

# Hydration Hero

## Important Notes

- **Ceremonies last approximately 1 - 1 ½ hours.**
- **If any safety concerns arise, please contact campus security.**
  - Non-emergency at 705-748-1011 ext. 1328; emergency ext. 1333.
  - For a first aid concern, TUEFRT will be circulating and can be signaled to intervene. People at the Info Desk and lead ambassadors have radios, which can call security who call TUEFRT.
- **The Breastfeeding room is in BL 207.**
- **Grab your complimentary lunch** between 11:00 AM and 1:00 PM at LEC Dining Hall!
- **If you have any questions, please connect with MK Millard or Babin Joy.**

## Role & Responsibilities

- **Check in at the Event Space to sign out a volunteer vest and pick up your name tag.**
  - For the 10:00 AM ceremony, please meet at 8:30 AM.
  - For the 2:00 PM ceremony, please meet at 12:30 PM.
- **Enthusiastically engage with all students you encounter as they exit the Gowning Room.**
- **Gift each student an Alumni water bottle.**
  - Keep track of water bottles quantities and if you are getting low, radio MK Millard.
  - Once all students have received a water bottle, please stow bottles away under the table or in the gowning room. If they need more water on the podium, there will be water coolers inside the library.
- **Do a final check to confirm each student has their name card and is comfortable with their name being read as listed on their name card.**
  - **If you are not busy you can work with the students on the pronunciation, or you can send them back to the Card Master. Your main role is the water!**
  - Changes for preferred names that affirm gender identity are acceptable. No nicknames.
  - Names are deeply personal, and it is important that we make our best efforts to ensure that each student feels recognized for their accomplishments as they cross the stage.
  - Avoid labeling names as 'hard to pronounce' as pronunciation difficulty is subjective and depends on individual familiarity and linguistic background.
  - If there are inappropriate requests for name changes, please radio Joanne Sokolowski.
- **Direct students to line up in the Student Procession on the 2<sup>nd</sup> Floor of the Student Centre by degree and alphabetically in reference to the number assigned on their name card.**
- **Once all students have left for the ceremony, make a note of the number of water bottles remaining and notify MK Millard or Taylor Stark. Store the remaining water bottles in the Gowning room.**
- **Return your vest to the Event Space and sign out.**

## Incident Weather Plan

- **In case of bad weather, ceremonies will move to the Athletics Centre gym.** The call is made 1 hour before the start of the ceremony and will be posted on the Convocation website ([trentu.ca/convocation](http://trentu.ca/convocation)).
- **Students will gown and marshal upstairs and exit the Student Centre from the side door by Starbucks.**