

Marshal Duties

GRAND MARSHAL

- The Grand Marshal checks in with the Faculty Robing Room coordinator and robes with the platform participants in the Convocation Center Media Room (#107). The Grand Marshal begins both the processional into the arena and the recessional. (*Begin upon signal from an event staff member and music.*)

MARSHAL OF GRADUATE STUDENTS

MARSHALS OF UNDERGRADUATE STUDENTS

- The four Marshals of Graduate Students lead the doctoral, specialist, graduate certificate and master's graduates from the Graduate Student Robing Room (*FB Team Meeting Room #100*) into the arena. (Event staff members will line students up in the robing room).
- Four Marshals of Undergraduate Students lead the bachelor's graduates from the Undergraduate Robing Room (*Auxiliary Gym #110*) into the arena. (Event staff members will line them up in the Gymnasium—Honors at head of line).
- One marshal on each side of the arena will remain in the center aisle to count off the correct number of students per row, and one will lead the graduates into the rows of chairs, rounding the end and returning behind the students to place them physically in their seats. Remember to save yourselves chairs in the front row!
- The same "inside" and "outside" marshals will direct the students to rise and approach the photographers and the ramp to the stage in turn. No need to re-seat graduates.
- For the recessional, the "outside" marshals join the "inside" marshals to lead the students out together. Graduates leave the arena in the same order they processed in and will be directed to the South exit, up the steps and outside the building.

MARSHALS OF FACULTY (College Council Chairs)

- The Marshals of Faculty assist robing room volunteers to line up faculty in two lines by 9:00 a.m. in the faculty robing room (*Training Room #142*) of the Convocation Center; lead them to the entrance of the arena; enter upon signal from the event staff member.
- You will be seated in the first seat of the first row on the aisle-make certain no other faculty member sits there when you are filing in.
- Stand in the aisle just ahead of the row faculty are filing into; when all faculty have filed in and are seated, assume your seat in the first row.
- Lead faculty out-the first row recesses first, the second row will follow and so forth. Marshals do not need to direct each row out.

If you have any questions regarding your role as a marshal, contact David Anderson at danderson@emich.edu, or Akosua Dow at 734.487.0889 or adow3@emich.edu.