

Student Marshal Duties

Student Marshals: Please arrive 1 hour before the ceremony begins.

Before the ceremony, Student Marshals will direct students to form two rows inside the ballroom from the double doors to the back of the room. One set of marshals will lead the students **into** the ceremony. The other set will be at the end of each line and will lead the students **out** of the ceremony.

Student marshals will assist the graduates with dressing in their regalia and directing them to their seats. Student marshals will let students know that prohibited items cannot go into the ceremony with them [**see Safety (Prohibited Items) below**]. They will need to leave them with family or friends or place them in the trunk of their vehicle. Students have been advised of this, but marshals will be the final lookout.

Student marshals notify the students that they have 10 minutes before they will need to line up. This will give them time to use the restroom or complete final preparations.

Commencement Marshal – Student Lineup Instructions Facing the Stage

6

5

4

3

2

1

STAGE

Row 1 should have the students graduating with a B.S. degree or those requiring accessibility assistance entering first. Students in wheelchairs or walkers will be seated in the wheelchair accessible area behind the last row.

One marshal will be responsible for **even**-numbered rows of seating (**2, 4, 6, etc.**)

One marshal will be responsible for the **odd**-numbered rows of seating (**1, 3, 5, etc.**).

The Student Marshals will provide the following instructions to the graduates once the graduates have been asked to take their seats:

The marshal with the **even**-numbered rows of seating will clearly identify those rows to the graduates. The marshal with the **odd**-numbered rows of seating will clearly identify those rows to the graduates.

The marshal responsible for the **even**-numbered rows of seating (**2, 4, 6, etc.**) will instruct the graduates to follow her/him through the **left side of the west door**, into the hallway, past the faculty, up the stairs, through the **WEST** door (making sure to keep the lines separate), and into the auditorium when prompted.

The marshal responsible for the **odd**-numbered rows of seating (**1, 3, 5, etc.**) will instruct the graduates to follow her/him through the **right side of the west door**, into the hallway, past the faculty, up the stairs, through the **EAST** door (making sure to keep the lines separate), and into the auditorium when prompted.

There will be a staff member at the top of the stairs to guide you to the correct door. The marshals should make sure they can see one another after entering the auditorium. This may require advancing forward down the first couple of steps. **The marshals will wait until they hear the music begin and are prompted to enter. Do not rush the entrance.**

When leaving the auditorium, the marshal will reverse the process:

- Have the graduates stand to recess if they are not already standing.
- **Even** rows exit out of their rows to the east side of the auditorium behind the marshal.
- **Odd** rows exit out of their rows to the west side of the auditorium behind the marshal.
- The marshals will lead their graduates back up the steps used for the processional to exit the auditorium and back down the steps.
- Please make sure the students move AWAY from the doors. We do not want to congest the area.

The following items are prohibited in the Ford Community & Performing Arts Center:

- Aerosol and spray cans
- Alcoholic beverages
- All bags (including purses and cases)
- Coolers, thermoses, flasks
- Lighters
- Pets or animals (Service Animals are permitted)
- Pop/Water bottles
- Signs, banners, balloons, balls, and inflatable items
- Weapons

Exceptions will be granted for medical reasons only.