

- I. **Check-in (12:00 p.m.):** Go through the faculty security check-in at the Dempsey Indoor Practice Facility, northeast of the stadium before you proceed to the stage.
- II. **Procession (see diagram):** Just prior to the procession (at 1:30 p.m.) move to position #47. Consult your diagram for the various seating sections. The faculty (academic procession) will arrive on stage first. You will begin seating in the third row, center section. Consult the “Marching Order of Academic Procession” chart and your “Stage Seating Chart,” linked on the previous web page. Two Diploma Marshals will come first. Direct them to the center of the section. The two Faculty Marshals following them will step aside to allow the award winners and Divisional Deans to move to their seats in the center section. The Faculty Marshals will then take their seats, leaving the two end seats for stage marshals. Four Candidate Marshals (arriving later) will also sit towards the center of this section. Remaining faculty will be seated in the sections marked “Academic Procession” on your chart. Ensure that the general faculty does not sit in the reserved seats marked with name cards.

College Marshals, who lead the bachelor candidates from the various schools and colleges, will arrive next. Please seat them in the sections labeled for College Marshals. The various Commencement marshals working on the stadium floor will be last to arrive on stage, following the President’s and Deans’ parties and will take their labeled seats in the front row on either side of the stage.

NOTE: When the Deans’ party enters the stadium, please instruct the faculty on stage to stand. They should remain standing until seated by the President’s Marshal, Ron Moore.

- III. **March to the Stage:** During the candidates’ march to the stage you will assist one of the Candidate Marshals in stocking the diploma table marked in green on your diagram. This mostly involves moving diploma covers from underneath the table (in boxes) and stacking them on top of the table. There might be some boxes of diploma covers just off-stage near the ramps.
- IV. **Recession:** When the University Marshal announces the “exercises of the University of Washington are now closed,” move to position “A.” The third and fourth rows and College Marshals in the second row should not begin exiting until the President’s and Deans’ parties are almost off the stage. The College Marshals in the second row should also be told to wait for instructions from you before exiting. Other stage marshals will take up positions in the middle and at the other end of the third row center section (“Commencement Marshals and Award Winners”). Working with the other marshals you will hold back the third row until the lead stage marshal at F signals the third row to exit. The third row center section should exit first, via the side stage aisles (path in blue on diagram), followed by the members of the academic procession (3rd and 4th rows), and then the College Marshals (2nd row).

As the last members of the stage party leave the stage, join in behind them. Exit via the center ramp and proceed up the aisle 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.

