
QUESTIONS? -- Call Lisa Elliott, Ceremonies & Events (778-227-7701) or e-mail lisa_elliott_2@sfu.ca

The role of the Faculty Marshal is to:

- Gather and line up faculty members
- Lead the faculty line from Strand Hall to Convocation Mall
- Direct faculty into their seats on the platform
- Usher PhD graduates to their seats on the platform (after they have crossed the stage)

Ceremonies & Events (C&E) key roles:

- Director – Sue Porter
- Associate Director – Kira Davis

To familiarize yourself with the role of the faculty marshal during the academic procession and recessional, please refer to the demo video for Marshal roles posted here: <https://www.sfu.ca/convocation/faculty-rsvp/marshals.html>

To view archived webcasts of convocation [aa1e09412&/.../2.2 iociers pleiERG \(e\)7.8 \(fire\)-3 \(0\)00 2017 30015 00000 \(0\)](#)

FACULTY MARSHAL Instructions

Supervisors will be the first group to arrive on the platform, followed by your faculty group. Your group should be seated starting from the third or fourth row (depending on ceremony).

Rows will be labeled 'Faculty' on the arms of the chairs closest to the aisle. As Faculty Marshal, you will direct faculty into their seats on the library side. Your seat will be labeled. Sue Porter will be on stage to help direct faculty into their seats on the theatre side.

**If the weather is extremely wet, seating for all except the front rows of the platform party will be in the audience in the section next to the Library. Because the row lengths are different, we cannot preserve the pattern of seating planned for the platform. Follow instructions to seating from head usher. In this scenario, the recession will be restricted to the Chancellor's party and dignitaries only.*

PROCESSION ROUTE

Decisions relating to routes will be determined by weather conditions or requests for accessibility. The Director of C&E will make the decision by 8:45 am/1:30 pm or at the time the processions are due to move, if there is doubt about conditions. Sue Porter will advise of any route changes before the procession will move.

IF DRY/DAMP: Lead faculty towards the main campus path that runs between Strand Hall and the observatory.

IF STORMY: Lead faculty towards Saywell Atrium/North Concourse of the AQ. Wait at the top of the stairs. Ceremonies & Events Staff will be on hand to assist.

CEREMONY

When the PhDs are being introduced, head to the theatre side of the stage to stand near the exit ramp to usher PhDs to reserved seating behind the faculty.

