

Convocation Event Assistant Handbook

May 2025

Updated April 28, 2025

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Lead Points of Contact & Locations

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|-------------------------------------|--|
| Campus Leads | Amy Beyer and Maria Trujillo |
| Parking and Security Lead | Marlene Cannon |
| Occupational Health and Safety Lead | Thya Warren |
| Registration Leads | Jo-Anne Woods and Alicia Camps |
| Phonetics Leads | Aliya Jackson and April Tod |
| Gowning Lead | Stacey Linton |
| Student Marshall Leads | Tamara Sweet and Dakota Den Duyf |
| Usher Leads | Leslie Burke and Shari Terhaar |
| Faculty Marshall Leads | Tammy Klassen Ross and Christine Ho Younghusband |
| NSC Greeter Leads | Selina Ross and Kathy Shaw |
| Ticket Scanner Lead | Katherine Fedyk |
| Parchment Distributor Leads | Katherine Yakemchuk, Katie Bracey, and Cindy Arronge |
| NSC Gymnasium Lead | Lesley Haines |
| NSC Information Leads | Teresa Sarrazin, Marco Medina, and K.D. Taylor |
| Communications Lead | Brock Campbell |
| Waste Educator Lead | Ann Duong |
| Stage Assistant Leads | Bethany Haffner, Rachelle Munchinsky, and Carmen Brown |
| VIP Hosts | Brenda Schlesinger, Carolyn Chrobot, and Zoe Nunes |
| Platform Party Hosts | Meaghan Wyatt, Jenna Korolek, and Arleta Lucarelli |

Main Contacts

Security: 778-349-5570 (Main contact for any issue on campus and at the NSC)

Event Lead: 778-349-5570 (Lesley)

Facilities: 250-640-0587 (Dave); also call for ride between campus and the NSC

IT Support: 778-349-4411 (Matt)

Catering: 250-640-0458 (Tammy)

Tips & Important Details

- Wear comfortable shoes. You will be standing for long periods of time.
- In case of rain, bring an umbrella.
- If you are seeking or directing guests to food options please indicate the following:

The Agora Dining Hall front counter Grab and Go is open and has a selection of sandwiches, salads, dessert, fruit, hot items (i.e. soup, pizza etc.), and beverages.

- Please set cell phones on vibrate during each Ceremony.
(the phone number for Security is on the back of your name tag and can be called for all issues on campus and at the NSC)
- Parking in parking lots A, B, and C are free on Convocation Day. The NSC parking is reserved for members of the Platform Party, VIPs, and for those with specific Accessibility parking passes. All other guests must park in lots A, B, or C.
- A complimentary lunch is provided to all Event Assistants as well as the Platform Party, VIPs and Faculty who are in both ceremonies. This private lunch will be hosted in the Agora Dining Hall.
- Celebratory Treats and Beverages will be available in the Agora Courtyard from 12:30pm to 2:00pm for Ceremony One Graduates and between 10:00am and 12:00pm for Ceremony Two Graduands.

Return gowns and/or t-shirts with name tags to the Enrolment Services desk the week following Convocation.

NSC Locations of Note

Upper Level

Media Area

Track

Main Level

Platform Party Room (Wolf Den)

Left of main entrance

VIP Room (Studio 1)

Right of main entrance

Information Desk

Lobby

Flower Sales

Lobby

Bookstore Sales

Lobby

Event Assistant Resting Area

Tent Outside the Wolf Den and Event Assistant Bagged Lunch Pickup, Information Desk

Lower Level

First Aid Room

Faculty & Event Assistant Room

Field House

Student line-up

Faculty line-up

Family Room

Campus Locations of Note

NUSC Event Space (06-250 and 06-252)

Faculty Gowning

Canfor Theatre (6-213)

Livestream of Ceremonies for guests without tickets

Agora Dining Hall

Event Assistant, VIP, Platform Party, and Faculty Procession Lunch (Private)

Canfor Winter Garden

Regalia Pickup

Good Earth Sitting Area

Gowning

Bentley Centre (7-172)

Registration and Parchment Pickup

Bentley Centre Alcove

Phonetics

Bentley Hallway/Student Services Street

Processional Lineup

Agora Courtyard

Upper Level, DJ

Lower Level, Information Booth and Celebratory Treats and Beverages

Pre-Ceremony Schedule

Thursday, May 29

Graduand Drop-In to Preview Ceremony Space (Optional)

9:00am - 10:00am

Northern Sport Centre Gymnasium

Graduand Regalia (gown and hood) Pickup (Mandatory on Thursday OR Friday morning)

9:00am - 7:00pm

Canfor Winter Garden

Registration and Parchment Pickup (Mandatory on Thursday OR Friday morning)

1:00pm - 4:00pm

Canfor Winter Garden

Ceremony Schedules

Ceremony 1

Graduand Regalia (gown and hood) Pickup
7:30am – 8:30am
Canfor Winter Garden

Graduand Gowning
Arrive by 8:00am
Bentley Centre

Graduand Registration, Parchment Pickup,
and Phonetics
Arrive by 8:10am
Bentley Centre

Processional Line-up
Be in line by 8:30am
Bentley Hallway

Procession to the Northern Sport Centre
9:00am
Bentley Hallway to
Northern Sport Centre Field House

Convocation Ceremony
9:30am – 12:00pm
Northern Sport Centre Gymnasium

Class Photo
12:15pm (OR right after ceremony)
Agora Courtyard steps

Celebratory Treats and Beverages
12:30pm – 2:00pm
Agora Courtyard

Regalia Returns
12:30pm - 6:00pm
Canfor Winter Garden

Ceremony 2

Celebratory Treats and Beverages
10:00am – 12:00pm
Agora Courtyard

Graduand Regalia (gown and hood) Pickup
Arrive between 12:00pm and 12:30pm
Canfor Winter Garden

Graduand Gowning
Arrive by 12:30pm
Bentley Centre

Graduand Registration, Parchment Pickup, and
Phonetics
Arrive by 12:40pm
Bentley Centre

Class Photo
1:00pm
Agora Courtyard steps

Processional Line-up
Be in line by 1:30pm
Bentley Hallway

Procession to the Northern Sport Centre
2:00pm
Bentley Hallway to
Northern Sport Centre Field House

Convocation Ceremony
2:30pm – 4:30pm
Northern Sport Centre Gymnasium

Regalia Returns
4:30pm - 6:00pm
Canfor Winter Garden

**Grads must return their regalia by 6:00pm on Convocation Day.
Regalia returns are at the Canfor Winter Garden.**

FAQ

What if the Student did not order Regalia?

Direct the student to the Canfor Winter Garden for assistance from a Harcourts representative.

Can someone else register for the student?

No. Graduates can only register in person with appropriate photo identification (e.g., UNBC Student Card, Driver's License).

Should graduands bring their parchment to the Ceremony?

We recommend that graduands hand their parchment to a friend or family member for safe keeping. If this is not possible, graduands can bring their parchment with them.

Where do guests go for the Ceremony?

Guests go to the Northern Sport Centre (NSC). They can arrive up to one (1) hour before the Ceremony begins.

Do guests require tickets?

Yes. Graduands had the opportunity to register for guest tickets. Tickets are scanned at the gymnasium entrance and are required for entry into the Ceremonies. Guests having ticket issues can be directed to the Information Desk at the Northern Sport Centre. Guests without tickets can watch the Ceremonies in the Canfor Theatre (6-213).

What if I see a guest who should use the elevator?

The guest can be directed to the NSC elevator across from the stairwell. The Elevator Assistant will help them to the lower level.

What if a student or guest needs assistance getting between campus and the Northern Sport Centre?

Please call Dave Bast in Facilities at 250-640-0587 for a ride between venues for persons unable to walk between venues.

Where do Faculty, Platform Party members, and VIPs go prior to the Ceremonies?

Faculty will gown in the NUSC Event space (6-250 and 6-252) and then process over to the NSC with the graduates, lining up in Field House 2. If they are in the Platform Party, they will go to the Wolf Den. If they are a VIP they will go to Studio 1.

What if guests have children that cannot sit through the entire Ceremony?

Engage Sport North is hosting an active space for families with young children during the Convocation Ceremony. Children, accompanied by caregivers, can visit Field House 1 to engage in physical literacy activities. Engage Sport North Active Star program staff will be on site to assist. For more information about Active Star programming provided through Engage Sport North visit engagesportnorth.com.

Can guests hand flowers to graduands during the Ceremony?

Flowers are NOT permitted within the Northern Sport Centre gymnasium. Guests can bring flowers into the Northern Sport Centre lobby and leave the flowers with the Flower Attendants for pick-up following the Ceremony. Guests can also order flowers online to give to graduates after the Ceremony, or purchase some onsite.

Can guests take photos during the Ceremony?

Professional photographers will be at the Ceremony to take photos of graduates as they cross the stage, and do an individual photo afterwards. Guests are encouraged to remain seated during the Ceremony.

Additionally, beginning in 2025, graduates will be gifted a personalized StageClip, or graduation video, within a week of their Convocation Ceremony. Graduates are advised to check their UNBC email for the link to the clip, which can be shared with friends and family on their social media platforms.

Can Event Assistants cheer on the grads during the procession to the NSC?

Absolutely! The more cheering and smiles the better! If you are assigned on campus and can leave your station, please come to the Agora courtyard and hoot and holler.

Event Assistant Emergency Protocol

1. If you are near the person in distress, alert UNBC Security, and/or report the incident to your Lead, (do NOT call 911) and aid if required.
2. Ask those around you to remain seated and calm, while waiting for UNBC Security and/or the Orator/DJ to provide further instruction.
3. Most situations will require only UNBC Security to respond.
4. If more is needed – such as an evacuation, the Orator/DJ will advise Student Marshals/Campus Leads to don reflective vests. The Manager of Occupational Health & Safety will advise other areas/ levels at the NSC/on Campus of the need to evacuate.
5. Marshals and Leads will lead respective groups to Muster Stations outside via the nearest safe exit. Remember to remain calm and assist others if extra help is needed for safe evacuation.
6. Remain at the Muster Station until you have further instructions from UNBC Security or Facilities Personnel.

NSC Muster Stations

1. Main Location: South-side Parking Lot.
2. Areas away from main NSC Building/NSC traffic entrances.

Main Campus Muster Stations

1. Parking Lot A (first parking lot area).
2. Field area across from UNBC flagpole area (opposite McCaffray Hall Building / side of NUGSS Student Building/Conference Centre).
3. Parking Lot C, near Teaching & Learning Building.
4. Areas away from Prince George Campus/trafficways.

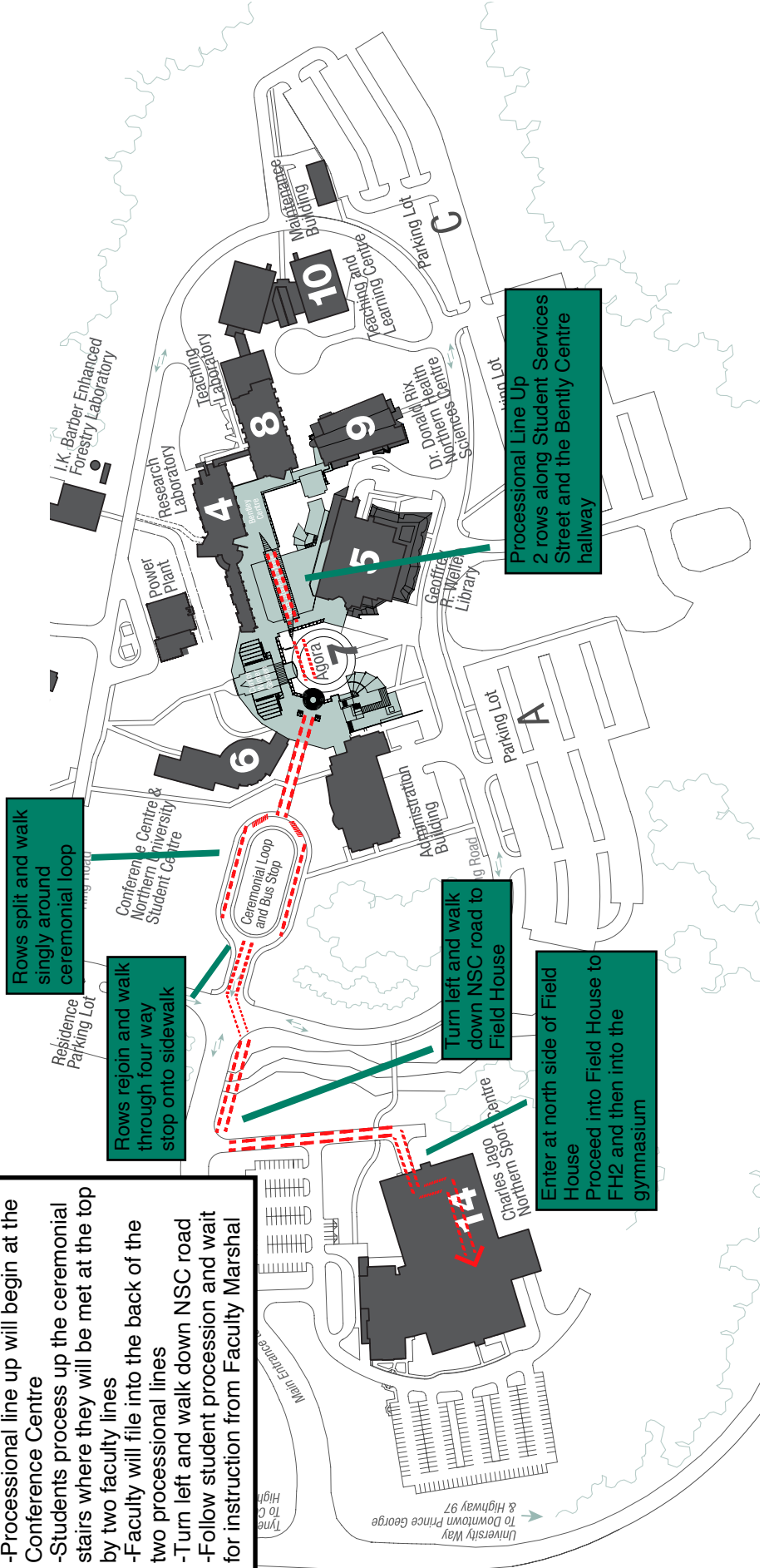
Student & Faculty Processional

Students:

- Processional line up along Student Services Street
- Students process across courtyard, up ceremonial stairs, and split around ceremonial loop on the roadway
- Rows rejoin and walk through four way stop
- Turn left and walk down NSC road
- Enter at north side of NSC Field House and walk to FH2 remaining in line up
- Student Marshals will lead students into gymnasium

Faculty:

- Processional line up will begin at the Conference Centre
- Students process up the ceremonial stairs where they will be met at the top by two faculty lines
- Faculty will file into the back of the two processional lines
- Turn left and walk down NSC road
- Follow student procession and wait for instruction from Faculty Marshal



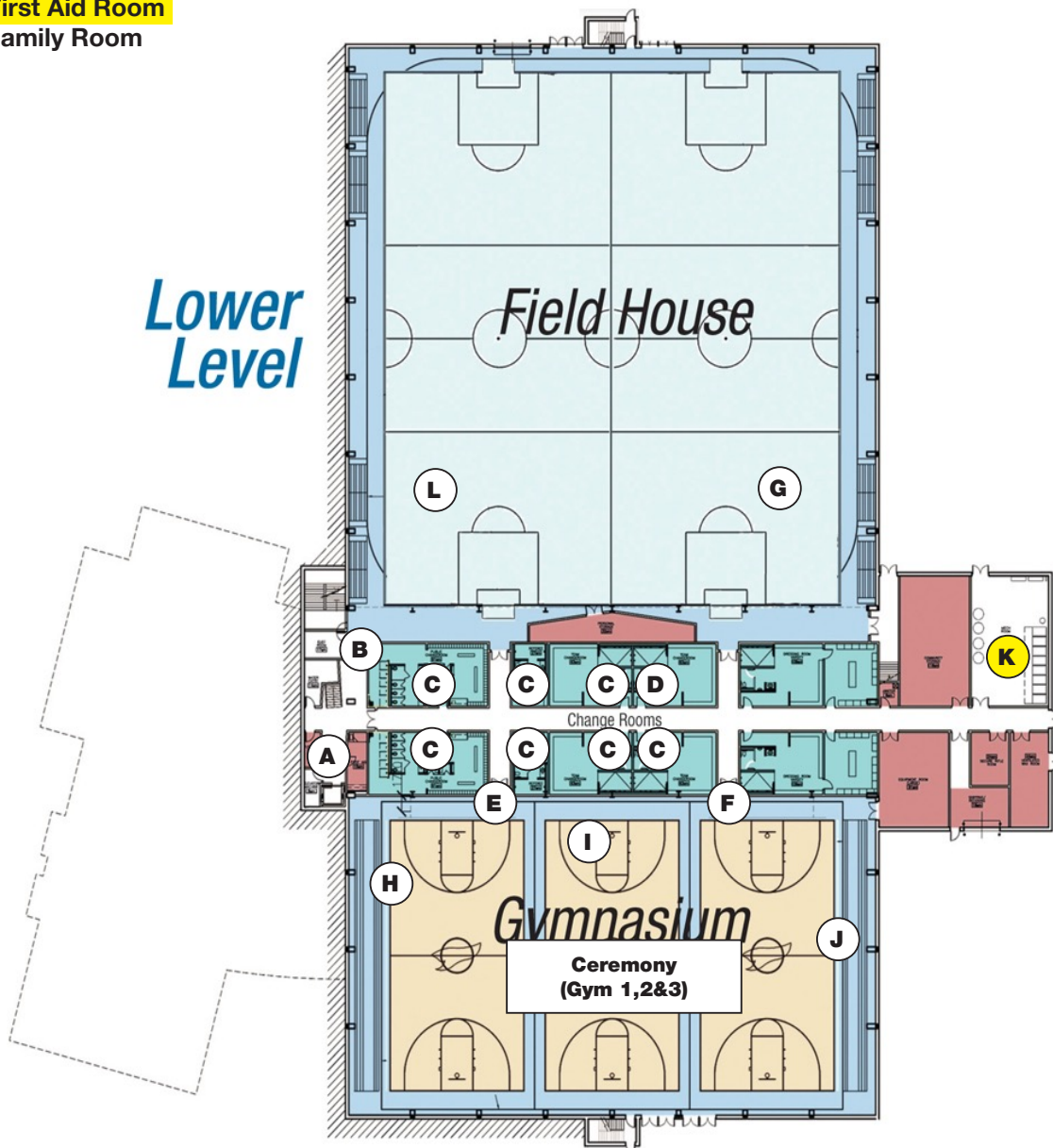
Campus Graduand Stations Map

- a. Graduand Regalia Pickup – Canfor Winter Garden
- b. Graduand Gowning – Canfor Winter Garden
- c. Graduand Registration and Parchment Pick Up – Bentley Centre (7-172)
- d. Phonetics – Bentley Centre Alcove
- e. Processional Lineup – Bentley Hallway
- f. Class Photos – Agora Courtyard Steps
- g. Celebratory Treats and Beverages – Agora Courtyard
- h. In-Person Ceremonies – Charles Jago Northern Sport Centre
- i. Livestreamed Ceremonies – Canfor Theatre (6-213)
- j. Regalia Returns – Canfor Winter Garden

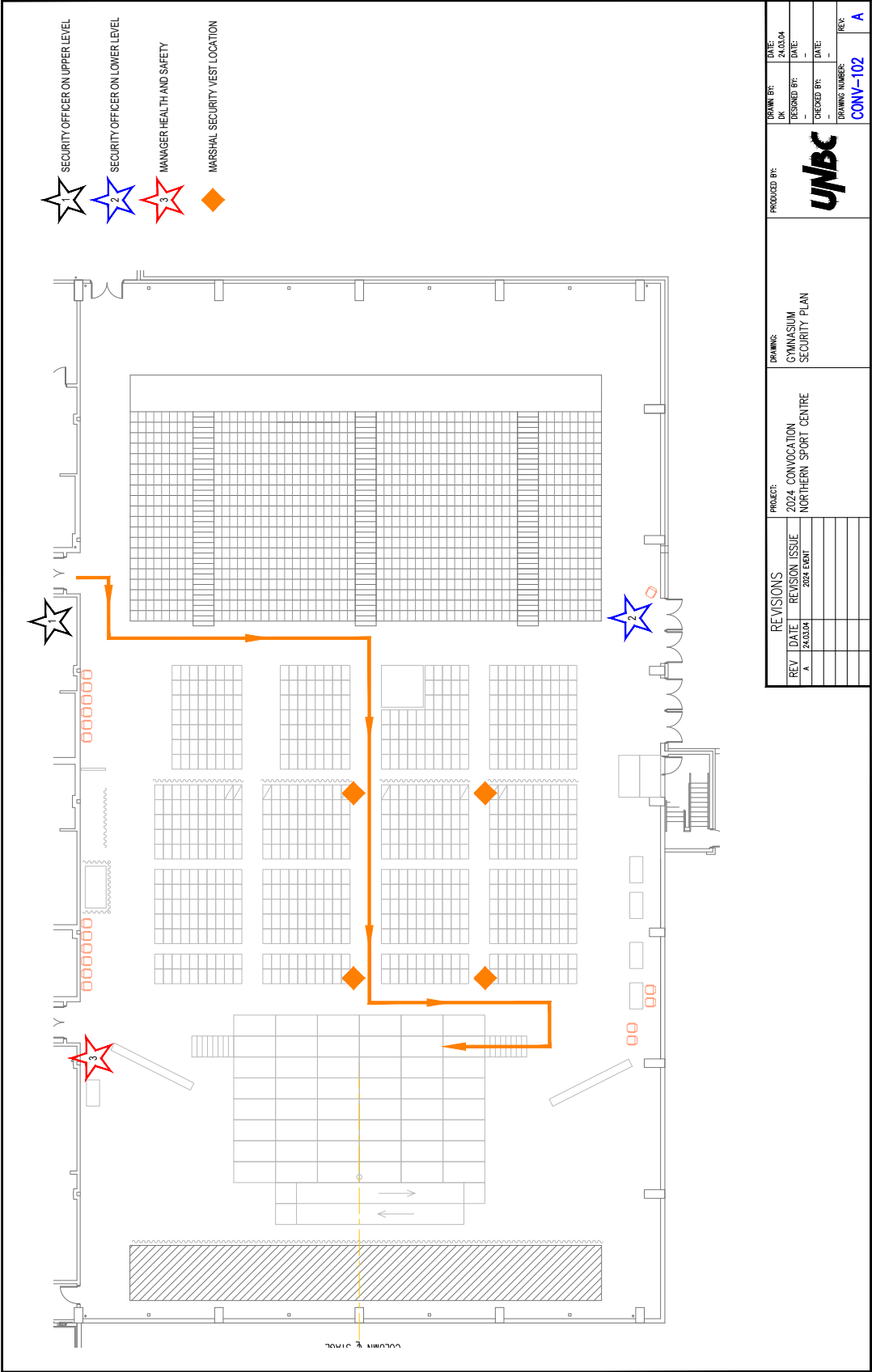


Northern Sport Centre Lower Level Legend

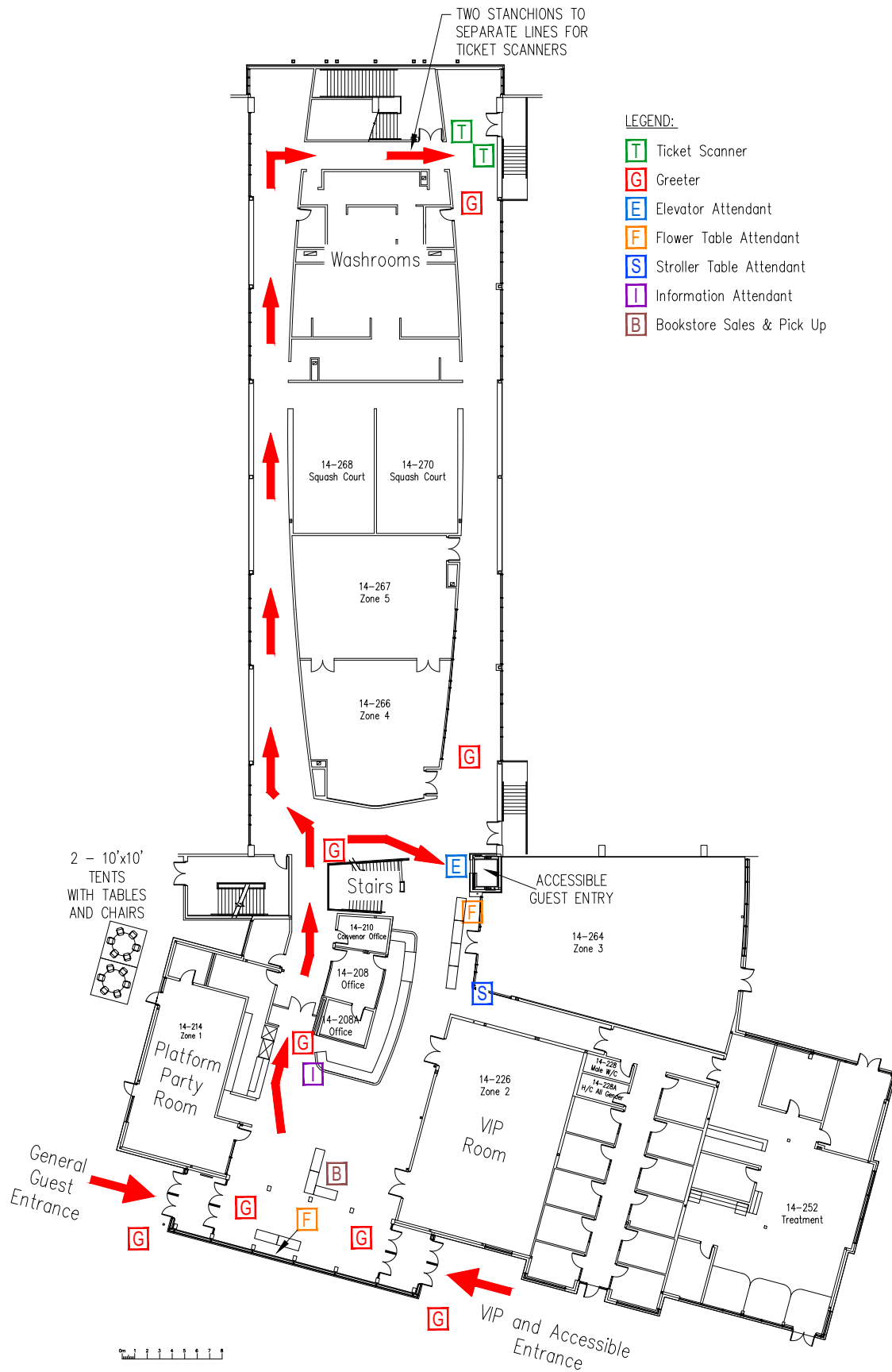
- A – Elevator
- B – Stairs to Upper Level
- C – Washrooms
- D – Faculty & Event Assistant Room
- E – VIP & Accessible Floor Seating Entrance
- F – Ceremony Participant (Faculty, etc...) & Floor Seat Entrance
- G – Processional Line-up (Faculty)
- H – Stage
- I – Photographer Area
- J – Bleachers
- K – First Aid Room**
- L – Family Room



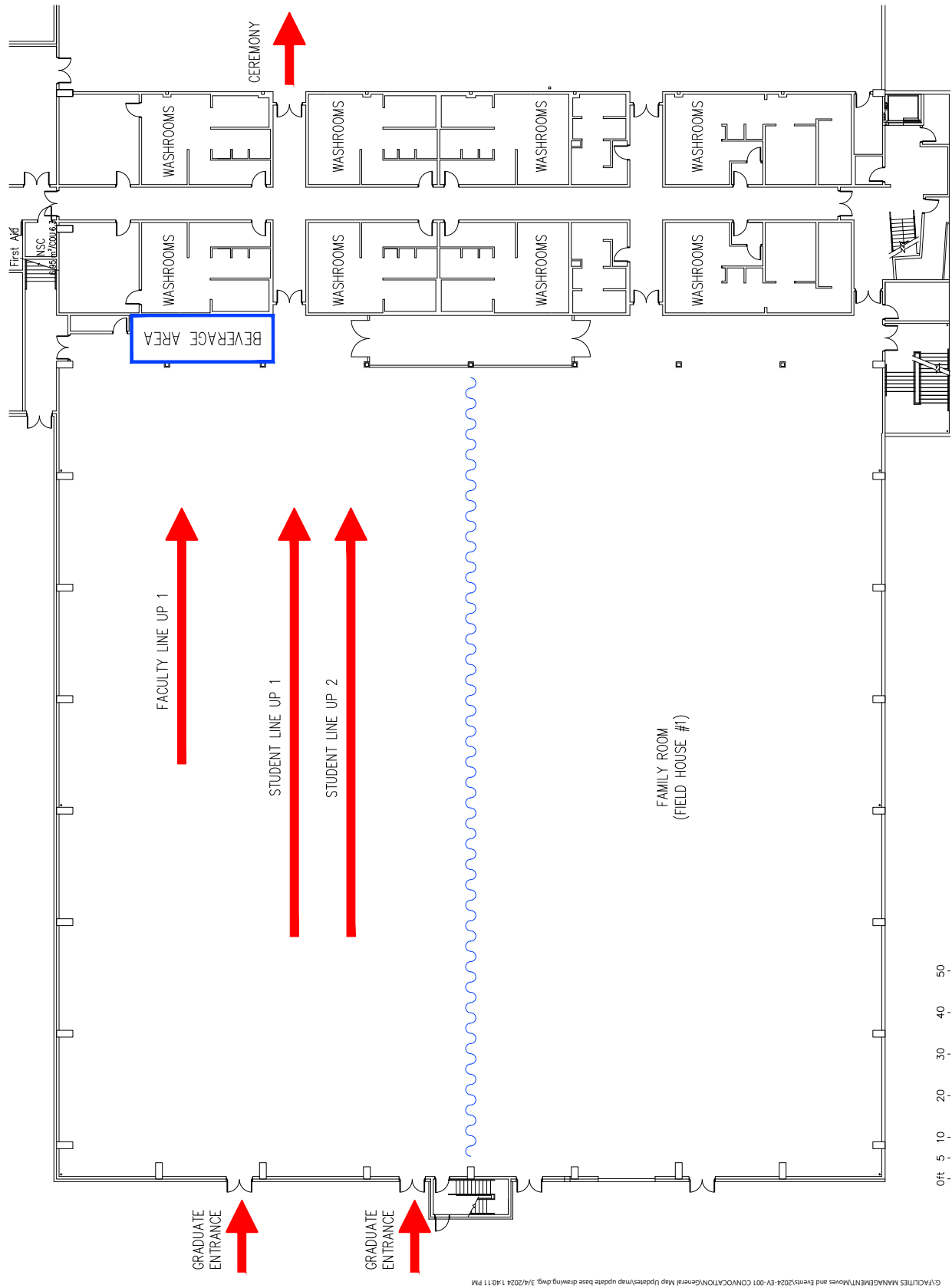
Ceremony Legend and Security Locations



Northern Sport Centre Main Floor Map



Northern Sport Centre Field House Map



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