**Events Team**

**Marshal’s Briefing Notes**

**Role - Pulling out students for presentation – Block A**

**Purpose of the Role**

* To ensure that the students in Block A are seated in their correct seat in line with the script.
* To ensure that all absentees are noted and yellow absentee card issued to the student immediately before the absentee on the script
* To ensure that all students from Block A are directed onto the platform for presentation in correct order in a timely manner.

**Prior to the start of ceremony.**

* You should go to Meeting Room 2, Ground Floor, Octagon Centre. The door is marked “Assistant Marshals and Stewards”.
* You will find a file with your name on. This contains all the information you need for the ceremony. Most important documents in the file is the Script (list of student names and seat number) and seating plan of the students’ block. You will also find “Marshal Task List” in the file. This is an important document which will have your name against all the tasks and timings. You should follow this carefully.
* Select a robe – plain burgundy – with no gold trim and a black velvet hat with burgundy cord. The robe should be around mid-calf length.
* Pick up a supply of yellow cards headed “Absent Student Card”.
* Make sure you go up to the main hall at least 30 minutes prior to the start of the ceremony.

Checking students:

* Students will start to enter the hall and take their seats around 40 minutes prior to the start of the ceremony. They will have been allocated seats in either Block A or Block B. You, along with a colleague, will have been allocated one block to check
* Around 30 minutes prior to the start of the ceremony, start checking that students are seated in line with the script in your folder. It is useful to liaise with your colleague also checking the block and agree on how you will check together (ie one person start at front of block and the other at the back and meet in the middle, or take a side each and work from edge of row to middle. This is your personal preference and whatever works best for you and your partner is fine).
* Take note that the presentation order for Block A is front of the block to the rear.
* As you check students, make sure that they are all seated in their correct seats and note any absents on your script. Encourage students to sit in their seat if they are not already doing so.
* Around 10 minutes prior to the start of the ceremony, start to write out the yellow absentee cards for any missing students. Write the full name of the missing student and their seat number clearly on the card. Hand the card to the student immediately preceding the missing student on the script. Advise the student to make sure they take the card with them when they go onto the platform and give it to the Marshal at the top of the stairs. However, if the late student arrives after the card has been issued, advise the student with the card to dispose of the yellow card under their seat. If you can manage to get the yellow card back and destroy it, all the better.
* Once you have checked all candidates in the block, check with your colleague on any absentees, etc.
* Around 2-3 minutes before the ceremony start time, take your seat marked M on the front row of your block.

During the ceremony

* As soon as the procession music starts to play you should stand. As soon as the presiding officer declares the congregation open – if there is no senate award at the beginning of the ceremony – direct the first row of students to the bottom of the steps by the platform (Row A). If there is a senate award (this will be marked on the script), wait until after the award to direct the first row of students to the platform.
* Keeping an eye on 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, checking the names against the script as you go, making sure there is a good flow of students – although not too many. As you have pulled half a row of students out, direct the students who have moved along to sit down until you direct them to the steps. You can also take a seat between pulling students out. Continue working back and pulling students out until you reach the back row of Block A.
* Be aware, however, that there could be a Honorary Graduand break at some stage. This could even be part way through a row, so you will need to check your script carefully. If there is an Honorary Graduand break, stop pulling students out and sit down. Most Honorary Graduands will give a short reply following their award. This will be noted on the script. At the end of the award, continue to pull out students and guide them to the steps. Once all students in your block have been pulled out, return to your seat for the remainder of the ceremony or if you prefer, feel free to leave the hall.
* Please return your robe, hat and folder to Meeting Room 2.