ACADEMIC PROCESSION MARSHAL

Specific Location
Medallion Club Terrace

Number of Staff
14

Reports to
Stephen Batty (TPP)
Individual Stage Managers

Responsible for
Leading academics and PhD students from the Medallion Club Terrace to their seats as part of the Academic Procession. Once on the arena, the Academic Procession Marshals report to the Stage Managers, conducting tasks as required including handing graduation pins to all graduates.

Specific tasks
- Ensure that all PhD students have registered and report all absent PhD students to Stephen Batty
- Ensure that all Stage Presenters have registered and report any absent presenters.
- Ensure that academics have registered and report all additional academic staff.
- Monitor late arrivals - report to Stephen Batty
- Assist academics and PhD students to assemble and escort them from Medallion Club Terrace down to the arena entrance.
- Escort academics and PhD students onto arena to their appropriate stages and correct seats.
- After conferral escort PhD graduates from their stage to the red carpet following the arena boundary.
- Hand out graduation pins to graduates as they are returning to their seat after the presentation of their testamur.
- Return all left over graduation pins to The Production Place - Located at the end of the red carpet - ramp 5 - in the media centre.