**SPRING 2021 MARSHAL INFORMATION**

**THANK YOU FOR YOUR WILLINGNESS TO SERVE AS A MARSHAL!**

**Commencement is a time of excitement and celebration for the thousands of UF students who will be recognized today. They and their families have been working toward, and looking forward to, this moment for years. The role of the marshals is to make sure that each and every student feels recognized, celebrated, and appreciated.**

**The marshal positions have been developed to ensure that the ceremony runs smoothly and provides the appropriate combination of joy, celebration, and gravity to mark this occasion. Please read the description and duties associated with your role provided here, which will be reviewed at training. Note that your duties will not involve any physical contact with graduates, escorts or guests.**

**Thank you for your service to UF and to our graduates!**



**COVID-19 PROTOCOL**

Everyone working the ceremonies should do the following:

1. Complete and submit the Screen, Test and Protect Form at the start of the week of the ceremony.
2. Wear a face covering to and during the entirety of the ceremony. It should always be worn unless actively eating or drinking. You are encouraged to wear a mask you find best for your needs and comfort; disposable “surgical masks” will be on site for anyone who does not have one available to them.

Please note the following:

Individuals should not attend the event if they are experiencing any of the following COVID-19 symptoms:

* Persistent cough
* Temperature of 100.4F or higher; No one should report to the event site within 48 hours of exhibiting a fever.
* New loss of taste/smell
* Fatigue
* Muscle or body aches
* Headache
* Shortness of breath or difficulty breathing
* Sore throat
* Congestion or runny nose
* Nausea or vomiting
* Diarrhea

**When you arrive at the O’Connell Center 2 hrs. prior to the start of the ceremony**

* Enter through Gate 4 and proceed downstairs.
* Sign in at the Information Table.
* Proceed to the right to the Performer’s Dressing room; see separate attachment for map.
* Once inside the dressing room, the marshal robe we provide for you will be available in the area to the left. Obtain your robe and exit the room to ensure the next persons can get in. For physical distancing protocol, it is important not to crowd this room.

**Before the ceremony- Training**

* Gillian Lord, Associate Chief Marshal for Floor Operations will conduct a brief overview for this ceremony prior to doors opening. Meet in front of the stage on the arena floor.
* This will include the area you will specifically focus your attentions on during the ceremony.

**During the ceremony-**

* Roles will vary. See list below.
* NOTE: Unlike typical ceremonies, most candidates will exit after they cross the stage and will not return to their seats. For that reason, be sure at the end that we (the staff and faculty) are cheering for the graduates that remain so they feel like they have an audience.

**After the ceremony**

* Collect the pencils from the graduates’ seats and put them in the bucket for sanitizing.
* If this is the last ceremony you’re working this week, you should return your marshal robe to a bin the Performer’s Dressing Room. If you will work another ceremony later in the week, keep your robe until the last ceremony you’ll work this week.
* Exit through Gate 4.

**SPECIFIC ASSIGNMENTS WILL BE PROVIDED DURING TRAINING.**

Here is a list of roles and what they do:

**Candidate Guides**: Responsible for leading the candidates through the arena sections, ensuring that they are seated in an appropriate location for their college and/or degree level, depending on the ceremony. It is crucial this be done while ensuring physical distancing protocol.

**Stair marshals:** assist with monitoring the flow of graduates toward and away from the platform and provide for the safety of the graduates as they ascend or descend the stairs to the platform.

**Info Table/Gate 4 Direction Guide:** Responsible for working the information table are responsible for monitoring the sign-in procedure for the assigned ceremony and providing directions to the Performer’s Dressing Room.

Once that has been completed, this role shifts to directing graduates who have crossed the stage and exited through DOORWAY 4 of the arena to exit out of the hallway and up the stairs to GATE 4.

**Special assistants:** Work with the Associate Chief Marshal of Floor Operations, Gillian Lord, to ensure that the ceremony goes as smoothly as possible. Special assistants have three specific tasks.

1. Work with the candidate leaders to ensure that the seating is managed correctly.
2. Assist latecomers in finding a seat that will facilitate their ability to graduate with others in their college, if possible.
3. Monitor the queue of graduates as it moves toward the platform.