

East End Marshal - #33

- I. **Check-in:** Please check in at the Touchdown Terrace. (Brunch will run from 11:00 am – 12:30 pm.)
- II. **Procession 1:30 pm.: Stanchioning of all lines begins at the top of the ramp to the field, at the NE corner of Touchdown Terrace.**

At 1:15, go to your position. You will work with your team to channel the students – in approximately equal numbers - into the four stanchioned lines.

Faculty will arrive first in two lines. Direct them into the two middle lines. Doctoral candidates follow in four lines. Try to ensure equal numbers enter each stanchioned line. Do the same for master’s candidates.

Bachelor candidates follow, beginning with the BS candidates from the College of Arts and Sciences. If one of you has fewer students make adjustments (move students to different lines) so that the graduates end up evenly distributed among the four lines. Allow students who want to sit together to remain in the same line.

Towards the end you may be instructed to close off the line nearest the seating sections and direct all the candidates to the outer three lines.

After the candidates have been seated, the Deans Party, then the President’s Party, will process to the stage. As soon as the entire President’s Party is on stage, walk up the outside ramp to your stage see (see diagram).

- III. **Doctoral and Master’s marches to the stage:** You may remain seated on stage during these marches.
- IV. **Bachelor march to the stage (see diagram):** When bachelor candidates are asked to come forward, go to position “**tt**.” Ensure that bachelor candidates returning from the stage remain in the center aisle and walk all the way to the back of the seating section, unless a seating marshal directs otherwise. Students should not cut through your corridor to their seats. After all the students have passed, remain at “**tt**.” It becomes position “**EE**” for the recessional.
- V. **Recessional (see diagram):** At position “**EE**,” (same as “**tt**”) encourage 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 ends and the pop music begins. You may then disperse with the rest of the faculty or exit via the tunnel to the faculty dressing room.

Touchdown Terrace

