



ASSOCIATE AND PAST GRAND MARSHAL COMMENCEMENT 2025

Marshals needed per ceremony

Depends on ceremony

Grand Marshal
Associate Grand Marshal
Past Grand Marshal
University Banner Carrier
University Banner Carrier Escort 1
University Banner Carrier Escort 2 (optional)
College Banner Carrier
College Banner Carrier Escort 1
College Banner Carrier Escort 2 (optional)
Faculty Aligner/Seater 1
Faculty Aligner/Seater 2
Hooders (varies)

Prior to Commencement

- Assist the Grand Marshal to recruit an appropriate number of marshals for the college's commencement ceremony.
- Assist the Grand Marshal to provide each marshal with the appropriate training materials, reviewing these materials, and knowing all of the roles.
- Work with the Grand Marshal and the Associate Dean's office to ensure that hooders are selected early enough and receive training.
- With the Grand Marshal, provide shuttle and badge information to all marshals.
 - Shuttles will take faculty and staff from/to the main campus to/from the Shrine Auditorium and Expo Hall.
 - Shuttle schedule will be provided at the end of April.

COMMENCEMENT

- Faculty badges, to enter the venue, will be provided a week prior to Commencement.
- Attend hooding training in late April.
- Participate in the Commencement virtual orientation/training in May.
- Other duties as assigned.

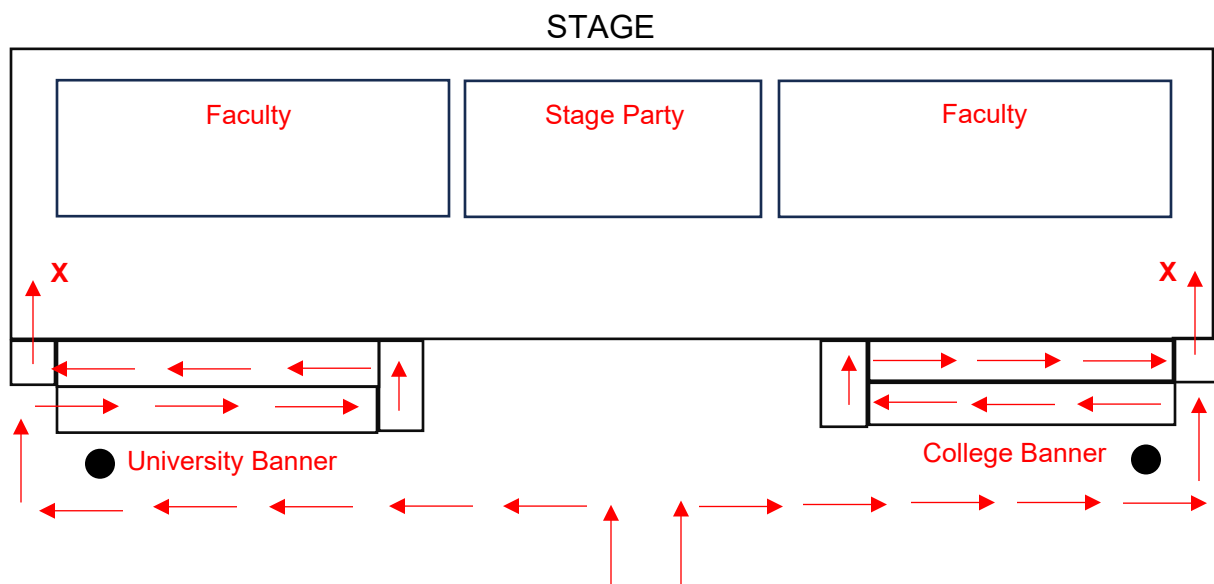
Pre-Processional

- Take shuttle from the main campus (U-SU Parking lot).
- Shuttle drop-off on 32nd Street, in front of Shrine Expo Hall. Enter at Shrine Expo Hall ONLY for security and check-in.
- Proceed to the designated faculty area at Shrine Expo Hall (left side) to get ready and for some refreshments
- Assist Grand Marshal in checking in marshals and make sure that they understand their roles and adjust as needed.
- 1 hour before the ceremony, the Grand Marshal will escort the faculty who are hooding to the Graduate Recognition Hall at the end of the Shrine Expo Hall. Stay with the remaining faculty to check them in and assist as needed.
- 15 minutes before the start of the ceremony, make their way to the designated holding area for the faculty and stage party at the right side of the Shrine Expo Hall leading towards the Shrine Auditorium and meet up with the College Grand Marshal and the faculty hooders.
- A Commencement staff will escort the faculty and stage party to the center walkway of West Hall.
- Assist the College Grand Marshal to make sure that everyone is lined up correctly for the start of the academic procession.

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Processional

- After the faculty, the Associate and Past Grand Marshal lead the Platform Party in processional at least 10 feet ahead (Associate Grand Marshal on the audience's left, Past Grand Marshal on the audience's right).
- The Associate Grand Marshal stands at the top of the stage (audience left, stage right) by the ramp entrance, and the Past Grand Marshal stands at the top of the stage (audience right, stage left) by the ramp entrance and the direct platform party towards their designated seating area.
- Once all the platform party members are at their seating area, the Associate and Past Grand Marshal sit with the faculty at designated seats.



During Ceremony

- For the Associate Grand Marshal, sit in the designated, 1st-row aisle seat, stage right, next to the University banner carrier and escort(s).
- For the Past Grand Marshal, sit in the designated, 1st-row aisle seat, stage left, next to the Grand Marshal, college banner carrier, and escort(s).

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- Troubleshoot—identify issues and assist as needed.

Recessional

- Before the University Hymn, the Associate Grand Marshal instructs the University banner and escort(s) to exit the stage with the University banner carrier and escort(s) and take their place by the University banner. The Past Grand Marshal exits the stage with the Grand Marshal, college banner carrier, and escort(s) and takes their place for the recessional by the college banner.
- Once the platform party passes, the college banner carrier, escort(s), and Grand Marshal march after them. The Associate Grand Marshal and Past Grand Marshal stays until all faculty has exited the stage and marches behind them.
- Join faculty, graduates, and their families at the photo areas across from the main entrance of the Shrine Auditorium.

