**Graduation**

**Steward’s Briefing Notes
Role – position D steward/guest block D and E**

**Purpose of the Role**

* To be based on block D and E, helping guests locate seats and assisting guests
* To ensure that students leaving the platform are 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 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
* **Take a seat:** 5 minutes before the start of the ceremony, take seat marked D on the floorplan – this is located by guest block A

**During the ceremony**

* When the ceremony starts move to position D on the floor plan – by the steps of guest block A
* After the graduates have left the platform and received their certificate, they will be guided around the hall towards you
* Graduands will be returning to either block A or block B. Graduands returning to block A should be directed towards the next steward in position E. Block B candidates should be directed back into their row in the block
* Once students from block A have been presented, students from block B will be directed to the platform starting from the back of the block. If the Marshal pulling out block B graduands starts to get the students up to be presented, hold the returning block A graduands until those from the back of Block B have been directed towards the platform. This will only happen on the changeover from block A to block B
* If there is an Honorary Graduand break, return to seat D for the duration of the presentation, returning to position 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 bar area – marked door A on the plan. Direct graduands out of the main Octagon doors and not down the stairs
* When all guests have left, return the folder, robe and hat to Meeting Room 2