

**Westend Marshal #37**

I. **Check-in (12:00 p.m.):** Go through the faculty security check-in at the Dempsey Indoor Practice Facility northeast of the stadium. From there you may proceed to the stadium floor. All Westend 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):** At position #37 you will guide the candidates along the route indicated by the green line on your diagram. You will direct candidates to the marshal at position #43, who will direct them forward to be seated. *Exception: All students carrying gonfalons (college banners) should be directed to walk down the outside aisles, inside the stanchions (blue arrow on diagram)!* (Note: Towards the end of the bachelor march there is sometimes an imbalance in the number of students in the last rows of bachelor seating. For example there may be more students on the north side than the south. For this reason, students who marched in on one side of the stadium (north or south) may be sent to the opposite side for seating. Seating marshals will direct this process, if necessary.)

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 up the outside aisle toward the stage. When the President's Party reaches the stage, walk up the south ramp to your seat (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 "qq." Beginning here you will work with another marshal reseating candidates as they return from the stage. The first student in each new row (marked in dark green on your diagram) should be wearing a purple and gold button. (Buttons are pinned on these students when they are first seated.) Hence, when you see a student wearing such a button, this tells you to begin seating the next row, beginning with this student. As each row is seated you will move back towards the back of the seating section. When all candidates have returned to their seats, go to position "T."

V. **Recessional (see diagram):** At position "T," 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. From there you may disperse with the rest of the faculty or exit via the tunnel to the faculty dressing room.

**Westend Marshal 37 – All Positions**

