



University of  
**Salford**  
MANCHESTER

# GRADUATION 2022

**18 - 22 JULY**

**THE LOWRY THEATRE  
MEDIACITY  
UNIVERSITY OF SALFORD**

**STAFF DUTIES  
HANDBOOK**

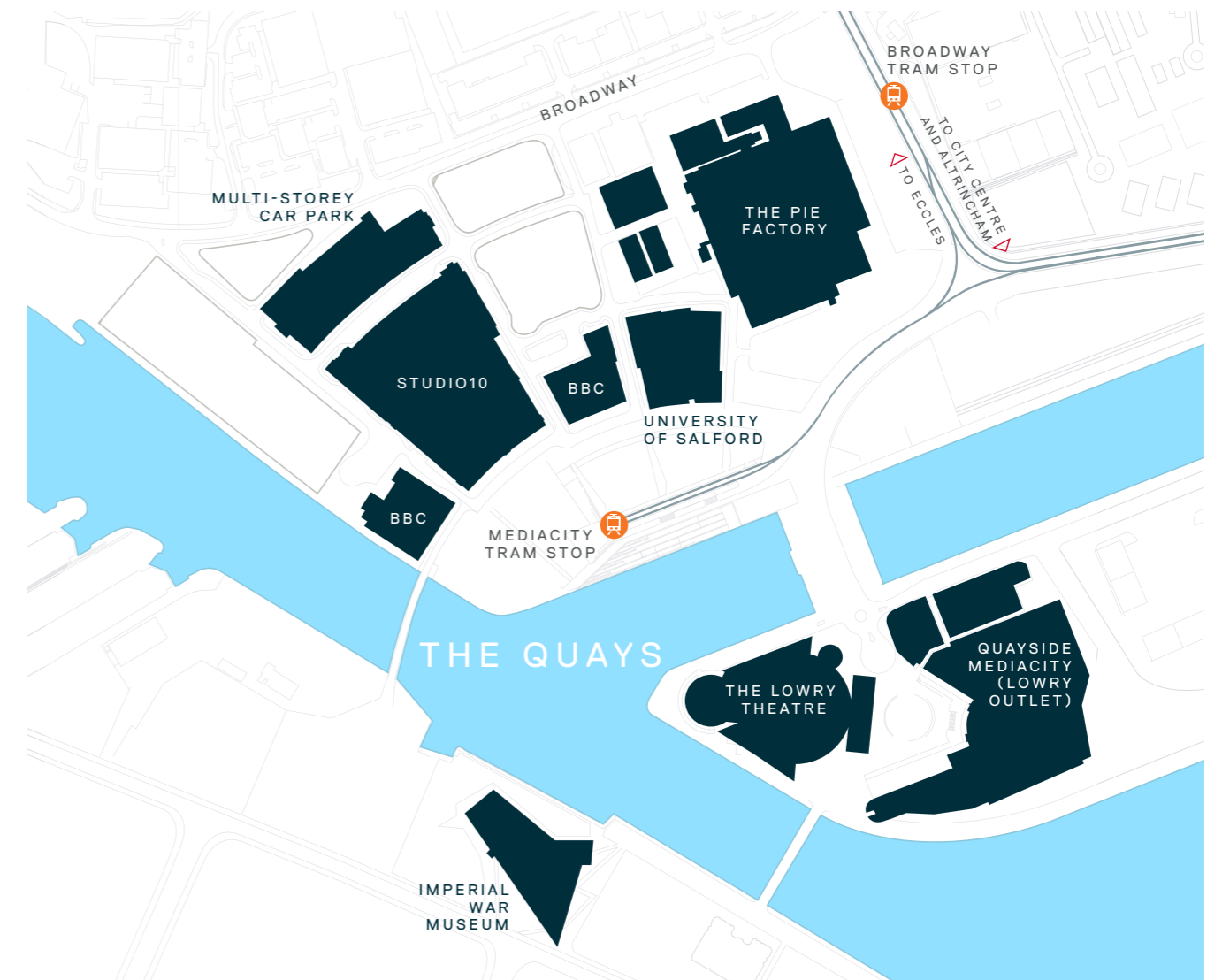
A large, solid red diagonal shape that starts from the bottom right and extends towards the top left, partially overlapping the text area.

**Nb:** In keeping with the prestigious nature of the event, all staff, whether helping or processing, should wear appropriate business dress/smart footwear. Staff helpers should also wear their University name badge to identify themselves to our guests.

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# TRANSPORT INFORMATION



**FREE TRANSPORT TO/FROM THE LOWRY WILL BE IN OPERATION.**

### CAR PARKING

Should you wish to use your car and park at Quayside MediaCity (Lowry Outlet) this will be subject to the parking charges in operation (visit [quaysidemediacityuk.co.uk/car-parking](https://quaysidemediacityuk.co.uk/car-parking) for full details).

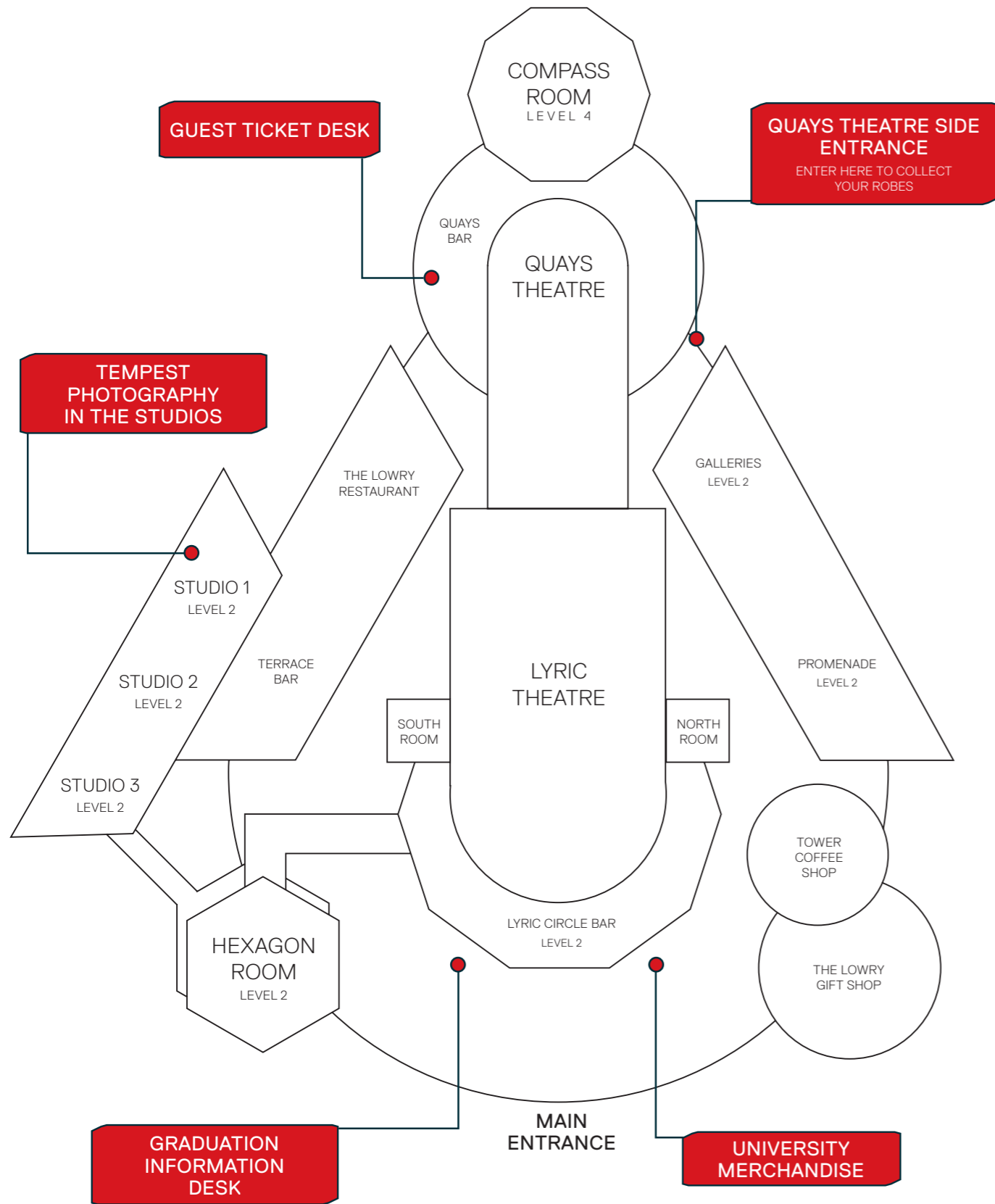
### STAFF TRANSPORT TIMETABLE

Staff are asked to use the 50 bus which is free for all staff (with your staff ID card) travelling between main campus and the Lowry/MediaCity. Please visit [tfgm.com](https://tfgm.com) for the 50 bus route timetable to plan your journey.

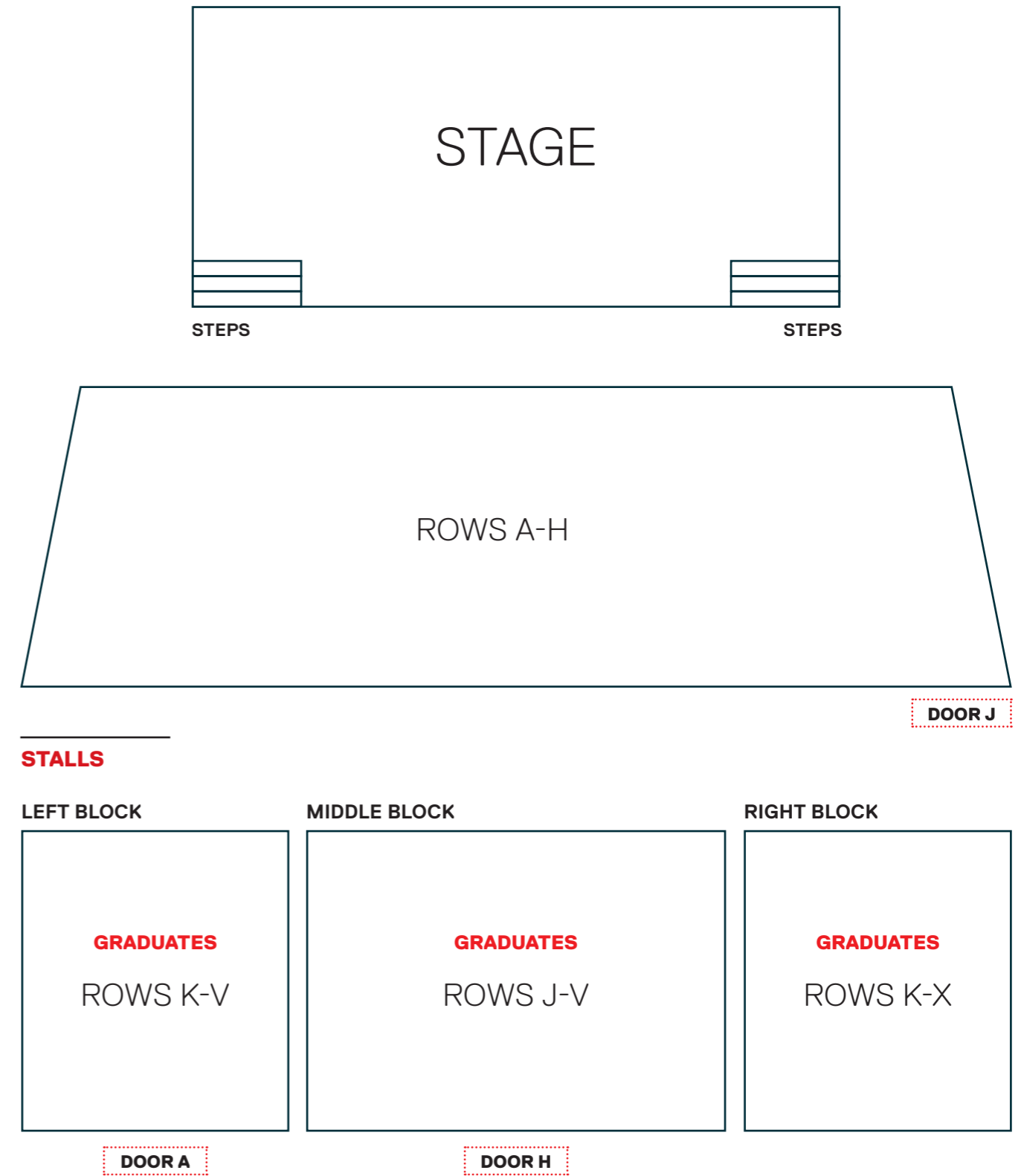
### METROLINK

You can travel to the Lowry from both Manchester Piccadilly and Victoria train stations using the Metrolink tram route. Normally you can board an Eccles line tram and alight at MediaCity, a 5 minute walk from the University of Salford MediaCity building and the Lowry.

# LOWRY THEATRE MAP



# LYRIC THEATRE



**NOTE:** All directions in the duties should be viewed as if you are situated at the back of the theatre facing the stage.

# CEREMONIES

## MONDAY 18 JULY 2022

TIME	CEREMONY NO.	SCHOOL
10:15	1	Salford Business School <i>(Class of 2020 and 2021 deferred students)</i>
13:30	2	School of Science, Engineering and Environment <i>(Class of 2020 and 2021 deferred students)</i>
16:15	3	School of Health and Society <i>(Class of 2020 and 2021 deferred students)</i>
18:30	4	School of Health and Society <i>(Class of 2020 and 2021 deferred students)</i>

## TUESDAY 19 JULY 2022

10:15	5	Salford School of Arts, Media and Creative Technology <i>(Class of 2020 and 2021 deferred students)</i>
13:30	6	Salford School of Arts, Media and Creative Technology <i>(Class of 2022)</i>
16:15	7	Salford School of Arts, Media and Creative Technology <i>(Class of 2022)</i>
18:30	17	Salford Business School, School of Health and Society, School of Science Engineering and Environment, Salford School of Arts Media and Creative Technology

## WEDNESDAY 20 JULY 2022

10:15	8	School of Health and Society <i>(Class of 2022)</i>
13:30	9	School of Health and Society <i>(Class of 2022)</i>
16:15	10	School of Health and Society <i>(Class of 2022)</i>

## THURSDAY 21 JULY 2022

TIME	CEREMONY NO.	SCHOOL
10:15	11	School of Science, Engineering and Environment <i>(Class of 2022)</i>
13:30	12	School of Science, Engineering and Environment <i>(Class of 2022)</i>
16:15	13	School of Science, Engineering and Environment <i>(Class of 2022)</i>

## FRIDAY 22 JULY 2022

10:15	14	Salford Business School <i>(Class of 2022)</i>
13:30	15	Salford Business School <i>(Class of 2022)</i>
16:15	16	Salford Business School <i>(Class of 2022)</i>

\*Please note that the above times are the start times for each ceremony.  
For volunteer start times please refer to the following role pages.

## COVID-19

Your safety is of paramount importance to us, and we are taking measures to ensure that all graduates, guests and staff feel comfortable and safe when attending graduation. We are following University policy in addition to the latest Government guidance in all our event planning.

The following roles at graduation will require you to be less than 1 metre from graduates, guests or other staff members and may require you to wear a face covering:

- / Exceptions monitor
- / Verifier
- / Graduate coordinator
- / Marshal
- / Robing

Please consider whether you are comfortable with this before applying. If you don't feel comfortable, we would suggest applying for an alternative role.

## EXCEPTIONS MONITOR

### TO BE PROVIDED WITH:

- Clipboard
- Graduation brochure
- List of seat numbers and student names
- List of graduates with access requirements

### TIMES

Start:	8.45
Finish:	17.15

### EVENING CEREMONY MONDAY 18 AND TUESDAY 19 JULY ONLY

Start:	8.45
Finish:	19:30

Please sign in at the North Room

An exceptions monitor is required in the theatre for each ceremony to assist with the seating and flow of graduates on to the stage from the exceptions row (this is where students with access requirements or students who are late/not registered will sit).

**The exceptions monitor must be able to volunteer for a full day.**

### ROLE SPECIFIC DUTIES

- If any late students are brought into the theatre after you have received your list from registration, put their details on the 'late graduates' sheet. The last presenter will present these students, so please add any phonetic pronunciation help where you can to the sheet. The students must then be seated in the first empty seat at the end of the rest of the students on the exceptions row. Explain to them that they will be called on to stage at the end of the ceremony, regardless of level of degree. The graduation co-ordinators ensuring the students are in the correct order will retain the sheet.
- Discuss with the Events team and the graduation coordinators which students are sitting on the exceptions row, and their order within the ceremony. Explain to the students that you will call them up in order and that you will place them with their cohort in the correct order.
- If a student needs a route without stairs onto the stage, inform the Events team who will assist the student onto the stage via the wings. Please be aware that this route takes time and you should inform the student to be ready to go as soon as the speeches have ended.
- Once the ceremony begins, position yourself at the end of the exceptions row. Call up each student at the appropriate time and slot them in to the procession of students in the appropriate place. Remind them that they must return to their seat when they have left the stage.
- Once the ceremony has finished, ensure that guests remain in the theatre until the graduates have processed out.
- Help to collect any unused brochures and ceremony proceedings from the seats and return to the graduation information desk in the foyer.

### KEY INFORMATION

Please wear your University name badge and smart business clothes and shoes. You will be required to wear a gown for your duties within the theatre. This will be provided to you.

**IMPORTANT NOTE OF PROTOCOL** – graduates do not wear their hats on stage but should carry them. Once the ceremony has been declared closed and the audience stands, all graduates should put on their hats. All staff can indicate to the graduates when they should do this.

## VERIFIER/ROUTE USHER

Verifier/route ushers are required in the Lyric Theatre for each ceremony to check graduates are sat in the correct seats for processing in order, on to the stage. As the ceremony commences verifiers are then required to help direct graduates along the route out of the theatre, down the steps and back into the theatre via Door J (right-hand side of Lyric Theatre).

**Verifier/route ushers must be able to volunteer for a full day.**

### ROLE SPECIFIC DUTIES

- Approximately 40 minutes before the start of the ceremony, use the list provided to check the section of the theatre that you have been allocated. Ensure that all graduates within your section are in the correct seats by asking each graduate their name and checking against your list. You should aim to complete checking 5-10 minutes before the ceremony is due to start.
- IMPORTANT:** put large X's through the graduands' names that are in the correct seats. Circle any names where the seats are empty but do not do this until the very end of the checking process to avoid confusion.
- Once you have finished, hand your list to the theatre co-ordinator highlighting any discrepancies. Then you should position yourself at the back of the theatre.
- As the ceremony commences position yourself along the route as previously advised by the theatre coordinator. Ensure all graduates in the procession keep in the same order and continue to move towards Door J where they will be fed back into the theatre.
- Once all the graduates have been guided on the route you may return back into the theatre to see the end of the ceremony or leave without going back inside.

### KEY INFORMATION

Please wear your University name badge and smart business clothes and shoes. You will be required to wear a gown for your duties within the theatre. This will be provided to you.

**IMPORTANT NOTE OF PROTOCOL** – graduates do not wear their hats on stage but should carry them. Once the ceremony has been declared closed and the audience stands, all graduates should put on their hats. All staff can indicate to the graduates when they should do this.

### TO BE PROVIDED WITH:

- List of graduate names and seat numbers
- Pen
- Details of section to be checked
- Gown
- Plan of route to be taken by graduates

#### TIMES

Start:	8.45
Finish:	17.15

#### EVENING CEREMONY MONDAY 18 AND TUESDAY 19 JULY ONLY

Start:	8.45
Finish:	19:30

Please sign in at the North Room and report to the theatre coordinator

## GRADUATE COORDINATORS

### TO BE PROVIDED WITH:

- Graduation brochure
- Pen
- 'Late graduate' sheet
- Gown

#### TIMES

Start:	8.45
Finish:	17.15

#### EVENING CEREMONY MONDAY 18 AND TUESDAY 19 JULY ONLY

Start:	8.45
Finish:	19:30

Please sign in at the North Room

The graduate coordinators are responsible for checking each graduate is in the correct order for going up onto the stage. This involves liaison with verifiers and the exceptions monitor, fitting in late-comers and controlling the flow of graduates onto the stage.

**The graduate coordinator must be able to volunteer for a full day.**

### ROLE SPECIFIC DUTIES

- Work with the outside usher regarding the process of feeding graduates out of the auditorium and then up on to the stage.
- Position yourself at the front-right of the theatre. Approximately 10 minutes before the start of the ceremony you will receive a copy of the final list of names to be presented from the registration link person. Verifiers in the theatre will advise you of any vacant seats and this can be checked against the updated list from registration.
- Liaise with the exceptions monitor as to when these students will be called up on stage.
- If any late students are brought into the theatre after you have received your list from registration, then firstly take their label from them and stick this to the 'late graduates' sheet. The last presenter will present these students, so please add any phonetic pronunciation help which you can to the lilac sheet. The students must then be seated in the first empty seat at the end of K-row. Explain to them that they will be called on to stage at the end of the ceremony, regardless of level of degree.
- Immediately as the Chancellor or Presiding Officer concludes their speech, make sure that usher 2 is leading the students up the aisle and out of the auditorium.
- The graduate coordinator proceeds to the front of the stage, in front of the stairs on the right-hand side, the other graduate coordinator stands outside Door-J awaiting the graduates. Graduates will be led outside and to the back of the auditorium in the order shown in the programme:
- Check the name of each graduate immediately before they ascend the stage.
- All graduates will be presented individually.
- If a graduate in the line has been omitted, direct the graduate to the theatre coordinator in the theatre who will ensure that they are added to the late graduate list and read out at the end.
- When the outside graduate coordinator reaches the first person on the late graduate sheet, they hand over the sheet to the inside graduate coordinator who goes on stage, hands the list to the last presenter and then exits via the wings. The outside graduate coordinator then controls the flow of these students.

### KEY INFORMATION

Please wear your University name badge and smart business clothes and shoes. You will be required to wear a gown for your duties within the theatre. This will be provided to you. **IMPORTANT NOTE OF PROTOCOL** – graduates do not wear their hats on stage but should carry them. Once the ceremony has been declared closed and the audience stands, all graduates should put on their hats. All staff can indicate to the graduates when they should do this.

## MARSHALS

Two marshals are required for each ceremony to assist in lining-up the academic procession, then leading through the auditorium and on to stage. For the duration of the speeches, marshals are seated on the stage. They then assist with the distribution of the certificate tubes at the appropriate time. At the ceremony's conclusion, marshals follow the procession off the stage and out of the auditorium.

### ROLE SPECIFIC DUTIES

- Remain in the South Room and assist robing of academic staff as required.
- In liaison with the procession monitor, place academic staff in the correct processional order, re-ordering or filling in any unexpected gaps (staff arriving unexpected or not showing up). It is particularly important for staff to be aware of the correct order and for all to understand the procedure for leaving the theatre at the conclusion of the ceremony.
- When the signal is given by the event manager, process down the two aisles, up the steps and on to the stage. Where possible check and adjust walking speed with the corresponding marshal/procession so that you arrive at the same time. Lead your procession into the rows of seats (gently guiding any staff having difficulty in identifying their seat) and sit down.
- As the Chancellor or Presiding Officer finishes his/her speech, both marshals should move into position next to the boxes of certificate tubes which will be hidden out of view in the wings. In relay fashion the tubes should be handed individually and as discretely as possible to the member of staff handing out the tube to each graduate as s/he processes across the stage. As the presentations end, the member of staff handing out the tubes and the marshals should return to their seats.
- Once the Chancellor or Presiding Officer has declared the ceremony closed, marshals should process back up the aisles following the procession off the stage, out of the theatre and across the foyer back to the South Room.

### KEY INFORMATION

Please wear your University name badge and smart business clothes and shoes. You will be required to wear a gown for your duties within the theatre. This will be provided to you.

#### TO BE PROVIDED WITH:

- List of academic staff processing (available in the robing room)
- Seating plan for stage (available in the robing room)
- Hair clips and safety pins
- Marshal gowns

#### TIMES

Start:	Arrive 60 mins prior to the start of the ceremony
Finish:	After the ceremony, once the procession has reached the South Room

Please sign in at the South Room and report to the Procession Monitor

## INFORMATION DESK

Information staff will be based on the graduation information desk situated in the left-hand side of the Lowry foyer. This desk is very busy and staff will be required to handle a large range of questions including directions and procedures, supplying duties information, assisting with graduate late arrivals and tickets.

### ROLE SPECIFIC DUTIES

- Handling enquiries from graduates and guests.
- Signing in members of staff and providing equipment and directions.
- Selling extra copies of the graduation brochure/tickets (last minute).

### KEY INFORMATION

In case of late arrivals, please send graduate to registration desk. A member of registration staff will then bring the graduate back up to the theatre by the side door notifying both graduate coordinator and event manager.

Please wear your University name badge and appropriate smart clothing.

#### TO BE PROVIDED WITH:

- Graduation maps
- Emergency telephone numbers
- Graduation brochures
- Folder with all key information

#### SHIFT START TIMES

##### 10:15 CEREMONY

Start time 7:45  
Finish time 11:15

##### 13:30 CEREMONY

Start time 11:00  
Finish time 14:30

##### 16:15 CEREMONY

Start time 14:00  
Finish time 17:00

##### 18:30 CEREMONY

Start time 16:00  
Finish time 19:30

Please sign in at the North Room

## ROBING

### TO BE PROVIDED WITH:

- List of hoods (at the information desk)
- General information and locations regarding graduation

Two staff members will be based in the robing area in the Quays Theatre, and will check that each graduate leaving the room has registered and is wearing the correct hood for their qualification.

### ROLE SPECIFIC DUTIES

- You will be provided with a list of the 'hoods' that should be worn for each level of study and you will need to check the graduates leaving the Quays Theatre:
  - / have registered – they will present a ticket with a perforated section that says "I'm Ready" which is to be torn off. If a graduate doesn't have this, please send them to MediaCity building to register.
  - / are wearing the correct hood for the course that they have passed.

### KEY INFORMATION

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#### 16:15 CEREMONY

Start time 14:00  
Finish time 17:00

#### 18:30 CEREMONY

Start time 16:00  
Finish time 19:30

Please sign in at the North Room

## TICKET DESK (COLLECTION AND SALES)

Three staff are required on the ticket desk to distribute pre-ordered guest tickets and to sell additional tickets.

### ROLE SPECIFIC DUTIES

- **Collection:** pre-ordered guest tickets will be available 2 hours before each ceremony and for that ceremony only. These will be filed in ceremony and alphabetical order.
- Tickets may be collected by graduates or guests. Check surnames/tickets carefully to ensure where there are similar or common names, the ticket allocation is being given to the correct party.
- **Sales:** If available, additional tickets can be purchased for that day only 90 minutes before each ceremony, on a first-come, first-served basis.
- Tickets are priced at £16.00 each regardless of location in the theatre. Important **NOTE:** Children under two must sit on a parent's lap; aged two or over must have their own seat and therefore must purchase a ticket.
- Payments on the ticket desk will be card only
- At this desk there will also be a stock of additional graduation brochures available to purchase. **NOTE:** graduates will be given one complimentary copy of the brochure when they register.
- As your duty ends, please return any items to the graduation information desk (left hand side of the Lowry foyer).

### KEY INFORMATION

Please wear your University name badge and in keeping with the prestigious occasion, appropriate business dress/smart footwear.

### TO BE PROVIDED WITH:

- Tickets
- Lists of names/ticket allocation
- Graduation brochures
- Ceremony information
- PDQ machine

### SHIFT START TIMES

#### 10:15 CEREMONY

Start time 7:45  
Finish time 11:15

#### 13:30 CEREMONY

Start time 11:00  
Finish time 14:30

#### 16:15 CEREMONY

Start time 14:00  
Finish time 17:00

#### 18:30 CEREMONY

Start time 16:00  
Finish time 19:30

Please sign in at the North Room





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