

## 2013 Student Marshal Information Sheet

Name: \_\_\_\_\_

Nickname/Preferred Name: \_\_\_\_\_

Red ID: \_\_\_\_\_ Major: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Expected Graduation Term/Year (Ex. May 2014): \_\_\_\_\_

Have you been a Student Marshal before? (Circle) Yes/No If yes, what year \_\_\_\_  
Why did you choose SDSU?

What is the most important thing you have learned so far at SDSU?

Why do you want to volunteer to be a Student Marshal?

Top 3 Preferred *Outside* Student Marshal Tasks:

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

Top 3 Preferred *Inside* Student Marshal Tasks:

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

## **2013 Commencement Information & Terms**

### **Commencement Coordinators**

*Business Advising Center Staff: Christine Probett, Heather LaPerle, and Sarah Mercado.*

### **Commencement Readers**

*Two people that will read student names during the recognition ceremony.*

### **Diploma Cover**

*Each student is given an empty one on stage. The diploma will be mailed one to three months after graduation to the address that is in the student's webportal. Academic Advising Center should be contacted if there are any problems.*

### **Elite Security**

*Staff members in red jackets that are the security for commencement. These staff members will be located throughout Viejas. Elite staff will assist in keeping students seated during the ceremony by standing at each tunnel with a clipboard asking students for their information before using the restroom and/or leaving the Arena. If you have a student with a problem or question about leaving the ceremony early, refer the student to an elite security staff member.*

### **Faculty Marshal**

*Faculty members that have volunteered to help the BAC staff on commencement day. Please assist the Faculty Marshals if they ask for your assistance.*

### **Honors Name Card**

*Students who received an honors name card are being recognized for having the following honor: cum laude, magna cum laude, summa cum laude, distinction in the major, university or CBA honors program, or the outstanding graduate of a department. Students with these cards will need to complete a photographer's card as well. These students will hand the honors card on top of the photographer's card to the commencement reader. The honors card will allow the student's name and honor to be read at commencement. Students with only a photographer's card will not be able to have their honor read. Honors written on photographer's card will NOT be read. Heather LaPerle will have an extra set of the honors cards if students forgot it.*

### **Parking Structure 4**

*One of the main parking structures where guests will park. It is adjacent to Viejas Arena.*

### **Parking Structure 5**

*One of the main parking structures where guests will park. Across from Viejas Arena.*

### **Phonetic Spelling**

*Spelling that allows a reader to pronounce a name the way it is spelled. Example: My last name is LaPerle. I would spell my name LaPearl.*

### **Photographers Card**

*Each student will get a card that will allow the photographer to send a student their three graduation pictures via email and mail reminders. It is extremely important that students fill out*

## **2013 Commencement Information & Terms**

*the card with correct information. Each student will receive a free thumbnail picture whether they buy their graduation pictures or not.*

### **Platform Party**

*The group of administrators, faculty, staff, and students that will sit on the stage during the ceremony, including the outstanding graduate students from each department.*

### **Post-Commencement Reception**

*The College of Business puts on a post-commencement reception after the Commencement Ceremony for students, guests, faculty, staff, and alumni. The reception will be located on Campanile Walkway near the Don Powell Theater. There will be a message about it in the commencement program, graduates will also have a flyer in their programs, and it will be announced by the Dean during the ceremony. All graduates were sent an invitation by email.*

### **Pre-Processional**

*The time prior to the students walking into Viejas Arena. Approximately 6 to 7:45am*

### **President's Party**

*The group of administrators, faculty, staff, and students that will sit on the stage during the ceremony. The President's Party is a part of the Platform Party.*

### **Processional**

*The time when students proceed into Viejas Arena. Approximately 7:45am. The first student from each major will carry a sign with their major on it to let the platform party and guests know the beginning of the major.*

### **Processional Order**

*The Processional Order goes by department. There are four groups that will proceed into Viejas Arena at the same time. Graduates followed by Accounting will proceed in through the East Gate. Management, ENT and HRM will proceed through Door 1 of the West Doors. Finance, Financial Services, and Real Estate will proceed through Door 2 of the West Doors. Marketing and Integrated Marketing Communication followed by Information Systems will proceed through Door 3 of the West Doors. Students will proceed single file in no particular order behind the Department Chair, Outstanding Graduate, and Most Influential Faculty.*

### **Recognition**

*The time when students walk across the stage and receive their empty diploma cover.  
Approximately 8:20am to 10am*

### **Red Tassel**

*Students with honors received a red tassel before commencement. Students should wear only the red tassel, as both tassels do not fit on the cap. If a student loses their tassel, Commencement Coordinators will have extras. Undergrad tassel worn on right and grad on left.*

### **Viejas Arena Restrooms**

*Located on the left side of the West Tunnel, accessible through the West Doors.*

## 2013 Student Marshal Tasks

**Pre-Processional (6-6:45am)** Everyone will help put one Post-Commencement Reception flyer in every program and place one program on every chair of a graduate. Help step up major flags.

### **Outside Pre-Processional (6:45-7:30am)**

#### **A. Card Giver (#1-8)**

- Explain how to complete the photographer card to graduates
- Remind students of the importance of putting the correct email and phonetic name
- Move up and down through the department section you are assigned to make sure that each student has a photographer card filled out completely
- Collect pens from graduates
- A #2, 4, 6 and 8 will hold a sign with the department name on it to help students find the correct department section

#2 Accounting

#6 Marketing

#4 Finance, Financial Services, Real Estate

#8 Management, HRM, ENT

#### **B. Card Giver (#1-2)**

- Explain how to complete the photographer card to graduates
- Remind students of the importance of putting the correct email and phonetic name
- Move up and down through the department section you are assigned to make sure that each student has a photographer card filled out completely
- Collect pens from graduates
- #1 let graduate students know that they carry their hood during the processional over their left arm. Graduate students will be hooded on stage. Tassel worn on left side.
- Hold a sign with the department name on it to help students find the correct department section

#1 Bottom Graduate

#2 Bottom Information Systems

#### **C. Photographer Card Passer (#1-6)**

- Stationed just inside the entrance gate
- Pass out one photographers card and one pen to each graduate
- Direct graduates to the correct department section to line up. Keep the traffic moving.
- It is very important that students continue walking through the entrance and do not stop to ask questions or fill out their photographers card- they will do this once in their major line.
- #1 and 3 will stay at this area during the processional to help latecomers

#1 East (stays for late comers)

#2 East

#3 West (stays for late comers)

#4 West

#5 East/Between Grad & FIN

#6 West/Between MKGT & Information Systems

#### **D. Tunnel Monitor (#1-2)**

- Answer questions and direct graduates, staff, and faculty to the restroom, robing area, and department line-up areas

#1 East Gate

#2 West Doors

## 2013 Student Marshal Tasks

### **E. Card Giver (#1-2)**

- Explain how to complete the photographer card to graduates
- Remind students of the importance of putting the correct email and phonetic name
- Move up and down through the department section you are assigned to make sure that each student has a photographer card filled out completely
- Collect pens from graduates
- #1 let graduate students know that they carry their hood during the processional over their left arm. Graduate students will be hooded on stage. Tassel worn on left side.

#1 Top Graduate

#2 Top Information Systems

### **Processional Line Up (7:30-7:45am) Get in Processional position (look for Heather)**

#### **Processional (7:45-8:00am)**

##### **A. Stanchion Holder (#1, 3, 5, and 7) Outside**

- Monitor stanchion that helps guide graduates to the correct section in Viejas It is most important to make sure that the graduates continue to move forward and that there are no gaps or lag time when the graduates are walking into the Viejas

#1 Grad Stanchion

#5 Door 1 Stanchion

#3 Marketing Stanchion

#7 Information Systems Stanchion

##### **A. Sign Holder (#2, 4, 6, and 8) Inside**

- Hold department sign that helps guide graduates to the correct section in Viejas Arena
- It is most important to make sure that the graduates continue to move forward and that there are no gaps or lag time when the graduates are walking into the Viejas
- Organized by Heather at 7:30am to get in place for the processional
- Make sure to bring the sign back to the robbing room- please do not set it down

#2 Grad & Accounting

#6 Marketing

#4 Finance, Financial Services, Real Estate

#8 Management, HRM, ENT & IS

##### **B. Rope Helper (#1-2) Inside**

##### **C. Rope Helper (#2,4,5,6) Inside**

- Hold the rope that will help guide the graduates into the correct section in Viejas Arena
- Guide students into Viejas Arena making sure there are no gaps or lag time between graduates
- Organized by Heather at 7:30am to get ropes ready for the processional

B#1 Bottom 1<sup>st</sup> Rope

B#2 Top 1<sup>st</sup> Rope

C#2 Middle 1<sup>st</sup> Rope

C#5 Middle 2<sup>nd</sup> Rope

C#4 Bottom 2<sup>nd</sup> Rope

C#6 Top 2<sup>nd</sup> Rope

##### **C. Photographer Card Passer (#1 and 3) Outside**

- Stationed just inside the entrance gate
- Pass out one photographers card and one pen to each graduate
- Direct graduates to the correct department section to line up. Keep the traffic moving.
- It is very important that students continue walking through the entrance and do not stop to ask questions or fill out their photographers card- they will do this once in their major line.
- #1 and 3 will stay at this area during the processional to help latecomers

#1 East

#3 West

## 2013 Student Marshal Tasks

### **D. Stanchion Holder (#1-2) Outside**

- Monitor stanchion that helps guide graduates to the correct section in Viejas Arena
- It is most important to make sure that the graduates continue to move forward and that there are no gaps or lag time when the graduates are walking into the Viejas  
#1 East Gate Stanchion #2 Door 3 Stanchion

### **E. Graduate Guider (#1-2) Outside**

- Guide students into Viejas Arena making sure that there are no gaps or lag time between graduates
- Make sure the first group goes first and the second follows (Grad/Marketing first followed by Accounting/Information Systems second)  
#1 Top Between Grad (1<sup>st</sup>) & ACCTG #2 Top Between MGT (1<sup>st</sup>) & Info Systems

### Recognition (8:20-10:00am) (Inside)

#### **A. Faculty Marshal Helper (#1-8)**

- Assist faculty marshals, BAC staff members, or anyone else (Viejas Arena staff, Elite security) with Commencement Tasks
- Answer questions, direct and guide graduates  
#1 Top GRAD/Photo Director #2 Bottom ACCTG  
#3 Top FIN, FS, RE #4 Bottom FIN, FS, RE  
#5 Bottom MKGT & IMC #6 Top MKGT & IMC  
#7 Bottom IS #8 Top MGT, HR, ENT

#### **B. Student Monitor (#1-2)**

- Guide and direct graduates to their seats during recognition and keep the traffic moving  
#1 Bottom Middle FIN, FS, RE #2 Bottom Middle MKGT & IMC

#### **C. Stage Helper (#1-6)**

- #1 and 3 guide and direct graduates to their seats after taking their picture
- #2 and 4 on stage unloading boxes and handing diploma covers to the Department chair
- #5 and 6 direct and guide graduates up the ramp towards the stage to help ensure there are no gaps or lag time between graduates and that graduates have a completed photographer card  
#1 Seat Director Top IS #2 Diploma Cover Passer  
#3 Seat Director Top MGT, HR, ENT #4 Diploma Cover Passer  
#5 Bottom Ramp #6 Top Ramp

#### **D. Tunnel Monitor (#1-2)**

- Answer questions and direct graduates, staff, and faculty to the restroom, robing area, and department line-up areas  
#1 East Tunnel #2 West Tunnel

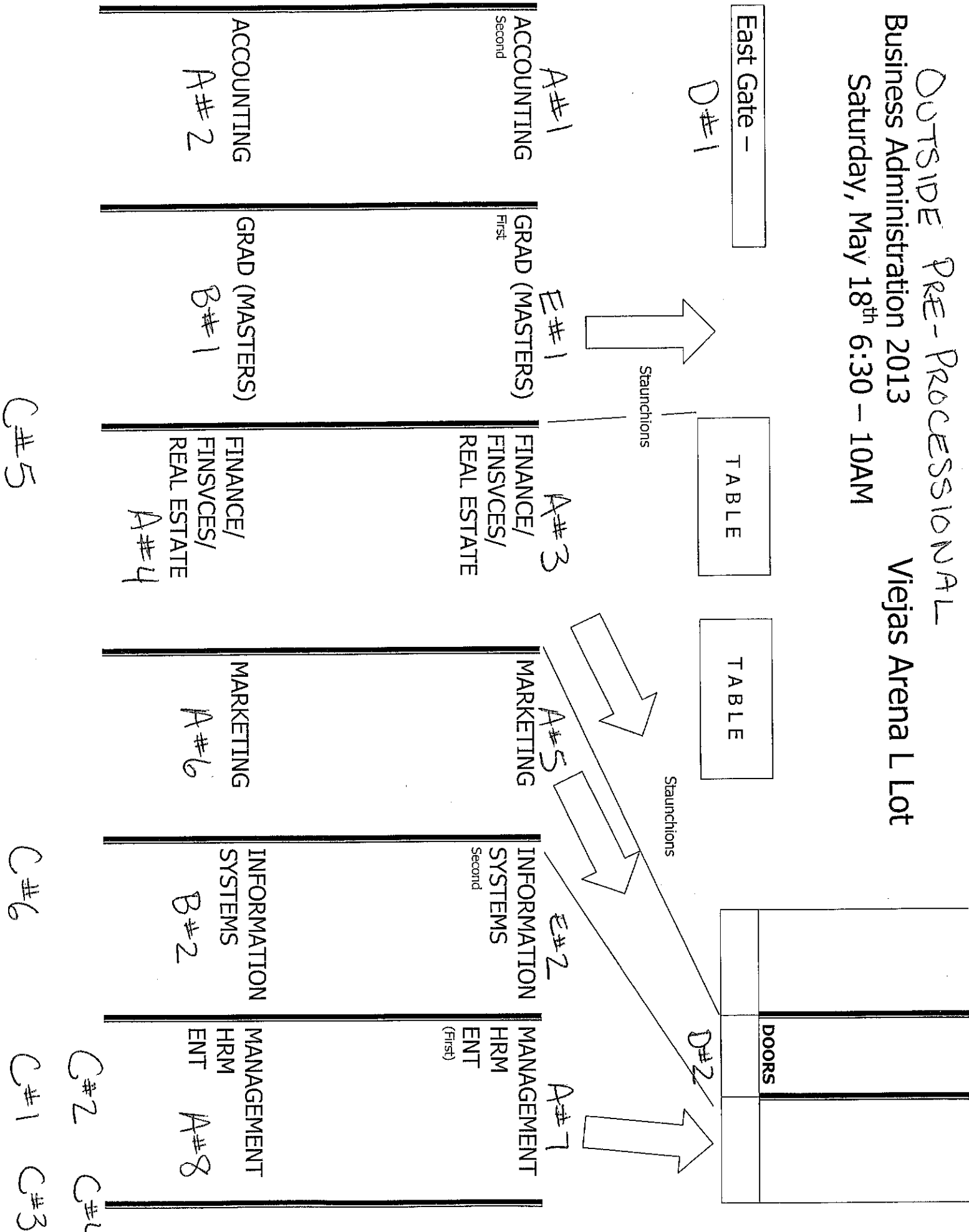
#### **E. Student Monitor (#1-2)**

- Guide and direct graduates to their seats during recognition and keep the traffic moving  
#1 Top ACCTG #2 Middle FIN, FS, RE

## 2013 Commencement Timeline

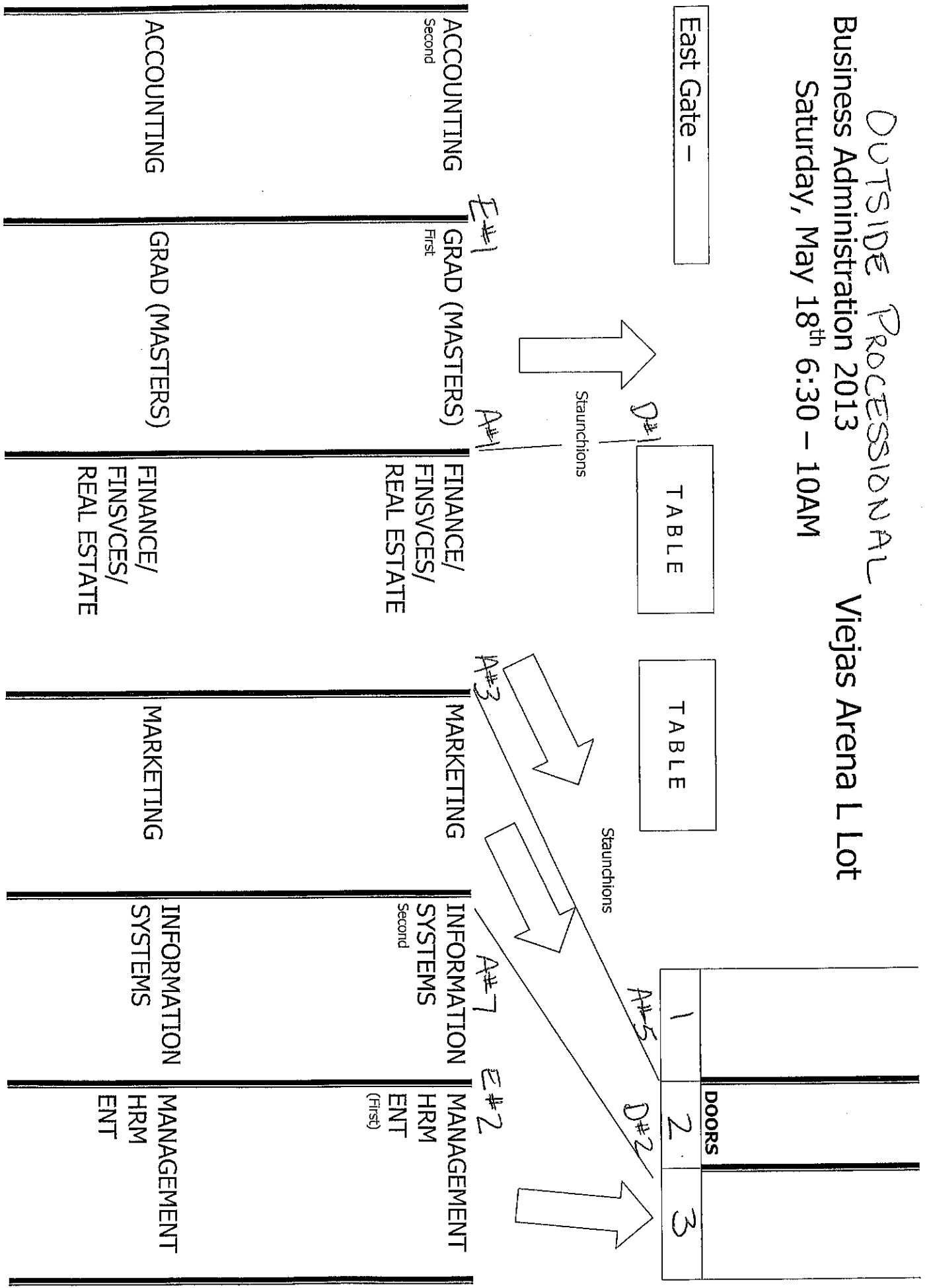
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|---------------------|---|
| <b>6:00-7:00am</b>  | <b>Pre-Processional Set-up and Preparation</b>  |
| <b>7:00-7:50am</b>  | <b>Graduates Arrive</b>   |
| <b>7:30-7:45am</b>  | <b>Processional Line Up</b>   |
| <b>7:45-8:00am</b>  | <b>Processional</b>   |
| <b>8:00-8:20am</b>  | <b>President's Welcome</b>  |
| <b>8:20-8:25am</b>  | <b>Dean Dismisses President's Platform Party and Faculty Marshals are invited to bring students to the stage (Take your place inside for Recognition)</b> |
| <b>8:25-10:00am</b> | <b>Recognition</b>  |

OUTSIDE PRE-PROCESSIONAL  
 Business Administration 2013  
 Saturday, May 18<sup>th</sup> 6:30 – 10AM  
 Viejas Arena L Lot





OUTSIDE PROFESSIONAL  
 Business Administration 2013  
 Saturday, May 18<sup>th</sup> 6:30 – 10AM  
 Viejas Arena L Lot



C#1      C#3

INSIDE

PROCESSIONAL

East TUNNEL

STAGE

GRAD 1st & ACC 2nd

Marshal

Marshal

GRAD

STUDENT SEATING - FILL EVERY SEAT IN EVERY ROW

MGT, HRM, ENT

STUDENT SEATING - FILL EVERY SEAT IN EVERY ROW

A#8

ACC

STUDENT SEATING - FILL EVERY SEAT IN EVERY ROW

IS

STUDENT SEATING - FILL EVERY SEAT IN EVERY ROW

Marshal

Marshal

Marshal

Marshal

Marshal

Marshal

Marshal

FIN, FS, RES

STUDENT SEATING - FILL EVERY SEAT IN EVERY ROW

Marshal

MKTG & IMC

STUDENT SEATING - FILL EVERY SEAT IN EVERY ROW

A#4

Marshal

A#6

Marshal

Marshal

Marshal

Marshal

B#2

C#6

Teresa Donahue

C#2 Rope 1st

C#5 Rope 2nd

B#1

MKGT

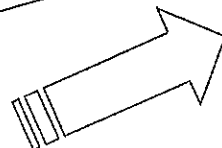
MGT 1st & IS 2nd

C#4

Marshal

FIN

West TUNNEL



East  
T  
U  
N  
D#1  
N  
E  
L

C#6  
R  
A  
M  
P  
C#5

# RECOGNITION (NAME READING)

Reader.  
Readers &  
Photog  
Asst

**MIKE**  
Photographer

Chair - Lynn  
First  
C#2  
C#4

A#8  
Teresa  
Donahue

A#1  
Marshal

**GRAD**  
STUDENT SEATING - FILL  
EVERY SEAT IN EVERY ROW

Marshal

**MGT, HRM, ENT**  
STUDENT SEATING - FILL  
EVERY SEAT IN EVERY ROW

C#3  
Marshal

E#1  
Marshal

**ACC**  
STUDENT SEATING - FILL  
EVERY SEAT IN EVERY ROW

Marshal

**IS**  
STUDENT SEATING - FILL  
EVERY SEAT IN EVERY ROW

C#1  
Marshal

A#2  
Marshal

**FIN, FS, RES**  
STUDENT SEATING - FILL  
EVERY SEAT IN EVERY ROW

Marshal

**MKTG & IMC**  
STUDENT SEATING - FILL  
EVERY SEAT IN EVERY ROW

A#6  
Marshal

A#3  
E#2

Marshal

Marshal

Marshal

A#4  
Marshal

Marshal

Marshal

A#5

B#1

Marshal

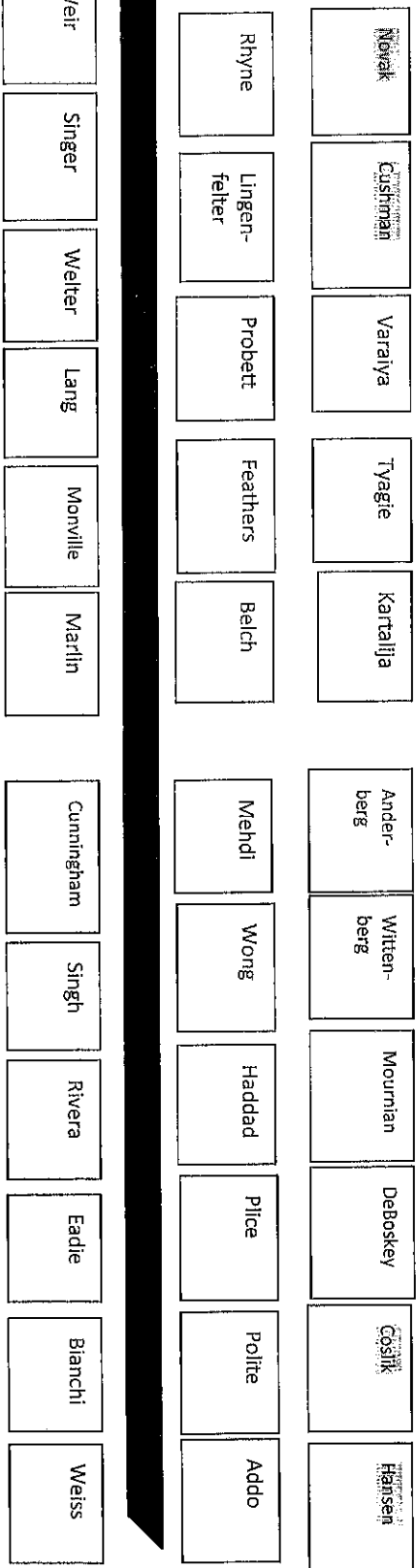
B#2

West TUNNEL

D#2

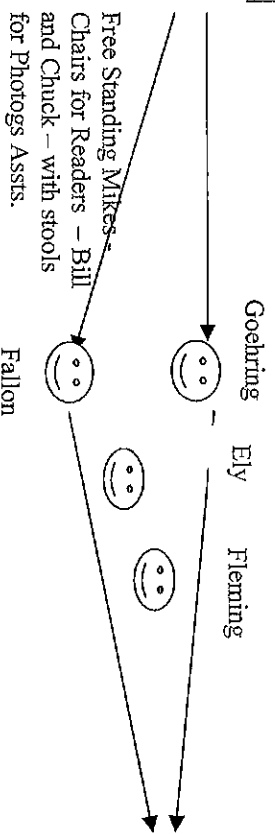
# BUSINESS COMMENCEMENT STAGE SETUP – Saturday, May 18, 2013

Revised: 4/30/13



Diploma Covers

RAMP  
C#6



Lectern

DEAN

Dept Chair

Steps

Front of Stage

Signers

Flags & College Banner

A#8  
C#3

C#2 C#4

## **2013 Student Marshal Agreement**

As a 2013 Student Marshal, I agree to help the College of Business Administration complete the tasks necessary to ensure an efficient and successful Commencement Processional and Recessional. These tasks may include:

- Passing out Commencement programs, photographer cards, and pencils
- Directing graduates to the department areas in the L Lot
- Holding ropes to keep graduates in line during the processional
- Guiding graduates during the processional and recessional
- Standing by entrances/exits to answer questions
- Assisting Faculty/Staff Marshals
- Helping the Business Advising Center (BAC) Staff with tasks on Commencement morning
- Assisting with Post-Commencement Reception set up

I acknowledge that, as a 2013 Student Marshal, I will not be compensated for my time with money; however, I will be eligible to receive VIP tickets for my graduation ceremony. Regarding VIP tickets, I understand that:

- The number of VIP tickets I receive will be dependent upon the number of general admission tickets I am allotted from the Viejas Ticket Office
- In May of the year I will be participating in Commencement as a graduate, it is my responsibility to exchange my general admission commencement tickets for VIP tickets from the BAC
- If I fail to pick up my general admission commencement tickets from GradFest and/or the Viejas Ticket Office, then I will not be able to receive my VIP tickets from the BAC

I understand that I will only be eligible for VIP if I attend all three of the mandatory meetings in their entirety. The three meetings are the Student Marshal Training Meeting (Friday, May 10<sup>th</sup> 1:30-2:30pm), Commencement Rehearsal (Thursday, May 16<sup>th</sup> 12:30-2pm), and Commencement (Saturday, May 18<sup>th</sup> 6-10:30am). I acknowledge that I was given the dates and times for the

three meetings when I volunteered to be a Student Marshal. In accordance with the Assistant Dean's requirements to be eligible to receive VIP tickets, I understand that:

- It is my responsibility to sign myself in at all three meetings
- If I do not sign-in at a meeting that I attend, I have someone else sign me in for a meeting (whether I attended or not), or if I do not stay for the entire meeting (whether I sign-in or not), then I will not be eligible to exchange my general admission tickets for VIP tickets

As a Student Marshal, I will be volunteering both inside and outside of Viejas Arena on the day of Commencement. At any time, I may be visible to graduates, attendees (family and friends of graduates), community members, SDSU faculty, SDSU staff, and SDSU administration. I acknowledge that as a Student Marshal,:

- I am representing the College of Business Administration and SDSU
- There is a possibility that I will be on video which will be shown live on the internet and/or used as live or recorded footage on television
- I will wear a white top and black bottoms (no shorts, skirts ok for females) and comfortable shoes that I can walk and stand in for 4 ½ hours
- I will bring a picture id (SDSU Redid, Driver's License, etc.) to show security at the L Lot East Gate Entrance
- I will not bring personal items including a cell phone to Commencement
- If at any time I am asked to leave any of the three Commencement meetings (listed above), then I will not be eligible to receive VIP tickets or to participate as a Student Marshal in the future

My signature indicates that I understand the terms and conditions of this agreement and I am willing to participate as a 2013 Student Marshal.

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Print Name

Signature

Date