

UCR Commencement Guide

Team 5: Platform Set-up and Reserved Seating (RS)

Below you will find the expectations and procedures for volunteers assigned to Platform Set-up and the Reserved Seating section throughout commencement weekend. Please familiarize yourself with the following and let the **Volunteer Coordinator** know if you have any questions or concerns.

Team Coordinator: TBD

Mission: Set-up the platform and manage the Reserved Seating section

Check-in Location: HUB 191

Parking: Lot 1

Arrival Time: **Coordinator and Assistant** arrive 2 hours prior to start of ceremony and **Rest of Team** arrive 1 hour and 30 minutes before ceremony

Dismissal Time: Approximately 30 minutes after ceremony has concluded

TEAM POSITIONS	RESPONSIBILITIES
Platform Set-up and RS Coordinator:	Ensure the platform is set up correctly and manage Reserved Seating
Platform Set-up and RS Staff:	Assist with setting up the platform and Reserved Seating section (s); grab procession flags; distribute wristbands and let Reserved Seating guests in the Reserve Seating section to be seated.

TEAM DUTIES

PLATFORM SET-UP:

Team members assigned to Platform Set-up are responsible for ensuring that the Commencement platform is set up properly for the ceremony.

- Confirm that the correct number of chairs has been set on the stage for all the Administrative Party members and any faculty seated on the stage.
- Label chairs of Administrative Party members.
- Place condensed programs on chairs of all attending Administrative Party members, including faculty seated off-stage.
- Place one water bottle under each chair on the platform, under faculty chairs and place multiple bottles on each of the two podiums.
- Place the Mace Stand in its correct position next to the Grand Marshal's chair.
- Confirm that the flags are on stage and in the correct position behind the faculty seating. The US flag should be on stage right and the CA and UC flags on stage left. (See platform diagram)
- Confirm that there is a chair off stage for the ASL interpreter. It should be placed on the side of the stage by the Reserved Seating Section.
- Place the podium cue book on the podium and open to the correct page for the first speaker
- Once platform is set up correctly, go to Reserved Seating entrance and prepare for gates to open
- Set up lapel pin table including linen and boxes of pins (placed under the table)
- Stanchions:
 - On stage left where graduates line up. Make sure stanchions are set up that run from the ramp as far back as they can.
 - Stage left: prior to Pipe Band processions, place stanchions out for the way about 15 back (behind the cable ramp) to give room for Pipe Band. Replace stanchions after

procession and prior to candidate dismissal.

- On stage right, place stanchions between reserved seating and where graduates descend from the platform and receive lapel pin
- Open the stanchion for precession and recession
- After ceremony concludes and after official party and faculty have recessed from the stage, set up stanchions to block access to the stag on both sides

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RESERVED SEATING (RS):

- All guests should have tickets
- Introduce yourself to the CSC personnel at each entrance to the venue. Explain to them that guests will have special tickets for reserved seating and will receive a wristband should they choose to leave reserved seating and come back.
- **Coordinator** will also have a reserved seating list in the event that guests arrive without tickets
- All guests entering RS will receive a wristband at the entrance that is to be worn at all times to ensure their spot
- Hearing-impaired guests may be seated in the reserved seating and one relative or friend may accompany them as space may allow
- Please contact Laura Blevins or Diane Viero via radio if there are any problems or unexpected parties
- Collect tickets and return them to the Volunteer Coordinator at the end of the ceremony when you check out
 - If a guest needs to leave the venue return the ticket to him/her and he/she can return the ticket back to you if they choose to return.
- At no time are guest allowed on the stage or platform before or after the ceremony
- Ensure guests in reserved seating stay in the seating section and not get in the way of precession, graduate dismissal, or recession. Guests are not permitted outside the reserved seating section. Once procession begins guests are not permitted to cross in front of the stage, they will have to go outside the reserved section to get to the other side.
- Make sure guests stay in the reserved section until all the graduates have recessed. Because the simulcast is going guests are permitted to cross in from to the platform to exit.
- **Assistant** will receive the procession flags from banner carriers and place them in the appropriate places during the ceremony

EQUIPMENT LIST

Flags: U.S., CA, UC

Flag bases (3)

Event staff ID

Radio

Administrative Party Chair Labels

Condensed Programs specific to the ceremony

Water

Linen for lapel pin tables

Lapels pins

Boxes for lapel pins

Mace stand

Platform diagram

Trash bags for cleanup of stage

Banner weights in zip lock bags

Door stop for back exit of LS1500
Hoarding Platforms (2)
Speaker platform
Blue masking tape
Reserved Seating List
Wristbands
Ceremony Seating Diagram
General Information Sheet
Box for tickets and wristband debris

TEAM EXPECTATIONS AND ADDITIONAL NOTES

ATTENDANCE AND PUNCTUALITY:

- Please arrive on time and plan to stay until after ceremony concludes.
- 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. It is important to notify the volunteer coordinator of your late arrival or unexpected absence because seating will open one hour prior to the ceremony and arrangements must be made for your position to be covered.

ATTIRE:

- Business attire; (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. Guests in this section include family members of the speakers and other special guests.

ADDITIONAL NOTES:

- Snacks and water will be provided (please bring your snacks with you because there will not be a break)
- Coffee Bean and Tea Leaf, Subway, and the Highlander Food Truck (located east of the Commencement venue) and the Campus Store will be open.

Detailed Chronology

Parking: Lot 1

Check-in Location: HUB 191

JUNE 14-17 P.M. CEREMONIES	JUNE 15-17 A.M. CEREMONIES	ASSIGNMENT
4:00 P.M.	6:00 A.M.	Coordinator and Assistant check-in at HUB 191 to pick up equipment; pick up ID badge, assigned radio and reserved seating list
4:15 P.M.	6:15 A.M.	Head to Platform to set-up
4:30 P.M.	6:30 A.M.	Reserved Seating volunteers check-in at HUB 191 and head up to venue to get in places and ask Coordinator for wristbands to be distributed to Reserved Seating guests.
5:00 P.M.	7:00 A.M.	Assist guests with reserved seating tickets; Ensure only guests with tickets sit in the Reserved Seating area
6:00 P.M.	8:00 A.M.	Ceremony begins; Stay in area in case of late arrivals
6:15 P.M.	8:15 A.M.	Assistant receives the flags from the Degree Banner Carriers during the procession
8:00 P.M.	10:00 A.M.	Ceremony concludes; Remain with guests until all have departed from the stage area; Check out with Volunteer Coordinator