



June 5, 2023

## GRADUATE MARSHALLING PROCEDURE

### GENERAL

The school is required to assign and name a Graduate Marshall to ensure all guests have a safe and enjoyable graduation experience and all graduates and their guests conduct ingress, procession, and egress in a safe orderly and planned manner.

### EVENT SAFETY BRIEFING

1. Prior to the event staff briefing, there will be an event safety briefing with the following participants to confirm the event safety plan.
  - **Organizer:** Principal, Graduate Marshall, other volunteers.
  - **Chan Centre:** Front of House Coordinator, Head Stage Technician
2. The Chan Centre and Graduate Marshall will ensure all organizers understand the event plan including the schedule, arrival of graduates and guests, the location of the marshalling room, the processional route, graduate latecomers, the grad travel path during the ceremony, the recessional route, and egress of the graduates and the audience.

### EVENT ORGANIZER & GRADUATE MARSHALL DUTIES

#### PRIOR TO THE EVENT

- **3 hours prior to the event** - Attend the Event Safety Briefing
- Delegate a volunteer to assist with wayfinding for graduates from upon arrival at the plaza to the Royal Bank Cinema entrance and marshalling room. *Note the Royal Bank Cinema capacity is 160 seated. Graduate #s in excess of this should marshal in the RBC hallway, GPL, or Telus per the event plan.*
- Be present for any rehearsal of graduates walking through the lobby, auditorium and stage and ensure there are no changes to the planned route between rehearsal and event
- The Graduation Marshall will be provided with a Chan Centre Radio on Channel 2 for communication

#### PROCESSIONAL

- **5-Minutes prior to event** - Chan Centre staff will cue the Graduation Marshall to line up graduates in the Royal Bank Cinema lobby, to prepare for the processional to the main lobby and in the auditorium
- **Once the audience is seated and at top of show** - Chan Centre staff will cue the Graduate Marshall to begin processional to the lobby (either Door 2 or 3 per event plan)
- **Typically, after MC welcoming remarks** - the Graduate Marshall will lead the graduate processional from the Royal Bank Cinema, in the Concert Hall and to their reserved seating.



### **DURING THE CEREMONY**

- The Graduate Marshall will ensure all graduates and volunteers are aware of the graduate travel path across the stage.
- All accessibility concerns should be identified in the event plan and coordinated with Chan Centre staff.

### **RECESSIONAL**

- **During the closing remarks** – the MC should remind all guests to remain seated during the graduate recessional to ensure the most orderly exit
- **At end of ceremony** - the Graduate Marshall will lead the graduate recessional from their seats, row by row out of the Concert Hall (either Door 2 or 3 per event plan) into the main lobby, and outside to the main plaza or Rose Garden to meet with their families for photo opportunities. *Note it is very important that graduates and families disperse at the end of the event to avoid overcrowding in the main lobby*

### **AFTER THE EVENT**

- The Graduate Marshall will ensure they coordinate with Chan Centre staff about the collection personal belongings, and the event load-out at end of day.

## **CHAN CENTRE DUTIES**

### **PRIOR TO THE EVENT**

- FOH Coordinator & Head Stage Technician to attend the Event Safety Briefing
- Assign a plaza usher 2-hours prior to event time to assist with wayfinding. Graduates are directed to RBC entrance, guests line up for lobby open 1-hour prior to event time
- Ensure Graduation Marshall is provided with a Chan Centre Radio on Channel 2 for communication

### **PROCESSIONAL**

- 5-Minutes prior to event, cue the Graduation Marshall to line up Graduates in RBC lobby
- Once the audience is seated and at top of show, cue the Graduate Marshall to begin processional to the lobby (either Door 2 or 3 per event plan)
- Lobby ushers (doors 2/3\_ to page doors and ensure processional route is clear
- Inside ushers (doors 1/4) to assist organizer with directing graduates to the rows

### **RECESSIONAL**

- Inside ushers (doors 1/4) to assist organizer with directing graduates row by row towards the planned exit (either Door 2 or 3 per the event plan)
- Lobby ushers (doors 2/3) to page doors and ensure recessional route is clear
- Lobby staff open exterior doors for egress

### **AFTER THE EVENT**

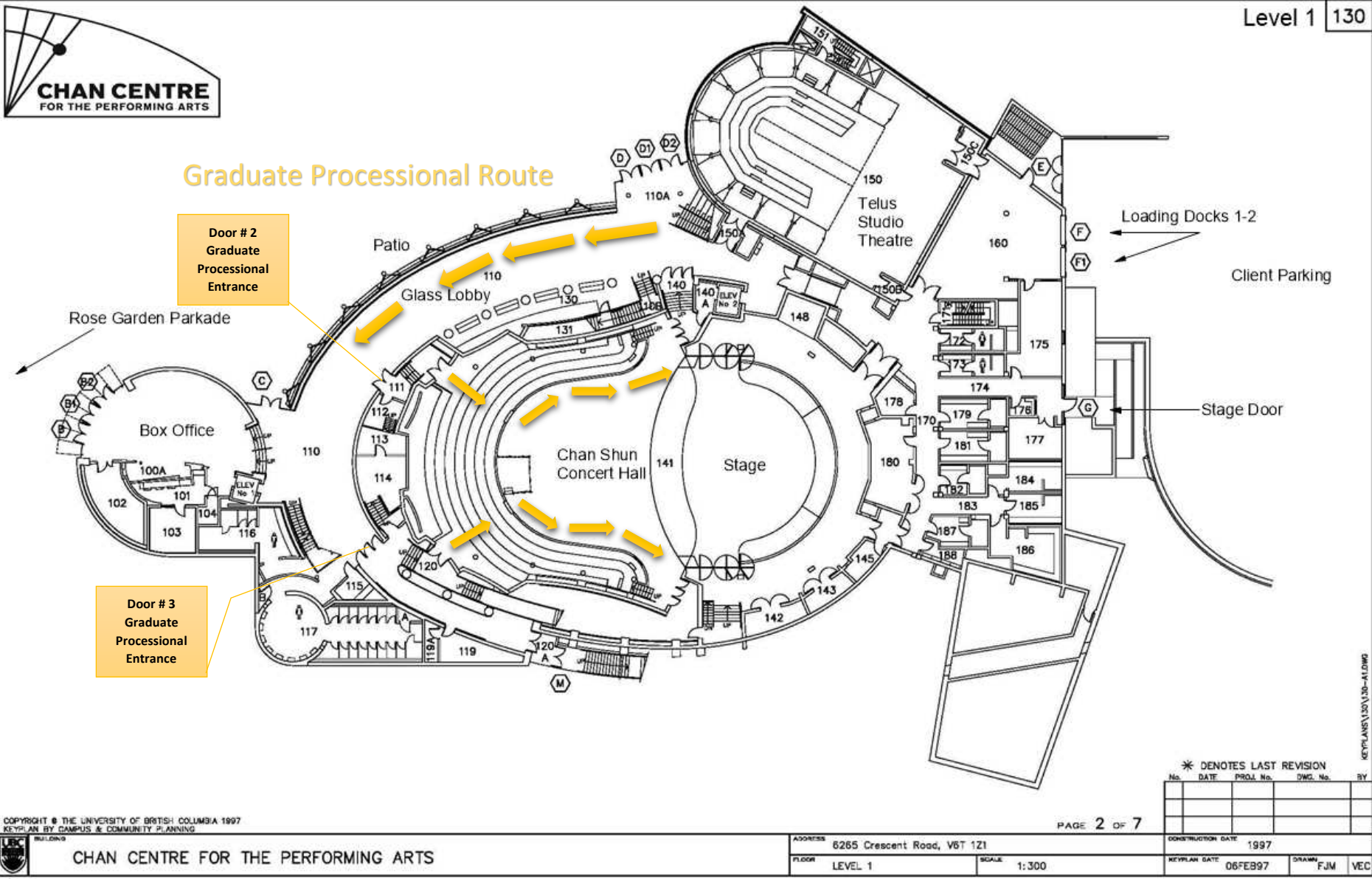
- The FOH Coordinator will ensure enough staff remain at main and RBC entrances for graduates and organizers to collect personal belongings, etc at end of day.



Graduate Processional Route

Door # 2  
Graduate  
Processional  
Entrance

Door # 3  
Graduate  
Processional  
Entrance



* DENOTES LAST REVISION				
No.	DATE	PROJ. No.	DWG. No.	BY

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CHAN CENTRE FOR THE PERFORMING ARTS

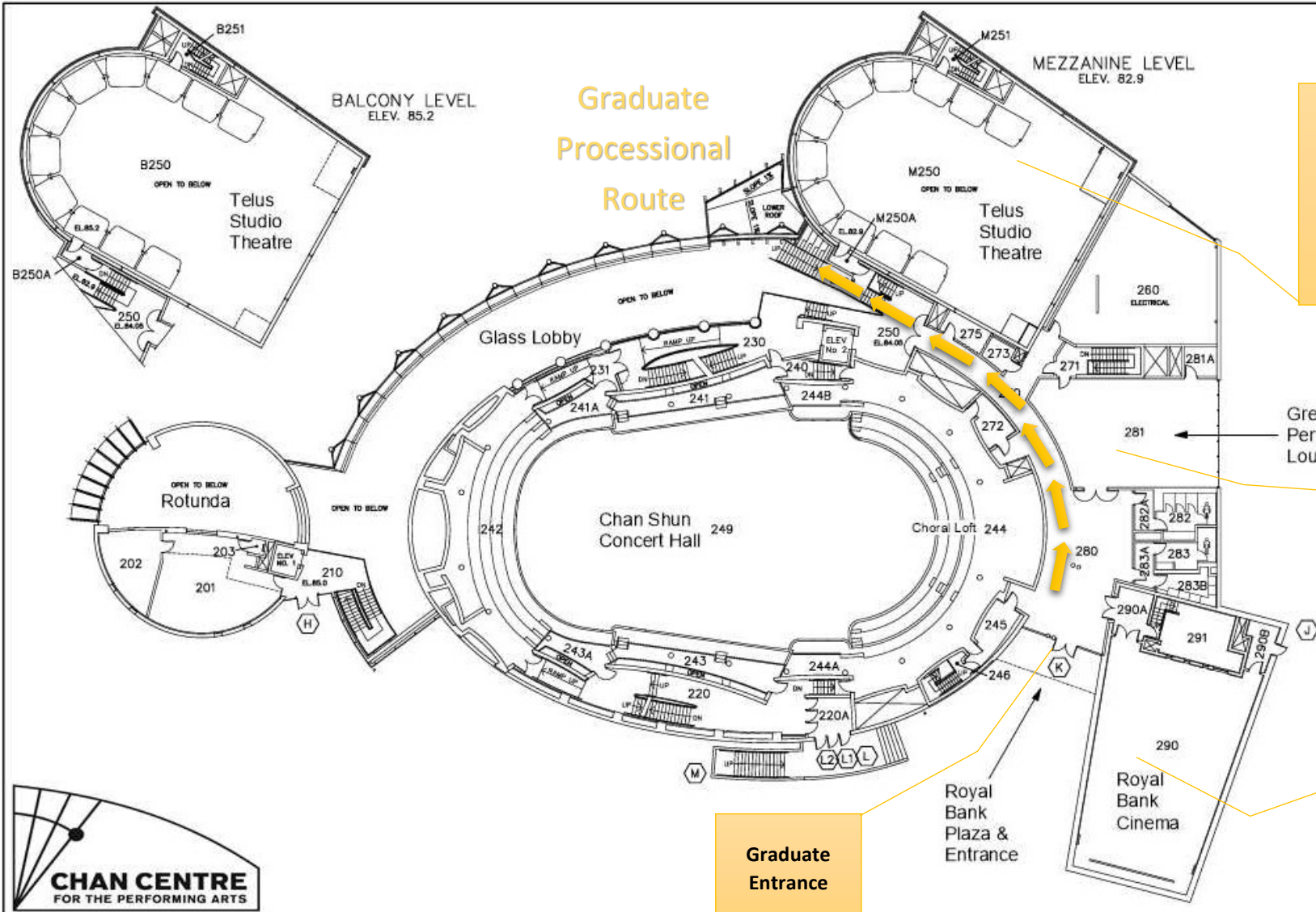
ADDRESS 6265 Crescent Road, V6T 1Z1  
FLOOR LEVEL 1

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SCALE 1:300

CONSTRUCTION DATE 1997  
KEYPLAN DATE 06FEB97 DRAWN FJM VEC

KEYPLAN/130/130-A/DWG



**Graduate Marshalling Overflow Room**  
**Telus Studio Theatre**  
**Level 1**  
**Capacity 150 Standing**

**Platform Party & VIP Room**

**Royal Bank Cinema**  
**Graduate Marshalling Room**  
**Line Up Grads Here**  
**Capacity 160 Seated**

**Graduate Entrance**



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**CHAN CENTRE FOR THE PERFORMING ARTS**

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