

GENERAL INFORMATION:

ALL STAFF MUST ARRIVE FOR A CEREMONY BRIEFING AT

- **2:15pm** for a 3:30pm ceremony
- **5:15pm** for a 6:30pm ceremony

Venue: All ceremonies are held in the Sir John Clancy Auditorium.

What to wear: Staff assisting are encouraged to dress appropriately for the occasion ie no shorts, thongs or sneakers. You will be provided with a shirt to wear while assisting at the ceremony.

Prams: are not permitted inside the main auditorium and should be left with the Custodian. Any large objects brought into the auditorium must not block walkways and access to exits.

Spare Tickets: for graduands who have lost their tickets or not collected them are held at the Registration desk.

Graduation Services: are located in the John Niland Scientia Building following the ceremony. There are three dates during the graduation period when these services will be provided in the Mathews Pavilions. An announcement on the location of services will be made prior to the start of the ceremony.

Academic Dress: all graduands must wear academic dress to participate in their ceremony. This must be hired from the UNSW Arc Graduation and Gift Shop. The shop is located underneath Blue Stone Cafe. Pick-up and drop off of gowns is done at the shop. Source staff are located at the front of the Clancy Auditorium to assist with graduand robing and late arrivals who do not have gowns.

IN THE EVENT OF AN EMERGENCY: RING 56666 (or 9385 6666 from a mobile)

If Alarms go off: Follow the directions of the Custodian and direct graduates & guests via the marked exits to the Commerce Courtyard.

Medical Assistance: contact the Custodian or use the phone in the Custodian's Office to ring 56666 and inform security of the situation and required assistance.

If you are unable to attend the ceremony that you are listed for, please try to find a replacement from your Unit. If you cannot find a replacement please contact Mai-Lynda Jackson on ext 51152 as soon as possible.

REGISTRATION ASSISTANTS

Hours required: 2:15pm-3:30pm; 5:15pm-6:30pm

From 2:30pm; 5:30pm

- Give each graduand their registration card, which is marked with their name, degree and seat allocation. Registration cards are sorted alphabetically by family name. If you are unable to locate a card for a particular graduand, contact the Graduations Office staff member who will be close by.
- Check each graduand is wearing academic dress when collecting their registration card. If not, send them to Source staff at the front of the Clancy Auditorium.
- Ask each graduand to wait to be seated by a Marshal. Students need to be seated half an hour before the ceremony starts ie 3:00pm; 6:00pm.

From 3:00pm; 6:00pm

- Assist in the mark-off (updating the briefs and ceremony lists to reflect which graduands are present).

Once the ceremony commences, return your shirt and lanyard to the robing area.

OUTSIDE USHERS

Hours required: 2:15pm-3:30pm, 5:15pm-6:30pm

Each graduand is issued with 3 guest tickets. For larger ceremonies, only guests with tickets can enter. Guests without tickets will need to wait until 10 minutes before the ceremony starts to see if seats are available.

From 2:30pm; 5:30pm

- Open the auditorium doors when instructed by Graduations staff.
- Meet and greet graduands and guests as they arrive.
- Direct graduands to the Registration Desk. Do not give graduands a programme. Direct any graduands who do not have academic dress or require assistance with robing to the UNSW Source staff.
- Direct guests with tickets (including reserved tickets) to the Inside Usher. Give guests programmes.
- Direct any academics joining the procession to the Green Room area.
- Direct anyone with prams to the Custodian's office.

Once the ceremony commences, return your shirt and lanyard to the robing area.

INSIDE USHER

Hours required: 2:15pm-3:30pm, 5:15pm-6:30pm

From 2:30pm; 5:30pm

- Assist guests to be seated in the auditorium.
- Assist guests with special seating requirements eg reserved tickets, disabled seating.
- Ensure that all prams are left with the Custodian, that no items are placed in the stairs and that no-one sits on the stairs.
- Ensure that graduands and their guests do not walk onto the stage.
- For larger ceremonies, ensure guests are 'shuffled along' so that vacant seats in the middle of rows can be used.

Once the ceremony commences, return your shirt and lanyard to the robing area.

DOWNSTAIRS MARSHAL

Hours required: 2:15pm-4:15pm; 5:15pm-7:15pm

From 2:30pm; 5:30pm

- Assist graduands to their allocated seats.

At 3:25pm; 6:25pm

- Check empty seats against the marked off graduand list provided by the Graduations Office.
- Brief the first students after the crossover as to what they will do.

From 3:30pm; 6:30pm

- At the start of the ceremony stand up while the procession enters. Remain standing for the National Anthem.
- Sit down for the Chancellor's welcome.
- When the Duty Dean asks the graduands to stand, stand up and ensure that all graduands are standing.
- Once the Chancellor confers their awards, the Dean will ask all graduates to be seated. Don't let the first row of graduates sit – instead start queuing them ready to move onstage.
- Stand at the end of each row instructing graduates when to stand and queue.
- Ask each graduate for their registration card and check this against the ceremony list. The list will show present graduates, not attending graduates and no show graduates marked.
- Ensure that you have at least 5-6 graduates queued at all times – this allows time to resolve any issues that you may encounter.

If you cannot find the next graduate listed:

1. Check the next few graduates in the row (sometimes they swap places)
2. Notify the Upstairs Marshal of the problem who will alert the Stage Marshal.

Cross over

- When all graduands on the first side are queued waiting to move onstage, walk to the other side of the auditorium using the corridor closest to the stage.
- Do not wait for the Upstairs Marshal.
- Ask the first 3 students to stand, take their registration cards and instruct the first graduand to stand on the stage on the white mark.
- Do not wait for the Duty Dean to start reading names or any signal from the video operator.

When the last graduate has received their testamur, return your shirt to the robing area and leave your list there. If any problems arose during the ceremony, please inform the Graduations Office staff immediately.

UPSTAIRS MARSHAL

Hours required: 2:15pm-4:15pm; 5:15pm-7:15pm

From 2:30pm; 5:30pm

- Assist graduands to their allocated seats.

At 3:25pm; 6:25pm

- Check empty seats against the marked off graduand list provided by the Graduations Office.
- Brief the first students after the crossover as to what they will do.

From 10:30am; 2:30pm; 6:30pm

- At the start of the ceremony stand up while the procession enters. Remain standing for the National Anthem.
- Sit down for the Chancellor's welcome.
- When the Duty Dean asks the graduands to stand, stand up and ensure that all graduands are standing.
- Once the Chancellor confers their awards, the Dean will ask all graduates to be seated. Don't let the first row of graduates sit – instead start queuing them ready to move onstage and get the first graduate waiting on the white marker.
- Stand at the top of the stairs to the stage ensuring graduates file on stage in the correct order and at the right time. You will have a ceremony list with present graduates, not attending graduates and no show graduates marked.
- Graduates should wait on the white marker until the Duty Dean has read their name and if applicable their thesis title.
- As soon as the graduate starts walking across the stage, move the next graduate onto the white marker.

If you cannot find the next graduate listed:

1. Check the next few graduates in the queue (sometimes they swap places accidentally)
2. Wave at the Stage Marshal who will come over - indicate which graduate is missing and which graduate is present.

Cross over

- When the last graduate on the first side has started to walk across the stage, walk to the other side of the auditorium. Cross the auditorium by using the area in front of the stage.
- Walk briskly, move straight to the top of the stairs and ensure that the first graduand is waiting on the white mark. If they aren't move them there as quickly as possible. Do not wait for the Duty Dean to start reading a name, or any signal from the video operator before moving the graduate onto the white marker.
- Advise the graduate to wait on the white marker until the Duty Dean reads their name.

When the last graduate has received their testamur, return your shirt to the robing area and leave your list there. If any problems arose during the ceremony, please inform the Graduations Office immediately.

STAGE MARSHAL

Hours required: 2:15pm-4:15pm; 5:15pm-7:15pm

From 2:50pm; 5:50pm

- Assist with Academic Procession robing in the Green Room area.
- Assist to assemble the procession

At 3:25pm; 6:25pm

- Collect the briefs for the Dean and the ceremony lists for the Dais Officer and Stage Marshal from the registration desk. Return to the procession (through the auditorium) and brief the Dean.

From 3:30pm; 6:30pm

- Lead the stage right side of the procession onstage.
- Ensure procession members take the correct seats onstage.
- Stand for the singing of the National Anthem.
- Sit in the last seat in the second row.

During the ceremony, check the graduates coming across the stage against the provided ceremony list. Watch the Upstairs and Downstairs Marshals carefully and assist them if they encounter any difficulties.

If the Upstairs Marshal advises that they cannot locate the next graduate listed:

1. Write down the name of the missing graduate
2. Walk over to the Duty Dean (across the back of the stage) and advise them of the missing graduate. Cross this name out of their brief.
3. If you have time, advise the Dais Officer of the change.

If you are given notes from the Graduations Office staff of late arriving graduates, give these details to the Duty Dean after the cross over.

When the last graduate has received their testamur, leave the stage through one of the doors, return your gown to the robing area and leave your graduand list there. If any problems arose during the ceremony, please inform the Graduations Officer.

DAIS OFFICER

Hours required: 2:15pm-4:15pm; 5:15pm-7:15pm

From 2:50pm; 5:50pm

- Assist with Academic Procession robing in the Green Room area.
- Assist to assemble the procession.

From 3:30pm; 6:30pm

- Lead the stage left side of the procession onstage.
- Ensure procession members take the correct seats onstage.
- Sit in the seat behind the table where the testamurs are.
- Stand for the singing of the National Anthem.
- When the Dean asks all graduands to stand, stand up, put your hat on and pull out the first folder ready to hand to the Chancellor.
- Checking the folders against the ceremony list, take the folder out of the box wait for the Dean to read the whole name and then hand the folder to the Chancellor.
- If you cannot find the right folder or the Dean reads a random name, use one of the blank folders in the bottom row of the box.
- If required, turn the pages of the Chancellor's brief.

When the last graduate has received their testamur, leave the stage through one of the doors, return your gown to the robing area and leave your list there. If any problems arose during the ceremony, please inform the Graduations Office.