

## Commencement Marshal Roles Cheat Sheet

*Please note that many of you may have more than one assigned job title, as well as several duties. Marshal roles are also subject to change.*

### **Announcing Marshal:**

This marshal announces the various units of the academic procession as they enter the arena. This person should go to the podium about fifteen minutes prior to the start of the procession. A script will be given to this marshal prior to the commencement day.

### **Assembly Marshal:**

Your main goal is to make sure that the candidates are in line within their department. Please make sure students have their digital name card, either printed out or on their phone. And of course, get them excited!

### **Assembly Pep Crew:**

The pep crew marshals are scattered throughout the assembly area and your main goal is to get them excited before the ceremony. There is a mic in the assembly area where assembly pep crew members can make announcements and get the students excited while we count down to the ceremony start time.

### **Banner Carriers:**

There are seven banners used at Commencement: one banner for Faculty, one for Administration and Staff, and five College/School banners: College of Business, College of Health and Applied Sciences, College of Letters, Arts and Sciences, School of Education, and School of Hospitality. In each ceremony, College/ School Banners process first, followed by the Staff/ Admin and Faculty banners. All banners will process down the middle aisle. When the banner carriers are done processing, you are to stand in front of the stage facing the crowd until the processional is complete. The platform party is the last to enter, and once they are in their seats the banner carriers will walk around the stage (left) and place the banners down.

### **Seating Marshals:**

There are three seating marshals per column of candidates. Seating marshals are to process in after the banner carrier. These marshals are to count to 14 (the number of chairs in a row) and make sure the candidate move as quickly as possible to get seated.

### **Escort Marshals:**

Once it is time for candidates to cross the stage, the escort marshal will take the first candidate from their column and lead him/her to the ramp on either side of the stage. The red and yellow columns exit their seats from house left of the columns, while the blue and green columns exit their seats from house right of the columns.

### **Catching Marshals:**

Catching marshals are placed at the bottom of the stairs to catch anyone coming off the stage. Be on the lookout for assisting students in high heels, gowns that catch the handrails, anyone on crutches, etc.

### **Patrol Marshals:**

These marshals assist the candidates leaving the platform. Keep the line of candidates moving and make sure they are going in the right direction back to their seats. The red and yellow columns enter their seats from house right on the columns, while the blue and green columns enter their seats from house left of the columns.

### **Marking Marshals:**

Those serving as marking marshals should stand by the appropriate row of seats for the graduates to return to. Remember that there are 14 seats in a row. As one row fills up, set backwards to mark the next row. The red and yellow columns enter their seats from house right on the columns, while the blue and green columns enter their seats from house left of the columns.

**Diploma Assistants:**

Diploma assistants will process in with the faculty or admin and staff and sit in the marshal seating area. Once we begin the portion of the ceremony where students start walking across the stage, the diploma assistants enter the stage from the back stairwell and walk directly to the tables on the left and right of the stage, containing the piles of diploma covers. They assist in moving the diploma covers from the tables to the diploma cart on both sides of the stage, where the covers are handed to the department chairs. Once all candidates have walked across the stage, diploma assistants return to their seats.

**Recessional Marshals:**

Dr. Davidson and the rest of the Platform Party are the first to leave the arena. The Platform Party is followed by the Department Chairs, then Faculty and Staff/Admin. There are three recessional marshals for each column, one for the front of the line and two for the rear. The front recessional marshal will lead their column out of the arena. Candidates are to follow, row by row. All columns recess out at the same time. The recessional rear 1 marshals are queueing each row to follow the next, while the recessional rear 2 marshal is holding back the other rows from leaving before it's their turn.

**Student Assistance Marshals:**

These marshals are assigned to students who have requested accessibility assistance. This marshal can also help guests who have requested accessibility seating find their way to the accessibility seating area. The commencement coordinators will connect the student assistance marshal and students via email. We recommend the student assistance marshals connect with the students who have requested assistance ahead of the ceremony, so you can make a plan on where to meet and talk through their needs ahead of the ceremony.