**Disability Seating**

- Ensure seating area is stanchioned off.
- Scout lines for guests who may have a disability (cane, walk slowly, elderly, etc.) and may need special assistance to get a seat. Ask if they would like to sit in the Disability Seating area.
- Allow only guests with disabilities and their families to sit in the section.
- Explain to other guests this section is reserved.
- Allow disability guests early seating.

**Awards/Dean’s/Parade of Classes Seating**

- Ensure seating area is stanchioned off.
- Explain that blue or green dean’s tickets sit in the west lawn, yellow awards tickets sit in the east lawn.
- Ask to see guests’ tickets before they are seated in the appropriate areas.
- Allow guests with correct ticket to enter specified seating area.
- Explain to other guests that these sections are reserved.

**STAFF ROLE DESCRIPTIONS**

**General**

- Direct guests to general seating areas or to ticketed, reserved seating (attendees must have blue, green, or yellow tickets).
- Distribute programs as guests enter seating area.
- Troubleshoot in case of bad weather or other situations.
- Know where the closest water station and bathroom are.
- Watch for guests who fall ill, need water, or need to exit.
- Watch for any protesters or unusual activity.
- Keep parents from crowding the front and the areas overlooking student seating as they take pictures.

**STUDENT CHECK-IN**

- Direct students to enter and completely fill out their own cards.
- Direct students to enter and completely fill out their own cards.
- Direct students to enter and completely fill out their own cards.
- Direct students to enter and completely fill out their own cards.

**CLASS DAY 2014**

**STAFF ROLE DESCRIPTIONS**

**General**

- Wear a Columbia University polo or business attire appropriate for movement.
- Wear comfortable shoes, and dress for the weather. You will be on your feet for long periods of time.
- Wear your name tag, and keep it visible at all times.
- Be positive, upbeat, courteous, and helpful at all times.
- There is always something to do. Find it!
- Be flexible. Familiarize yourself with the schedule, and read all descriptions in case you are re-assigned.
- **IMPORTANT:** Check in with your crew chief ON TIME OR EARLIER at the assigned area. S/he will give you further instructions and answer any questions you may have.

**STUDENT CHECK-IN**

- Columbia Engineering check-in begins at 3:30 p.m. on Monday.
- Columbia College check-in begins at 8:00 a.m. on Tuesday.
- Ensure that students are wearing full academic regalia (cap, tassel, and bachelor’s gown).
- Confirm using the student’s CUID that s/he is picking up the correct name card.
- If a student does not have a name card, direct him/her to the walk-in table so staff may create a card for him/her with the correct phonetics of his/her name.
- Direct students to line up on the ramps beginning on the second floor (near the Piano Lounge).
IMPORTANT NUMBERS

Jen Edwards: 646-584-8398
Beth Nakamura: 646-629-1475
Courtney Khan: 201-259-9857
Matthew Patashnick: 646-596-1211
Kat Cutler: 603-799-8076
Alycen Ashburn: 347-254-2137
Public Safety: 212-854-5555

Available Guest Entrance
Disability Drop-off Location
Unavailable Guest Entrance

Columbia Engineering Class Day Map (Monday)

Student Check-in and Procession
Faculty Check-in and Procession
Alumni Check-in and Procession

Columbia College Class Day Map (Tuesday)

Student Check-in and Procession
Faculty Check-in and Procession
Alumni Check-in and Procession

COMMENCEMENT WEEK 2014
COLUMBIA UNIVERSITY