**Graduation**

**Marshal’s Briefing Notes
Role – Leading Staff Procession A or B**

**Purpose of the role**

* To check that staff procession members who have registered to process are present in the correct meeting place (Octagon Centre bar area)
* To ensure that any staff members who turn up and are not registered are directed to Events Team staff
* To check that staff procession members are directed to the correct door (Door A or Door B) and are in order
* To lead the procession onto the platform and guide staff procession members to their seats
* To lead the staff procession members from the platform and out of the hall at the end of the ceremony

**Prior to the ceremony**

* **Arrive at the Octagon:** meeting Room 2 and collect folder
* **Robe:** burgundy with gold trim (mid-calf length) and matching hat with burgundy cord. Only procession leaders wear gold trim
* **Procession:** you'll be assigned "Staff Procession A" or "Staff Procession B." Familiarise yourself with the platform plan
* **Pre-ceremony check (15 mins prior):** go to the bar area. Check staff procession members' attendance and full academic dress
* **Unlisted staff:** if someone arrives not on your list, direct them to the Council Chamber to speak with the Events Team
* **Door assignment:** door A (left facing the bar), Door B (right facing the bar)
* **Line up (5 mins prior):** line up your procession in correct order by your assigned door
* **Absentees:** if there are any absentees, ask the first person (immediately behind you in the procession) to leave a space(s) in the back row corner seat(s)of the platform before standing by their seat
* **Wand:** collect a wand from the bar
* **Procession start:** when music starts and prompted by Events Team, lead your procession around the outside and down the middle aisle, keeping in line with the other procession leader
* **Platform arrival:** once you reach the platform go up the steps on to stage. Direct procession members to their seats (back row first)
* **Your position:** place your wand in the stand and stand in front of your seat
* **Seating:** sit down when the Presiding Officer declares the congregation open and invites everyone to sit

**At the end of the ceremony**

* When the Presiding Officer declares the congregation closed, the procession music will start. You should stand at this prompt
* Processions will leave the platform in reverse order, so the Officers will leave first. Once they have left the platform, you and the other Staff Procession Marshal should take your wands and move down the central aisle, following the route you came in. The staff procession will follow you
* When you have led the procession out of the hall, please take the wand back to the Octagon bar before going down to Meeting Room 2 to leave your robe, hat and folder