
QUESTIONS? Call Angie Lim, Ceremonies & Events (778-782-5313) or angie_lim@sfu.ca

The role of the Chief Marshal is to:

- x Oversee the platform party line-up in the reception area
- x Check that your list of people have arrived
- x Lead the dignitaries' procession from Strand Hall to Convocation Mall
- x Direct the dignitaries into their seats on the platform
- x Be on 2way radio and assist on stage if needed
- x In case of emergency evacuation, lead the platform party to Halpern Centre

Ceremonies & Events (C&E) key roles:

- x Director– Sue Porter
- x Associate Director– Kira Davis

To familiarize yourself with the role of the Chief Marshal during the academic procession, national anthem and the recessional, please refer to the demo videos for Marshal roles posted here:

<https://www.sfu.ca/convocation/facultysvp/marshals.html>

To view archived webcasts of convocation ceremonies, please go to this link:

<https://www.sfu.ca/convocation/video/gallery.html>

AM	PM	
8:55	1:40	Report to Strand Hall 3101 to pick up and change into regalia. Check in with Angie Lim. She will provide you with a 2way radio, test it with you, and brief you on any special instructions. It is recommended to wear a belt, to which the radio case can be clipped.
9:00		
	-	Chief Marshal oversees the Platform Party line-up in the Reception area
	2:15	On Angie's cue, line up your group by following the lineup diagram. Order is important.

CHIEF MARSHAL Instructions

At each ceremony, to honour the grads, we encourage the platform party to offer a standing ovation after the graduates have been conferred their degrees. Sue the marshals to rise in applause when the President asks the assembly to ‘...join in the applauding of the graduating class of XX.’

If an emergency situation arises, Sue Powell communicate instructions. If the Platform Party must be evacuated, you will direct and accompany the Platform Party to Halpern Centre. Kira Davis, Associate Director, Convocation and Events will also assist you in ensuring that members of the Platform Party are present and accounted for.

RECESSION

~11:15 ~4:00

The Chancellor will say, “Please remain standing until the President has