

## UCR Commencement Guide

### Team 1: Check-in and Name Reading

Below you will find the expectations and procedures for volunteers assigned to the Check-in and Name Reading Team (**Team 1**) throughout commencement weekend. Please familiarize yourself with the following and let your **Team Coordinator** know if you have any questions or concerns.

**Team Coordinator:**

**Mission:** Manage the candidate check-in process in front of the Student Services Building and manage the name reading process at the Commencement Stage

**Check-in Location:** HUB 191

**Parking:** Lot 1

**Arrival Time:** **Coordinators** arrive 2 hours and 15 minutes before ceremony start time and **the rest of Team 1** arrive 2 hours before ceremony

**Dismissal Time:** Approximately 15 minutes after ceremony has concluded

TEAM POSITIONS	RESPONSIBILITIES
Check-In/Name Reading Coordinator:	Manage the overall Check-in and Name Reading processes and verify students not on the list via the student database
Check-In/Name Reading Assistant Coordinator:	Assist with the overall management of Check-in and Name Reading processes
Check-In/Line-up Assistant: <b><i>**Please see Line-up Guide for Line-up overview**</i></b>	Check candidates in as they arrive and assist with Line-up and Procession
Marching Order Coordinator:	Assist the check-in team and name reader on stage during the ceremony.
Marching Order Assistant Coordinator:	Assist the check-in team and stay on side of stage during the ceremony to assist with scanning process.
Photographer Coordinator	Coordinate the photographers and make sure they take the shots listed in photo request list.

### TEAM DUTIES

**PRIOR TO CEREMONY:**

**CHECK-IN -**

- All team members pick up ID badges and assigned team members are allocated radios

**CANDIDATE CHECK-IN PROCESS**

- Eligible candidates will have a name card filed alphabetically by last name
- Give the candidate their name card and ask the candidate to review their post-graduation contact information
  - a. Candidates that do not have a name card or have been approved at the last minute can fill out a blank name card if approved to walk. Add the student's name to be displayed, their degree, their major, their honors and the barcode on the bottom of the card.
    - a. PRINT LEGIBLY ON THE CARD SO THAT THE NAME READER CAN EASILY READ THE NAME
- Present each candidate with their complimentary copy of the souvenir Commencement

program book

- Direct candidates to the line-up area in HUB 302
- Direct problems to the **Team Coordinator**
- Answer questions, direct students to the drinking fountain, restrooms, etc.
- Once all candidates have checked in, the Marching Order Additions Form must be delivered to the Marching Order representative at the Name Reading queue so that the student's information can be entered for the video displays during the ceremony.

**\*\*The Student Marshal, Student Speaker, and Tassel-turners should check-in and line-up with the Administrative Party. If any of them arrive in HUB 302, please direct them to the HUB Dining Facility\*\***

### **DURING CEREMONY:**

#### **NAME READING -**

- During the alumni salute, **Name Reading Team (Team Coordinator to assign who in original Check-in Team will need to help in this process)** proceeds to the candidate staging area and prepares for the name reading.
  - Items to have on hand:
    - Name cards that have not been picked up
    - Blank name cards
    - List of approved candidates
    - Laptop
    - Pens
- Following the student commencement address, the degrees will be conferred and students will begin crossing the stage
- **Name Reading Team** will be placed strategically to brief candidates at each step in the process.
  - **Coordinator** –Monitor the team to make sure that everything is occurring correctly; fix any line order or name card problems
  - **Name Assistant 1** - Direct candidates into the staging area queue and spot check to make sure everyone entering the line has a name card
  - **The Assistant Coordinator and Name Assistant 2** - inspect candidate name cards prior to reaching the photographer to confirm that each candidate has a printed or handwritten name card with a barcode from Check-in
  - **Photographer Coordinator** - Oversee the photographers and candidates in the name reading line to make sure the photography process is running smoothly
  - **Name Assistant 3** - Alert each candidate that they must stay in the current order because there will be three photos taken:
    1. A photo before they proceed to the stage
    2. A photo at center of stage when they shake hands with the Chancellor
    3. A photo as they descend from the stage
  - **Name Assistant 4** - Make sure candidates have name card and have sash and tassel correct before the photographer
  - **Marching Order Coordinator**- Stay in position at Marching Order table on stage left and follow cue book to make sure program participants' names are scanned and on screen at the correct time
  - **Marching Order Asst. Coordinator**- Assist Name Reader with process of scanning candidates' name cards and assist with any Marching Order issues that may occur
  - **Name Assistant 5**-Monitor podium lines and ensure candidates are handing cards to readers properly before lining up in the proper location on stage.

### Name Reading Procedure

One Name Reader will read the candidate's names.

- **Marching Order Asst. Coordinator:**
  - Direct candidate to hand his/her name card to Name Reader
  - Direct the candidate to step up to the tape mark on stage
  - The Name Reader reads the name (*and honor if applicable*)
  - The candidate should proceed up to the stage, cross over to the CHANCELLOR, shake their right hand and take certificate with left hand
  - Once the candidate has received their certificate, the candidate will greet the DEAN and return to their seat

### Photographer Coordinator

Ensure the photographer (s) take photos listed in the photo request. Help with spotting diverse groups of graduates if needed. Remind photographer to also take photos of volunteers.

### AFTER THE CEREMONY:

#### **BREAKDOWN -**

- All volunteers should return items to the HUB 191
- Once released by the **Team Coordinator**, volunteers are required to check in with the **Volunteer Coordinator** in HUB 191 before leaving the event

### **TEAM EXPECTATIONS AND ADDITIONAL NOTES**

#### ATTENDANCE AND PUNCTUALITY:

- Please arrive on time and plan to stay until the end of the ceremony unless you have been notified otherwise.
- If you are going to be late or something has come up and you will be unable to volunteer, please notify the **Volunteer Coordinator** as soon as possible at (951) 827-3144

#### ATTIRE:

- Business casual (no shorts, jeans or flip flops)
- Dress comfortably for hot, sunny weather
- Sunscreen, sunglasses and hats are recommended

#### ATTITUDE:

- Keep in mind that this is a big day for our students and their families, smile, be polite...

#### ADDITIONAL NOTES:

- Snacks and water will be provided
- Coffee Bean and Tea Leaf, Subway, and the Campus Store will be open

## Team 1: Detailed Chronology

**Parking:** Lot 1

**Check-in Location:** HUB 191

June 14-17 P.M. Ceremonies	June 15 -17 A.M. Ceremonies*	ASSIGNMENT
3:45 P.M.	5:45 A.M.	<b>Team Coordinator</b> arrives and checks in with <b>Volunteer Coordinator</b> , picks up ID badge and radios to hand out to assigned team members
4:00 P.M.	6:00 A.M.	<b>**Check-in/Line-up Assistants</b> check in with <b>Line-up Coordinator</b> at HUB 191 to do walk through of procession**
4:00 P.M.	6:00 A.M.	<b>Rest of Team 1</b> arrive, check-in with the <b>Volunteer Coordinator</b> at HUB 191, pick up ID badges and then meet up with <b>Team Coordinator</b>
4:10 P.M.	6:10 A.M.	<b>Team 1</b> set up Check-in area
4:30 P.M.	6:30 A.M.	<b>Coordinator</b> briefs <b>Team 1 members</b> on Check-in and Naming duties
4:30 P.M. (approx)	6:30 A.M. (approx)	<b>**Check-in/Line-up Assistants</b> return from Line-up walk through**
4:45 P.M.	6:45 A.M.	<b>CHECK-IN OPENS</b> at Student Services Building
5:25 P.M.	7:25 A.M.	All students should be checked-in and at line-up
5:40 P.M.	7:40 A.M.	<b>**Check-in/Line-up Assistants</b> proceed to line-up to help with procession**
5:50 P.M.	7:50 A.M.	Procession lines depart in order to ceremony venue
6:00 P.M.	8:00 A.M.	Commencement procession begins - <b>CHECK-IN CLOSES</b> at Student Services Building; Supplies for Name Reading are boxed and taken to HUB 191
6:15 - 6:45 P.M.	8:15 – 8:45 A.M.	Break; Monitor ceremony progress
6:45 P.M. (approx)	8:45 A.M. (approx)	When student commencement speaker begins, <b>Team 1</b> picks up supplies from HUB 191, <b>Coordinator</b> refreshes team on Name Reading responsibilities and then <b>Team 1</b> proceed to staging area on stage right to prepare for Name Reading
7:10 – 7:55 P.M. (approx)	9:10 – 9:55 A.M. (approx)	<b>Team 1</b> coordinate graduate Name Reading
7:55 P.M.	9:55 A.M.	After graduate name reading has concluded, <b>Team 1</b> collects materials and return to HUB 191
8:00 P.M.(approx)	10:00 A.M. (approx)	Ceremony concludes; Recession begins; Check out with <b>Team Coordinator</b> and then <b>Volunteer Coordinator</b>

## Platform Diagram

