

West End Marshal #37

I. **Check-in:** Please check in at the Touchdown Terrace. (Brunch will run from 11:00 am – 12:30 pm.) You may walk through 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):** The full stanchioning of lines is new this year, so you will undoubtedly encounter problems and will just need to adjust as you see fit. Old positions may not work, or need to be more flexible.

The procession begins promptly at 1:30 p.m. At 1:15, go to position #37. This is not a fixed position. Your role is to keep the lines moving forward briskly, or hold them back if you see too much congestion at the west end. You may need to walk all along the line of march, encouraging students to move forward, if necessary. The full stanchioning should help keep students in their lines.

Towards the end of the bachelor march some 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 north 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. You may then disperse with the rest of the faculty.

West End Marshal 37 – All Positions

