**Graduation**

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

**Purpose of the Role**

* To be based on block F, 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 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
* 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 E on the floorplan – this is located by guest block A

**During the ceremony**

* When the ceremony starts move to position E on the floor plan - in the centre of blocks A and B in front of guest blocks F and G
* After the graduates have left the platform and received their certificate and folder, they are guided by stewards in position C and D towards you
* As graduates from block A return to their seats, direct them down the aisle back to their seats – don’t allow them to go around the back of Block A. Candidates from block B will start being pulled out from the back of their block. These candidates should be directed to steward F who will direct them to the platform for presentation
* If there is an Honorary Graduand break return seat E for the duration of the presentation and return to position afterwards
* Once all students have been presented, return to seat E
* 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 entrance foyer area
* Once graduates have processed out, encourage them to move out of the main doors on to the concourse
* When all guests have left, return the folder, robe and hat to Meeting Room 2