

New York Undergraduate and Graduate-level Ceremonies Staff Instructions

ROBING AND LINE OF MARCH - ASSOCIATE, ASSISTANT DEANS, FACULTY & ALUMNI ROBING

VIP ROBING - TRUSTEES, HONORED GUESTS, OFFICERS, UNIVERSITY DEANS, ASSOCIATE & ASSISTANT VICE PRESIDENTS, EXECUTIVE DIRECTORS & UNIVERSITY DIRECTORS

HONORARY DEGREE RECIPIENT & GUESTS

RESERVED SEATING FOR VIPS – (GUEST ESCORTS)

STUDENT AWARD WINNERS, SINGER & SPEAKER DOCTORAL CANDIDATES (GRADUATE CEREMONY ONLY)

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ROBING AND LINE OF MARCH - ASSOCIATE, ASSISTANT DEANS, FACULTY & ALUMNI ROBING

Location: Visiting Orchestra/Chorus Room

You are responsible for robing this group and having them ready for the line of march, as well as distributing caps and gowns for those who did not previously pick them up.

Scapulars and Batons:

The Group Leader is responsible for distributing the scapulars and school batons to the faculty marshals (list will be provided). At the end of the ceremony, please be sure to collect all batons and scapulars.

Signs will be posted for school Marshal, school Associate & Assistant Deans and school Faculty to indicate where the faculty are to line up.

All should be robed and in position for the line of march and ready for the processional.

New York Undergraduate - 10:25am SHARP

Graduate Level - 3:55pm SHARP

NOTES:

There is no assigned seating for this group.

Programs will be on the seats on stage.

Processional –Pace Security along with all staff assigned, will escort this group to the back of the theater. The NYPD Pipe Band will lead the processional followed by the Grand Marshal, students, and alumni. The faculty should process as follows:

College of Health Professions

Seidenberg

Education

Dyson

Lubin

The Faculty Marshal will lead each school up the designated aisle onto the stage and then sit with the faculty.

After the ceremony:

Pack up all the rental gowns that are returned to the room. These gowns are to be boxed at the end of the day, labels will be provided.

Don't forget to return to the registration table to enter the raffle!

- Return Labels for boxes will be available
- Line of March will be available
- Programs will be available
- List of Faculty Marshals will be provided

VIP ROBING - TRUSTEES, HONORED GUESTS, OFFICERS, UNIVERSITY DEANS, ASSOCIATE & ASSISTANT VICE PRESIDENTS, EXECUTIVE DIRECTORS & UNIVERSITY DIRECTORS

Location: Charles Dana Lounge

Responsibilities include assisting the participants with robing. Please note you should pull the individuals attire and bring it to them. You will also assist with the line of march. Signs will be posted for the line of march along with stage seating charts. The Dean for Students will assist with the line of march.

Any guests of these participants should be escorted to seats in the reserved section. Staff members have been assigned to escort these guests.

****IMPORTANT** GRAND MARSHAL MUST BE DOWNSTAIRS AT BACK OF THEATRE**

New York Undergraduate BY 10:25am SHARP

Graduate Level – BY 3:55pm SHARP

All should be robed and in position for the line of march and ready for the processional.

New York Undergraduate - 10:25am SHARP

Graduate Level - 3:55pm SHARP

Processional –Pace Security along with all staff assigned, will escort this group downstairs to the stage level. The NYPD Pipe Band will lead the processional followed by the Grand Marshal, students, alumni, faculty, and the rest of the platform party.

ALL TRUSTEE GOWNS MUST GO BACK ON THE TRUCK AND MARKED RETURN TO MATILDA McCLEAN IN BRIARCLIFF AT THE END OF THE DAY.

Pack up all the rental gowns that are returned to the room. These gowns are to be boxed at the end of the day, labels will be provided.

Don't forget to return to the registration table to enter the raffle!

- Return Labels for boxes will be available
- Line of March will be available
- Programs will be available
- Stage Seating

HONORARY DEGREE RECIPIENT & GUESTS

Location: Charles Dana Lounge

Please wait for the Honorary Degree Recipient who is assigned to you by your group leader at the 132 West 65th Street Entrance and bring them up to the Charles Dana Lounge.

Assist the Honorary Degree Recipient with their academic dress and finding their proper place on line - behind the Trustees - and take care of any special needs that they may have.

All should be robed and in position for the line of march and ready for the processional.

New York Undergraduate - 10:25am SHARP

Graduate Level - 3:55pm SHARP

Processional –Pace Security along with all staff assigned, will escort this group downstairs to the stage level. The NYPD Pipe Band will lead the processional followed by the Grand Marshal, students, alumni, faculty, and the rest of the platform party.

If they have a family member that needs to go to the reserved seating, please accommodate them. Please, become familiar with the Reserved Seating Chart. Make arrangements as to when you are to go back to reserved seating to escort the guest back.

Once the ceremony is over please pack their gown to be shipped back to Rental Company – Boxes provided.

Don't forget to return to the registration table to enter the raffle!

- Return Labels for boxes will be available
- Line of March will be available
- Programs will be available
- Stage Seating
- Reserved Seating Chart
- Diagram for robing rooms

RESERVED SEATING FOR VIPs – (Guest Escorts)

Location: Charles Dana Lounge

Please escort VIP guests to the Reserved Section, see the Reserved Seating Chart.

When the ceremony is almost over you are to go back to reserved seating and escort the guest(s) back up to the VIP robing room. Please confirm this is what they wish prior to the ceremony.

Don't forget to return to the registration table to enter the raffle!

- Line of March will be available
- Programs will be available
- Stage Seating
- Reserved Seating Chart
- Diagram for robing rooms

STUDENT AWARD WINNERS, SINGER & SPEAKER DOCTORAL CANDIDATES (Graduate Ceremony only)

LOCATION: Tiers

These students are robed in the Tiers with the other graduates. Once all of the award winners, speaker, and singer are robed, please have them line up in front of their school. There will be signs posted for AWARD WINNERS, SINGER AND SPEAKER. Instruct these students to proceed to the stage and take a seat at the back of the stage.

Doctoral Candidates (Graduate Level Ceremony only) – Please have these students line up at the front of their school directly behind the award winners, singer, and speaker. The doctoral candidates will sit with the rest of their school graduates. (The Doctoral Candidates do not follow the award winners, speaker and singer when they go onto the stage).

A check list of all award winners, singer & speaker is enclosed. Cross off any student who is not there. Give that list to Matilda McClean so that the information can be given to Provost/School Deans on the second floor.

All should be robed and in position for the line of march and ready for the processional.

New York Undergraduate - 10:20am SHARP

Graduate Level - 3:50pm SHARP

Don't forget to return to the registration table to enter the raffle!

- STUDENT Line of March
- List of award winners, speaker and singer names

GRADUATE ASSISTANCE TABLE & PROGRAM DISTRIBUTION TO GRADUATES

Location: Tiers

PROGRAMS – You will be provided with boxes of programs to hand out to the graduates that request them. Programs also available as people enter the theater.

MEDALLIONS/CORDS - You may have medallions and/or cords for graduates who did not pick them up at their award ceremonies. If a student inquires about their medallions and/or cords please distribute them to the student. Any medallions and or cords that are not picked up, please package them and make sure they are put in the envelope provided.

YELLOW CARDS - A supply of yellow cards will be provided, any student that does not bring their yellow card, must complete the yellow card before the start of the ceremony.

****SUSTAINIBILITY PINS**:** The Sustainability Committee will be providing pins where the graduates can sign a pledge and receive a pin

This group is also responsible for assisting students with robing and the formation of the line of march. Bobby pins and safety pins will be provided. After the students are organized for the line of march, you are to go upstairs and assist with the processional and keeping order in the lobby area.

All should be robed and in position for the line of march and ready for the processional.

New York Undergraduate - 10:20am SHARP

Graduate Level - 3:50pm SHARP

After the ceremony: If there are any gowns/hoods left behind, please do not leave your assigned area until all the boxes have been packed and labeled (labels provided).

Don't forget to return to the registration table to enter the raffle!

- Return Labels for boxes will be available
- STUDENT Line of March
- Supply of Programs (will be at the table)
- Envelope for return of Extra Medallions
- Yellow Cards

- Medallions may be provided by the School Coordinators for any students that did not receive them at the award ceremonies

STUDENT ROBING

Location: Tiers

This group is responsible for assisting students with robing and the formation of the line of march. After the students are organized for the line of march, you are to assist with the processional and keeping order.

Please address any questions to Jonelle Waldropt/Carol Turco as they will be escorting the graduates to the entrance doors to the theater.

YELLOW CARDS - All students were given a yellow index card at cap and gown distribution. Please make sure all students have their yellow card with them and it is filled out. Instruct the students to bring their yellow card when they process to the stage and hand it to the faculty member at the podium. There will be extra cards available for any student who misplaced their yellow card. Please instruct any students that need a yellow card to go to the Graduate Assistance table.

MEDALLIONS/CORDS – If a student is inquiring about their medallion &/or cord, please instruct them to go to the Graduate Assistance table.

PROGRAMS – Programs will also be available as people enter the theater.

All should be robed and in position for the line of march and ready for the processional.

New York Undergraduate - 10:20am SHARP

Graduate Level - 3:50pm SHARP

After the ceremony: If there are any gowns/hoods left behind, please do not leave your assigned area until all the boxes have been packed and labeled (labels provided).

Don't forget to return to the registration table to enter the raffle!

- Return Labels for boxes will be available
- STUDENT Line of March
- Programs will be available

STUDENT USHERS

Location: Tiers

Processional Begins:

New York Undergraduate - 10:30am

Graduate Level - 4:00pm

- Ushers will get their gowns when they check in at the Commencement Assistance Registration Table.
- Each student usher is assigned to a particular school.

- Once you know which school you have been assigned, go to the theater and become familiar with the number of seats in your assigned section.
- A diagram will be provided that will assist you in knowing where the schools will be seated.
- After you become familiar with your post go to your tier.
- Information regarding which aisle each school should process will be provided.
- When the processional starts, each student usher is to be in front of their school.
- Student ushers are to follow directly behind their perspective school's banner carrier.
- Once in the theater the student usher is to stand in the aisle by their school section to begin seating them.
- Allow the singer, speakers and award winners only to go on to the stage.
- The student usher is to count the number of students to fill a row, based on the number of seats in that particular school's row. Continue this process for each row until all are seated for their school.
- Student ushers are to take the last seat in his/her group – once the students are all seated.
- As each University Dean calls up their school the student usher will direct the graduates up to the stage when their school name is called. They are to make sure the flow of traffic moves.

The schools will be called up onto the stage in the following order:

New York Undergraduate Ceremony:

College of Health Professions

Seidenberg

Education

Dyson

Lubin

Graduate Ceremony:

College of Health Professions

Seidenberg

Education

Dyson

Lubin

Don't forget to return to the registration table to enter the raffle!

- o STUDENT Line of March
- o Programs will be available
- o Diagram of School Seating
- o Processional aisle information

SCHOOL BANNER CARRIERS

LOCATION: Tiers

Group Leader should go to the Commencement Registration Assistance Table to get gowns and harnesses for each school to distribute to banner carriers.

Please have them go to the stage prior to the ceremony and become familiar with where their banner will be placed on stage in the designated banner stand.

Banner Carriers are to put on a harness that will assist them in holding the banner. Banner Carriers should be robed and in position for the line of march and ready for the processional.

They should be ready to lead their school for the line of march by the following times:

New York Undergraduate - 10:20am

Graduate Level - 3:50pm

Please emphasize that they must be careful when lowering the banner especially when people are in front of them. They must also be careful when entering the back of the theater; they must lower them enough to enter safely.

Once on stage each banner carrier will put their banner in their appropriate base and stand to the side of their banner until all banners are in place on stage. The banner carriers remain on stage until the end of the processional. At the end of the processional, all banner carriers are to leave the stage together. The Student banner carriers must return their harness to you after they have completed their task.

Don't forget to return to the registration table to enter the raffle!

- STUDENT Line of March
- Programs will be available
- Diagram of School Seating
- Processional aisle information

SECURITY DOOR MONITORS

Location: 132 West 65th Street Entrance

You will be responsible to assist the Avery Fisher Hall entrance security personnel to get all Officers, Deans, Faculty, Guests and all staff the appropriate Avery Fisher Hall entrance pass. Please remain at your assigned area until the start of the processional.

Processional Begins:

New York Undergraduate - 10:30am

Graduate Level - 4:00 pm

Don't forget to return to the registration table to enter the raffle!

- Security List

COMMENCEMENT ASSISTANCE REGISTRATION TABLE ATTENDANTS

Location: Avery Fisher Hall Main Lobby

This group will be responsible for signing in and signing out all commencement staff /students that are assisting. Provide gowns to all who require a gown for their assignment.

Please refer to the sign in sheet to determine if they are a group leader. For Group Leaders, provide them with their assigned instructions (folders will be provided).

STAFF TAGS – Please give a staff tag to all assisting.

ATTIRE -

Stage Monitor/Stroll Replenisher Assignment – Provide academic attire when this person signs in.

T-Bone Assignment – Provide costume when this person signs in.

Student Ushers – Provide academic attire when they sign in.

Banner Carrier – Box of gowns is given to group leader.

Polaroid Photographer – Provide academic attire when this person checks in.

This area must have an attendant there at all times, since staff/students will be signing out at different times according to their assignments.

RAFFLE - We will be having a raffle for each of the commencement ceremonies. Each staff/student will have the opportunity to win \$100.00 for each ceremony they assist at.

The completed raffle coupons along with the sign in sheet must be handed off to Matilda McClean or Gail Louis after the ceremony. An envelope will be provided for your convenience. Please call 914-584-8081.

Remind each person assisting to return to sign out and enter the raffle.

- Please do not leave room unattended
- Alphabetical listing of all assisting indicating assignment
- List of assignments indicating location and group leader names
- Sign In/Sign Out Sheets

STAGE MONITOR/SCROLL REPLENISHER

Location: Stage

Stage Monitor

- You will need to be in academic attire for this assignment, please request the attire when you sign in at the Commencement Assistance Registration Table.
- You will be responsible for directing students, faculty, officers, etc on stage.
- The front one/two rows will have seat tags on them with the names of the individuals who should sit there.
- As the students (award winners, singer and speakers) come on stage direct them to unassigned seats.
- As faculty come on stage, direct them to unassigned seats.
- Officers, etc. should look for their name tag, if assigned, or find an unassigned seat.

Scroll Replenisher

- Scrolls will be in boxes near the stage. You are responsible for removing the scrolls from the boxes and placing the scrolls in the wicker baskets that will be provided.

- You will need to monitor the baskets on stage – as one is emptied – replace with a full basket.

YOU MUST PAY ATTENTION TO BASKETS ON STAGE.

NOTE WHEN THE SCHOOLS ARE NEARING THE END SO YOU CAN MAKE THE TRANSFER WHEN NEEDED.

- The schools will be called up onto the stage in the following order:

New York Undergraduate Ceremony:

College of Health Professions

Seidenberg

Education

Dyson

Lubin

Graduate Ceremony:

School of Health Professions

Seidenberg

Education

Dyson

Lubin

Dean for Students Seat

There will be seat tags on the chairs. Please make sure that no one sits in the Dean For Students chair so that it remains available for her.

Don't forget to return to the registration table to enter the raffle!

POLAROID CANDID PHOTOS

Location: Avery Fisher Hall, Courtyard various location prior to and following commencement ceremonies.

- You will need to be in academic attire for this assignment, please request the attire when you sign in at the Commencement Assistance Registration Table.
- You will be responsible for taking Polaroid "candid" photos of the graduates, their family and Pace faculty and staff. These should be taken prior to the beginning of the ceremonies – while the graduates are outside with their classmates and families. Photos should also be taken immediately following the completion of the commencement ceremonies of the graduates and their family and friends. Candid photos should also be taken of graduates and families posing with T Bone, faculty and staff.
- You will also be given a bubble machine (kids bubble blower). As you walk around taking photos, you'll also be blowing bubbles (automated machine) around the families and students.

Don't forget to return to the registration table to enter the raffle!

T-BONE

Location: Front of Avery Fisher Hall and inside Lobby of Avery Fisher Hall prior to and following commencement ceremonies.

- You will need to pick up the costume at the Commencement Assistance Registration Table.

- You will be responsible for walking around and interacting with the students, families and friends and of the graduates. You will walk around outside of Avery Fisher and in the lobby before the ceremonies start. You will also walk around interacting with the families and students immediately following the ceremonies.
- There are staff volunteers who will be taking Polaroid photos of you with the families and students.

Don't forget to return to the registration table to enter the raffle!

DIRECTIONAL – MAIN LOBBY

Location: Avery Fisher Hall, 10 Lincoln Plaza – lobby inside main entrance

You will be responsible for directing students to the West staircase and parents to the opposite staircase. Please remain at your assigned area until the start of the processional.

Processional Begins:

New York Undergraduate - 10:30am

Graduate Level - 4:00 pm

Don't forget to return to the registration table to enter the raffle!

DIRECTIONAL – COLUMBUS CIRCLE COURT

Location: Avery Fisher Hall, 10 Lincoln Plaza – Side door facing Columbus Circle

You will be responsible for directing students and parents to the main entrance via the courtyard. No one should be allowed to enter through the Columbus Circle door. Please remain at your assigned area until the start of the processional.

Processional Begins:

New York Undergraduate - 10:30am

Graduate Level - 4:00 pm

Don't forget to return to the registration table to enter the raffle!

DIRECTIONAL – WEST GATE

Location: Avery Fisher Hall, 10 Lincoln Plaza – side entrance closer to the Metropolitan Opera House.

You will be responsible for directing students to enter through this door – proceeding to the West staircase. Parents will not be allowed to enter through this door. Please remain at your assigned area until the start of the processional.

Processional Begins:

New York Undergraduate - 10:30am

Graduate Level - 4:00 pm

Don't forget to return to the registration table to enter the raffle!

DIRECTIONAL - COURTYARD

Location: Avery Fisher Hall, 10 Lincoln Plaza – outside in the courtyard

You will be responsible for directing students to the West Gate entrance (side entrance closer to the Met) and parents to the main entrance. Please remain at your assigned area until the start of the processional.

Processional Begins:

New York Undergraduate - 10:30am

Graduate Level - 4:00 pm

Don't forget to return to the registration table to enter the raffle!

DIRECTIONAL – VIP/FACULTY ROBING

Location: Avery Fisher Hall – go in security entrance, past the security monitors down the hall.

You will be responsible for directing VIPs to their robing room (Charles Dana Lounge) and faculty to their robing room (Visiting Orchestra Room and Chorus Room). Please remain at your assigned area until the start of the processional.

Processional Begins:

New York Undergraduate - 10:30am

Graduate Level - 4:00 pm

Don't forget to return to the registration table to enter the raffle!

TICKET DISTRIBUTORS (FOR SMALL CHILDREN/BABIES WITHOUT TICKETS)

Location: Avery Fisher Hall – at the doors to enter the theater

You will be responsible for holding 10 tickets . If a family arrives to enter and they have toddlers/babies without tickets – you will have to issue a ticket to the family for the baby. No one can enter the theater without a ticket.

Processional Begins:

New York Undergraduate - 10:30am

Graduate Level - 4:00 pm

Don't forget to return to the registration table to enter the raffle!

Source URL: <http://www.pace.edu/commencement/new-york-undergraduate-and-graduate-level-ceremonies-staff-instructions>