

Marshal FAQ

Thank you for volunteering at convocation!

We appreciate the time and energy you add to the graduand experience — making today special for all graduands and their guests. What follows is a high level overview of the Varsity Court check in and gowning experience.



From line up to line up

Once grads have received their regalia and name reader card from check-in, please direct them away from the busy line up and toward their place in line. They are welcome to leave their spot to go the washroom and/or connect with their guests, so long as they are lined up in numerical order to listen to announcements **30 minutes** before the ceremony is scheduled to begin. (Some grads will be handed additional title cards during this time as well.) Important information relevant to all grads, will be shared in these announcements before they leave the Varsity Court.



Name Reader Cards

Each graduand receives a name reader card with their regalia at check-in. This card is very important and must stay with them throughout the ceremony! (Discourage them from folding, crushing or losing this card!). The number in the top righthand corner indicates their numerical order in line. The name reader card also shows their name as it will be read on stage and how it will appear on the screen.

Optional phonetic spelling is listed below.

Graduands with questions on how their name appears can visit staff at the **Bold Desk**.



Finishing touches

Grads may have difficulty putting on their robes and hood. You are welcome to offer to fix things — and they may ask for your help, too! — but please **wait for consent** before doing so. Some hoods have a loop of string attached to the fabric, which is designed to attach to a shirt button. If grads receive a hood with a loop and do not have a shirt button to attach it to, they can let leave it as is or tie the loop to the zipper of their robe. In that case, remind them to separate the hood from the gown before returning regalia after the ceremony.

Only regalia provided by TMU is allowed on stage. This includes a gown (certificate programs) or gown and hood (bachelor's/master's degrees) or hood, gown and mortarboard (PhD degrees) and option for one of TMU's stoles celebrating: Pride; Black Excellence; Kente; and, Indigenous cultures. Stoles are requested in advance and pick-up arrangements are shared by each cultural group prior to convocation day. No additional stoles are available on site. No flags, props or non-TMU accents are allowed on stage. They can be worn afterwards for photos with guests.



On their way

20 minutes before the ceremony start time, graduands process into the arena. The walk includes a long set of stairs which can be difficult to climb in high heels/special occasion footwear. Encourage graduands with alternative footwear to carry their fancy shoes into the arena, change into them during the beginning of the ceremony and leave their comfortable shoes under their chairs while they cross the stage.