**Graduation**

**Steward’s Briefing Notes  
Role – position C steward/guest block G**

**Purpose of the Role**

* To be based on block G, helping guests locate seats and assisting guests. Guests who are wheelchair users will have been allocated seats in blocks F and G
* To ensure that graduands leaving the platform are given a certificate folder and guided back to their seats following presentation

**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 phe 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
* Wheelchair users are allocated seats at the end of a row. When the guest arrives remove the seat to allow space for the wheelchair. Take the spare chair to the space between bleacher blocks to be stored to the side of the block without causing obstruction
* **Take a seat:** 5 minutes before the start of the ceremony, take seat marked C on the floorplan – this is located by guest block A

**During the ceremony**

* When the ceremony starts move to position C on the floor plan. This is next to the table containing the certificate folders located by guest Block A
* After the graduates have left the platform and received their certificate, give them a certificate folder as they pass and then direct them towards the next steward in position D who will be standing by guest block D
* If there is an Honorary Graduand break, return to seat C for the duration of the presentation and return to position C immediately afterwards
* 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 back of the hall by Guest Block C
* After the Officers and Staff have left the platform, the graduates are led down the central aisle in pairs. As they reach you, they will split to the left and right, following the Marshal leading them. Your role is to keep them moving the correct way
* When all guests have left, return the folder, robe and hat to Meeting Room 2