Frequently Asked Questions

Commencement Marshal Volunteers

**What dates are the commencement ceremonies?**

Tuesday, May 31, 2022 at 2:00pm

Thursday, June 2, 2022 at 11:00am

**Where will the ceremonies be held?**

Both ceremonies will be in the Main Theater located in the C-building (450 Grand Concourse).

**If I volunteer, how many hours do I have to work?**

Tuesday, May 31, 2022 volunteers work from 11:00am-4:00pm

Thursday, June 2 volunteer work from 8:00am-1:00pm

**Can I volunteer to work both days?**

Yes, volunteers can work both days. Volunteers can choose to serve in the same or different roles for each ceremony.

**What is the deadline to volunteer?**

Volunteer forms must be submitted no later than Friday, April 29, 2022.

**What if I am teaching during the required rehearsal?**

Volunteers who are teaching or are unable to attend the rehearsal, must contact Diana Kreymer in advance of the rehearsal meeting date.

**What date/time is the rehearsal and where do volunteers check-in?**

Rehearsal for Marshals is scheduled for Monday, May 23 and Tuesday, May 24. 2022. Rehearsal begins at 2pm on both days. Volunteers only need to attend one rehearsal session.

**What happens if my availability for volunteering on the commencement day/s changes.**

Volunteers must submit a new form if his/her availability changes from the original submission. **AND** notify Ms. Natasha Brewer by email, nbrewer@hostos.cuny.edu.

**Should I bring my own snacks?**

No refreshments will be provided for volunteers on each commencement day.

**Who do volunteers contact if they are running late or can no longer make it ON THE DAY of the ceremony?**

Volunteers must contact Ms. Diana Kreymer.

**What positions can I can volunteer for?**

*Platform Marshals*:  These individuals will be responsible for assisting the platform party onto the stage and into their correct seats; assisting the students on and off of the stage when receiving their diplomas; assisting the platform party off the stage at the end of the Ceremony.  These individuals will be stationed by the stage prior to the start of the procession and will not be part of the academic procession.  However, they will be seated on the stage during the Ceremony. Expect to stand for the entirety of the conferral of degrees in this role (approximately 60 minutes). Academic regalia is required for all platform marshals.

*College Marshals*:  These individuals will be responsible for assisting the graduates during the Ceremony.  They will work with the Stage Manager to distribute name cards; assist the students in robing; line up the graduates, according to degree and seating; lead the students to and from the stage when they are awarded their diplomas, and lead the graduates out at the end of the Ceremony. Expect to march throughout the processional with the graduates and for short portions of the ceremony (approximately 30 minutes). Academic regalia is required for all college marshals

**How do I order academic regalia?**Volunteers are required to wear academic regalia. If volunteers don’t have their own regalia, they must buy or rent it. Regalia can be ordered through Herff Jones no later than **Wednesday, April 20, 2022.** Volunteers may choose to order from any other company of choice, on their own.

The Hostos contact at Herff Jones is Steven J. Clarke.

To place an order, send an email to:

Steven Clarke

SJClarke@herffjones.com

Subject: Academic Regalia Order: Hostos Community College

Emails should include:

* Height
* Cap size
* Name of College or University
* Location of College or University
* Highest degree earned

**Who do I reach out to with other questions?**

If you have unanswered questions after reading this FAQ, please contact Ms. Diana Kreymer, Interim Chief of Staff in the President’s Office by email at dkreymer@hostos.cuny.edu.