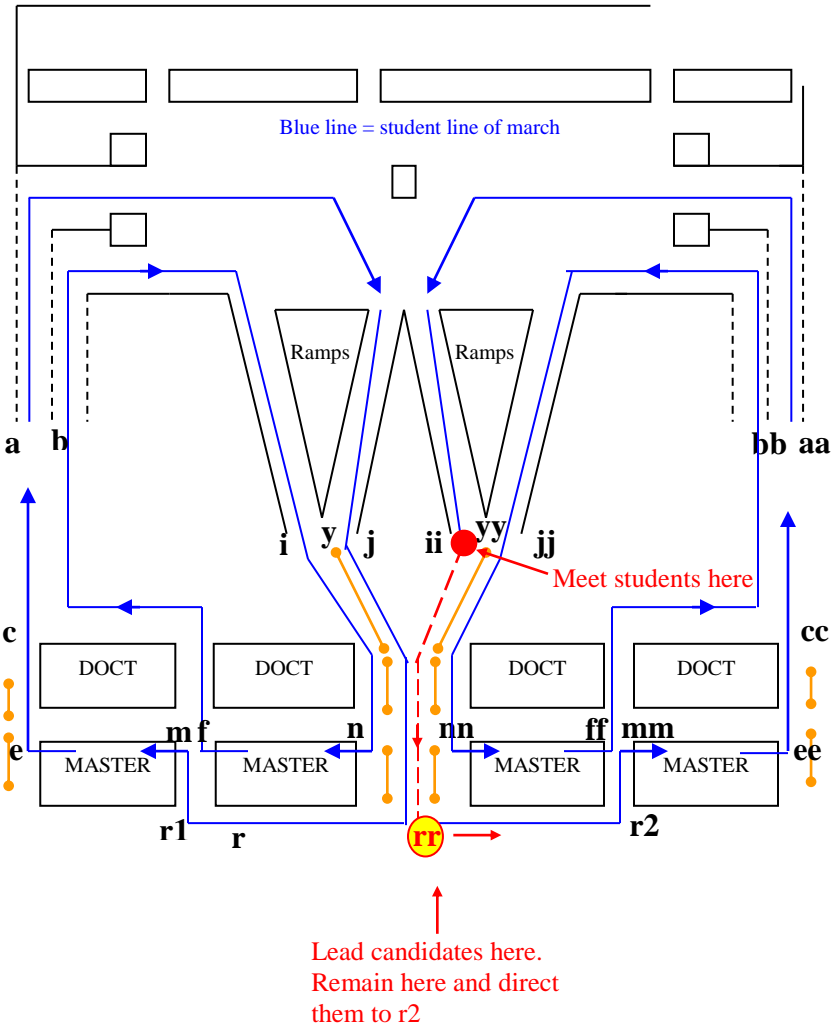
- V. **Bachelor march (see diagram, page 4):** As you did during the master’s march, you will greet the first bachelor candidates as they come off the middle ramp of the stage and lead them to “**vv**.” From “**vv**” direct students to “**ww**.” When University Marshal Moore closes the proceedings, move to position “**JJ**” (diagram, page 2).

- VI. **Recessional (see diagram, p. 2):** At position “**JJ**,” 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. From there you may disperse with the rest of the faculty.

Processional and Recessional Positions



MASTERS MARCH TO THE STAGE



BACHELOR MARCH

