

ADELAIDE GRADUATION CEREMONIES – ROLES AND RESPONSIBILITIES

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Any person who requires assistance in understanding any aspect of this document should contact Graduations Officer, Student Administrative Services, on extension 35881

1 Overview

The attached document describes the Roles and Responsibilities of the various volunteer roles during the graduation ceremonies held in Adelaide.

- Bonython Hall Marshal
- Elder Hall Marshal
- Stage Marshal
- Assistant Stage Marshal
- Check Desk Marshal
- Certificate Marshal
- Assistant Certificate Marshal
- Ambulatory Robing Marshal
- Chief Marshal
- Chief Usher
- Ushers
- Robing Room Marshal
- Instructions To The Mace Bearer
- Academic Dress Marshals
- Security Officers And Caretakers
- Officers 1 & 2
- Officer 3
- Officer 4

ADELAIDE GRADUATION CEREMONIES ROLE AND RESPONSIBILITIES

BONYTHON HALL MARSHAL

ROLE

The Bonython Hall Marshal's role is to:

- direct graduates to their correct seat in Elder Hall in preparation for the pre-ceremony briefing
- accompany graduates from Elder Hall to the Check Desk and then lead them into Bonython Hall and direct them to the correct seat
- supervise the movement of graduates from the body of Bonython Hall to the eastern stage door (for their entry onto the stage for the presentation of their award)
- help to direct VIP guests and graduates to leave Bonython Hall after the ceremony

The Bonython Hall Marshal will need to be available 1 hr 30 minutes before the ceremony starts and remain until the ceremony has finished and the Academic Procession has left Bonython Hall.

A copy of the Order of Proceedings will be available 1 hr 30 minutes before each ceremony from the Academic Dress Room – the Henry Basten Room, Level 1 of the Mitchell Building.

Academic dress must be worn. If required, academic dress can be provided and collected from the Academic Dress Room – the Henry Basten Room, Level 1 of the Mitchell Building, prior to commencing your assigned role. Refer to the Graduations roster for details of who to contact to arrange academic dress.

RESPONSIBILITIES

1. Request graduates to enter Elder Hall and proceed to their correct seats in Elder Hall

Timing: 1 hr 25 minutes before the ceremony starts

- Request graduates in the vicinity of Goodman Lawns and Bonython Hall to enter Elder Hall and move to their seats in Elder Hall. Seat allocation is provided to students prior to arriving and copies of the allocation are displayed in the foyer of Elder Hall.
- Advise graduates of the location of the toilets.
- Graduates should leave any personal belongings with friends or relatives. No security will be in attendance in the Cloakroom in Elder Hall. If they have to take personal belongings (eg. handbags) into Bonython Hall, they must place them under their seats to avoid disrupting the movement of graduates during award presentation. The University will not be responsible for any loss or theft of personal belongings.
- Urge graduates inside the foyer to move as quickly as possible to their seats in Elder Hall and encourage them to be seated.
- The Elder Hall Marshal, Stage Marshal, Assistant Stage Marshal and Graduations Officer will assist with this task.

2. Accompany graduates into Bonython Hall

- Accompanied by the Elder Hall Marshal, lead the graduates out of Elder Hall in single file in presentation order (in the order given in the proceedings) through the eastern exit of Elder Hall and proceed along Goodman Lawns and around the front of Bonython Hall towards the eastern entrance of Bonython Hall. The Elder Hall Marshal will remain in Elder Hall to supervise the movement of graduates out of Elder Hall. The Stage Marshal will be responsible for the movement of their Higher Degree and Masters by research graduates.
- Note that graduates are seated on both sides of Bonython Hall. The graduates reserved seats on the Eastern side are to be filled first followed by the Western side.
- The Bonython Hall Marshal will remain in the Hall to direct graduates to their reserved seats on the eastern side of Bonython Hall, commencing with the first available row (the actual row will be clearly labelled). More than the first row may be reserved for other guests. Depending on seat availability on stage, some higher degree graduates may be seated in the body of the Hall, in the second and subsequent rows. Ensure all graduates are in their correct seats. When all the graduates have departed from Elder Hall, the Elder Hall Marshal will proceed to Bonython Hall and will stay near the eastern door to assist in directing graduates to their correct seats.

3. Ensure no graduates join those seated in Bonython Hall unless authorised by the Graduations Officer

- Ensure that no late graduates join graduates already checked and seated in Bonython Hall unless the Graduations Officer has cleared them. The Graduations Officer is located at the eastern door of Bonython Hall at the check desk.
- Check all latecomers to ensure that the Graduations Officer has cleared them.

4. Supervise the movement of graduates to the stage during the ceremony

- During the ceremony it will be your responsibility to ensure that the graduates are lined up at the appropriate time along the eastern aisle.
- When the Stage Marshal rises to prepare graduates on stage for their presentation, rise and instruct the first row of graduates in the body of the Hall to stand and move along the eastern wall to the eastern door. The Check Desk Marshal (seated near the eastern door) will also rise and meet the graduates at the eastern door and lead the graduates to the eastern stage door via the eastern ambulatory. You will remain in the Hall near the bottom of the stage steps.
- Graduates should be directed to stand one row at a time. You should remain standing in the eastern aisle whilst graduates are still required to be directed to the stage from the eastern side of the stage and control the movement of graduates along the aisle. The Elder Hall Marshal will be positioned at the eastern door and will indicate to you when additional graduates are required. If there are graduates from more than one faculty/school in the same ceremony, make sure only graduates from the correct faculty/school are lined up.
- Graduates sitting on the western side of the Hall will be presented after the eastern side graduates. At the appropriate time the Bonython Hall Marshal will need to move to the western side of Bonython and direct graduates to the Eastern Ambulatory. Note that the route taken by the graduates in the western side of the Hall is to exit the main Hall via the western door then take the western ambulatory to the rear foyer, then through to the eastern ambulatory.

- If there are no higher degree graduates on stage at your ceremony, as soon as the Mace Bearer has thanked the Speaker, instruct the first row of graduates to stand and move speedily towards the eastern door, where they will be met by the Check Desk Marshal.

5. Assist in inviting the VIP guests to leave after the stage party

- At the completion of the ceremony inviting VIP guests (usually seated in the front rows) to rise and follow the stage party to exit Bonython Hall.

6. Assist in controlling the movement of graduates after the ceremony

- Direct the exit of graduates from Bonython Hall.
- If there are Masters or Doctoral graduates seated in the body of the Hall, the Assistant Stage Marshal will join the Stage Marshal at the bottom of the stage to direct these graduates to join the recession, immediately after the stage party and before the VIP guests. Ensure that these higher degree graduates have left before inviting the VIP guests and then the other graduates to join the recession.
- Graduates from the body of the Hall will join the recession two rows at a time one row from each side of the hall should join the procession.

ADELAIDE GRADUATION CEREMONIES ROLE AND RESPONSIBILITIES

ELDER HALL MARSHAL

ROLE

The Elder Hall Marshal's role is to:

- direct graduates to their correct seat in Elder Hall in preparation for the pre-ceremony briefing
- direct graduates to leave Elder Hall in the correct order and proceed to the Check Desk and then assist with directing graduates to their correct seat in Bonython Hall
- supervise the movement of graduates from the body of the Hall to the stage for presentation
- direct guests to leave Bonython Hall after the ceremony

The Elder Hall Marshal will need to be available 1 hr 30 minutes before the ceremony starts and remain until the ceremony has finished and the Academic Procession has left Bonython Hall.

A copy of the Order of Proceedings will be available 1 hr 30 minutes before each ceremony from the Academic Dress Room – the Henry Basten Room, Level 1 of the Mitchell Building.

Academic dress must be worn. If required, academic dress can be provided and collected from the Academic Dress Room – the Henry Basten Room, Level 1 of the Mitchell Building, prior to commencing your assigned role. Refer to the Graduations roster for details of who to contact to arrange academic dress.

RESPONSIBILITIES

1. Request graduates to enter Elder Hall and proceed to their correct seats in Elder Hall

Timing: 1 hr 25 minutes before the ceremony starts

- Request graduates in the vicinity of Goodman Lawns and Bonython Hall to enter Elder Hall and move to their seats in Elder Hall. Seat allocation is displayed in the foyer of Elder Hall.
- Advise graduates of the location of the toilets.
- Position yourself inside Elder Hall foyer to direct graduates. Ask graduates inside the foyer to move as quickly as possible to their seats.
- Graduates should leave any personal belongings with friends or relatives. No security will be in attendance in the Cloakroom in Elder Hall. If they have to take personal belongings (eg. handbags) into Bonython Hall, they must place them under their seats to avoid disrupting the movement of graduates during award presentation. The University will not be responsible for any loss or theft of personal belongings.
- The, Bonython Hall Marshal, Stage Marshal, Assistant Stage Marshal and Graduations Officer will assist with this task.

2. Direct any graduate not listed on the seating plan to the Graduations Officer

- If not listed on the seating plan, graduates must be directed to the Graduations Officer. The Graduations Officer will be in attendance at Elder Hall until just before the graduates are ready to leave Elder Hall. After this time she/he will be located at the Check Desk by the eastern door of Bonython Hall.

3. Ensure late arrivals report to the Graduations Officer and direct the movement of graduates from Elder Hall

- After the briefing, when graduates are directed to leave Elder Hall, remain in Elder Hall to direct the movement of graduates. The exit of graduates from Elder Hall is row by row, with the whole first row (middle section and side section) leaving before the second row tacks on the end and so on. Graduates leave Elder Hall via the eastern door. The Stage Marshal and Assistant Stage Marshal will be responsible for PhD and Masters research graduates.
- Direct all graduates who arrive late after the briefing in Elder Hall, to the Graduations Officer located at the Check Desk by the eastern door of Bonython Hall.
- When the graduates the Elder Hall Marshal is responsible for have departed from Elder Hall, the Elder Hall Marshal will proceed to Bonython Hall. Station yourself just inside the eastern entrance of Bonython Hall to direct graduates who have been checked at the Check Desk to their seats in Bonython Hall.
- When all graduates are seated, take your allocated seat by the eastern door and ensure no latecomers enter without first being checked by the Graduations Officer.

4. Assist with the movement of graduates during the ceremony

- Take your cue from the Bonython Hall Marshal to determine when the presentation of graduates is to commence.
- During the presentation, and whilst graduates are being directed to the stage you will remain at either the eastern or western door to assist the Bonython Hall Marshal to control the movement of graduates from the body of the hall to the stage door east.
- Graduates sitting on the western side of the Hall will be presented after the eastern side graduates. At the appropriate time the Elder Hall Marshal will need to move to the western side of Bonython and direct graduates to the Eastern Ambulatory. Note that the route taken by the graduates in the western side of the Hall is to exit the main Hall via the western door then take the western ambulatory to the rear foyer, then through to the eastern ambulatory.
- Ensure that neither too few nor too many graduates are standing in the ambulatory at any one time. If too many graduates are in the eastern ambulatory they may get out of presentation order and do not get to see much of the ceremony.
- When all graduates from the Eastern part of the hall have been directed to the stage, close the doors to the eastern ambulatory and make your way to the western doors. Direct graduates from the western side of the hall to the western ambulatory.

- From the western ambulatory graduates are to proceed to the eastern stage door via the western ambulatory, the foyer and the eastern ambulatory. 2 ushers will be assigned to assist with this process.

5. Assist with the movement of guests after the ceremony

- At the end of the ceremony, and during the academic recession, ensure no-one leaves via the eastern door until the Academic Procession has departed and Security Officers have instructed that all doors are to be opened. Assist in the movement of guests leaving Bonython Hall.

ADELAIDE GRADUATION CEREMONIES

ROLE AND RESPONSIBILITIES

STAGE MARSHAL

ROLE

The Stage Marshal's role is to:

- direct higher degree graduates to their correct seat in Elder Hall in preparation for the pre-ceremony briefing
- check the attendance of higher degree graduates and ensure they are in correct order for entry into Bonython Hall as part of the Academic Procession
- supervise the movement of graduates on the stage as they are presented for their award
- direct higher degree graduates to leave Bonython Hall after the ceremony

The Stage Marshal will need to be available 1 hr 30 minutes before the ceremony starts and remain until the ceremony has finished and the Academic Procession has left Bonython Hall.

A copy of the Order of Proceedings and stage plan will be available 1 hr 30 minutes before each ceremony from the Academic Dress Room – the Henry Basten Room, Level 1 of the Mitchell Building.

Academic dress must be worn. If required, academic dress can be provided and collected from the Academic Dress Room – the Henry Basten Room, Level 1 of the Mitchell Building, prior to commencing your assigned role. Refer to the Graduations roster for details of who to contact to arrange academic dress.

RESPONSIBILITIES

1. Request graduates to enter Elder Hall and proceed to their designated assembly point in Elder Hall

Timing: 1 hr 25 minutes before the ceremony starts

- Request graduates in the vicinity of Goodman Lawns and Bonython Hall to enter Elder Hall and move to their seats in Elder Hall. Seat allocation is displayed in the foyer of Elder Hall.
- Advise graduates of the location of the toilets.
- Graduates should leave any personal belongings with friends or relatives. No security will be in attendance in the Cloakroom in Elder Hall. If they have to take personal belongings (eg. handbags) into Bonython Hall, they must place them under their seats to avoid disrupting the movement of graduates during award presentation. The University will not be responsible for any loss or theft of personal belongings.

2. Direct any graduate not listed on the seating plan to the Graduations Officer

- If not listed on the seating plan, graduates must be directed to the Graduations Officer. The Graduations Officer will be in attendance at Elder Hall until just before the graduates are ready to leave Elder Hall. After this time she/he will be located at the Check Desk by the eastern door of Bonython Hall.

3. Advise the Graduations Officer of graduates who are absent

- Check attendance of higher degree graduates against your copy of the Order of Proceedings. Notify the Graduations Officer, who will be stationed at the check desk situated by the eastern door of Bonython Hall, of any graduates who are absent. This must be done no later than 15 minutes prior to the start of the ceremony. If the graduate arrives after being notified as absent, the Graduations Officer needs to be advised immediately in order to check if the graduate is able to be included in the ceremony.

4. **Ensure graduates are in the correct position for the Academic Procession**

- After other graduates have left Elder Hall, the Stage Marshal leads the Higher Degree graduates in their presentation order (file out in rows from assigned seating in Elder Hall) to the eastern side of Goodman Lawns where the Academic Procession begins. Doctoral award graduates and research Masters graduates will form part of the Academic Procession. They will line up on the right hand side of the Procession and will pair up on the left with academic staff members included in the Procession.
- Advise graduates if they feel unwell and need assistance during the ceremony they should notify the Stage Marshal. If necessary they may be taken off the stage for relief.
- The Chief Marshal has overall control of the Academic Procession.

5. **Lead graduates into Bonython Hall and direct them to their correct seats on stage**

- You will lead the higher degree graduates onto the stage. While on stage, direct graduates to their allocated named seats. Refer to the stage plan.
- If required, assist with the seating of staff on the eastern side of the stage.
- A named seat will be reserved on the stage for you, usually in the front row on the eastern side of the stage.

6. **Supervise the movement of all graduates during the ceremony**

- When the Vice-Chancellor and President take up position at the rostrum to read the certification statement, rise and instruct the appropriate higher degree graduates to form a line on the eastern side of the stage. Take your place at the front of the line and instruct the first graduate to step to the line marked on the carpet and wait. It is imperative that the graduates should take their places in the line *in the order stated in the Order of Proceedings*.
- When the graduates are ready, the certification and conferral statements will be read and then graduates will be presented for their awards.
- If more than one faculty/school is being presented, you will need to ensure that ONLY the appropriate faculty/school graduates line up for their presentation at the correct time.

Procedures for the presentation of graduates to the Chancellor/Presider

- After the graduation address by an invited speaker, the Mace Bearer will thank the speaker on behalf of all graduating students. Prizes and Medals are presented before the awards are presented.

- Then the Vice-Chancellor and President or nominee will stand and take up position at the rostrum to read the certification statement.
- At the same time, the Stage Marshal will rise and direct the graduates to be presented to rise also. They are to form a row in presentation order along the eastern wall of the stage. The Stage Marshal will take up position at the front of the line.
- The Vice-Chancellor and President or nominee will read the formal statement certifying that all students graduating in that ceremony have fulfilled the conditions prescribed for their respective award.
- The Chancellor/Presider will rise and move to a position near the front centre of the stage, ready to receive graduates. The Presenting Dean takes up position at the rostrum.
- Doctoral award graduates will be presented first in each faculty. It is imperative that the graduates take their places in the line **in the order stated in the Order of Proceedings**. If more than one faculty/school is being presented, the Presenting Deans will take their turn to present graduates from their faculty/school. All graduates, higher degree and others, from the one faculty/school are presented, then all the graduates from the next faculty/school.
- When the Presenting Dean is at the rostrum, the Stage Marshal instructs the first higher degree graduate to proceed to the second line marked on the carpet and wait for their name to be called. Instruct the next graduate to wait on the first marked line.
- The Presenting Dean will present each graduate individually by calling their name in full. They are to wait until their full name is read out before they step forward to shake hands with the Chancellor/Presider. Doctorates and research Masters graduates will have their thesis title read out and should not move forward until their thesis title and full name have been read out by the Presenting Dean.
- Under no circumstances should a graduate step forward unless his/her name is called. If a name is missed, that graduate should step aside and allow the graduate whose name has been called to step forward. The Chief Marshal will inform the Presenting Dean who will call the name of the missed graduate at the appropriate time.
- The Chancellor/Presider will greet each graduate. The Chancellor/Presider will present each PhD graduate with their certificate (in its cylinder). All other graduates will collect their parchment from the certificate desk on stage.
- After receiving their certificate the graduate will then move between the Chancellor/Presider and the rostrum and return to their seat via the rear of the stage.
- Before the presentation of the Higher Degree graduates are over, the Check Desk Marshal will meet the graduates from the body of the Hall and lead them up the eastern ambulatory towards the stage door east. At the appropriate time, the Check Desk Marshal will instruct the graduates to fall in behind the other higher degree graduates of the same faculty/school on the stage. The Stage Marshal will follow the Order of Proceedings and continue directing the graduates from the body of the Hall on the stage.

7. Supervise the movement of higher degree graduates after the ceremony

- At the completion of the ceremony direct the graduates on stage to join the academic recession. The Mace Bearer, Chancellor/Presider, Vice-Chancellor, Speaker, Council Members, Presenting Deans and DVC&VP/PVC will leave the stage first, in that order, followed by the academic staff members. Higher degree graduates pair up with the academic staff on the opposite side of the stage to descend from the stage. You will take your cue from the Chief Marshal.
- At the bottom of the stage, pause, and when joined by the Assistant Stage Marshal, direct the graduates seated in the body of the Hall to join the recession, in pairs, and immediately behind the stage party.

The Stage Marshal and the Assistant Stage Marshal will then join the recession, immediately behind the higher degree graduates to exit the Hall.

ADELAIDE GRADUATION CEREMONIES ROLE AND RESPONSIBILITIES

ASSISTANT STAGE MARSHAL

ROLE

The Assistant Stage Marshal's role is to:

- direct graduates to their correct seat in Elder Hall in preparation for the pre-ceremony briefing
- direct graduates to leave Elder Hall in the correct order and proceed to the Check Desk and then assist with directing graduates to their correct seat on stage and in the body of Bonython Hall if required
- Assist the Stage Marshal to supervise the movement of graduates on the stage as they are presented for their award
- supervise the movement of graduates from the body of the Hall to the stage for presentation
- help to direct VIP guests and graduates to leave Bonython Hall after the ceremony

The Assistant Stage Marshal will need to be available 1 hr 30 minutes before the ceremony starts and remain until the ceremony has finished and the Academic Procession has left Bonython Hall.

A copy of the Order of Proceedings and stage plan will be available 1 hr 30 minutes before each ceremony from the Academic Dress Room – the Henry Basten Room, Level 1 of the Mitchell Building.

Academic dress must be worn. If required, academic dress can be provided and collected from the Academic Dress Room – the Henry Basten Room, Level 1 of the Mitchell Building, prior to commencing your assigned role. Refer to the Graduations roster for details of who to contact to arrange academic dress.

RESPONSIBILITIES

1. Request graduates to enter Elder Hall and proceed to their correct seats in Elder Hall

Timing: 1 hr 25 minutes before the ceremony starts

- Request graduates in the vicinity of Goodman Lawns and Bonython Hall to enter Elder Hall and move to their seats in Elder Hall. Seat allocation is displayed in the foyer of Elder Hall.
- Advise graduates of the location of the toilets.
- Graduates should leave any personal belongings with friends or relatives. No security will be in attendance in the Cloakroom in Elder Hall. If they have to take personal belongings (eg. handbags) into Bonython Hall, they must place them under their seats to avoid disrupting the movement of graduates during award presentation. The University will not be responsible for any loss or theft of personal belongings.

- Urge graduates inside the foyer to move as quickly as possible to their seats in Elder Hall and encourage them to be seated.
- The Bonython Hall Marshal, Elder Hall Marshal, Graduations Officer and Stage Marshal will assist with this task.

2. Lead graduates to Bonython Hall via the Check Desk and ensure they are in the correct seats

Timing: 40 minutes before the ceremony starts

- Accompanied by the Bonython Hall Marshal, lead the graduates out of Elder Hall in single file in presentation order (in the order given in the proceedings) through the eastern exit of Elder Hall and proceed along Goodman Lawns and around the front of Bonython Hall towards the eastern entrance of Bonython Hall. The Elder Hall Marshal will remain in Elder Hall to supervise the movement of graduates out of Elder Hall.
- Proceed to the Check Desk (outside the eastern door of Bonython Hall), where you, in conjunction with the Graduations Officer, the Certificate Marshal and the Check Desk Marshal, will check graduates' names off against the Order of Proceedings before they enter Bonython Hall to take their seats.
- When all graduates are seated, take your allocated seat by the eastern door
- When the Vice-Chancellor and President take up position at the rostrum to read the certification statement, enter the stage from the eastern door and assist the Stage Marshall in forming a line on the eastern side of the stage
- Assist the Stage Marshal in the movement of graduates on stage
- Once the Higher degree students presentation is completed, move to the body of the Hall and assist the Bonython Hall Marshal, Elder Hall Marshal and Ushers with smooth flow of graduates .
- The Stage Marshal assisted by the Assistant Stage Marshal, where necessary, will monitor movement of graduates on stage, as per the procedures outlined above, except the procedures for returning to their seats.
- After being greeted by the Chancellor/Presider, graduates who are seated in the body of the Hall will collect their parchment from the Certificate Desk and then exit the stage by the western stage door, move down the western ambulatory and re-enter Bonython Hall by the western door and return to their seats via the centre aisle.

3. Supervise the movement of higher degree graduates after the ceremony

- At the completion of the ceremony the Stage Marshal will descend the stage following the stage party. Assist the graduates seated in the body of the Hall to join the recession, in pairs, and immediately behind the stage party.
- The Assistant Stage Marshal will then join the recession to exit the Hall.

ADELAIDE GRADUATION CEREMONIES ROLE AND RESPONSIBILITIES

CHECK DESK MARSHAL

ROLE

The Check Desk Marshal's role is to:

- assist in directing graduates to their correct seat in Elder Hall in preparation for the pre-ceremony briefing
- check attendance of graduates at the Check Desk and finalise the Order of Proceedings
- supervise the movement of graduates from the ambulatory onto the stage and do a final check of graduates at the stage door prior to their presentation
- assist in directing guests and graduates to leave Bonython Hall after the ceremony

The Check Desk Marshal will need to be available 1 hr 30 minutes before the ceremony starts and remain until the ceremony has finished and the Academic Procession has left Bonython Hall.

A copy of the Order of Proceedings will be available 1 hr 30 minutes before each ceremony from the Academic Dress Room – the Henry Basten Room, Level 1 of the Mitchell Building.

Academic dress must be worn. If required, academic dress can be provided and collected from the Academic Dress Room – the Henry Basten Room, Level 1 of the Mitchell Building, prior to commencing your assigned role. Refer to the Graduations roster for details of who to contact to arrange academic dress.

RESPONSIBILITIES

1. Assist in the gathering of graduates and direct them into Elder Hall

Timing: 1 hr 25 minutes before the ceremony starts

- Request graduates in the vicinity of Goodman Lawns and Bonython Hall to move in to the body of Elder Hall. Seat allocation is displayed in the foyer of Elder Hall.

2. Check names of graduates against the Order of Proceedings as they file past the Check Desk

Timing: 40 minutes before the ceremony starts

- Ensure you are at the Check Desk, situated just outside the eastern door of Bonython Hall, with your copy of the Order of Proceedings to check the attendance of graduates.
- With the Graduations Officer, Assistance Stage Marshal and Certificate Marshal, mark off the name of each graduate as they file past. When all have filed past, assist with a final check of the Order of Proceedings and delete the names of any graduates who have not arrived. This is also a final check that graduates are in their correct order for seating in Bonython Hall and for presentation to the Chancellor/President.
- All copies of the Order of Proceedings are to be updated, including deleting any absent higher degree graduates by the staff at the Check Desk.

- Please note that it is still possible for some changes to be made as a result of late-comers. If this occurs, the Graduations Officer will provide you with the changes.

3. Lead graduates to the stage

3.1 No higher degree graduates in the body of the Hall

- At the appropriate time and at the cue from the Stage Marshal, the Bonython Hall Marshal will direct the first row of graduates to stand and move towards the eastern door. You will meet the graduates at the eastern door and lead them to the stage door via the ambulatory.
- Position yourself outside the stage door to make sure that the graduates are in the right order. Check each graduate against your Order of Proceedings before you let them through the door. In the event that a name does not appear on your finalised list, that graduate must be held back and not allowed onto the stage.
- Keep an eye on the higher degree presentation and at the appropriate time, and when signalled by the Stage Marshal, instruct the first few graduates to move to the front of the stage. Monitor the movement of graduates onto the stage.
- In ceremonies where there are two or more faculties/schools, or where there are higher degree graduates seated in the front rows in the body of the Hall, make sure you do not allow graduates onto the stage too early as they will interrupt the proceedings and the movement of the graduates being presented.

3.2 Higher degree graduates seated in the body of the Hall

- If there are higher degree graduates (Masters) seated in the body of the Hall, they will be presented together with PhD graduates (seated on stage) from the same faculty/school. At the appropriate time, the Assistant Stage Marshal will instruct the appropriate higher degree graduates to stand and move towards the eastern door. The Elder Hall Marshal will direct them from the eastern door through the ambulatory to the stage door.
- You will position yourself outside the stage door in the ambulatory. Make sure that the graduates are in the right order. When signalled by the Stage Marshal/Assistant Stage Marshal, instruct these higher degree graduates to fall in behind the PhD graduates from the same faculty/school who are already on stage. Check each graduate against your Order of Proceedings before you let them through the door. In the event that a name does not appear on your finalised list, that graduate must not be allowed onto the stage.
- When the higher degree graduates have been presented, you will remain at stage door east to receive and supervise the movement of other graduates.
- If there is more than one faculty/school being presented in any one ceremony, ensure that only graduates from the correct faculty/school are allowed on stage at the right time, i.e. the higher degrees of the faculty/school have been presented before you allow other graduates of the same faculty/school to go through the stage door.

3.3 No higher degree graduates in the ceremony

- If this is the case, the graduates in the body of the Hall must move very quickly to stage door east. As soon as the Mace Bearer has thanked the Speaker, the Bonython Hall Marshal will direct the first row of graduates to stand and move quickly towards the eastern door. You will meet them and lead them quickly up the eastern ambulatory to stage door east. You will do a final check of their names and send them through the stage door and onto the front of the stage to be met by the Stage Marshal.

4. Assist with the movement of guests after the ceremony

- At the end of the ceremony, assist the Elder Hall Marshal and Ushers to control the exit of guests. During the recession ensure no-one leaves the Hall until the Academic Procession has departed, unless it is an emergency. Doors are to remain closed. At the end of the recession, when instructed by the Security Officers, assist the Ushers to open doors and allow guests to exit.

ADELAIDE GRADUATION CEREMONIES ROLE AND RESPONSIBILITIES

CERTIFICATE MARSHAL

ROLE

The Certificate Marshal's role is to:

- check all parchments, certificates and other prizes/medals are available and in the correct order
- check attendance of graduates at the Check Desk
- hand the parchments to the Assistant Certificate Marshal for giving to the graduates after they have been presented for their award
- return uncollected parchments to the Graduations Office

The Certificate Marshal will need to be available 1 hr 30 minutes before the ceremony starts and remain until the ceremony has finished and the Academic Procession has left Bonython Hall.

A copy of the Order of Proceedings will be available 1 hr 30 minutes before each ceremony from the Graduations Office, Level 5 of the Wills Building.

Academic dress must be worn. If required, academic dress can be provided and collected from the Academic Dress Room – the Henry Basten Room, Level 1 of the Mitchell Building, prior to commencing your assigned role. Refer to the Graduations roster for details of who to contact to arrange academic dress.

RESPONSIBILITIES

1. Ensure that all parchments, certificates and medals for the ceremony are available

Timing: 1 hr 30 minutes before the ceremony starts

- Report to the Graduations Office and with the Assistant Certificate Marshal check the parchments against the updated Order of Proceedings. Ensure "dummy" parchments are placed in the box if needed. Ensure all other certificates and prizes/medals are available.

2. At the Check Desk (outside the eastern door of Bonython Hall) together with the Graduations Officer confirm the final list of graduates present

Timing: 40 minutes before the ceremony starts

- Report to the Check Desk with your Order of Proceedings to join the Graduations Officer, Check Desk Marshal and Assistant Stage Marshal to finalise graduate attendance as they file past the Check Desk.
- Conduct a final check of all copies of the Order of Proceedings and delete the names of graduates (including higher degree graduates) who have not arrived. This is also a final check that graduates are in their correct order for seating in Bonython Hall.

3. Placement of parchments

- Immediately after finalising graduate attendance, make your way to the stage door west where you will meet the Assistant Certificate Marshal. After the Chief Marshal is seated place any medals and certificates on the small table next to the Chief Marshal.
- When the Chief Usher has announced the Academic Procession and the music starts for the Academic Procession, together with the Assistant Certificate Marshal, take your place at the Certificate Desk. Remain standing during the Academic Procession, and take your seats once the final stage of the procession is seated.

4. Ensure correct parchments are given to graduates after they shake hands with the Chancellor/Presider

- After the graduates have been presented to the Chancellor/Presider, they will move between the Chancellor/Presider and the rostrum to collect their parchment from you. Ensure the name on the parchment is the one that has been called out by the Presenting Dean and hand it to the Assistant Certificate Marshal who will then hand it to the graduate.
- During the ceremony place the parchments of graduates who have been crossed out on the final Order of Proceedings to one side.
- If the correct parchment is not available, use a "dummy" parchment.

5. After the ceremony return the uncollected parchments to the Graduations Office

- Stand and remain standing during the academic recession. When the stage party has left the stage, together with the Assistant Certificate Marshal remove any uncollected parchments from the stage. These parchments must be returned to the Graduations Office immediately.

ADELAIDE GRADUATION CEREMONIES ROLE AND RESPONSIBILITIES

ASSISTANT CERTIFICATE MARSHAL

ROLE

The Assistant Certificate Marshal's role is to:

- check all parchments, certificates and other prizes/medals are available and in the correct order
- transfer all parchments, certificates and other prizes/medals to Bonython Hall
- hand the parchments to the graduates after they have been presented for their award
- return uncollected parchments to the Graduations Office

The Assistant Certificate Marshal will need to be available 1 hr 30 minutes before the ceremony starts and remain until the ceremony has finished and the Academic Procession has left Bonython Hall.

A copy of the Order of Proceedings will be available 1 hr 30 minutes before each ceremony from the Graduations Office, Level 5 of the Wills Building.

Academic dress must be worn. If required, academic dress can be provided and collected from the Academic Dress Room – the Henry Basten Room, Level 1 of the Mitchell Building, prior to commencing your assigned role. Refer to the Graduations roster for details of who to contact to arrange academic dress.

RESPONSIBILITIES

1. **Assist the Certificate Marshal to ensure that all parchments, certificates and medals for the ceremony are available**

Timing: 1 hr 30 minutes before the ceremony starts

- Report to the Graduations Office and with the Certificate Marshal check the parchments against the updated Order of Proceedings. Ensure "dummy" parchments are placed in the box if needed. Ensure all other certificates and prizes/medals are available.

2. **Accompanied by a Security Officer, transfer parchments etc. to Bonython Hall and remain with the parchments**

Timing: 30 minutes before the ceremony starts

- When satisfied that all parchments, certificates, medals etc. are available, and accompanied by a Security Officer, transfer the parchments and medals etc. to the Certificate Desk. Remain in sight of the parchments, etc. at all times.

3. **Placement of parchments/medals/certificates**

- Meet the Certificate Marshal at stage door west. After the Chief Marshal is seated place any medals and certificates on the small table next to the Chief Marshal.
- When the Chief Usher has announced the Academic Procession and the music starts for the Academic Procession, together with the Assistant Certificate Marshal, take your place at the

Certificate Desk. Remain standing during the Academic Procession, and take your seat once the final stage of the procession is seated.

4. Ensure correct parchments are given to graduates after they shake hands with the Chancellor/Presider

- After the graduates have been presented to the Chancellor/Presider, they will move between the Chancellor/Presider and the rostrum to the Certificate Desk. The Certificate Marshal will hand you the parchment of the graduate whose name has been called. Ensure the name on the parchment is the one that has been called out by the Presenting Dean before handing it to the graduate.

5. After the ceremony return the uncollected parchments to the Graduations Office

- Stand and remain standing during the academic recession. When the stage party has left the stage, together with the Certificate Marshal remove any uncollected parchments from the stage. These parchments must be returned to the Graduations Office immediately.

ADELAIDE GRADUATION CEREMONIES ROLE AND RESPONSIBILITIES

AMBULATORY ROBING MARSHAL

ROLE

The Ambulatory Robing Marshal's role is to:

- assist with the robing of students in Elder Hall
- check and adjust graduates academic dress as they line up in the eastern ambulatory of Bonython Hall in preparation for their presentation on stage

The Ambulatory Robing Marshal will need to be available 40 minutes before the ceremony starts and remain until all students have been presented and then depart through the Eastern or Southern doors of Bonython.

Academic dress does not need to be worn.

RESPONSIBILITIES

1. **Assist students with robing as they queue at the check desk at the eastern entrance of Bonython Hall**
 - Arrive at the check desk at the eastern entrance of Bonython Hall 40 minutes before the ceremony commences. Assist students with their dress as they wait in line to proceed through the check desk.
2. **Assist students with robing in the Eastern ambulatory of Bonython Hall**
 - As the ceremony commences, position yourself in the Eastern Ambulatory in preparation for the presentation of students.
 - As the students are directed to move through the Eastern Ambulatory to the Eastern Stage Door, assist with arranging/adjusting their academic dress.

ADELAIDE GRADUATION CEREMONIES ROLE AND RESPONSIBILITIES

CHIEF MARSHAL

ROLE

The Chief Marshal's role is to:

- check the seating plan for the stage and be aware of special guests, number of Presenting Deans, staff etc.
- brief the graduates assembled in Elder Hall on the conduct of the ceremony
- check attendance of the staff in the Academic Procession and brief them on the conduct of the ceremony
- sort staff into correct order for the Academic Procession and ensure that higher degree graduates are paired up with academic staff
- supervise the seating of the Academic Procession on the stage
- check the names of graduates as they are presented for their award and advise the Presenting Dean of any missed graduate
- direct the stage party to leave Bonython Hall after the ceremony

The Chief Marshal will need to be available 1 hr 30 minutes before the ceremony starts and remain until the ceremony has finished and the Academic Procession has left Bonython Hall.

An updated final seating plan will be made available in the Academic Dress Room – the Henry Basten Room, Level 1 of the Mitchell Building and in the foyer of Elder Hall 1 hr 30 minutes before the ceremony.

Updated final Order of Proceedings will be available approximately 10 - 15 minutes before each ceremony and will be delivered to the Chief Marshal by a member of the Graduations Office staff.

Academic dress must be worn. If required, academic dress can be provided and collected from the Academic Dress Room – the Henry Basten Room, Level 1 of the Mitchell Building, prior to commencing your assigned role. Refer to the Graduations roster for details of who to contact to arrange academic dress.

RESPONSIBILITIES

- 1. Check the seating plan provided and ensure sufficient seating is available for the staff in the Academic Procession**
 - Check the final seating plan which will indicate the number of staff expected for the Academic Procession and their names and the number of seats available on the stage. Familiarise yourself with the attendees and any special seating arrangements.
- 2. Brief the graduates assembled in Elder Hall on the conduct of the ceremony.**
 - Approximately one hour before the ceremony commences, brief the students from the stage in Elder Hall on the conduct of the ceremony. Briefing notes will be provided by the Graduations Officer prior to the ceremony.

- There will be a powerpoint presentation and notes provided. The Graduations Officer or one of the Marshals will assist in the presentation with a demonstration of the correct way to wear academic dress.

3. Provide direction to members of the Academic Procession

Timing: 30 minutes before the ceremony starts

- Proceed to the foyer of Elder Hall and check that all the staff for the Academic Procession are assembled and waiting. Show them on the stage plan where they will be seated and place them in the correct alphabetical order for entry into the Hall. If the number of staff intending to participate in the Academic Procession is greater than the number of seats available on stage, advise staff who do not have tickets that they will not be able to join the Academic Procession.
- Advise members of the Academic Procession on the following matters:
 - To keep in their present order when they proceed to Bonython Hall.
 - That a program will be on their seat in Bonython Hall.
 - Where they will be seated on stage.
 - To ensure that academic dress is worn correctly.
 - To pair up with higher degree graduates and other academic staff on their right.
- The order of the Academic Procession is as follows:

LEFT COLUMN	RIGHT COLUMN
Chief Marshal	
Staff	Stage Marshal
Staff	Higher Degree graduates Followed by academic staff not on the left side of the Procession
<i>The main party of the Academic Procession will assemble in the Robing Room (Henry Basten Room, Level 1 of the Mitchell Building) and will be given instructions by the Robing Room Marshal. They will form the last section of the Academic Procession.</i>	

3. Ensure higher degree graduates and staff are in the correct position for the Academic Procession

Timing: 10 minutes before the ceremony starts

- Move the staff members of the Academic Procession out onto the eastern side of Goodman Lawns. The Stage Marshal will move the graduates out. The higher degree graduates will be lined up by the Stage Marshal and will form the right hand column. The academic staff will form the left hand column. When the two columns are next to each other, an even pairing of staff and graduates can be achieved to ensure, where possible, an even flow into the Hall and onto the stage.
- The Chief Marshal will lead the Academic Procession. Immediately behind the Chief Marshal will be the Stage Marshal who will pair with the first academic staff member. Following will be the remainder of the academic staff paired with the higher degree graduates.
- The Robing Room Marshal will organise the main party of the Academic Procession in the Robing Room and will join the end of the Procession at about 5 minutes before the ceremony starts.

4. Supervise seating on the western and northern side of the stage

- As the Academic Procession ascends the stairs onto the stage, the academic staff will move to the left and the higher degree graduates to the right. The Stage Marshal will control the seating of the higher degree graduates on the eastern side of the stage, except the first row which is reserved for special roles during the ceremony.
- The seating plan will show named seating for the all members of the Academic Procession. The Chief Marshal will direct academic staff to take their seats on the western side of the stage. When all are at their seats, proceed to your seat, which will be the first seat in the second row on the western side. Remain standing for the singing of the National Anthem and until the Chancellor/Presider is seated.
- The Certificate/Assistant Certificate Marshal will place medals and certificates for presentation during the ceremony on a small table to your left.

5. Check graduate names called by Presenting Deans

- Note the name of any graduate (and his/her degree) who is missed by the Presenting Dean. Advise the Presenting Dean as soon as possible the program and name of the student who has been missed. The Marshal on stage east will ensure that the missed graduate(s) is/are ready for presentation.
- Hand any special awards or certificates to the Chancellor/Presider for presenting to the recipient as their name is called.

6. Control the movement of the Academic Procession after the ceremony

- The Academic Procession leaves the Hall in the reverse order. The Mace Bearer, Chancellor/Presider, Vice-Chancellor and President, Speaker, etc leave first followed by Council Members, Deans and Professors, staff and finally followed by higher degree graduates.
- Instruct the academic staff members to join the recession immediately behind the Council Members, pairing up with the graduates from stage west.
- The Chief Marshal will be the last of the stage party to join the recession.

ADELAIDE GRADUATION CEREMONIES

ROLE AND RESPONSIBILITIES

CHIEF USHER

ROLE

The Chief Usher's role is to :

- brief the Ushers, Security Officers and First Aid Office on all aspects of the ceremony
- coordinate and supervise the activities of the Ushers
- manage the entry of the Academic Procession and make relevant announcements from the stage
- manage the departure of the Academic Procession from the Hall

The Chief Usher needs to be available at least 1 hr 30 minutes before the ceremony starts and remain until the ceremony has finished and the Academic Procession has left Bonython Hall.

Information (updated program, seating plan, list of attendees, etc) will be available 1 hr 30 minutes before each ceremony in Bonython Hall.

Academic dress must be worn. If required, academic dress can be provided and collected from the Academic Dress Room – the Henry Basten Room, Level 1 of the Mitchell Building, prior to commencing your assigned role. Refer to the Graduations roster for details of who to contact to arrange academic dress.

RESPONSIBILITIES

1. Check that Bonython Hall is in readiness for the ceremony

Timing: 1 hr 30 minutes before the ceremony starts

- Inspect the Hall and ensure it is ready before admitting guests.
- Familiarise yourself with the seating plan and the VIP seating, so that you are aware of special guests and other persons who will be attending the ceremony.
- Make yourself known to the First Aid Officer attending the ceremony, brief that person about the ceremony and provide a chair (if one is not available) and access to facilities.
- Check that all rostered Ushers, Security Officers and Caretakers are on duty. Provide directions to Security Officers and Caretakers regarding their specific roles.

2. Meet with Ushers and brief them about the ceremony

Timing: 1 hr 15 minutes before the ceremony starts

- Provide each Usher with an updated Graduations Program and Seating Plan. Go through and explain the information from the Graduations Office. Assign duties and locations to the Ushers. Note any guests with special needs and the list of expected VIPs and decide how to deal with their needs.

- Go through actions that the Ushers need to take before, during and after the ceremony. Inform Ushers where various facilities are available (eg. toilets, toilet for disabled, first aid, drink fountains, etc).
- Inform Ushers that guests are not to sit on the steps in the upstairs balcony. Steps must be kept free as an emergency exit in case of fire, etc.

3. Admit guests

Timing: 1 hr before the ceremony starts

- When all is in readiness, instruct Security Officers and Caretakers to open the main southern entrance and western doors to admit guests. The western entrance is reserved for VIP and staff entry only. The eastern entrance is for graduates entry and wheelchair access only.
- Security Officers and Caretakers are to be stationed at the entrances and are responsible for checking and collecting tickets and admitting only guests with valid tickets.
- Ushers hand out programs as guests enter the Hall and escort guests to seats.
- Request that guests with babies or small children sit near aisles and exits so that they can leave the Hall if the child becomes restless.

4. Supervise Ushers and Security Officers

- Supervise Ushers in the general ushering duties and assist Ushers with non-routine matters that may arise (which may include negotiating disputes).

5. Control and manage the commencement of the Academic Procession

- The following procedure will be followed, as agreed with the Security Officers, the musicians and the Chief Marshal.

Timing: 20 minutes before the ceremony starts

- The organist will commence playing the welcoming music. The music will last for 15 minutes. It is important that the organist begins playing promptly and does not go over time.

Timing: 5 minutes before the ceremony starts

- Move onto the stage and to your position at the rostrum to make the first general announcements as provided in the announcement sheet. The organist will then continue to play some incidental music. Stay near the microphone when you have made the announcements.
- The Security Officers will close the eastern and western doors. When the doors are closed, Security Officers, Caretakers and Ushers should stand by the doors, stationed both inside and outside.
- There must be 2 Ushers in the foyer and 1 each outside the western and the eastern doors. These Ushers will direct late arriving guests to proceed to the seats on the southern balcony. The Usher at the eastern door must not allow any late arrival to enter via the eastern door, which is reserved for graduates and wheelchair access. Late arriving graduates must be referred to the Graduations Officer or one of the Marshals seated near the eastern door.
- No-one is to be admitted into the Hall after the doors are closed.

- The Chief Marshal will lead the Academic Procession comprising the academic staff and higher degree graduates to the front of Bonython Hall. There the last section of the Academic Procession, led by the Robing Room Marshal, will join them and add onto the end of the other columns.
- When the Academic Procession is ready in front of Bonython Hall, the Chief Marshal walks into the foyer and advises the Security Officer that they are ready. This is the cue for the Security Officers to shut the internal southern doors into Bonython Hall (a Security Officer should stand inside Bonython Hall once the southern doors are shut).

Timing: 1 minute before the ceremony starts

- At the closing of the main southern doors, step up onto the stage again and take up position at the rostrum in front of the microphone. This is the cue for the organist to finish playing incidental music. Once the organist is finished, make the final announcement advising that the Academic Procession is about to enter Bonython Hall, as scripted in the announcement sheet. After making the final announcement, move down the steps to take a seat in the first row on the eastern side of the Hall near the stage.
- This announcement is the cue for the Security Officers to re-open the main doors to Bonython Hall.
- In the meantime the Chief Marshal has moved the Academic Procession up the steps into the foyer of Bonython Hall, so that they are waiting in the foyer for the doors to open. When the doors open, the Security Officer signals to the Brass Ensemble that they are ready and as the Processional Music commences the Chief Marshal steps into the doorway and leads the Academic Procession into Bonython Hall. Processional Music should continue until the Chancellor is at his chair. Then the Anthem begins.
- If there are any higher degree graduates students seated in the body of the Hall, the Processional Music will have to continue while they move into their seats and until the rest of the Academic Procession has reached the stage and taken up their places in front of their seats. The organist will have to improvise some additional music should the Brass Ensemble finish the Processional Music before the stage party is ready on stage.
- When the Academic Procession has entered, all doors will be closed.
- When the Academic Procession is on stage and the Mace Bearer has moved to his/her seat, a singer of the National Anthem would take his/her position at the microphone at the rostrum.
- An Elder School Music student will lead the singing of the Anthem. The audience is encouraged to join in. The text of the Anthem is printed in the Program. After singing the Anthem, the singer leaves the Hall via stage door west. The ceremony proper begins.

6. Control and manage guests' comfort during the ceremony

- The Chief Usher should move unobtrusively around the Hall, using ambulatories and the gallery aisles, to monitor any special needs that may arise. In extreme weather conditions, ensure adequate provision is made to ensure guests' comfort and safety.
- Advise guests, where required, of protocol within Bonython Hall. If children are noisy and disrupting the ceremony, prompt guests to temporarily step out of the Hall to quiet the child.

- In conjunction with the Security Officers, manage any security and procedural issues that may occur prior to, during and after the ceremony. Monitor any emergencies that may arise and are dealt with by the Ushers.

7. Control and manage the close of the ceremony

- During the closing by the Chancellor/Presider, the Chief Usher should be positioned just inside the main southern doors. After the closing, the Academic Recession will commence accompanied by recessional music. The doors remain closed until the Mace Bearer is close to the Chief Usher who will then push back the doors and the Ushers/Security Officers outside in the foyer will open the doors. The western and eastern doors will remain closed. When the Academic Procession, VIP guests and new graduates have left the Hall, signal to Ushers and Security Officers to open all other doors for other guests to exit.
- Instruct Ushers and Caretakers to assist in the cleaning up of the Hall and straightening the rows of seats in readiness for the next ceremony.
- Provide feedback to the Graduations Office after each ceremony to assist with future planning and quality management.

Graduation Ceremony Announcements

At 9.40am/2.10pm

Welcome music begins (Organist).

At approx. 9.55am/2.25pm

Welcome music stops. Chief Usher makes the following announcement:

“Ladies and gentlemen, good morning/afternoon, and welcome to the University of Adelaide Graduation Ceremony. This morning/afternoon’s ceremony is for graduates from the Faculty/School of

The ceremony will commence very shortly. The University has a contract photographer to provide photography service during the ceremony. If you wish to take photos during the ceremony, I would ask that you do so discreetly from your seat and please do not use flash. To maintain the ceremony’s decorum, could you also please switch off your mobile phones. For safety reasons, I would ask guests not to enter the galleries upstairs and please do not sit on the steps in the balcony area. In the event of an emergency please follow the instructions of the Security Officers and Ushers. Thank you.”

At approx. 10.00am/2.30pm

When the Security Officer at main southern entrance has signalled that the Academic Procession is ready to proceed, Chief Usher makes the following announcement:

“Ladies and Gentlemen, please stand for the academic procession, which is about to enter the Hall, and please remain standing for the Australian National Anthem. You are encouraged to join in the singing. The text of the anthem is printed on Page of your graduation program.

Please rise for the Academic Procession.”

Chief Usher steps down from the stage.

Processional music begins.

Singer steps onto the stage with the hand-held microphone.

Anthem begins as soon as Mace Bearer is at his/her seat.

ADELAIDE GRADUATION CEREMONIES ROLE AND RESPONSIBILITIES

USHERS

ROLE

The role of the Ushers is to:

- supervise the orderly admission and seating of guests
- advise guests of protocol within Bonython Hall if required
- ensure the comfort of guests and provide any assistance where required
- attend to emergencies, if required, as directed by the Chief Usher
- assist in the cleaning up of Bonython Hall and provide any direction to guests after the ceremony
- in event of an emergency, assist the security with orderly evacuation of the Bonython Hall

Ushers must report to the Chief Usher in Bonython Hall 1 hr 20 minutes before the ceremony starts and remain until the ceremony has finished and the Academic Procession has left Bonython Hall. Ushers should remain in the Hall to assist with cleaning up and straightening of the chairs.

When all rostered Ushers and Security Officers are assembled in Bonython Hall, the Chief Usher will provide a briefing on the day's activities and allocate specific roles and duties.

ATTIRE

Ushers must wear black full length pants with the University of Adelaide dress shirt. The University of Adelaide dress shirt will be provided and should be collected and put on in the Student Centre 1 hr 30 minutes before the ceremony. The Ushers should then proceed to Bonython Hall for their briefing by the Chief Usher prior to commencing their assigned role.

RESPONSIBILITIES

As directed by the Chief Usher:

1. Meet guests (including VIPs) at entrances and direct them to correct seats

- As directed by the Chief Usher, and assisted by Security Officers, stand at the entrances, meet guests as they enter the Hall, hand them a copy of the program and usher them to the appropriate seats. The Security Officers will mind the doors and will only admit guests with valid tickets.
- A seating plan will be provided to you by the Chief Usher prior to the ceremony at the briefing. Ushers should be aware of the nearest toilets and be able to assist mobility of impaired guests/graduates if necessary.
- VIP guests will have named seats (usually on the western side at the front of the Hall) and they will enter by the western door and should be escorted to their seats.
- Some staff seating will also be reserved on the western side of the Hall, just behind the VIP seating.

- Other guests should be encouraged to fill up seats from the front of the Hall and should be asked not to leave gaps. The number of guests expected will fill up the Hall. Encourage guests with babies or small children to sit on the aisle and near the rear exit so that they are able to leave the Hall easily should the need arise.
- Graduates' seats are reserved on both sides of the Hall, immediately behind VIP seats.
- Mobility impaired guests enter via the eastern door. Seating for them is usually reserved on the main east-west aisle on the eastern side of the Hall.
- When the Academic Procession is ready to start, 2 Ushers are stationed in the foyer and 1 each outside the western and the eastern doors. Ushers at the main southern and western doors will direct late arriving guests to proceed to the seats on the balcony. The eastern door is reserved for graduate entry and wheelchair access only. The Usher at the eastern door must not allow any guest or graduate to enter via the eastern door. Late arriving graduates must be referred to the Graduations Officer or one of the Marshals seated near the eastern door.

2. Advise guests, where required, of protocol within Bonython Hall

- If asked, advise guests:
 - Mobile phones must be switched off.
 - Photography is not encouraged. If they must do so, they should do it discreetly from their seats and not use flash. The University has a contract photographer to do all photographic work during the ceremony, including photographs of individual graduates as they are presented.
 - Stand when the Academic Procession enters and leaves the Hall.
 - After the ceremony, all guests are to remain in the Hall until after the Academic Recession, VIP guests and new graduates have left the Hall.

3. Monitor guests' and graduates' comfort within Bonython Hall and provide assistance where required

- From an unobtrusive vantage point monitor guests in your vicinity to ensure that they are suitably comfortable. This is particularly important in extreme weather conditions. Where it appears that guests may need assistance, quietly approach and ask if help is needed. If yes, guests should be assisted to leave the body of the Hall without much disruption to the ceremony or other guests. If medical assistance is required, guests should be taken to the foyer of Bonython and Security Officers or the First Aid Officer alerted. The Security Officers are also trained in first aid and, if necessary, can call for medical help. A First Aid Officer from the Red Cross or St Johns will be available in the foyer.
- If a young child or baby becomes restless during the ceremony, Ushers may approach the parents to suggest they temporarily leave the Hall so as not to disrupt the ceremony proceedings.

4. Deal with emergencies

- Ushers may deal with emergencies as they arise. If they are uncertain, they should refer to the Chief Usher. Any action taken must be reported to the Chief Usher.

5. Assist guests with a disability

- Ushers may assist guests with special mobility needs to exit through the eastern door ahead of the main crowd as the last rank of the Academic Procession has passed the east-west aisle.

6. Assist in clearing up the Hall after the ceremony

- At the end of the ceremony assist in the cleaning up of the Hall so that it is ready for the next ceremony: collect any left over programs, leaflets etc., and straighten chairs.

7. If required, provide direction and assistance to guests and graduates after the ceremony

- After the ceremony, be on hand to provide direction to any guests and graduates as needed. Ushers should be aware of the nearest toilets and be able to assist mobility of impaired guests/graduates if necessary. Ushers should also be able to direct people to the refreshments and other services (Alumni, Photographer, etc.).

ADELAIDE GRADUATION CEREMONIES ROLE AND RESPONSIBILITIES

ROBING ROOM MARSHAL

ROLE

The Robing Room Marshal's role is to:

- act as a contact point for the Mace Bearer, key award/prize recipients, the Speaker, the Chancellor/Presider, Council Members, Heads of Residential Colleges, Presenting Deans and Professors
- provide consistent and accurate information about the ceremony to those who assemble in the Robing Room
- ensure that key personnel understand their roles
- organise the senior ceremonial procession so that it joins the main Academic Procession in correct order and on time
- monitor the ceremony, prompt members of the stage party when their roles commence and ensure that the mace is returned to the Robing Room promptly at the end of the ceremony

The Robing Room Marshal will need to be available in the Robing Room – the Henry Basten Room, Level 1 of the Mitchell Building 30 - 40 minutes before the ceremony starts and remain until the ceremony has finished and the Academic Procession has left Bonython Hall.

It is helpful to have a look at stage plans as soon as they are available so that you are aware of the configuration of the seating and of the size and nature of the stage party for which you will be responsible. Check how many/which Professors and Council members are expected for each ceremony. Check the Order of Proceedings so that you are aware of the order of activities.

An updated final seating plan will be made available in the Robing Room 1 hr 30 minutes before the ceremony.

Updated final Order of Proceedings will be given to you by a member of the Graduations Office staff immediately prior to entry into Bonython Hall.

Academic dress must be worn. If required, academic dress can be provided and collected from the Robing Room – the Henry Basten Room, Level 1 of the Mitchell Building, prior to commencing your assigned role. The Robing Room Marshal should also wear a name tag for the duration of the arrangements in the Robing Room.

RESPONSIBILITIES

1. Check the stage set-up

- Before taking up your position in the Robing Room, it is useful to check that the stage is set up as per the plan, and that the mace stand is in the correct position to receive the mace head on the right and the lower staff on the left when facing the Chancellor/Presider. As soon as you have a final stage plan, determine the order of the stage party so that the Professors, Deans and award recipients will arrive in the correct order for the seating plan. If it helps you, draft a list of the procession so that you can more easily get people into the correct order.

2. Act as a contact point for participants in the ceremony

- The Mace Bearer, Speaker, prize recipients and other like dignitaries will have been advised by letter to report to the Robing Room where you will be ready to assist them. You will probably not know what they look like, so introduce yourself to all arrivals and ascertain their role in the ceremony.
- As soon as the **Mace Bearer** arrives, describe his/her role (as per attached sheet) and make sure that he/she meets the Chancellor/Presider and the Speaker. Check whether the Mace Bearer is also graduating at the ceremony. If this is the case, you may need to alert them when the time comes for them to take their position for presentation to the Chancellor/Presider. You will also need to assist them by looking after their testamur during the recession of the stage party.
- The **Speaker** for the occasional address will need to be introduced to the Chancellor/Presider and walked through the order of ceremony. Most Speakers are not aware in advance that the address is delivered early in the ceremony. Many also find it helpful to have a look at the stage plan to see where they will be sitting. Some Speakers will have a copy of their speech to give to you. If this is the case it should be passed on to the VC&P's Office as soon as possible after the ceremony.
- **Prize or award recipients** must be in correct academic dress. Go through the order of ceremony with each one individually so that they know when they will need to take their place. Offer to give them a nod during the ceremony when the time comes for them to stand and take their position for presentation.
- **Presenting Deans** will want to check the stage plan to see where they are sitting. Check with each one individually to make sure they know where their seat will be and the order of presentations if there is more than one faculty/school. They will be anxious about the final version of the Order of Proceedings. Assure them that the Graduations Office will get the final version into their hands before the ceremony commences.
- **The Chancellor/Presider** may not arrive until 15 minutes before the Academic Procession should leave the Robing Room. Introduce yourself to him/her and make sure that he/she meets the Speaker and any special award recipients. Explain the seating plan. If there is more than one faculty/school involved in the ceremony, explain that at the end of each faculty's graduates you will nod so that the Chancellor/Presider is aware when the next Presenting Dean will commence presentation of the next series of graduates. This means that you will need to check the Order of Proceedings as graduates are presented so that you signal at the right time. Remind the Chancellor/Presider that the Dean(s) will be expecting to doff their hat to the Chancellor/Presider before and after their presentation. They will be expecting to make eye contact with the Chancellor/Presider at this time.
- Make yourself known to **Council Members**. Confirm with them where they will be sitting on stage. They usually know the procedures fairly well. If there are any external Council Members in the Academic Procession, they may need help with academic dress and with details about seating and processional arrangements. Sometimes additional Council Members turn up who are not on the seating plan. If they don't have academic dress, it is usually possible for the Academic Dress Marshal to locate academic dress. Advise the Graduations Office so that extra chairs can be added to the stage, as only the exact number of chairs required for each ceremony is placed on the stage.
- There may be members of **academic staff** who turn up in the Robing Room. Check their tickets and, if necessary, direct them to the assembly area in the foyer of Elder Hall with the rest of the Academic Procession.
- If additional **Professors** or **Heads of Residential Colleges** turn up and they are not on your seating plan/guest list for the ceremony, let them know that you don't have them registered and that you will

need to check if an extra seat can be added for them. There will be no spare seats showing on the plan, as only the exact number of chairs required for each ceremony is placed on the stage. Check with the Chief Marshal to see if any spare seats can be added on the western side of the stage.

3. Check academic dress

- Check that all members of the stage party are wearing their hoods in the correct mode. Many wearing mortarboards are unsure about which side the tassel goes. If you are unsure, check the Chancellor/President's mortarboard or bonnet - the tassel is sewn to fall to the correct side, on the left side.

4. Organise the Academic Procession into the correct order

- The order of the Academic Procession in the Robing Room is as follows:
 - Heads of Affiliated Colleges
 - Directors, DVC&VPs, PVCs
 - Professors
 - Deans
 - (Robing Room Marshal)
 - Council Members
 - Vice-Chancellor and President/Nominee
 - Mace Bearer
 - Chancellor/President
- This part of the Procession needs to leave the Robing Room no later than 5 minutes before the ceremony is due to start. You will need to ask them to start forming a line in the correct order about 5 minutes before that. It will be helpful if you have your list in order with an idea of who should be in the right and left hand columns. This will assist the party to arrive at the correct seats.
- When ready, lead the Procession out of the Robing Room to join the main Academic Procession which should already be assembled on the paved area in front of Bonython Hall.
- Advise members of the Procession to keep their present order as they proceed to Bonython Hall. Liaise with the Chief Marshal.

5. Monitor the proceedings during the ceremony

- The Chief Usher will announce the Academic Procession and request the audience to remain standing for the National Anthem. The audience will stand for the entry of the Academic Procession. When the stage party are at their seats on stage, they will remain standing for the singing of the National Anthem. At the end of the Anthem, give the audience and stage party the lead as to when to sit down after the Chancellor/President is seated.
- Signal prize recipients and special degree recipients at the appropriate time for them to stand for their presentation.
- As a safety net, monitor the names of the graduates being presented so that if there is a problem you may be in a position to assist.

- Encourage graduates to move to the spot marked by the second black line on the carpet (nearest to the Chancellor/Presider) - many hang back at the first black line near the Marshal and therefore cause a delay in the proceedings.
- Take the lead in applauding at the appropriate times.
- Be aware of the last graduate of each faculty if there is more than one faculty involved. Remember to signal to the Chancellor/Presider to ensure eye contact can be made with the Presenting Dean departing and with the next Presenting Dean taking up position at the rostrum. The Presenting Deans are expecting to nod to the Chancellor/Presider and doff their hat.
- At the end of the ceremony, signal the Mace Bearer when to collect the mace. Give the audience and stage party the lead as to when to stand, when the Chancellor/Presider rises.

6. Secure all University property and provide feedback to the Graduations Office

- Ensure that the mace is returned to the Robing Room promptly after the ceremony.
- Provide feedback to the Graduations Office after each ceremony to assist with future planning and quality management.

INSTRUCTIONS TO THE MACE BEARER

(by the Robing Room Marshal)

The traditional role of the Mace Bearer is to protect the Chancellor/Presider. This means that the Mace Bearer always precedes the Chancellor/Presider.

The University mace is an extremely valuable object and should be treated with care at all times. The mace is always carried with the head in the right hand. The Mace Bearer will be given an opportunity to feel the weight of the mace when being briefed in the Robing Room. Work through the stage plan with the Mace Bearer, pointing out where the mace table will be.

On the way into Bonython Hall, the Mace Bearer is the second-last person in the Academic Procession, immediately before the Chancellor/Presider. On leaving the Hall at the conclusion of the ceremony, the Mace Bearer is the first in the Academic Procession, followed by the Chancellor/Presider.

When the Academic Procession reaches the stage, the Mace Bearer mounts the stairs and stands in front of the mace table with their back to the audience and facing the Chancellor/Presider's chair. When the Chancellor/Presider has reached the chair and is standing in front of it, the Mace Bearer slowly places the mace in the stand, turns to the right, and moves to their allocated seat next to the Robing Room Marshal in the front row on the eastern side of the stage. The audience remains standing for the singing of the National Anthem. At the end of the Anthem, the Chancellor/Presider sits, which is the signal for everyone else in the Hall to sit.

The Mace Bearer thanks the Speaker. At the end of the speech, the Mace Bearer rises and moves to the microphone at the rostrum to thank the Speaker on behalf of the congregation. The Mace Bearer will have been sent a sample of an appropriate vote of thanks as contained in the Order of Proceedings, but he/she may wish to modify this. If the Mace Bearer has forgotten to bring the speech, please ensure he/she is provided with another copy (this may be removed from any spare copy of the proceedings).

If the Mace Bearer is graduating, he/she will be prompted by the Robing Room Marshal to stand for presentation to receive his/her award at the appropriate time.

At the end of the ceremony, the Mace Bearer should wait until the Chancellor/Presider has closed the ceremony and returned to the chair to collect papers, belongings etc. The Mace Bearer then rises, walks to the mace table and faces the Chancellor/Presider. When the Chancellor/Presider seems ready, the Mace Bearer picks up the mace, turns to face the audience, pauses a moment to make sure the Chancellor/Presider is ready, and then when the recessional music commences proceeds out of Bonython Hall at a dignified pace.

As soon as possible after the ceremony, the Mace Bearer should return the mace to the Robing Room (Henry Basten Room) to be locked away again for safe keeping.

ADELAIDE GRADUATION CEREMONIES ROLE AND RESPONSIBILITIES

ACADEMIC DRESS MARSHALS

ROLE

Two Academic Dress Marshals will be on duty. Their role is to:

- coordinate the distribution and collection of academic dress from helpers, Presenting Deans/Heads of Schools and the main party of the Academic Procession
- set up academic dress for next ceremony once current ceremony has concluded
- ensure the mace is available when the mace bearer arrives and secured once returned from the ceremony

The Robing Room Marshal will require the assistance of the Academic Dress Marshals to attend to the robing needs of the main party of the Academic Procession assembled in the Robing Room.

RESPONSIBILITIES

1. 1 hr 30 minutes before the ceremony starts:

- Be available at the Academic Dress / Robing Room – the Henry Basten Room, Level 1 of the Mitchell Building. Ensure appropriate academic dress, name tags, programs, stage plans and updated Order of Proceedings, etc. are available for collection by all helpers and members of the Academic Procession.
- Ensure no unauthorised persons enter or remain in the Academic Dress Room.
- Distribute academic dress and graduation documentation, as required. Keep proper records of distribution. All helpers should have collected their academic dress and graduations documentation by 1 hr 30 minutes before the ceremony.
- Remove mace from cupboard ready for mace bearer

2. About 30 minutes before the ceremony starts:

- Ensure academic dress required for the main Academic Procession party is ready. Assist the Robing Room Marshal to attend to the needs of the main party.

Each ceremony will take about an hour. When the ceremony commences, return to normal duty if preferred.

3. About 10 minutes before the ceremony ends:

- Return to the Academic Dress / Robing Room– the Henry Basten Room, Level 1 of the Mitchell Building to receive returned academic dress from the helpers. Keep proper records of returns.
- Ensure return of the Mace and lock in the cupboard. Collect academic dress returned by the main party (if any).
- When all academic dress has been returned, prepare for the distribution of academic dress for the next ceremony. Ensure the room is clean and tidy for the next ceremony.

ADELAIDE GRADUATION CEREMONIES ROLE AND RESPONSIBILITIES

SECURITY OFFICERS AND CARETAKERS

ROLE

At least four (4) Security Officers / Caretakers are required. Their roles are to:

- ensure doors to Bonython Hall and Elder Hall are unlocked at least 90 minutes before the ceremony starts
- ensure the security of Bonython Hall, Elder Hall and the Academic Dress Room;
- ensure security of parchments, mace and other University properties;
- staff entrance doors to ensure orderly entry of guests with valid tickets into Bonython Hall;
- provide first aid and other appropriate assistance when required;

All four will need to be available 1 hr 30 minutes before the ceremony starts and remain until the ceremony has finished and the Academic Procession has left Bonython Hall.

ATTIRE

Appropriate uniform/attire must be worn.

RESPONSIBILITIES

Officers 1 and 2

- Report to the Chief Usher in Bonython Hall 1 hr 20 minutes before the ceremony starts to receive instructions from the Chief Usher regarding the ceremony.
- Station themselves at the outer doors of Bonython Hall main southern entrance.
- At the appropriate time, and when instructed by the Chief Usher, open the doors to the main southern entrance to invite guests to enter.
- Check and ensure only guests with valid tickets are allowed entry. Collect tickets from guests and hand out programs, one per guest.
- Handle with care and sensitivity any problems from guests regarding tickets, availability of seats, and any other queries. If necessary, consult with the Chief Usher or Chief Marshal.

Officer 3

- Report to the Chief Usher in Bonython Hall 1 hr 20 minutes before the ceremony starts to receive instructions from the Chief Usher regarding the ceremony.
- Station yourself at the outer doors to the western entrance of Bonython Hall.
- At the appropriate time, and when instructed by the Chief Usher, open the doors to the western entrance.

- Check and ensure only guests with valid VIP or staff tickets are allowed entry via this entrance. Collect tickets from guests and staff and hand out programs, one per person.
- Handle with care and sensitivity any problems from guests regarding tickets, availability of seats, and any other queries. If necessary, consult with the Chief Usher or Chief Marshal.

Officer 4

- Report to the Graduations Office 1 hr before the ceremony starts to receive instructions regarding the ceremony.
- 40 minutes before the ceremony starts, return to the Graduations Office. Accompany the Assistant Certificate Marshal to transport the parchments to Bonython Hall stage and place on the Certificate Table on stage. The Assistant Certificate Marshal will remain to guard the parchments.
- Return to the Henry Basten Room, Level 1 of the Mitchell Building to provide security service at the Robing Room.
- At the end of the ceremony, ensure the mace is returned, in its box, to the Henry Basten Room.