

Westchester Undergraduate Ceremony Staff Instructions

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MAIN ENTRANCE INFORMATION DESK

Location: Goldstein Fitness Center

The main desk will be situated in the lobby of the Goldstein Health, Fitness and Recreation Center.

Security will be stationed in the lobby if any problems occur.

Please note: If there are any disabled guests, please direct them to the escorts to be escorted to the elevator down to the handicap section.

- All faculty, administration and VIPs are robing in the Mortola Library.

Rain Plan:

Officers, Univ. Deans, Trustees, Honorees and Administration are robing in the VIP Room.

Associate and Assistant Deans, and Faculty are robing in the Equipment/Weight Room.

- All graduates are robing in Wilcox Hall.

Rain Plan: All graduates are robing in Kessel Student Center, signs will be posted;

All staff who are working should be directed to Conference Rooms A/B in Kessel Student Center to sign-in at the Commencement Assistance Registration Table.

In an emergency there are: ambulances outside, the nurse is located in the back of the gym, and security throughout. Notify security immediately of any problems.

Familiarize yourself with the locations of the rest rooms.

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

GRADUATES ASSISTANCE TABLE

Location: Wilcox Gym

(Rain Plan: Kessel Student Center - Signs will be posted)

MEDALLIONS/CORDS - You will have medallions and/or cords available 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 designated envelope to return to Matilda McClean in West Hall.

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.

GOWNS – You will distribute a supply of gowns to the banner carrier and student usher group leaders.

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

****BRACLETS****: We will be providing Commencement bracelets this year. Please provide each graduate with one bracelet.

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 assist with the processional.

All should be robed and in position for the line of march and ready for the processional. 10:50am SHARP

Rain plan: In the case of rain robing will take place in the following rooms in the Kessel Student Center.

College of Health Professions – Butcher
Seidenberg – Commuter Lounge

Education – Setters Café
Dyson – Gottesman
Lubin – Dining Room A

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 as follows: “EXTRA KEEPER GOWNS” deliver to Matilda McClean, West Hall, Room 115, Briarcliff campus (labels provided).

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

- Return Labels for boxes
- 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
- Commencement Bracelets

ROBING & LINE OF MARCH – VIP'S, TRUSTEES, HONORED GUESTS, OFFICERS, ETC.

Location: Mortola Library, Second Floor

(Rain Plan – VIP room in the Goldstein Health and Fitness Center)

Responsibilities include assisting the participants with robing and the line of march. Signs will be posted for the line of march along with seating charts. The Dean for Students will assist with the formation of the line of march.

Guests of these participants will be escorted by assigned staff members. They will have already been reviewed so you don't have to check them.

****IMPORTANT** GRAND MARSHAL MUST BE DOWNSTAIRS AT THE CIRCLE 10:50 SHARP**

All should be robed and in position for the line of march and ready for the processional. 10:55am SHARP

Processional - The NYPD Pipe Band will lead the processional followed by the Grand Marshal. At the Miller circle the Student Banner Carrier of each school followed by their Graduates will process behind the Grand Marshal. The Graduates will be followed by the Alumni, Faculty Marshal of each School, their Associate and Assistant Deans and all faculty. The rest of the platform party will process behind the faculty, walk up Shirley Beth Way into the Goldstein Fitness Center running track front entrance.

Rain Plan: The processional will begin at the Goldstein Fitness Center running track front entrance: The NYPD Pipe Band will lead the processional followed by the Grand Marshal. The Graduates will enter the running track front entrance from the Kessel Student Center. The Faculty Marshal of each school, Associate and Assistant Deans and Faculty will follow behind the Graduates at the double doors near the VIP room. The Officers, etc. will follow the faculty.

Pack up all the used rental gowns that are returned to the room. These gowns are to be boxed at the end of the day to deliver to Matilda McClean, West Hall, Room 115, Briarcliff campus (labels provided).

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

- Programs
- Line of March
- Stage Seating

Security Personnel will be attending the room at all times

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

Location: Mortola Library, First Floor

(Rain Plan - Equipment/Weight room, Goldstien Health and Fitness Center)

You and your staff/students are responsible for assisting with robing all Faculty members and having them ready for the line of march. Staff platform parents will be robing with Faculty. Caps and gowns will be available in the room for those who did not pick them up.

Scapulars and Batons: The Group Leader is responsible for distributing the scapulars and school batons to the faculty marshals (see enclosed list). At the end of the ceremony, please be sure to collect all batons and scapulars and box them up.

Signs will be posted for the school Marshal, school Associate & Assistant Deans and school Faculty to indicate where the faculty are to line up. The line up for the schools is as follows: Seidenberg, College of Health Professions, Education, Dyson and Lubin.

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

10:55am SHARP

NOTES: There is no assigned seating for this group.

Programs will be on the seats on stage.

REMINDER: The platform parents that they should be seated on stage left/house right.

Processional: The NYPD Pipe Band will lead the processional followed by the Grand Marshal. At the Miller circle the Student Banner Carrier of each school followed by their Graduates will process behind the Grand Marshal. The Graduates will be followed by the Alumni, Faculty Marshal of each school, their Associate and Assistant Deans and all faculty. The platform parents should follow behind the last group of faculty members. The rest of the platform party will follow behind the platform parents.

Rain Plan: The processional will begin at the Goldstein Fitness Center running track front entrance: The NYPD Pipe Band will lead the processional followed by the Grand Marshal. The Graduates will enter the running track entrance from the Kessel Student Center. The Faculty Marshal of each school, Associate and Assistant Deans and Faculty will follow behind the Graduates at the double doors near the VIP room. The Officers, etc. will follow the faculty. The schools process in the following order:

College of Health Professions

Seidenberg

Education

Dyson

Lubin

IMPORTANT: Please count the number of faculty and platform parents in the robing room prior to the processional and contact Matilda McClean or Gail Louis and give them the count.

Pack up all the used rental gowns that are returned to the room. These gowns are to be boxed (boxes will be provided in the room) at the end of the day to deliver to Matilda McClean, West Hall, Room 115, Briarcliff campus (labels provided).

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

- Return Labels for boxes
- Line of March
- Programs
- List of Faculty Marshals

Security Personnel will be attending the room at all times

HONORARY DEGREE RECIPIENTS & GUESTS

Location: Mortola Library, Second Floor

(Rain Plan – VIP Room in the Goldstein Health and Fitness Center)

Honorary Degree Recipients may have family members or guests that need to go to reserved seating. Please familiarize yourself with the supplied Reserved Seating Chart ahead of time, and escort these guests to the Reserved Section in the Goldstein Gym. Please make arrangements as to when you are to go back to reserved seating to escort the guest back.

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.

10:55am SHARP

Processional - The NYPD Pipe Band will lead the processional followed by the Grand Marshal. At the Miller circle the Student Banner Carrier of each school followed by their Graduates will process behind the Grand Marshal. The Graduates will be followed by the Alumni, Faculty Marshal of each school, their Associate and Assistant Deans and all faculty. The platform parents should follow behind the last group of faculty members. The rest of the platform party will follow behind the platform parents.

Once the ceremony is over please pack their gown to be shipped back to Rental Company – Boxes provided. Boxes are to be labeled “Faculty Rental Gowns” deliver to Matilda McClean, West Hall, Room 115, Briarcliff campus (labels provided).

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

- Return Labels for boxes
- Line of March
- Programs
- Stage Seating
- Reserved Seating Chart

Security Personnel will be attending the room at all times

STUDENT AWARD WINNERS, SINGER & SPEAKERS

Location: Wilcox Gym

(Rain Plan: Kessel Student Center - Signs will be posted)

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

A checklist of all award winners, singer & speaker is enclosed. Cross off any student who is not there. Twenty minutes before the line of march give the list to Matilda McClean or Gail Louis so that the information can be given to Dr. Brackett/School Deans on the second floor of the Mortola Library (rain plan VIP room).

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

10:50pm 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

Security Personnel will be attending the room at all times

ROBING & LINE OF MARCH - STUDENTS

Location: Wilcox Gym

(Rain Plan: Kessel Student Center - Signs will be posted)

This group is responsible for assisting students with robing and the formation of the line of march.

YELLOW CARDS - All students were given a yellow index card at cap and gown distribution. If they don't have one they need to go to the student Graduates Assistance table to get one. Instruct the students to bring their filled out yellow card with them when they proceed to the stage and hand it to the faculty member at the podium who will then read their name.

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

****BRACELETS**** Make an Announcement that all Graduates should go to the Graduate Assistance Table to pick up a Commencement bracelet.

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

10:50pm SHARP

After the students begin the line of march out of Wilcox Gym, you are to go with the graduates to the circle by Miller to assist in keeping the processional moving.

Rain plan: In the case of rain robing will take place in the following rooms in the Kessel Student Center.

College of Health Professions – Butcher

Seidenberg – Commuter Lounge

Education – Setters Café

Dyson – Gottesman

Lubin – Dining Room A

After the students begin the line of march from the Kessel Student Center, you are to go with the graduates to the front door of Goldstein by the running track and get the students in as quickly as possible.

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 as follows: "EXTRA KEEPER GOWNS" to Matilda McClean, West Hall, Room 115, Briarcliff campus (labels provided).

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

- Return Labels for boxes
- STUDENT Line of March

GENERAL ADMISSION RESERVED and HANDICAP SEATING

Location: Goldstein Fitness Center

Please report to the lobby of the Goldstein Fitness Center by the Information Desk. This group will be responsible for assisting those with reserved tickets to find their seats. Note: The reserved seating tickets are stamped "RESERVED".

This group will also assist guests who are physically impaired find their seats. Various sections on the floor of the Goldstein Gym will be marked as Handicap.

Please pick up programs at the gym entrance to hand out to guests who do not have them.

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

STUDENT USHERS - PROCESSIONAL

Location: Wilcox Gym

(Rain Plan: Kessel Student Center - signs will be posted)

You are in charge of the student ushers who assist the graduates to their assigned seating for their school.

- Each student usher is assigned to a particular school.
- Once you know which school you have been assigned, go to Goldstein Gym and become familiar with the number of seats in your assigned section.
- Attached is a diagram that will assist you in knowing where the schools will be seated.
- After you become familiar with your post go to Willcox Gym.
- When the processional starts, each student usher is to be in front of their assigned school.
- Student ushers are to follow directly behind their perspective school banner carrier.
- Once in the Goldstein Gym the student usher is to stand in the center aisle by their school section.
- Allow only the singer, speaker and award winners to go on to the stage.
- The student usher is to count the number of students as they 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.
- Student ushers are to take the last seat in his/her group – once the students are all seated.
- As each School Dean calls up their school the student usher will direct the graduates up to the stage. They are to make sure the flow of traffic moves smoothly.

THE SCHOOLS WILL BE IN ORDER AS FOLLOWS:

COLLEGE OF HEALTH PROFESSIONS
SEIDENBERG
EDUCATION
DYSON
LUBIN

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

- Enclosed: Diagram of school seating.

STUDENT BANNER CARRIERS - PROCESSIONAL

Location: Wilcox Gym

Rain Plan – Kessel Student Center (signs will be posted)

You are responsible for the five school 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.

There will be a box of harnesses in the Gym one for each school carrier. They are to put on a harness that will assist them in holding the banner. They should be robed and ready to lead their school for the line of march by the following time:

UNDERGRADUATE: 10:50am

Rain Plan: The Banner Carriers will lead their school from the Kessel Student Center to the front entrance of the running track of the Goldstein gym where you will be given the banner.

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 rooms that 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!

- Line of march will be available in this room.
- Make sure all volunteers wear the Staff Tag.

STROLLER ROOM

Location: Goldstein Fitness Center – Aerobics Room

Any guest who has a baby stroller or any other item they wish held should be given a ticket (supply enclosed).

Please put the corresponding ticket stub on the item being held.

At the end of the ceremony compare the ticket number given to you by the guest to the stub and return their item.

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

- Enclosed: Supply of Check-in Tickets.

COMMENCEMENT ASSISTANCE REGISTRATION TABLE

Location: Conference Room A/B

This group will be responsible for signing in and signing out all commencement staff/students. Please ask if the staff/student is on the Pace payroll and indicate by circling Y (YES) or N (NO) on the sign in sheet.

For anyone who indicates NO – verify their mailing address on sign in sheet. If the information is incorrect or missing, enter the correct mailing address in the provided space. This information is vital in order for them to be paid.

Once information is verified, please provide the staff/student with a staff tag. 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).

Provide everyone with a staff tag to wear.

This area must have an attendant there at all times, since staff/student 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. Please make sure that a raffle coupon is completed and collected at the end of day when the staff/student signs out. If a ticket is not completed and handed in, they will not be eligible to participate in the raffle. Please inform all staff/students of this if they wish to participate.

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

No one will be paid or properly compensated without filling out the sign-in/out sheet.

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

RESERVED SEATING FOR VIPs – (Guest Escorts)

Location: VIP ROBING ROOM – 2nd Floor

Please escort VIP guests to the Reserved Section. Seating chart will be provided.

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 available in this room.
- Make sure all assisting wear the Staff Tag.
- Programs will be available in this room
- Stage seating will be available.
- Enclosed: Reserved Seating Chart

RECEPTION SIGNS FOR KESSEL STUDENT CENTER

Verify placements of signs by B&G around Kessel Student Center.

Post paper signs on the Setters' Café doors and patio doors of Dining Room A (See diagram).

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

- Enclosed: Map indicating sign locations.
- Enclosed: Supply of signs and disposable packing tape.

RECEPTION TRAFFIC CONTROLLERS

****At approximately 8:30am, in Setter Café' the group leaders will be called to meet up with their staff. After those announcements, the Reception Traffic Control Group Leader will make an announcement informing all Reception Traffic Control staff of where and when to meet to pick up the flyers and to determine where each person should be located on campus (for directing foot traffic).****

- Assign a designated meet point for all reception traffic controllers to meet you at 20 minutes prior to the conclusion of the commencement ceremony. i.e. in front of Choate House.
- Each Group Leader assigned to at least 10 staff. Two-three people should be outside Goldstein Fitness Center directing guests to either the reception in the tent on Miller Lawn or to Kessel for photo ops. Four people should be positioned at both entrances (two people at each entrance) of Kessel to direct students/families inside for photo ops. Two people should be positioned in front of Choate to direct students/families to the reception tent on Miller Lawn.

Rain Recepti0n Plan:

- Assign a designated meet point for all reception traffic controllers to meet you at 20 minutes prior to the conclusion of the commencement ceremony. i.e. outside of setters café under the overhang.
- Each Group Leader assigned to at least 10 staff. Two people should be in each reception room to monitor food service display prior to guests arriving to the reception. As guests start to arrive – all staff are to return outside to assist in traffic control around the Kessel Student Center.
- Place staff assigned to Group Leader strategically around the Kessel Student Center. Flyers will be provided for the traffic controllers to reference and to distribute if requested.
- Staff must be knowledgeable of the schools reception rooms throughout Kessel Student Center.

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

- Flyers for traffic controllers to reference and distribute if requested.

STAGE MONITOR/SCROLL REPLENISHER:

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.

Stage Monitor:

- 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, speaker) 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.
- You will be responsible for saving the Dean for Students seat until she arrives on stage (after processing in with the administration and faculty).

Stage Monitor:

- 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.**

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

- Enclosed: Academic Attire provided – day of commencement.

POLAROID CANDID PHOTOS:

Location: Start at Willcox Gym by 10:30am and walk along with the graduates as they process to Goldstein Fitness Center.

- 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 processing to Goldstein. 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.

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

- Enclosed: Academic Attire provided – day of commencement.

T BONE:

Location: Front of Goldstein Health and Fitness Center - 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 student, families and friends of the graduates. You will walk around the Fitness Center before the start of the ceremony.

Mingle from 9a.m. until 10:20 then proceed to the Goldstein Fitness Center.

Goldstein Fitness Center:

As soon as the Pace T-Bone video is played.

10:35a.m. – 10:37 a.m. approximately, T-Bone will run out into the audience.

After the ceremony mingle under the tent.

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

Source URL: <http://www.pace.edu/commencement/westchester-undergraduate-ceremony-staff-instructions>