

Stage Party

Purpose

This document supports the Conferral and Graduation Procedure.

Scope

This document provides stage party seating detail in support of Part D, clause 65-66 of the Conferral and Graduation Procedure.

Stage party seating and procession

- (1) The presiding officer sits in the middle of the front row, with the Vice-Chancellor on their left and the invited speaker on their right.
- (2) Staff participating in the ceremony are seated as follows:
 - a. The University Secretary (or nominated Esquire Bedell) sits to the left of the presiding officer, at the end of the first row.
 - b. The Executive Dean/s who will present the graduates to the presiding officer sit to the left of the presiding officer in the first or second row.
 - c. Ministerial guests to be seated in the second row.
 - d. PhD and Doctorate graduates will join the stage party seating after being presented on stage.
- (3) Stage party members will process onto the stage in the order set out in the Table A so that those in the last row enter the stage first and so on, with the first row entering the stage last.
- (4) Protocol for the procession taking and leaving their seats on stage are as follows:
 - a. The Indigenous Elder will place the message stick on the ceremonial table at the front of stage, the presiding officer will doff the Indigenous Elder in acknowledgement.
 - b. The Esquire Bedell will then place the university mace on the ceremonial table at the front of stage and doff the presiding officer before taking their seat.
- (5) Stage party members will exit the stage with the first row leading the procession.
 - a. First the Indigenous Elder will collect the message stick and then lead the procession off from stage right.
 - b. At the same time the Esquire Bedell will collect the university mace and lead the procession off from stage left.

Table A

Stage row seating	Left aisle (stage right)	Right aisle (stage left)
Academic party		
Third and/ or fourth row	PhD and Doctorate graduates	PhD and Doctorate graduates
Second and/or third row	Academic, professional, general staff	Academic, professional, general staff
Second and/or third row	Course Directors	Course Directors
Second row	Ministerial guests	Ministerial guests
Second row	Heads of School	Heads of School
Official party		
First row	Council member or Pro Chancellor	Executive Dean
First row	Indigenous Elder	Council member or Pro Chancellor
First row	Invited Speaker	Vice-Chancellor
First row	Deputy Chancellor	Esquire Bedell
First row	Presiding Officer	

(6) The University Secretary or the Manager Graduation and Protocol may from time to time make changes to the order of procession and/or stage seating in response to stage party members present at a ceremony.

Status and Details

Status	Current
Unit Head	Natalie Nixon University Secretary
Author	Monique Smith Manager, Graduation and Protocol
Enquiries Contact	Governance Services