Thank you in advance for volunteering to help with Auburn’s Fall 2022 Commencement Ceremonies. Graduation is an important time for our students and their families, and the commencement office is grateful to those volunteers who help make the university’s ceremonies possible. All volunteers must participate in a walk-thru on Thursday, December 8, at 4:00 p.m. As a reminder, Commencement weekend includes:

* **University Commencement, Friday, December 9, 5:00 pm - 6:00 pm, Jordan-Hare Stadium**

* **College Ceremonies, Saturday, December 10, from 8:00 am - 3:30 pm, Auburn Arena**

Volunteer locations vary by venue and time; individuals may be moved to different stations throughout a shift. However, each workstation will have a primary point of contact to answer questions and direct you. Below is important information about types of volunteer duties:

1. **Jordan-Hare Stadium, Friday, December 9, Pre-Ceremony (beginning at 3:00 pm)**

* **Harbert Family Recruiting Center Doors:** Verifying All-Access Badges for entry to the facility/locker room.
* **Gate Entrances:**Duties include greeting guests, distributing programs, answering questions, and directing guests to ADA and general seating
* **North Parking Lot Student Entrance:** Directing students to the name card tables and Pat Dye field.
* **North Parking Lot Name Card tables:** Duties include handling graduate name cards.
* **Commemorative Cord:** Handing out commemorative cords to graduates as they enter the field from the north endzone.
* **Pat Dye Field Seating:** Directing students to the proper seating location for each college. (*Graduation Committee*)

1. **Jordan-Hare Stadium, Friday, December 9 Post-Ceremony (after 6:00 pm)**

* **Videoboard photos**: Opportunity for graduates who want to take their photos with their names on the video board. Duties include keeping the line formed and helping it move quickly.
* **Aubie photos**: Opportunity for graduates who want to take their photos with Aubie. Duties include keeping the line formed and helping it move quickly through the Tiger Den.
* **Gate Exit/Cleanup:** Duties include helping families and guests exit the stadium and collecting leftover programs, signage, and buttons.
* **North Parking Lot Closure:**Duties include helping break down tents, and taking signage and name card boxes back to the workroom.
* **Pat Dye Field:** Duties include collecting A-Frame signs and moving orange cattle gates or stanchions off the field.
* **Stage:** After all photos have been taken. Duties include gonfalon break down (*Graduation Committee*), assisting with flower removal, chair removal from the stage, moving everything to the workroom, and preparing items for facilities pickup.

1. **Auburn Arena, Saturday, December 10, Pre-Ceremonies (begins at 7:00 am)**

* **Arena Scholarship Entrance (outdoors):**Directing guests and students to the entrances, including ADA, student, and guest doors.
* **Arena Main Guest/Student Entrance (outdoors):**Directing guests and students to the correct entrances.
* **Arena Scholarship Entrance (indoors):**Duties include directing the Deans to the courtside lounge, and major professors and PhD graduates to their meeting area. Distributing programs and checking Access Badges for entry to the Arena floor. Also directing students as they exit the Arena floor.
* **Arena Main Entrance (indoors)**: Restocking program tables, directing students, and guests to seats, and answering questions.
* **“Aubie Chow” Area:** Duties include handing out name cards for students who lost or forgot cards.
* **“Get it Together” Area**: Helping with mortarboards, proper regalia, and other issues.
* **Arena Floor:**  Directing students to seats.
* **Stage Help**: Resetting the stage in-between ceremonies, assisting with gonfalons behind the stage, and checking the stage party regalia before the procession.
* **Courtside Lounge:**Duties include checking stage party regalia, lining up stage party to walk out, leading the stage party to their seats on the stage, and putting used regalia in the AU Bookstore pickup boxes.

1. **Auburn Arena, Saturday, December 10, Post-Ceremony (begins at 3:30 pm)**

* **Stage:** Flower removal from the stage, chair removal from the stage, deliver Creed boxes to the workroom.
* **“Aubie Chow” Area:** Return name cards to Scholarship Lounge.
* **Courtside Lounge:** Help pack up for facilities pickup.
* **Outside Arena:**Remove all signage from tents, cattle gates, and pick-up A-frames.

1. **Golfcart Drivers**: Driving carts to and from parking and ADA drop-off points.

**General Information**:

* Food/snacks/drinks will be available to all volunteers in the JHS workroom on Friday afternoon and in the Arena Courtside Lounge all day on Saturday.

* Volunteer badges, parking passes, and jackets will be distributed on Thursday after the volunteer walk-through.

* All volunteers who have a navy-blue AU polo to wear from a prior ceremony are asked to wear it again with khaki pants or a khaki skirt. No blue jeans or shorts are permitted (shorts are only permitted on Friday evening at Jordan-Hare Stadium).

Please share with anyone you feel would like to be part of the commencement event. If you have any questions or concerns, please email, Tracey Newell  [Tracey@auburn.edu](mailto:Tracey@auburn.edu)

[**FALL 2022 COMMENCEMENT VOLUNTEER SIGN-UP**](https://auburn.qualtrics.com/jfe/form/SV_eqAf4wnkuNckTAi)

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