

Card Master

Important Notes

- **Ceremonies lasts approximately 1 - 1 ½ hours.**
- **If any safety concerns arise, please contact campus security.**
 - Non-emergency at 705-748-1011 ext. 1328; emergency ext. 1333.
 - For a first aid concern, TUEFRT will be circulating and can be signaled to intervene. People at the Info Desk and lead ambassadors have radios, which can call security who call TUEFRT.
- **The Breastfeeding room is in BL 207.**
- **Grab your complimentary lunch** between 11:00 AM and 1:00 PM at LEC Dining Hall!
- **If you have any questions, please connect with MK Millard or Babin Joy.**

Role & Responsibilities

- **Check in at the Event Space to sign out a volunteer vest and pick up your name tag.**
 - For the 10:00 AM ceremony, please meet at 8:30 AM.
 - For the 2:00 PM ceremony, please meet at 12:30 PM.
- **Enthusiastically engage with all students you encounter as they leave check-in at the Registrar Office's table.** This is where students will receive their name card.
- **Read each student's name aloud to confirm phonetic pronunciation and adjust if needed before they enter the gowning room (SC 2.02).**
 - We also accept changes for preferred names that affirm gender identity. No nicknames.
 - Names are deeply personal, and it is important that we make our best efforts to ensure that each student feels recognized for their accomplishments as they cross the stage.
 - Avoid labeling names as 'hard to pronounce' as pronunciation difficulty is subjective and depends on individual familiarity and linguistic background.
 - If there are inappropriate requests for name changes, please radio Joanne Sokolowski.
- **Remind students to leave their personal belongings with their guests or have them checked at the gowning room.**
- **Direct students to the gowning room.**
- **Once all students have left for the ceremony, return your vest to the Event Space and sign out.**

Inclement Weather Plan

- **In case of bad weather, ceremonies will move to the Athletics Centre gym.** The call is made 1 hour before the start of the ceremony and will be posted on the Convocation website (trentu.ca/convocation).
- **Students will gown and marshal upstairs and exit the Student Centre from the side door by Starbucks.**