**Events Team**

**Steward’s Briefing Notes**

**Role – Steward Position D/Guest Blocks D and E**

**Purpose of the Role**

* To “look after” guests allocated seats in Guest Blocks D and E as they arrive prior to the start of the ceremony.
* To ensure that guests are guided to their seats and assisted with locating their seats.
* Ensure that guests have programmes – located in the programme bins by each block.
* To ensure that students leaving the platform are guided back to their seats following presentation.

**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 guests do not know their seat numbers, direct them to Janet or Natalie.
* Ensure that guests take, or are handed, a programme.
* 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 C on the floorplan – this is located by guest Block A.

During the ceremony

* Immediately the ceremony starts move to position D on the floor plan. This is by the steps of Guest Block A.
* After the graduates have left the platform and received their certificate they will be guided around the hall towards you.
* Graduates will be returning to either Block A or Block B. Graduates returning to Block A should be directed towards the next Steward in position E. Block B candidates should be directed back into their row in the block.
* Once students from Block A have been presented, students from Block B will be directed to the platform starting from the back of the block. If the Marshal pulling out Block B students starts to get the students up to be presented, hold the returning Block A students until the students from the back of Block B have been directed towards the platform. This will only happen on the changeover from Block A to Block B.
* If there is an Honorary Graduand break, return to your seat for the duration of the presentation, returning to position afterwards.
* At the end of the ceremony, after all students have been presented, the Presiding Officer will give a 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 bar area – marked Door A on the plan.
* After the Officers and Staff have left the hall, they will go through the doors and downstairs. New graduates will be following and should be guided through the bar area to the main Octagon foyer and not down the stairs.
* 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.