**Graduation**

**Steward’s Briefing Notes  
Role – position F steward/guest block A and B**

**Purpose of the Role**

* To be based on block A and B, helping guests locate seats and assisting guests
* To ensure that students for presentation are guided to the platform

**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 F on the floorplan – this is located by the steps by the platform nearest the main doors

**During the ceremony**

* Remain seated until all candidates from graduand block A have been presented
* Once all students from block A have left their seats, move to position F
* Direct graduands from block B to the platform
* If there is an Honorary Graduand break return to seat F for the duration of the presentation and return to position immediately afterwards
* Once all students have been presented, return to seat F
* 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 entrance hall doors
* Encourage graduands and guest 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