**Graduation**

**Marshal’s Briefing Notes
Role – Certificate marshal**

**Purpose of the role**

* To ensure that the graduands in block B are seated correctly, 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 who should be presented with their degree certificate at the ceremony are handed the correct certificate as they leave the platform

**Prior to the ceremony**

* **Arrive at the Octagon:** meeting Room 2 and collect folder
* **Robe**: Plain burgundy (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)
* Take note that the order for block B is rear of the block to the front – so you may need to work backwards from the end of the script when checking from the front of the block
* **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 (if instructed to in your folder- this is if there is an honorary graduate in the ceremony):** go to the bar, get a wand, stand behind the hon grad in procession. When you process in, at the bottom of the platform steps, peel off to the right place the wand in stand and take a seat at the certificate desk. If there is **no procession required:** sit at the certificate desk, wait for the ceremony to begin. The wand will be there for when you process graduates out after the ceremony

**During the ceremony**

* **Certificate handout:** as graduands cross the platform, the Certificate Steward will give you the correct certificate to hand to each student. Some students may not receive a certificate (if they graduated in absentia)
* **Honorary graduand break** (if there is an honorary graduate in the ceremony): after the last student before the break, take your seat. After the honorary graduate's reply (if any), resume certificate hand-out
* **Final student**: after the last student, return to your seat
* **Closing:** after the Presiding Officer's closing, 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**: leave wand in Octagon bar. Return robe and folder to Meeting Room 2