**Events Team**

**Steward’s Briefing Notes**

**Role – Steward Position F/Guest Blocks A and B**

**Purpose of the Role**

* To “look after” guests allocated seats in Guest Blocks A and B as they arrive prior to the start of the ceremony.
* To ensure that guests have programmes located in the bins by the blocks.
* To ensure that guests are guided to their seats and assisted with locating their seats.
* To ensure that guests have programmes from the programme bins located by the blocks.
* To ensure that students for presentation are guided to the platform.

**Prior to the start of ceremony.**

* When you arrive, please call into the hall to help place programmes on seats, and fill the programme bins if required.
* 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. You will also find the “Steward 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.
* Make sure you go up to the main hall at least 50 minutes prior to the start of the ceremony.

Doors open to guests

* Around 45 minutes prior to the start of the ceremony, guests will start to enter the hall and take their seats. All students have been issued with a document giving their own and their guests’ seat numbers. The guest seats will be allocated in one of 7 blocks – A to G . Guests should know their Block number, their Row number and Seat number.
* Some guests get confused and sit in the correct seat in the wrong block, which can cause problems when the people who have been allocated that seat arrive. If this happens it is worth asking both sets of guests to check their allocation.
* If the problem cannot be resolved, advise Janet or Natalie and they will sort it out.
* If the guests do not know their seat numbers, direct them to Janet or Natalie.
* Any guests taking pushchairs into the hall should be advised to take them to the cloakroom. Advise Janet or Natalie if you have problems with guests with regard to this.
* 5 minutes before the start of the ceremony, take your 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 Graduand Block A have left their seats, move to position F. Check your script in your folder to see if there is an Honorary Graduate break between Graduand Block A and Graduand Block B before you move into position. If there is a break, move to position immediately the applause starts following the end of the presentation.
* As candidates from Block B are directed towards you, direct them to the platform ready for presentation.
* If there is an Honorary Graduand break return to your seat for the duration of the presentation and return to position immediately afterwards.
* Once all students have been presented, return to your seat.
* At the end of the ceremony, after all students have been presented, the Presiding Officer will give the closing speech, after which he or she will declare the congregation closed. The music will start and the Officers and staff on the platform will begin to process out. At this time you should move to the entrance doors to the hall. Once students have processed out of the hall, stop any students returning and encourage them to move away towards the main entrance of the Octagon Centre to avoid congestion in the hall.
* When graduates have left please return your folder, robe and hat to Meeting Room 2.
* Please return to the hall to assist in setting up the hall ready for the next ceremony.