**Grand March Duties**

**Volunteers:**

20-25 volunteers needed

**Grand March Duties**

**1:00-2:00 Duties (After Tea)**

**Help set up for the Grand March - put up signs, ropes, carpet, etc.**

**5 people:**

**6:30-7:30 Duties- Blue map shows your post from 6:30-7:30**

**#1 Registration Table- 2 people**

* **Have students form lines within designated poles**
* **There will be two tables grads can register at**
* **Send students to the tables aprox. two at a time (avoid crowding the registration ladies)**

**#2 Behind Registration Table- 1 person**

* **Stand behind the registration table and direct grads through the double doors**

**#3 Front Vestibule- 2 people**

* **Stand in the front entrance (vestibule)**
* **Guide students to the registration tables**
* **Guide parents to the northwest doors to enter ice surface**
* **Remind them of the time if they are running late (encourage them to hustle)**

**#4 Front Lobby- 2 people**

* **Guide parents and guests to the southwest doors where someone will be there to seat them**
* **If grads end up in the mix redirect them to the registration tables**

**#5 Northwest Ramp ( lower level)- 1 person**

* **Guide grads down the dressing room hall towards their entrance**
* **More people will be placed down the hall to keep grads moving**
* **Only grads should be walking down here, send parents to the other side of the rink**

**#6 Southwest Ice Entrance ( lower level)- 1 person**

* **Guide parents and guests up the stairs towards bleacher seating area or seat them on the ice surface**

**#7 Southwest Ramp ( lower level)- 1 person**

* **A lot of people use this entrance**
* **Guide the people to open seats**
* **In some cases, physically escort them to their seat**
* **Try to avoid congestion, encourage people to keep moving not just stand there**
* **Area should be as clear as possible**

**#8 North Perimeter Hallway- 1-2 people**

* **Spread yourselves out along this hall and guide grads towards the grad entrance to the ice surface, there will be a sign indicating the entrance**

**#9 Seating Grads- 1-2 people**

* **Help students find their seats and get ready for the event to start**
* **Make then fill empty seats at the front, do not let them gaggle at the back**

**#10 South Perimeter Hallway- 1-2 people**

* **Spread yourselves out along this hallway and guide parents and guests to seats further down the hall to avoid the congestion at the southwest ramp**

**#11 & #12 Floor- 4 people**

* **This is a tough job! People are flooding in and need to get seated as soon as possible to cut down on the congestion. Your job is to find open seats and wave people over or guide them to the area.**

**\*Extra volunteers needed upstairs to help seat people in bleachers.\***

**7:20-End Duties- Yellow map shows your post from 7:20-End**

**#13-#18 Pushers (Upper Level)- 5-6 people**

* **Go to your post at the top of the stairs**
* **Spread yourselves out along the pathway**
* **People can walk freely on the top part of the rink until about 2 minutes before the Grand March starts**
* **Once March begins keep the walkway clear, encourage people to follow the washroom signs**
* **If someone is insistent that they walk along the top, have them wait until there is a break in the grads and send them along**
* **We do not want this to be a headache for you or the parents so use your own discretion, it is not worth the conflict**

**#19 Southwest Ramp- 2 people**

* **Guide people who have come late to an open seat**
* **Try to take them and keep them away from this congested area**

**#20 LINE UP GRADS (Lower Level)- 2 people**

* **Have the grads line up and get ready for their walk**

**#21 RE-SEAT GRADS- 1-2 people**

* **As grads come from their walk re-seat them**
* **They should all be sitting, not standing at the back**
* **It is important that even the last grad across has the attention of their peers**

**#22- #25 GRAND MARCH PATHWAY- 5-6 people**

* **Spread yourselves out along the pathway**
* **Your job is to stand along the Grand March pathway and keep students moving/walking**
* **Parents sometimes want them to stop and take pictures, try to urge them on as quickly as possible- no back logs!**

**\*We need 3 signs for outside direction separating parents and grads to the right doors**

**Buckland Security has been on the Grand March pathway in the past (paid) and they are very good at keeping it clear and being assertive when needed.**