

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: Each ceremony will have an assigned Faculty and Administrative Party Line-Up 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 Administrative party check-in, robing and line up process

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

Pierce Lawn Ceremonies Admin Party/Faculty Check-in & Robing Room: HUB Dining Room

SRC Ceremonies Admin Party/Faculty Check-in & Robing Room: SRC North, MPR A

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/FACULTY CHECK-IN

- Check Administrative party/faculty members in as they arrive. It is very important that Administrative Party/faculty Members are all checked in.
- Prior to instructions being given:
 - Update the **Team Coordinator** regarding whether all the administrative Party/faculty 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 Admin Party/Faculty Room 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 by their line-up cards and stage seating template
- 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 Admin Party/Faculty Room 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 in the Volunteer Check-In Room

Team 3: 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

Pierce Lawn Ceremonies Admin Party/Faculty Check-in & Robing Room: HUB Dining Room

SRC Ceremonies Admin Party/Faculty Check-in & Robing Room: SRC North, MPR A

TIME	ASSIGNMENT
2 HRS PRIOR TO CEREMONY	Team Coordinator checks-in at Volunteer check-In to pick up equipment; pick up ID badge and assigned radio
1 HR PRIOR TO CEREMONY	Rest of Team 3 checks in at Volunteer check-In to pick up equipment
45 MINS PRIOR TO CEREMONY	Administrative Party Check-in and regalia distribution begins
10 MINS PRIOR TO CEREMONY	Admin Party and Faculty Members line up for procession
5 MINS PRIOR TO CEREMONY	Admin Party and Faculty Members led out to procession start area and wait for cue
CEREMONY START TIME	All Volunteers return to Admin Party/Faculty Room to prep the room for regalia return after the ceremony
CEREMONY END	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