

Student Centre Usher

Starting your Shift

- Please meet with the other ushers in the Student Centre Event Space, sign out a volunteer vest, pick up your name tag, and grab your voucher for a drink and snack.
- For the 10:00 AM ceremony, please meet at **8:30 AM**.
- For the 2:00 PM ceremony, please meet at **12:30 PM**.
- Complimentary lunch for all ambassadors will be served in the LEC Dining Hall between 11:00 AM and 1:30 PM. Please make sure to sign in upon entering the Dining Hall.

Before the ceremony

- Engage with students and congratulate them on this special day. Direct graduating students upstairs. to check in with the Registrar's Office, get their gown and hood, and line up (marshalling). The best spot to do this is at the junction at the base of both staircases and the Event Space doors.
- Direct guests to the University Court (Bata Library podium). Guests do not go upstairs. There will be lots of time after the ceremonies to take pictures of their graduate in their gown. Remind guests that the ceremonies are held outside, so if they need a hat, umbrella or sunscreen they could get those at a booth on the podium. There is also food service on the podium. The guests can go to the Starbucks and there is a food both on the upper level of the podium as well (that won't be as busy as Starbucks).
- Please check to ensure that the Live Stream in Stohn Hall is working. If it is not, call IT.
- If needed, assist Student Marshals in getting the students in line and handing out water bottles.

After the ceremony

Remind students to return their gown upstairs. They must return their gown before picking up their degree and Alumni Gift in the Event Space.

Other situations

- For a safety concern, contact campus security - **Non emergency extension: 1328. Emergency extension: 1333.**
- For a first aid concern, TUEFRT will be circulating and can be signaled to intervene. People at the Info Desk and lead ambassadors have radios, which can call security who call TUEFRT.
- In the case of inclement weather
 - Weather call is made 1 hour before ceremony
 - Students will still gown and marshal upstairs. Direct guests to the Gym in the Athletics Centre

After the Ceremony

Please return your vest to the Event Space and sign out. If you have any questions, please reach out to Babin Joy.