

Thank you for volunteering to help with Auburn's Spring 2023 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, May 4, at 4:00 p.m. As a reminder, Commencement weekend includes:

- **College of Education/Samuel Ginn College of Engineering**
  - Friday, May 5
  - 5:00 pm - 7:30 pm,
  - Neville Arena
- **CADC/College of Liberal Arts**
  - Saturday, May 6
  - 8:00 am – 10:30 am
  - Neville Arena
- **Harbert College of Business**
  - Saturday, May 6
  - 1:00 pm – 3:30 pm
  - Neville Arena
- **College of Agriculture/College of Forestry, Wildlife, and Environment/College of Human Sciences/College of Nursing/COSAM**
  - Saturday, May 6
  - 6:00 pm – 8:30 pm
  - Neville Arena

Volunteer locations vary by time (pre-ceremony, post-ceremony); 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 the types of volunteer duties:

#### **Auburn Arena, Friday/Saturday, May 5/6 Pre-Ceremonies**

- **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.

**4. Auburn Arena, Saturday, May 6, Post-Ceremony (begins at 8:30 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.

**5. 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 Arena Courtside Lounge on Friday afternoon and all day on Saturday.
- Volunteer badges, parking passes, and jackets will be distributed after the volunteer walk-through on Thursday.
- All volunteers with a navy-blue AU polo to wear from a prior ceremony are asked to wear it again with khaki pants or a skirt. No blue jeans or shorts are permitted.

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