**Graduation**

**Marshal’s Briefing Notes  
Role – Bottom of the stairs**

**Purpose of the role**

* To ensure that graduands in Block A are in their correct seat, as per the script
* To ensure that all absentees are noted and yellow absentee cards are issued to the graduand immediately before the absentee on the script
* To ensure that all graduands are in correct ceremony order before going on to stage and that yellow absentee cards have been given to the graduand before the absentee

**Prior to the start of the ceremony**

* **Arrive at the Octagon:** meeting Room 2 and collect folder
* **Robe**: plain burgundy (sits mid-calf), black velvet hat/burgundy cord
* **Cards**: collect "absentee cards" and go into the hall 40 mins prior to the ceremony beginning
* **Graduand seating:** students arrive. You and another marshal check block A (split the rows up between you)
* **Check students in seats (30 mins prior):** check students in seats against script. Note absentees on the copy of your script
* **Absentee cards (10 mins prior):** write missing graduands name/seat on yellow card. Give to graduand ahead of them (instruct them to give it to the Marshal at the top of the stairs). If they are a late arrival, card holder can discard the absentee card
* **Post-check:** confirm absentees with colleague and Events Team in hall
* **Join procession:** go to the bar, get a wand, and stand behind the Presiding Officer in the procession. When you process in, at the bottom of the platform steps, peel off to the left, place the wand in the stand and take a seat at the bottom of the stairs.

**During the ceremony**

* **Checking bottom of the stairs:** as graduands approach the platform, verify order against script. Ensure absentee cards are with the graduand ahead of the absentee. Instruct card holder to give it to the platform Marshal at the top of the stairs. After block A, graduands from block B will proceed
* **Honorary Graduand break** (if there is an honorary graduand in that ceremony): check script. After the last student before the break, take your seat. After the Honorary Graduate's reply (if any), resume checking graduands
* After the last student, return to your seat
* **Closing**: after the Presiding Officer closes the ceremony, take the wand and stand by the central aisle steps
* **Graduate procession**: after staff/VIP processions, the Presenter will prompt the graduate procession. Lead graduates down the central aisle, then right, around the hall to the exit. No need to check graduate order
* **Post-procession:** return wand to Octagon bar. Return robe, hat, and folder to Meeting Room 2