I. **Check In/Line up:** All marshals are requested to check in at the Touchdown Terrace. (Brunch begins at 11:00 a.m.) Pick up your gold baton at the check-in table when you enter. (After the ceremony, commencement personnel will meet you in TT to take your baton – see Recessional instructions.) After the brunch proceed to the north side of the Outdoor Practice Field, arriving by noon. There you will assist Norm Arkans in the assembly of the candidates. For the faculty line-up please refer to the Faculty Lineup Chart and Marching Order of Academic Procession Chart, available on your basic instructions page on the web. *Note that Seating Marshals will line up in front of the faculty procession and West End Marshals will line up in back of the faculty procession.*

II. **Procession:** At 1:20 p.m. (just prior to the procession) take position #3 (see diagram on page 3). Norm Arkans will control the entrance of the various groups on the north. Encourage students to remain in their lines. If you notice anything that might require slowing down the entrance of the various groups of candidates, notify Norm.

III. When all the bachelor candidates have entered the stadium, move to a position next to (north of) marshal #6 (see diagram). Once the Deans and President’s parties have gone to the stage, the Seating and West End marshals will come up as a group. Fall in behind them and go to your stage seat (via the *south* side ramp).

IV. **Master’s & Bachelor Walk to the Stage:** Go to position F on the stage (see diagram). Direct the students toward the correct ramps as they leave the stage. Master’s and Bachelor candidates follow both the red and blue lines shown on your diagram. The Chief Marshal and the other Assistant Chief Marshal will split this duty with you during the Bachelor March.

V. **Recession:** During the recession you will exit with the marshal/faculty group. The Chief Marshal and Assistant Chief Marshal #4 have additional duties during the recessional. You do not. Therefore, you may simply exit with the faculty group. Follow the green line shown on the stage exit diagram. *Do not follow the deans and President’s parties down the center aisle.*
Assistant Chief Marshal # 3

Processional & Graduate Walk Positions

Acad. Procession
Academic Procession
Acad. Procession
Commencement Marshals & Award Winners
College Marshals
President’s Party
Deans’ Party
College Marshals
President’s Party
Deans’ Party
Comm. Marshals

= stanchions

Procession of students

Your stage seat

Procession of students

South Side Ramp

Ramps

F

3

6

Doctoral

Masters

Bachelor

Bachelor

Bachelor

Doctoral

Masters

Bachelor

Bachelor

Bachelor

Doctoral

Masters

Bachelor

Bachelor

Bachelor

3