**Graduation**

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

**Purpose of the Role**

* To ensure that the graduands in block B 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 graduands from block B are pulled out row by row and directed towards the bottom of the stairs

**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**: collect "absentee cards" (yellow) and go into the hall 40 mins prior to the ceremony beginning
* **Graduand seating:** graduands arrive. You and another marshal check block B (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 back row of block B

**During the ceremony**

* As soon as the graduands from block A have been presented, start to direct the first row of graduands (from the back row of block B), round the back of block A, to the bottom of the steps by the platform
* Watch the queue at the bottom of the stairs, move forwards 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 steps
* Continue working forward and pulling out until you reach the front row of block B
* **Note**: there could be a Honorary Graduand break. This could be part way through a row, so check the script carefully. 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 B have been pulled out, sit in the front row for the remainder of the ceremony
* Return robe, hat and folder to Meeting Room 2