

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 information prior to your scheduled Commencement ceremony.

Team Coordinator: Each ceremony will have an assigned Graduate Check-in and Name-Reading Coordinator and Assistant Coordinator who will coordinate the team and assign specific responsibilities. If you have questions throughout the ceremony, please direct them to your Team Coordinator.

Mission: Manage the candidate check-in process in Highlander Union Building, third floor lobby (for Pierce Lawn ceremonies) or Student Recreation Center South, MAC Gym (for SRC ceremonies) and manage the name reading process at the Commencement Stage.

Pierce Lawn Ceremonies Volunteer Check-in Location: HUB 191

SRC Ceremonies Check-in Volunteer Location: SRC North, Conference Room

Pierce Lawn Ceremonies Parking: Lot 19 (Arm gate will be open) or Lot 1

SRC Ceremonies Parking: Lot 23

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

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: <i>**Please see Line-up Guide for Line-up overview**</i>	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	Check-in with Grad Images photographers when they arrive and coordinate photography. The Commencement Team will have held rehearsals with the photographers prior to the ceremony.

TEAM DUTIES

PRIOR TO CEREMONY:

CHECK-IN AT VOLUNTEER CHECK-IN

- All team members pick up ID badges required to access the venue and assigned team members are allocated radios that will need to be returned after the ceremony

CANDIDATE CHECK-IN PROCESS

- Eligible candidates will have an electronic or printed Grad Pass that should be visually verified by this team during the candidate check-in process
 - a. The Grad Pass will have the Ceremony Title, Date, and Time and graduate name listed. Please verify that the Grad Pass indicates the correct Ceremony Title, Date, and Time before directing the graduate to the line-up area. ALL GRADUATES MUST HAVE A GRAD PASS OR NAME CARD TO ENTER LINE-UP SO THAT THEIR NAME CAN BE READ AS THEY CROSS THE STAGE.
 - b. Candidates that do not have a Grad Pass or have been approved at the last minute should be directed to the “Grad Pass Assistance” table to fill out a blank name card if approved to walk. Print the graduate’s “Name to Be Read” and phonetic pronunciation (if needed) on the blank card.
 - a. PRINT LEGIBLY ON THE CARD SO THAT THE NAME READER CAN EASILY READ THE NAME
 - Distribute honors medals at the “Honors Medal” table to graduates eligible for Latin honors. Graduates eligible for Latin honors will have their Latin honors indicated next to their name on their Grad Pass (i.e. Cum Laude, Summa Cum Laude, Magna Cum Laude). Please verify that the Latin honors is listed on the Grad Pass and distribute the appropriate honors medal to the graduate.
 - Direct candidates to the line-up area in HUB 302 for Pierce Lawn Ceremonies **OR** SRC South Mac Gym for SRC ceremonies
 - Direct problems to the **Team Coordinator**
 - Answer questions, direct students to the drinking fountain, restrooms, etc.
- **The Student Marshal, Student Speaker, and Tassel-turners should check-in and line-up with the Administrative Party at the Faculty and will be instructed to do so prior to the ceremony. If any of them arrive at Graduate Check-In, please direct them to the HUB Dining Facility for Pierce Lawn ceremonies **OR** SRC North, Multi-Purpose Room A for SRC ceremonies****

DURING CEREMONY:

NAME READING -

- During the Dean’s Remarks, **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:
 - Blank name cards
 - List of approved candidates
 - Laptop
 - Pens
- Once the degrees are conferred, 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 Grad Pass 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 Grad Pass prior to reaching the photographer to confirm that each candidate has a Grad Pass 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 with the Dean
 3. A photo as they descend from the stage
- **Name Assistant 4** - Make sure candidates have Grad Pass 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 as necessary and assist with any Marching Order issues that may occur

Name Reading Procedure

One Name Reader will read the candidate's names.

- **Marching Order Asst. Coordinator:**
 - Direct candidate to hand his/her Grad Pass 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 and cross over to the DEAN to be congratulated by the DEAN
 - Once the candidate has crossed the stage, they will return to their seat

Photographer Coordinator

Ensure the photographer (s) take photos listed in the photo request and assist as needed with having candidate's stop on their way down the ramp to have their final photo taken.

AFTER THE CEREMONY:

BREAKDOWN -

- All volunteers should return items to the respective Volunteer Check-In Location
- Once released by the **Team Coordinator**, volunteers are required to check out with the **Volunteer Coordinator** in the respective Volunteer Check-In Location before leaving the event in order to receive Commencement volunteer incentives.

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 in the Volunteer Check-In Room
- Coffee Bean and Tea Leaf, Subway, The Habit, and the Campus Store will be open

Team 1: Detailed Chronology

Parking for Pierce Lawn Ceremonies: Lot 19 or Lot 1

Parking for SRC Ceremonies: Lot 23

Check-in Location for Pierce Lawn Ceremonies: HUB 191

Check-in Location for SRC Ceremonies: SRC North, Conference Room

Time	ASSIGNMENT
2 hrs 15 min prior to ceremony	Team Coordinator arrives and checks in with Volunteer Coordinator , picks up ID badge and radios to hand out to assigned team members
2 hrs prior to ceremony	**Check-in/Line-up Assistants check in with Line-up Coordinator at Volunteer Check-In to do walk through of procession**
2 hrs prior to ceremony	Rest of Team 1 arrive, check-in with the Volunteer Coordinator at Volunteer Check-In, pick up ID badges and then meet up with Team Coordinator
1 hr 50 min prior to ceremony	Team 1 set up Check-in area
1.5 hrs prior to ceremony	Coordinator briefs Team 1 members on Check-in and Naming duties
1.5 hrs prior to ceremony (approx)	**Check-in/Line-up Assistants return from Line-up walk through**
1 hr 15 min prior to ceremony	CHECK-IN OPENS at Graduate Check-In Location
35 mins prior to ceremony	All students should be checked-in and at line-up
20 mins prior to ceremony	**Check-in/Line-up Assistants proceed to line-up to help with procession**
10 mins prior to ceremony	Procession lines depart in order to ceremony venue
Ceremony Start Time	Commencement procession begins - CHECK-IN CLOSES at Graduate Check-in Location; 1 or 2 volunteers move to "Late Check-in" booth right outside of ceremony location for graduates arriving late
Dean's Remarks	Team 1 proceed to staging area on stage right to prepare for Name Reading

Time	ASSIGNMENT
Introduction of Graduates/Name Reading	Team 1 coordinate graduate Name Reading
After Last Graduate Crosses the Stage	After graduate name reading has concluded, Team 1 collects materials and return to Volunteer Check-In Location
Ceremony End	Ceremony concludes; Recession begins; Check out with Team Coordinator and then Volunteer Coordinator

Platform Diagram

