

DUTIES OF AWARDS CEREMONIES PROTOCOL

Saturday, February 10th, 2018, 8:30 am - 6:30 pm, Grand Ballroom

This is what I need – FOUR of you will.....

- The entrance to the Grand Ballroom will be closed at the start of each Awards Session I need four of you to act as guards to the other set of main entry way to turn away students who do not have the CORRECT colour lanyard for the Session or turn away students who are not in full business attire
- The last session will be a difficult one with students who are not in business attire

The rest of you will be in the ballroom patrolling while I need two of you specifically assigned to the stage...

- anyone going on stage IS in full business attire; anyone NOT in full business attire may collect their medal on FLOOR LEVEL only. Go to the side of the stage and ask one of the officers for a medal for this student.
- NO gum chewing on stage; ensure they do not have gum in their mouths.... get paper cups for spitting gum out... sorry.... and yes, it's needed. Looks 'really' bad on the big screen of big, chomping mouths
- manage disagreements/disputes between students/chapters/teachers as to who belongs in which row; make sure you have a copy of the programme; map is in the centrefold
- no Assigned Seating for Session I.... just Session II and III
- ensure only **BLUE** lanyards on Session I, **ORANGE** lanyards for Session II and **GREEN** lanyards for Session III only