Commencement Volunteer Information

- **Volunteer Parking:**
  - Friday volunteers have to use their assigned Georgia Tech parking location.
  - Saturday volunteers can park in the **Wardlaw Center parking deck**.
    - Wardlaw parking deck passes will be sent before your volunteer shift.
    - Volunteers should print out the parking pass and place it on their car’s dashboard while at their shift.
    - Please email Jillian Cruser if you need special accommodations on Friday.

- **Volunteer Report times and location:**
  - Volunteers will report to the **Student Success Center** President’s Suite C and D.
  - Report times:
    - Ph.D. Ceremony - 8:30 a.m.
    - Master’s Ceremony - 1:15 p.m.
    - Bachelor’s Morning Ceremony - 7:30 a.m.
    - Bachelor’s Afternoon Ceremony - 1:15 p.m.

- **What to wear:**
  - Commencement happens rain or shine
  - Comfortable shoes
  - Light clothing, hat, sunglasses
  - Raincoat if rain is in the forecast
  - Encourage to wear white, gold, and navy
    - Not the best time of the year to wear red.
  - Business casual attire.

- **Special accommodations:**
  - Email Jillian Cruser if you need special accommodations.
  - If you need a special accommodation, let Jillian Cruser know which role you believe will fit this accommodation.

- **Volunteer Roles:**
  - More information on Volunteer Roles are featured on the **Commencement Volunteer webpage**.
  - Ceremony Field Movement Management
    - Location: Bobby Dodd Field.
  - Commencement Guest Services
    - Location: Gate 1, Club Level, Callaway Plaza, and Gate 4. Includes stadium exterior and interior.
  - Commencement Guest Line Management
    - Location: Change depending on the ceremony. Will be located on the back of your Volunteer FAQ card.
  - Ph.D. hood distribution
    - Location: Callaway Plaza Tunnel
  - Honor cord distribution
    - Location: Callaway Plaza Tunnel
  - Graduate entrance line management
• Location: Outside of Callaway Plaza Tunnel
  o Graduate Pass Check Volunteer
    ▪ Location: by the entry of Bobby Dodd field.
  o Grad pass troubleshoot tent
    ▪ Location: Bobby Dodd Field
  o College seating assignment volunteer
    ▪ Location: Bobby Dodd Field
  o Preshow event assistants
    ▪ Location: Bobby Dodd Field
  o ADA seating assistance
    ▪ Location: ADA seating in West and North stands
  o Volunteer room assistance
    ▪ Location: Student Success Center President’s Suite C and D

• Volunteers will receive:
  o Volunteer Lanyard
  o “Ask Me” button
  o Volunteer reference card
    ▪ This can be referred to in the case a guest asks you a question about the
      ceremony or location.
    ▪ This card also contains which radio channels to use for each
      communication.
    ▪ This card also has a map of Bobby Dodd Stadium
  o Radios (or “walkie-talkie”) - some volunteers will receive a radio.

• Fun facts Volunteers Should Also Know:
  o Two bag valet stations are available at the following locations:
    ▪ On the top of Peter’s Parking Deck
    ▪ Gate 1
  o Graduates MUST be wearing regalia in order to walk onto Bobby Dodd field.
    ▪ Graduates and event personnel are the ONLY persons available on
      campus.
    ▪ No loved ones, mothers, fathers, children, etc. are allowed on the field
      with a graduate.
    ▪ Service animals have been preapproved by our office to enter the field.
      They have been given instructions on how to be allowed on the field for
      her ceremony.
  o Graduates must have their Grad Pass [a QR code] to participate.
    ▪ If they are having issues with their Grad Pass, the Grad Pass Check
      volunteer will send these students to the Grad Pass Troubleshoot tent on
      the field.

• Questions?
  o Email Jillian Cruser at jillian.cruser@gatech.edu
  o Most questions can be answered on the Commencement Volunteer Webpage.
Commencement Q&A on Wednesday, May 3, at 11 a.m. at the Student Success Center is an in-person event available to those who want to walk through the space, receive additional information and ceremony updates.

- Please report to the Student Success Center entrance.