

UCR Commencement Guide

Team 3: Administrative Party Line-up & Regalia Distribution

Below you will find the expectations and procedures for volunteers assigned to the Administrative Party Line-up & Regalia Distribution Team (**Team 3**) throughout commencement weekend. Please familiarize yourself with the following and let your **Team Coordinator** know if you have any questions or concerns.

Team Coordinator: Anya Looper (EM&P)

Mission: Manage the Administrative party check-in, robing and line up process

Check-in Location: HUB 191

Parking: Lot 1

Arrival Time: **Administrative Party Coordinator** arrives 2 hours before ceremony start time and **rest of Team 3** arrive 1 hour before ceremony

Dismissal Time: Approximately 30 minutes after ceremony has concluded

TEAM POSITIONS	RESPONSIBILITIES
Administrative Party Coordinator:	Manage the overall line-up process including the coordination of the procession
Administrative Party Check-in:	Responsible for checking in all Administrative party prior to line-up including distributing line-up cards; informs Coordinator when all Administrative party members have arrived
Administrative Party Robing and Regalia Distribution:	Assist Administrative Party with their regalia, making sure all attire is worn properly

TEAM DUTIES

ADMINISTRATIVE PARTY CHECK-IN

- Check Administrative party members in as they arrive. It is very important that Administrative Party Members are all checked in.
- Prior to instructions being given:
 - Update the **Team Coordinator** regarding whether all the administrative Party Members have arrived.
- Compare the number of Administrative Party members, who have arrived with the number of chairs that have been set up on the stage for them. If chairs need to be added or removed, inform the **Volunteer Coordinator** immediately so that the chair set-up can be modified before the ceremony begins.
- Escort faculty during the procession and direct them into the correct seats.
- Once the faculty has all processed in and the ceremony has begun, return to HUB Dining Facility to reset the room and prepare for the Administrative Party to return.
- Receive and check-in Administrative Party regalia after each ceremony.
- Keep caps & gowns of those participating in more than one ceremony together, mark and hang on rack for next ceremony.
- All rental regalia needs to be accounted for, so Administrative Party members will need to check their rental regalia in at the end of each ceremony.

ADMINISTRATIVE PARTY LINE-UP

- **Team Coordinator** will direct Administrative Party Line-up and will assign **Robing and Regalia** volunteers as needed
- Take care of Administrative Party members once they have checked in, and ensure that everyone is properly dressed and ready in time for the procession.
- Assist in locating regalia, hoods, caps, etc. as requested.
- Administrative Party members will be lined up in order.
- Assist in leading the faculty to the rear of Commencement set-up for the procession.
- Once the faculty has all processed in and the ceremony has begun, return to HUB Dining Facility to reset the room and prepare for the Administrative Party to return.
- Receive and check-in administrative Party and Faculty regalia after each ceremony.
- Keep caps & gowns of those participating in more than one ceremony together, mark and hang on rack for next ceremony.

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)

ATTITUDE:

- Keep in mind that this is a big day for our students and their families

ADDITIONAL NOTES:

- Snacks and water will be provided

Team 3: 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.	Team Coordinator checks-in at HUB 191 to pick up equipment; pick up ID badge and assigned radio
5:00 P.M.	7:00 A.M.	Rest of Team 3 checks in at HUB 191 to pick up equipment
5:15 P.M.	7:15 A.M.	Administrative Party Check-in begins
6:15 P.M.	8:15 A.M.	Once the ceremony begins, take 20-minute break after procession has concluded and Administrative Party has been seated

6:35 P.M.	8:35 A.M.	Rest of Team Members check-in at HUB Dining Facility
8:00 P.M.	10:00 A.M.	Team Members assist with gown returns; Keep caps & gowns of those participating in more than one ceremony together, mark and hang on rack for next ceremony