**Events Team**

**Steward’s Briefing Notes**

**Role – Steward Position E/Guest Block F**

**Purpose of the Role**

* To “look after” guests allocated seats in Guest Block F as they arrive prior to the start of the ceremony. Guests who are wheelchair users will have been allocated seats in Blocks F and G.
* To ensure that guests are guided to their seats and assisted with locating their seats.
* To ensure that guests have a programme from the programme bin located by the blocks.
* To ensure that students leaving the platform are given a certificate folder and guided back to their seats following presentation.

**Prior to the start of ceremony.**

* When you arrive, please call into the hall to help place programmes on seats, and fill the programme bins if required.
* You should go to Meeting Room 2, Ground Floor, Octagon Centre. The door is marked “Assistant Marshals and Stewards”.
* You will find a file with your name on. This contains all the information you need for the ceremony. You will also find the “Steward Task List” in the file. This is an important document which will have your name against all the tasks and timings. You should follow this carefully.
* Select a robe – plain burgundy – with no gold trim and a black velvet hat with burgundy cord. The robe should be around mid-calf length.
* Make sure you go up to the main hall at least 50 minutes prior to the start of the ceremony.

Doors open to guests

* Around 45 minutes prior to the start of the ceremony, guests will start to enter the hall and take their seats. All students have been issued with a document giving their own and their guests’ seat numbers. The guest seats will be allocated in one of 7 blocks – A to G . Guests should know their Block number, their Row number and Seat number.
* Wheelchair users will have been allocated seats at the end of a row in a suitable place for a wheelchair. When the wheelchair user arrives, you will need to remove the seat to allow the wheelchair to be manoeuvred into the space and take the spare chair to between the bleacher blocks where it can be stored up to the side of the block without causing obstruction.
* Some guests get confused and sit in the correct seat in the wrong block or row, which can cause problems when the people who have been allocated that seat arrive. If this happens it is worth asking both sets of guests to check their allocation.
* If the problem cannot be resolved, advise Janet or Natalie and they will sort it out.
* If guests do not know their seat number, direct them to Janet or Natalie.
* Any guests taking pushchairs into the hall should be advised to taken them to the cloakroom. Advise Janet or Natalie if you have problems with guess in relation to this.
* 5 minutes before the start of the ceremony, take your seat marked E on the floorplan – this is located by guest Block A.

During the ceremony

* Immediately the ceremony starts move to position E on the floor plan. This is in the centre of Candidate Blocks A and B in front of Guest Blocks F and G.
* After the graduates have left the platform and received their certificate and certificate folder they will be guided by Stewards in position C and D towards you
* As candidates from Block A return to their seats you should direct them down the aisle back to their seats and not allow them to go around the back of Block A. Candidates from Block B will start being pulled out from the back of their block. These candidates should be directed to Steward F who will direct them to the platform for presentation.
* If there is an Honorary Graduand break return to your seat for the duration of the presentation and return to your position afterwards.
* Once all students have been presented, return to your seat.
* At the end of the ceremony, the Presiding Officer will give the closing speech, after which he or she will declare the congregation closed. The music will start and the Officers and staff on the platform will begin to process out. At this time you should move to the entrance to the hall. Once students have processed out of the hall, stop them returning and encourage them to move away towards the main entrance of the Octagon Centre to avoid congestion in the hall.
* When graduates have left please return your folder, robe and hat to Meeting Room 2.
* Please return to the hall to assist in setting up the hall ready for the next ceremony.