Commencement Volunteer Information
Getting Ready to Volunteer

• **What to wear:**
  - Comfortable shoes
  - Encourage to wear white, gold, and navy
    - Not the best time of the year to wear red.
  - Business casual attire.

• **Volunteer Parking:**
  - Friday volunteers can park in the McCamish parking located near the Benetar Entrance.
  - Saturday volunteers can park in **E63- O'Keefe Parking**.
  - Parking 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](mailto:jillian.cruser@uni.edu) if you need special accommodation on Friday.

• **Volunteer Report times and location:**
  - Volunteers will report to the McCamish Pavilion Media Room.
  - Report times:
    - Friday Morning Ceremony: (Ph.D.)- 7:15 a.m.
    - Friday Afternoon Ceremony- 12:15 p.m.
    - Saturday Morning Ceremony- 7:15 a.m.
    - Saturday Afternoon Ceremony- 12:15 p.m.

• **Special accommodations:**
  - Email Jillian Cruser if you need special accommodation.
  - If you need 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](#).
  - Graduate Court Movement Management
    - Location: McCamish Basketball Court.
  - Interior and Exterior Guest Services
    - Exterior Location: Main, West, and Benetar Gates.
    - Interior Location: McCamish Concourse.
  - Graduate Entrance Directional Assistance
    - Location: Zelnak Gym entrance and path to the basketball court.
  - Ph.D. hood distribution
    - Location: Zelnak Atrium
  - Honor cord distribution
    - Location: Zelnak Atrium
  - Graduate Guest Services
    - Location: Zelnak Atrium
  - Grad Pass Troubleshoot Table
    - Location: Zelnak Atrium
• Graduate Seating Assistance  
  ▪ Location: McCamish basketball court
• Preshow event assistants  
  ▪ Location: Main entrance
• ADA seating assistance  
  ▪ Location: ADA seating along the McCamish Concourse
• Volunteer room assistance  
  ▪ Location: McCamish Media Room

• 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 McCamish Pavilion
  o Radios (or “walkie-talkie)- some volunteers will receive a radio.

• Fun facts Volunteers Should Also Know:
  o One bag valet stations are available at the following locations:
    ▪ Tennis courts across from the pavilion
  o Graduates MUST be wearing regalia for entry into Zelnak Gym.
    ▪ Graduates and event personnel are the ONLY persons available on the court.
    ▪ No loved ones, mothers, fathers, children, etc. are allowed on the court with a graduate.
    ▪ Service animals have been preapproved by our office to enter the court. They have been given instructions on how to be allowed on the court for their 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 table in Zelnak Atrium.
  o Freedom of Expression Policy
    ▪ Volunteers are to follow the Freedom of Expression Policy here.
    ▪ Please call Jillian Cruser on the radio if you are uncomfortable approaching a student regarding their cap decoration or anything else added to their regalia.

• Questions?
  o Email Jillian Cruser at jillian.cruser@gatech.edu
  o Most questions can be answered on the Commencement Volunteer Webpage.
  o Volunteer Q&A on Monday, Dec. 11, in McCamish Pavilion for another opportunity to walk the space, receive additional information, ask questions, and ceremony updates.
    ▪ Please report to the Benatar entrance.