**Graduation**

**Marshal’s Briefing Notes
Role – Pulling out block A**

**Purpose of the Role**

* To ensure that the graduands in block A are in the correct seat, 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 students from block A are pulled out row by row and directed towards the bottom of the stairs platform

**Prior to the start of the ceremony**

* **Arrive at the Octagon:** meeting Room 2 and collect your folder
* **Robe**: plain burgundy (mid-calf), black velvet hat/burgundy cord
* **Cards**: get "absentee cards" (yellow) 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)
* **Check students in seats (30 mins prior):** check students in seats against script. Note absentees on the copy of your script
* **Absent cards (10 mins prior):** write missing student's name/seat on yellow card. Give to student 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
* **Take a seat:** a few minutes before the ceremony start time, take your seat marked M on the front row of block A

**During the ceremony**

* As soon as the Presiding Officer declares the congregation open, direct the first row (row A) of graduands to the bottom of the stairs by the platform
* Watch the queue at the bottom of the stairs, move backwards to row B and start to pull out around half a row at a time
* As you have pulled half a row of graduands out, direct the students who have moved along to sit down until directed to the stairs
* Continue working back and pulling out until you reach the back row of Block A
* **Note**: there could be a Honorary Graduand break. This could be part way through a row, so check the script. If there is an Honorary Graduand break, stop pulling students out and sit down. Most Honorary Graduands give a reply. This will be on the script. At the end of the award, continue to pull out students and guide them to the steps
* Once all graduands in Block A have been pulled out, return to your seat for the remainder of the ceremony or feel free to leave the hall
* Return robe, hat and folder to Meeting Room 2