**Graduation**

**Steward’s Briefing Notes
Role – certificate desk**

**Purpose of the Role**

* To be based on block C, helping guests locate seats and assisting guests and VIP guests on the first front rows as they arrive
* To ensure that the correct degree certificate is handed to the Certificate Marshal which is handed to the graduand after crossing the stage

**Prior to the start of ceremony**

* **Arrive at the Octagon:** meeting Room 2 and collect your folder
* **Robe**: plain burgundy (mid-calf), black velvet hat/burgundy cord
* **Go to the Hall**: 50 minutes prior to the start of the ceremony
* **Graduands and guests arrive**: around 45 minutes prior to the start of the ceremony, guests will start to enter the hall and take their seats. The guest seats will be allocated in one of 7 blocks – A to G. Guests should know their block, row and seat number. If guests do not know their seat number, direct them to the Events Team
* **Note:** the VIP guests who have allocated seats in the first rows of block C may not arrive until the start of the ceremony, so ensure other guests don’t sit in these reserved seats
* **Take a seat:** 5 minutes before the start of the ceremony go to seat A on the floorplan– this is at the certificate desk

**During the ceremony**

* On the Certificate Desk there is a script (list of graduands names) and certificates in ceremony order
* Listen for the names to be read out as per the script. Pass the certificate to the Certificate Marshal who will give it to the graduands as they leave the platform
* If a name is not read out, it means that the graduand is absent. Take the certificate from the pile and place it face down on the desk
* A few graduands may have already received their certificate prior to the ceremony. In this case, the name will be highlighted on the script and there will be no certificate
* At the end of the ceremony, the Presiding Officer will declare the congregation closed and the Officers and staff on the platform will process out. At this time, move to the bar area to direct guests out– marked door A on the plan. Leave the unclaimed certificates on the certificate desk
* When all guests have left, return the folder, robe and hat to Meeting Room 2