

# Student Centre (SC) Director

## Important Notes

- Ceremonies are approximately 1 - 1 ½ hours and are in the Athletics Centre (AC)
- **If any safety concerns arise, please contact campus security.**
  - Non-emergency at 705-748-1011 ext. 1328; emergency ext. 1333.
  - First Aid: TUEFRT will be circulating – ask someone with a radio to request them
- **If a guest is upset or has a concern** and would like a follow up, please have them email [convocation@trentu.ca](mailto:convocation@trentu.ca).
- The **Indoor Viewing Rooms** is **SC Stohn Hall**.
- The **Breastfeeding room** is the **First Aid room** in the AC.
- The **Multi-Faith Room** is in Lady Eaton College, Room 202.
- **Ambassador-Only Lunch:** 11:00 AM - 1:00 PM, Student Centre (SC) 1.20.
- Questions? Ask Jessica Brooks on site or MK Millard by radio.

## Role & Responsibilities

Before the Ceremony – stand in view of main doors, by Event Space/stairs

- **Check in: SC Room 1.20** to get a volunteer vest and name tag.
  - For the 10:00 AM ceremony, please meet at 8:30 AM.
  - For the 2:00 PM ceremony, please meet at 12:30 PM.
- **Enthusiastically greet and engage with all guests you encounter as they enter the Student Centre.**
- Remind students to leave their personal belongings with their guests or have them checked at the gowning room. They only need their phone, ID & a water bottle (if they want).
- **Direct graduating students upstairs** to check in with the Registrar's Office.
- **Direct guests to the AC** to get seats for the ceremony. **No guests should go upstairs.**
  - There will be lots of time after the ceremony to take pictures with their graduates in their gown.
  - Invite guests to visit Starbucks or the food station in the AC.
  - If guests are looking for gifts there are flowers & gift tables in the lobby of the AC and the Bookstore is open
- **Make sure the Live Stream in Stohn Hall is working.** If not, please call IT (705-748-1010).
- **Hold open the doors by Starbucks** leading to the AC for the Student Procession as they depart.

After the Ceremony – stand at the door to the Event Space

- **Remind students to return their gown upstairs.** They must return their gown before picking up their degree and Alumni Gift in the Event Space.
- **Tell students to have their student card (or gov't ID)** ready to pick up their degree and Alumni Pin.
- Please return your vest to SC1.20 and sign out at the end of your shift.

**THANK YOU FOR HELPING!!**