

## UCR Commencement Guide

### Team 2: Line-Up & Dismissal

Below you will find the expectations and procedures for volunteers assigned to the Line-Up and Dismissal Team (**Team 2**) throughout commencement weekend. Please familiarize yourself with the following and let your **Team Coordinator** know if you have any questions or concerns.

**Team Coordinator:** TBD

**Mission:** Manage the candidate line-up process in HUB 302, direct the procession to candidates' correct seats, dismiss candidates to the platform for the name-reading, and direct graduate recession

**Check-in Location:** HUB 191

**Parking:** Lot 1

**Arrival Time:** **Coordinator** arrives 2 hours and 15 minutes before ceremony start time and **rest of Team 2** arrives 2 hours before ceremony

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

TEAM POSITIONS	RESPONSIBILITIES
Line-up/Dismissal Coordinator:	Manage the line-up, procession and dismissal process, provide direction to line-up /dismissal team and make necessary announcements during line-up
Line-up/Dismissal Assistant Coordinator:	Assist with coordination of procession and dismissal process
Line-up/Dismissal Leader:	Lead the procession lines from HUB 302 to the entrance of the candidates' seats and then assist with dismissal
Line-up/Dismissal Assistant:	Assist with procession line, remind students to be careful on the stairs, prevent the line from merging with the other procession lines and assist in dismissal lines during name reading

#### TEAM DUTIES

##### PRIOR TO CEREMONY:

##### **LINE-UP**

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

- All team members pick up ID badges and assigned team members are allocated radios
- Direct arriving candidates to the correct assembly area for their procession line
- Answer questions, direct students to the drinking fountain, restrooms, etc.
- At the proper time, dismiss candidates into their procession lines (by major) and then give instructions on the procession and seating process, the conferral of degrees, the dismissal to the stage and name reading process and the recession
- Select the first student in each degree line to carry the degree banner and give them instructions
  - **\*\*Please see page 5 for script and instructions\*\***
- **The Coordinator** will dismiss **Line One** through the left doors from HUB 302 down the stairs leading to HUB Dining Facility and will dismiss **Line Two** through the right doors straight down the hall through HUB down the back stairs to the Commencement venue

- **\*\* SEE the HUB and Procession diagrams\*\***
- **The Coordinator** secures HUB 302 and then proceeds to head of procession
- **Line Leader remind Degree banner carriers** (assigned by **Line Leaders**) to pick banners up outside HUB Dining Facility as they process by

#### **PROCESSION-**

- **Line Leaders** don't forget to bring your radio - It will get noisy in the venue, so keep the radio close to your ear so you can hear what is being said and respond as needed
- **One Line Assistant** should assist any candidates who need to use the elevator and guide them back to the correct place in their procession line
- **Four Line Assistants** (2 for Line One and 2 for Line Two) should be positioned at the **left side** of the top of each flight of stairs to remind candidates to hold railings and watch their step
- Once all the students are off the stairs, **Line Assistants** continue guiding your line to the Commencement area
- Do not allow procession lines to mix together, keep each line separate
- **Line Assistants** should ensure that everyone assigned to their line is lined up properly
- **Line Leaders** will lead students to the Commencement venue entrance and hold them there until the procession is cued
- When cued to process, **Line Leaders** will lead the candidates down the procession aisle and direct students in the proper row

#### **SEATING –**

- Stay in center aisle and dismiss the students into rows as quickly as possible, **but please be polite**
- Students should sit down once they've arrived at their seat
- Following the procession, return to HUB 302 for any remaining equipment (megaphone, line-up packets) to be brought back to HUB 191 for break but remain mindful of how the program is progressing.

#### **DURING CEREMONY:**

##### **CANDIDATE DISMISSAL -**

- During the student commencement address, **Team 2** proceeds to the graduate staging area and prepares to dismiss for the name reading
  - Make sure to bring your radio if you were assigned one
- Degrees will be conferred
- After each degree is conferred, dismiss the candidates, row by row, to the staging area on the east side of the stage
- Once in the staging area, the **Name Reading Team (Team 1)** will manage the process of getting the candidates across the stage
- As graduates descend from the stage, direct them to return to their seat
- Keep an eye on candidates and guests and ask all to remain in their seats.
  - If anyone stands on their chair, **politely** ask them to step down so they don't fall
  - Grads should not stand in the aisles, but stay at their seat
  - If you see any air horns, beach balls, inflatable dolls, champagne bottles or other items that are dangerous, prohibited or distract from the ceremony, please *politely* confiscate it immediately

#### **AFTER CEREMONY:**

**CANDIDATE RECESSION –**

- After the ceremony, graduates will be recessed after the Administrative Party, and will be led to the Commons Lawn on the west side of the Bell Tower
- Following the recession, return to HUB 302, and pick up any equipment (megaphone, line-up packet) that needs to be returned to HUB if not already done
- **The Coordinator** should make sure HUB 302 doors are locked before returning to HUB 191
- Check-out with the **Team Coordinator** and once dismissed, check-out with **the Volunteer Coordinator** in HUB

**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:**

- **All black** 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

**ADDITIONAL NOTES:**

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

**TEAM 2 EQUIPMENT LIST**

**All Team 2 Members** should receive:

- Event Staff ID Badge
- Graduate Seating Chart

**Line Leaders** should also receive:

- Radio
- Candidate Seating Map

In addition to the above items, **the Line-up Coordinator** should also receive:

- Procession Order Sheet (for your particular ceremony)
- Megaphone
- Staple Gun and Staples
- Copy of the Commencement program book
- Degree Banners appropriate for the ceremony
- Extra tassels

The following items should have already been delivered to HUB 302:

- Major signs and stands
- Degree signs
- Procession signs
- Easels

- Stage
- PA System
- Flag bases for the Degree Banners **(to be picked up at HUB Dining Facility)**

## **Team 2: Detailed Chronology**

**Parking:** Lot 1

**Check-in Location:** HUB 191

<b>June 14-17 P.M. Ceremonies</b>	<b>June 15-17 A.M. Ceremonies</b>	<b>ASSIGNMENT</b>
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>Rest of Team 2</b> arrive at check-in with <b>Volunteer Coordinator</b> at HUB 191, pick up ID Badges and meet up with <b>Team Coordinator</b>
4:00 P.M.	6:00 A.M.	<b>Check-in/Line Assistants</b> check in with <b>Team Coordinator</b> to do walk through
4:10 P.M.	6:10 A.M.	<b>Team Coordinator</b> conducts walkthrough of procession with <b>Team 2</b>
4:30 P.M.	6:30 A.M.	<b>Team 2</b> heads to HUB 302 for setup
4:30 P.M.	6:30 A.M.	<b>Check-in/Line Assistants</b> heads to Check-in to assist there
4:45 P.M.	6:45 A.M.	Students begin to check-in and arrive in HUB 302 for line-up
5:30 P.M.	7:30 A.M.	<b>Team Coordinator</b> gives instructions to candidates and dismisses them into their procession line -- <b>Line Leaders</b> and <b>Line Assistants</b> line them up by major/department
5:45 P.M.	7:45 A.M.	<b>Check-in/Line Assistants</b> arrive to assist with procession
5:50 P.M.	7:50 A.M.	<b>Team Coordinator</b> dismisses procession lines in order to the Commencement venue
6:00 P.M.	8:00 A.M.	Commencement procession begins
6:15-6:45 P.M.	8:15 – 8:45 A.M.	Once candidates in your procession line have been seated check in with <b>Team Coordinator</b> then return to the HUB for break, but monitor ceremony progress
6:45 P.M. (approx)	8:45 A.M. (approx)	When student commencement address begins, <b>Team 2</b> should proceed to graduate staging area on stage right to prepare to dismiss candidates for name reading
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>

### **Timeline for assembly-minutes before the ceremony:**

60 minutes - check graduates for name cards and station staff checking for name cards at the door of HUB  
40 minutes - use bull horn in check-in area to move students to HUB  
30 minutes - announcements begin see below.  
30 minutes - final restroom stops 2 ½ hours before the next restroom stop available  
15 minutes - beginning of line-up in HUB  
10 minutes – procession begins toward Commencement venue  
2 minutes – waiting at Commencement venue  
Go is given by Laura Blevins

### **Repeat following script 3 times within the last 30 minutes in the HUB.**

#### **Congratulations!**

The administration, faculty, alumni, and staff of UCR welcome you to today's Commencement ceremony

#### **Reminder**

Absolutely no drugs or alcohol are permitted at Commencement

You should have already done the following:

- Please review and follow the directions on the back side of your name card regarding dress and tassels
  - All Bachelor degree candidates should wear their tassels on the right.
  - Keep your name card with you at all times, you must have it to walk on stage.

#### **Candidate Line Up**

All candidates will be lined up by:

1. Degree and Major

Signs inside the HUB indicate lineup locations

#### **LINE UP**

##### **Master and Degrees**

- Master degree candidates should line up, single file
- Bachelor degree candidates should line up, single file, by major

### **Bachelor Degrees**

- Bachelor degree candidates should line up, single file, by major

### **Procession Instructions**

- Each column will depart from HUB 302, one at a time, in single file
- Please pay attention to whom you are following, stay close behind them, and move quickly into the Commencement area
- All candidates should remain standing at their seats until after the National Anthem
  - Gentlemen, please remember to remove your caps during the National Anthem

### **PROCESSION**

- Please see Procession Diagram

### **Master and Bachelor Degree Candidates**

- Candidates will process in two files down the center aisle
- A staff marshal will direct you into the appropriate rows inside the Commencement area
- Please sit in your seat as soon as possible.

### **The National Anthem**

The program will open with the singing of the National Anthem.

Etiquette requires that:

- Men remove their caps for the National Anthem
- Women should not remove their caps

### **THE CEREMONY**

A bottle of water will be placed beneath each chair.

The conferral of degrees will begin following the student commencement address. Follow the instructions of staff marshals for directions of when to stand and move toward the stage.

### **Conferral of Degrees**

#### **Instructions**

When the degrees are conferred, the Dean will ask you to stand when your major is announced. Please stand and remain standing.

During the name reading, please remain seated and be respectful of each graduate's moment on stage.

**Conferral of Degrees  
Photographs**

Photographs of each graduate will be taken at least twice:

- Before your name is called; and
- When you shake hands with the Chancellor

**Conferral of Degrees  
All Candidates**

- At the direction of the Dean, candidates should stand for the conferral of degrees and approach the platform when directed.
- Please hand your name card to the staff representative. He/she will hand your card to the Name Reader for reading.
- Proceed to the center of the platform as soon as the Name Reader begins to read your name.

**Final Instructions**

- Out of courtesy to your fellow graduates and their families, please remain in your seat until everyone's name has been read, and the ceremony is over.

On behalf of the Regents of the University of California, President Napolitano,  
Chancellor Kim A. Wilcox, the Faculty and the Staff of UCR,

**CONGRATULATIONS!**

## Student Procession Routes

