**Events Team**

**Marshal’s Briefing Notes**

**Role – Leading Staff Procession A or B**

**Purpose of the Role**

* To check that staff procession members who have registered to process are present in the correct meeting place (Octagon Centre bar area)
* To ensure that any staff members who turn up and not registered are directed to Events Team staff
* To check that staff procession members are directed to the correct door (Door A or Door B) and are in order of procession
* To lead the procession onto the platform and guide staff procession members to their seats
* To lead the staff procession members from the platform and out of the hall at the end of the ceremony

**Prior to the start of the ceremony**

* 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. Most important documents in the file is the “Staff Procession” and “Platform Plan”. You will also find “Marshal 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 – burgundy with gold trim and a burgundy hat with burgundy cord. The robe should be around mid-calf length. You will note that some of the robes are plain burgundy – these are for all other Marshals and Stewards not leading a staff procession. Ensure that you select one with the gold trim.
* You will have been allocated “Staff Procession A” or “Staff Procession B”
* It would be useful to familiarise yourself with the platform plan at this stage. It is fine to go onto the platform prior to the start of the ceremony in order to do this.
* Go to the bar area around 15 minutes prior to the start of the ceremony. Start to check that staff procession members are in attendance and ensure that they are in full academic dress.
* If there are any staff members who turn up but are not on your list, don’t try to accommodate them at this stage. Ask the staff member in question to go to the Council Chamber to speak to Gail or Wendy. Gail or Wendy will then make arrangements (if possible) for the staff member to be “fitted in”.
* Door A is at the left hand side, when you stand facing the bar and Door B is at the right hand side facing the door.
* Around 5 minutes prior to the start of the ceremony, make sure that staff members in your procession are lined up in correct order by the door that you have been allocated.
* If there are any absentees, ask the first person (immediately behind you in the procession) to leave a space(s) in the back row corner seat(s)of the platform before standing by their seat. However, be careful to ensure that any Senate Award winners (they will be marked by an \* on your platform plan) are guided to the seats allocated to them to ensure that they are in the correct place for presentation.
* When you have lined up your procession in correct order, move it to the doors ready for the prompt by Events Team staff. Take a minute to make one final check of the procession in case a late-comer has turned up and tagged themselves to the back of the line without letting you know that they have arrived (this does occasionally happen, and it can cause confusion when you get onto the platform).
* Make sure you have a wand – this should be on the bar.
* When the music starts and when prompted by the Events Team staff, start to lead your procession down the outside aisle in the hall, checking that you are in line with the other staff procession leader (you can usually see the top of their wand as they make their way around the hall).
* You should follow the aisle round the back of the hall, meeting up with the other procession at the bottom of the central aisle.
* Keeping in step with the other Staff Procession Leader, move up the central aisle onto the platform.
* Starting on the back row, direct staff procession members to their seats, moving down until all your procession are standing in front of their seats.
* You will find a wand stand by your seat (marked AM on the platform plan). Put your wand in the stand and stand in front of your seat.
* When the Presiding Officer reaches his/her seat they will declare the congregation open and invite everyone to sit down. You should also sit at this point.

At the end of the ceremony

* When the Presiding Officer declares the congregation closed, the procession music will start. You should stand at this prompt.
* Processions will leave the platform in reverse order, so the Officers will leave first. Once they have left the platform, you and the other Staff Procession Marshal should take your wands and move down the central aisle, following the route you came in. The staff procession will follow you.
* When you have led the procession out of the hall, please take the wand back to the Octagon bar before going down to Meeting Room 2 to leave your robe, hat and folder.