

Student Centre Director

Important Notes

- **Ceremonies last 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.
- **If a guest is upset or has a concern** that can be followed up after the ceremony, please refer them to the Information Desk. Staff at the desk will take down their details.
- **The Breastfeeding room is in BL 207.**
- **The catwalk entrance to Bata Library from the Upper Bata Podium is closed.**
- **The main audience level is not accessible for people with mobility challenges or wheelchairs.**
- **Grab your complimentary lunch** between 11:00 AM and 1:00 PM at LEC Dining Hall!
- **If you have any questions, please connect with your Lead Student Centre Director.**

Role & Responsibilities

Before the Ceremony

- **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 greet and engage with all guests you encounter as they enter the Student Centre.** Go out of your way to initiate a conversation!
- **Confirm that each student has their student card (or government ID) and remind them to leave their personal belongings with their guests or have them checked at the gowning room.**
- **Direct graduating students upstairs to check in with the Registrar's Office, get their gown and hood, and line up in the Student Procession.**
- **Direct guests to the Bata Podium to find their seats for the ceremony.** No guests are to be permitted upstairs.
 - Remind guests that there will be lots of time after the ceremony to take pictures with their graduates in their gown.
 - Invite guests to visit Starbucks or the food station on the upper Bata Podium.
 - If guests are looking for gifts for the grads there are flowers & gift tables at the Bata Podium and the Bookstore is open
 - Notify guests that hats, umbrellas, and sunscreen are available (for purchase) at the booth on the upper Bata Podium or in the Bookstore.
- **Confirm that the Live Stream in Stohn Hall is working.** If not, please call IT (705-748-1010).
- **Hold the doors for the Student Procession as they depart from the Student Centre – either the ones leading to the podium or the ones by Starbucks leading to the gym.**

After the Ceremony – stand at the door to the Event Space

- **Remind students to return their gown upstairs.** They must return their gown before picking up their degree and Alumni Gift in the Event Space.

- **Remind students to have their student card (or government ID) ready to pick up their degree and Alumni Gift.**
- **Please 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 gown and marshal upstairs and exit the Student Centre from the side by Starbucks (please hold the door open for the procession).**
- **Direct guests to the Gym in the Athletics Centre or a viewing room (Stohn Hall, Bata Library Film Theatre, or CC 307).**
 - **Only 3 guests per graduate can enter the Gym by showing tickets in their student's name.**
Guests enter through the North doors.
- **Ensure the live streaming is working in Stohn Hall.** If it is not, please call IT (705-748-1010).