

## **JOB DESCRIPTIONS 2015 COMMENCEMENT CEREMONIES**

### **Bathroom Monitors**

As the ceremony unwinds, candidates may need to use the facilities. Please keep your eyes open on your assigned area and if necessary, escort student to the PORTO POTTIES to the right of Old Library. Please be sure candidates are returning to their seat.

### **Candidate Assistance**

#### **Graduate (Athletic and Wellness Center):**

**Candidate Assistance to Elting Gym:** You will be assigned a specific area to stand to direct incoming candidates to Elting Gym for line up.

#### **Processing and recessing portion of ceremony:**

Work with professional security personal to clear the center aisle for procession of candidates, onto the Old Main Quad.

**As Candidates approach and exit stage, you will also be assigned to one of these four assignments below:**

1. During the ceremony, remain at assigned side of the stage area to assist either the photographer or candidates with getting them ready to have their picture taken i.e. make sure their tassle/cap is straight, etc. Once the recessional music begins, clear the center aisle for the recess of stage party and faculty from Old Main Quad.
2. Keep students moving up the stairs after they have their picture taken.
3. Direct students, after they have their picture taken, back to correct seating location.
4. Hand out alumni pins as student's exit the stage.
5. UG: stage side will be assigned on site.

### **Line up Marshals:**

**Note: Graduate School Line Up will be in the Athletic and Wellness Center/Elting Gym**

#### **Candidate Line Up-Business**

Lecture Center Lobby South (UG). Make sure candidates have their student participation card with them with the back filled out. If a candidate does not have their student participation card, refer to the list supplied the day of the ceremony and have the candidate sign next to their name. There will be a few extra blanks for this purpose. If candidate does not have their cap & gown or any other graduation needs, a representative from the bookstore will be on location. Assist with cap and gown. Assist with any questions or needs. Work with the coordinator of the march to ensure formality in the procession. Marshals should escort candidates to the Old Main Quad, line up against the procession route to keep things moving along and into the reserved seating area.

**Candidate Line Up Education** Student Union 100 (UG). Make sure candidates have their student participation card with them with the back filled out. If a candidate does not have their student participation card, refer to the list supplied the day of the ceremony and have the candidate sign next to their name. There will be a few extra blanks for this purpose. If candidate does not have their cap & gown or any other graduation needs, a representative from the bookstore will be on location. Assist with cap and gown. Assist with any questions or needs. Work with the coordinator of the march to ensure formality in the procession. Marshals should

escort candidates to the Old Main Quad, line up against the procession route to keep things moving along and into the reserved seating area.

**Candidate Line Up Fine and Performing Arts** College Theatre Lobby (UG). Make sure candidates have their student participation card with them with the back filled out. If a candidate does not have their student participation card, refer to the list supplied the day of the ceremony and have the candidate sign next to their name. There will be a few extra blanks for this purpose. If candidate does not have their cap & gown or any other graduation needs, a representative from the bookstore will be on location. Assist with cap and gown. Assist with any questions or needs. Work with the coordinator of the march to ensure formality in the procession. Marshals should escort candidates to the Old Main Quad, line up against the procession route to keep things moving along and into the reserved seating area.

**Candidate Line Up-Liberal Arts and Sciences** Multipurpose Room – Student Union, 2<sup>nd</sup> Floor (UG). Make sure candidates have their student participation card with them with the back filled out. If a candidate does not have their student participation card, refer to the list supplied the day of the ceremony and have the candidate sign next to their name. There will be a few extra blanks for this purpose. If candidate does not have their cap & gown or any other graduation needs, a representative from the bookstore will be on location. Assist with cap and gown. Assist with any questions or needs. Work with the coordinator of the march to ensure formality in the procession. Marshals should escort candidates to the Old Main Quad, line up against the procession route to keep things moving along and into the reserved seating area.

**Candidate Line Up-Science and Engineering** Lecture Center, North Lobby (UG). Make sure candidates have their student participation card with them with the back filled out. If a candidate does not have their student participation card, refer to the list supplied the day of the ceremony and have the candidate sign next to their name. There will be a few extra blanks for this purpose. If candidate does not have their cap & gown or any other graduation needs, a representative from the bookstore will be on location. Assist with cap and gown. Assist with any questions or needs. Work with the coordinator of the march to ensure formality in the procession. Marshals should escort candidates to the Old Main Quad, line up against the procession route to keep things moving along and into the reserved seating area.

### **Candidate Seating**

**Note: There will be a brief meeting with Captain prior to event on-site an Old Main Quad.** These marshals are responsible for getting the candidates to their seats on the Old Main Quad, on the stage, off the stage and back to their seats. This is a team that coordinates individual marshal responsibilities to ensure that there is an even flow of candidates on and off the stage. Prior to the day of the ceremony, the Group Coordinator is made aware of any candidates with disabilities who will be participating. Seating of the candidates is coordinated with the person who is overseeing the candidate line up. There will be a separate, additional meeting for this group to review specific responsibilities. On the day of the ceremony, once the seating arrangements for the candidates have been reviewed, these marshals should assist with guest seating.

### **Crowd Control ( Graduate Athletic and Wellness Center)**

**Please guide guests to proper doors, answer questions, etc.**

### **Diploma Cover Assistance**

During the ceremony, remain at the back of the stage area. Move to center stage when the conferring of degrees begins. One person supplies a steady flow of the Certificate of Participation covers to the president and the other is responsible for restocking the covers on the table.

### **Directional Sidewalk Monitors:**

On Plattekill and other campus areas as assigned at on site sign up - welcome and direct guests to Old Main Quad area.

### **Disability Seating**

Seating is located near the stage (GR); and outside reserved seating area near Old Main (UG). Guests with trouble walking can be dropped off at Old Main Circle. Marshals should watch for these guests, welcome, escort and seat them to the disability check-in area. Please offer water (there will be a water cooler nearby) and monitor needs throughout the ceremony.

### **Disability Parking**

**Graduate:** Elting Parking Lot 5

**Undergraduate:** Admin Parking Lot 15; Mohonk Parking Lot 24/ Bounton Parking Lot 25; Shango Parking Lot 32.

Assist guests with questions and monitor parking for guests with disabilities.

There are designated handicap spaces in the lot available for people with the appropriate parking hangtags displayed and/or license plates. First come-first serve parking. Guests who have trouble walking may be dropped off in the Old Main Circle for a short walk to the disability seating area. Location to be assigned on site.

### **Faculty Lineup**

**Graduate:** Elting Gym Lobby

**Undergraduate:** In front of Coykendall Science Building/Auditorium.

Provide assistance with caps and gowns, if needed. Answer any questions from the faculty.

**Provide the assigned seating marshal with the faculty count at 5:40 p.m for graduate ceremony and 9:40 am for undergraduate ceremony.** Faculty will follow the candidates.

Escort faculty to center aisle on Old Main Quad. Do not allow faculty to march until candidates are out of the aisle and in their rows.

### **Floater**

Assign me where most needed

**Gate Marshals: You will be assigned to one of these three assignments**

**Undergraduate: Please arrive by 8:00 AM and be at your assigned gate no later than 8:15 am;**

**Graduate: Please arrive by 4:00 PM and be at your assigned door no later than 4:15 PM.**

**1. Distribute Programs at Gate:**

You will be assigned a gate # at check in. As guests arrive, please provide each of them with a commencement program.

**2. Collect Tickets at Gate:** You will be assigned a gate # at check in. As guests arrive, please collect a ticket from them. All guests require a ticket, including infants.

**3. Reserved Seating Hand Stamper**

You will be assigned a gate # at check in. If a guest needs to leave the reserved seating area, you will stamp their hand.

**Graduate:**

All doors will close briefly during Star Spangled Banner.

**Undergraduate:**

The procession begins promptly at 10 am to the left of the stage. This year, all gates will remain open, but will close briefly during the Star Spangled Banner.

**Guest Assistance Inside the Reserved Seating Area**

Assist guests with questions, direct to seats, keep aisles clear at all times, distribute programs where needed, ensure guests do not go beyond seating area toward stage. Location will be assigned on site.

**Guest Assistance Outside Reserved Seating Area**

Offer assistance where needed and distribute programs for guests who may not have received. Keep aisles clear during processing and recessing. Location will be assigned on site.

**Marshal Check-In Undergraduate: 7:30 am arrival; Graduate 3:30 PM arrival.** Check -in marshals, distribute walkie-talkies and hand stamps/ink, direct marshals to their assigned areas; Answer questions regarding assignments for marshals. Collect all walkie-talkies and supplies after the ceremony and be sure all walkie talkies are checked back in.

**Old Main Circle Guest Assistance:**

Marshals will assist guests dropped off at Old Main Circle by directing them to the disability seating area. They should be stationed right at the circle and one should be located on the grass in between the circle and disability seating area to provide direction.

### **Student Participation Card Taker from Announcer**

During the ceremony work with the people announcing candidate names and collect student participation cards. Rubber band student participation cards; **please keep them in order.**

### **Program Distributors:**

When you arrive, please assist by placing programs on the chairs: Graduate candidate seating, VIP section, Stage Party, Faculty Seating. To be assigned on site.

### **Program Runners:**

Monitor Gate areas and fill programs as needed at your assigned gate. Also distribute to guests seated on lawn. Location to be assigned on site. There will be hand trucks if you need extra set of wheels.

### **Water Station Monitors**

There will be water stations located around the ceremony area (Old Main Quad). You will be responsible for keeping the water area clean, refilling cooler as needed and restocking cups. 1st set of monitors will be circling around the quad keeping water stations filled with cups and water. 2<sup>nd</sup> set of monitors for Undergraduate ceremony will hold trays of cups of water and give to students as they approach the stage. This assignment is "heat" dependent.

### **Will Call Ticket Distribution**

Marshals will need to be at the designated table, at JFT, by the stone benches. The Will-Call tables allow guests to pick up tickets the day of the ceremony. Marshals are responsible for checking off registered student names and verifying confirmation numbers. Guests will also be allowed to pick up these tickets reserved by the candidate. Assist guests with questions concerning the ceremony. Bring remaining tickets to stage area at end of ceremony.