



## **2017 Spring Commencement Marshal Information Sheet**

### **About Commencement Marshals:**

Each year, more than 100 staff and faculty members provide volunteer support at the UW–Madison commencement ceremonies. Serving as a Marshal at commencement is an excellent opportunity to celebrate our graduates’ achievements, cheer on your favorite graduates, and sing “Varsity” with the nearly 10,000 Badgers as they are welcomed into alumni-hood.

Many events during commencement week may be seeking volunteer support. This information relates only to the university commencement ceremonies. We are grateful for your consideration of this important role.

### **Frequently asked questions about serving as a Marshal:**

#### ***Who can serve as a Marshal?***

Any faculty or staff member can serve as a Marshal. We ask Marshals to identify which school or college they are affiliated with to ensure that each school gets Marshals familiar with their graduates, but anyone, even if they are not affiliated with a school or college, can serve as a Marshal.

#### ***Do Marshals get paid?***

No. Marshal service is volunteer-based, and we are very grateful for the dozens of university employees who already work long hours to support our graduates through a variety of commencement events and activities.

#### ***What degrees participate in each ceremony?***

##### **FRIDAY, MAY 12, 2017 (approx. 1,100 graduates)**

**5:30 p.m.** – DOCTORAL, MFA, AND HONORARY DEGREES, including Doctor of Philosophy, Master of Fine Arts, Doctor of Musical Arts, Doctor of Medicine, Doctor of Physical Therapy, Master of Physician Assistant Studies, Master of Public Health, Master of Genetic Counselor Studies, Doctor of Veterinary Medicine, Master of Comparative Biomedical Sciences, Doctor of Pharmacy, Doctor of Audiology, Doctor of Nursing Practice

## **SATURDAY, MAY 13, 2017 (approx. 6,300 graduates)**

**Noon** – All Bachelor's, Law and Master's Degrees (excluding those master's programs listed under the Friday ceremony above)

### ***What would I do as a Marshal at the doctoral ceremony on Friday?***

For the Friday ceremony, Marshal duties will be consistent with years past – assist in getting graduates to their seats, answering questions, and leading graduates as they march across the stage to collect their diploma covers.

### ***What is the time commitment for the doctoral ceremony?***

- ✓ Marshal training meeting (Required): Thursday, May 11 from 3:30 – 4:30 p.m. (Kohl Center)
- ✓ Ceremony service: Friday, May 12 from 4:45 p.m.– 8:15 p.m. (Kohl Center)

### ***What would I do as a Marshal at the bachelor's, master's and law degree ceremony on Saturday?***

As you may know, graduates will not be marching across the stage during the Saturday ceremony. However, we will still need Marshals to assist in getting graduates to their seats, answering questions, and facilitating an orderly photo process prior to the start of the ceremony. Most Marshals will actually be seated on the field, which provides a really unique opportunity to view the ceremony, and allow for an orderly departure.

### ***What is the time commitment for the undergrad/law/master's ceremony?***

- ✓ Marshal training meeting (Required): Thursday, May 11 1:30-3:00 p.m. **OR** Friday, May 12 8:30-10:00 a.m. at Camp Randall. You do not need to attend both meetings, but you must attend one of the two trainings in order to serve as a Marshal.
- ✓ Ceremony service: Saturday, May 13 from 11 a.m.–2 p.m. (Camp Randall). Note: a small number of Marshals will be requested to arrive earlier, around 9:30 a.m., these individuals will be able to leave earlier if need be.

### ***What should I wear?***

All Marshals will be provided with red academic robes, which you will reserve as part of your registration, the robes will be waiting for you when you arrive at your designated ceremony. You can wear weather-appropriate clothing and comfortable shoes. Robes will be transported from the Kohl Center to Camp Randall, if you are serving as a Marshal at both ceremonies you do not have to take your robe with you.

***What about parking?***

All campus lots are free over commencement weekend. For those who need parking, we are offering parking passes for Friday's ceremony in Lot 91 and for Saturday's ceremony in Lot 17.

***This sounds great!! How do I sign up?***

You can register to Marshal at commencement by completing this [online registration form](#). URL: <http://go.wisc.edu/spring2017>. In advance of our Marshal training, each Marshal will receive instructions, their assignment, and (for Camp Randall Marshals) the name of their lead Marshal.

***I still have questions!***

Questions regarding Marshal service can be directed to Carrie Olson in the Chancellor's Office at 890-1238 or [carrie.olson@wisc.edu](mailto:carrie.olson@wisc.edu).