

Convocation 2022

Student Centre Usher

Shifts:

Morning: 8:30am – 12:30pm

Afternoon: 12:30pm – 4:30pm

- Please wear a blue vest and name tag to identify yourself. They will be available in the Event Space.

Before the ceremonies:

- 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 stair cases and the Event Space doors.
- Direct guests to the University Court (Bata Library podium). Guests **do not** go upstairs as it would be too crowded. 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.
- Check to ensure that the Live Stream in Stohn Hall is working. If it isn't, call IT.
- As long as there is one person at the junction directing people, another usher can assist the marshals upstairs, getting the students in line and handing out the filled water bottles.

After the ceremonies:

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

In general:

- Be aware of the schedule and where things are located to answer questions. Ceremonies are usually approx. 1 ½ hours long.
- If you have questions you can't answer, the marshals and gowning have a radio – you can ask them or have them radio a question. Joanne cell: 705-872-2215.
- **Other Situations you may handle:**
 - Safety concern – Call campus security.
 - First Aid concern – Call Security for TUEFRT or find someone with a radio, or find a member of TUEFRT.

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In 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

Make sure you get some lunch! Lunch for all ambassadors is in the LEC Dining Hall between 11 a.m.-1:30 p.m.

Thank you for helping!