Graduation Steward Duties

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You should arrive at the Carnegie Room no later than 1 hour prior to the ceremony start time where you will be supplied with a blue gown to make you easily identifiable to students and guests (these also help to keep you warm). Gowns will be located just outside the Carnegie Room adjacent to Bute Hall. We have a limited supply of gowns, so these should be returned once the ceremony begins.

The Graduation Team will also provide you with a small stamp which you should use to stamp the tickets of guests when they arrive.

Once you have your gown and stamp, you should go directly to your allocated area within Bute Hall (this usually means squeezing past the graduands already assembled in Randolph Hall).

To avoid overcrowding, everyone (including small children) entering Bute Hall must have a ticket for the area they are to be seated in. There are 9 different guest entrances to Bute Hall and each area has been allocated a specific colour of ticket. The name of the area is also shown on the ticket A, B etc. Check what colour the tickets for your area should be and stamp these as guests enter the hall. Tickets should then be returned to guests. A janitor will be located at the bottom of each turret and they will have been instructed to make sure that everyone entering the hall has a ticket. After collecting their tickets instruct guests to move along to the end of their row or as far as they can go and not to stop in the middle as this makes it difficult for other guests to be seated. If they refuse to move along then they must make room to let guests pass them.

If guests should come to your area with the wrong colour of tickets, they should be directed back downstairs to the cloisters where they should ask the janitor to direct them to the correct area. Anyone trying to enter without a ticket should be politely refused access as each area will have been ticketed to capacity. The turret staircases used for guests to access Bute Hall are narrow and winding so please bear this in mind if any guests are going back downstairs and wait for a suitable opportunity for them to leave safely.

You can leave your post once the academic procession enters Bute Hall. You should then return your gown and stamp to Registry staff in Carnegie Room.

If you see anyone leaning over the balcony of the upper areas, please stop them immediately and if their behaviour persists, please contact a janitor, Graduation Team member or security.

If you have any guests that feel unwell and require medical attention please seek assistance from janitorial staff or Amber Higgins who are all first aid trained.

No hot drinks or alcoholic beverages will be permitted in Bute Hall.

If you have any feedback for the Graduation Team, you can speak to us direct, call us on Extn 3540 or email us at graduation@glasgow.ac.uk

A copy of the Emergency Drill for Bute Hall is included.
FAQs
Some frequently asked questions are listed below. If you are asked a question that you are unable to answer, please let us know.

Q - Can we move to somewhere else in the hall?
A – No. You must stay in your allocated area (no climbing over barriers or removing ropes).

Q - Where are the toilets?
A - Nearest toilets are in the corridor next to University Shop.
Directions – Go back down the staircase you came up and follow the signs to the University Shop. Coming from the cloisters, the toilets are located to the right of the University Shop.

There are also toilets in the Concert Hall Foyer (including accessible toilets) which can be accessed by the lift from outside the back of Bute Hall.

Q - Can we take photographs or video recording?
A - Yes, but you must remain in your seat and be mindful of people around you. Guests are not permitted to lean over the balcony. This applies to guests before and during the ceremony. They must not block passageways or get in the way of other guests, graduands or the academic procession.

Q - How long does the ceremony last?
A - Between 1 and 1.5 hours.

Q – Where is the disabled seating area?
A - This is the platform area at the back of Bute Hall which is reserved for wheelchair users or guests with additional access requirements, including babies in prams. Unfortunately, only 1 seat can be allocated next to a person in a wheelchair at busy ceremonies.

Please remember to return your stamp and gown to graduation staff in the Carnegie Room before leaving.
Toilets are located –
• In the corridor next to the University Shop
• At the entrance to Hunter Hall West (Accessible)
• Concert Hall Foyer (Accessible)
Seating Areas and Ticket colours

There are various entrances in

**AREA** – is the main floor area in Bute Hall, Ramp for wheelchairs and prams at the back (White).

<table>
<thead>
<tr>
<th>Side Areas Downstairs in Bute Hall -</th>
<th>Upstairs in Bute Hall -</th>
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<tbody>
<tr>
<td>Section A – From Front of Hall to 3rd pillar (Orange)</td>
<td>Section E – From Back of Hall to 4th Pillar (Grey)</td>
</tr>
<tr>
<td>Section B – From Front of Hall to 3rd pillar (Blue)</td>
<td>Section F – From Back of Hall to 4th Pillar (Lilac)</td>
</tr>
<tr>
<td>Section C – From Back of Hall to 4th Pillar (Yellow)</td>
<td>Section G – From Front of Hall to 3rd Pillar (Green)</td>
</tr>
<tr>
<td>Section D – From Back of Hall to 4th Pillar (Cream)</td>
<td>Section H – From Front of Hall to 3rd Pillar (Pink)</td>
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BUTE HALL – EMERGENCY DRILL

In the event of an emergency -

Guests seated in the rear half of the Bute Hall should leave by the Main Exit.
Down the staircase to the quadrangles outside and should then make their way to the Flagpole at the South Front. DO NOT use the lifts.
There is an evacuation chair close to the Main Exit and a refuge point* outside Room 418b.

Graduands seated in the front half of the Bute Hall nearest the dais should leave by the door behind the dais into the Randolph Hall.
Down the main staircase to the Flagpole at the South Front. DO NOT use the lifts.
There is an evacuation chair close to the Sliding Doors leading to Randolph Hall and a refuge point* at the top of the Main Staircase.

Guests seated in the raised side areas (Sections A, B, C and D) and balcony (Sections E, F, G and H) should leave by the nearest turret to exit Bute Hall to the quadrangles outside and should then make their way to the Flagpole at the South Front. DO NOT use the lifts.
If there are any disabled guests in Sections A and B they should leave by the door behind the dais into the Randolph Hall.
Down the main staircase to the Flagpole at the South Front. There is an evacuation chair close to the Sliding Doors leading to Randolph Hall and a refuge point* at the top of the Main Staircase.

*Refuge point is an area where guests needing assistance to evacuate the building should wait for assistance.