<table>
<thead>
<tr>
<th>Purpose</th>
<th>Security Services Officers will ensure that the Graduation Hall is set up as required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guideline</td>
<td>The following Instruction is to be used after the completion of the Graduation Set Up Seating Preparation SOP.</td>
</tr>
</tbody>
</table>

- The stack of numbered chairs numbered 1 to 15 is to be taken to a position directly in front of the stairs leading to the stage
- Face the stage
- Chair No 1 is to be placed on the grey shaded area at the front of the left hand corner of the stage
- Chairs no 1 to 15 are to be placed alongside each other from left to right as you face the stage
- Lock the chairs by sliding the chairs together as instructed
- Chair 15 must have its front right hand leg placed on the front right corner of the grey shaded rectangle adjacent to the stairs leading on to the stage
- The front edge of the grey shaded areas at the front of the graduation stage are to be used as a guide to ensure that the seating is placed in the correct manner
- The front legs of each chair in the front row are to be placed along the front edge of the grey shaded rectangles positioned on the carpet
- In number order the second row is to be positioned in the same manner at a space dictated by the Spacing Rod issued by the University
- This process is to be followed until numbered chairs up to and including chair number #105 is placed
- The stack of numbered Chairs numbered 106 to 120 is to be taken to a position directly in front of the stairs leading to the stage.
- Face the stage
- Chair No 120 is to be placed on the grey shaded area at the front of the stage slightly to the right of the steps leading to the stage.
- Chairs numbered 120 to 106 are to be placed alongside
each other right to left as you face the stage commencing with 120 working down to 106

- Lock the chairs by sliding the chairs together as instructed
- Chair 120 must have its front left leg placed on the front left corner of the grey shaded rectangle adjacent to the stairs leading on to the stage
- The front edge of the grey shaded areas at the front of the graduation stage are to be used as a guide to ensure that the seating is placed in the correct manner.
- The front legs of each chair in the front row are to be placed along the front edge of the grey shaded rectangles positioned on the carpet.
- In number order the second row is to be positioned in the same manner at a space dictated by the Spacing Rod issued by the University
- This process is to be followed until Numbered chairs up to and including chair number # 245
- 4 unnumbered chairs are to be placed stage left and 4 chairs placed stage right as illustrated by the seating plan using the spacing rod as a guide
- This process is to continue using the unnumbered chairs until all unnumbered chairs have been placed.
- Unnumbered chairs are to be placed along the Organ side wall and Photographers side as illustrated in the plan issued by the Security Operations Coordinator

The last 5 rows on stage left and last 3 rows on stage right are varied to ensure comfort and the appropriate evacuation spaces as dictated by legislation. These and any other variations are clearly illustrated on the seating plan supplied by the Security Operations Coordinator

On completion of the Graduation Ceremony all seating is to be packed away in the reverse order to which they were set up.

<table>
<thead>
<tr>
<th>Contact Officer</th>
<th>Campus Security Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Approved</td>
<td>1 July 2012</td>
</tr>
<tr>
<td>Approval Authority</td>
<td>Director, Property</td>
</tr>
<tr>
<td>Related Policies, Procedures, Guidelines, Forms or Templates</td>
<td>Security Services Section – Standard Operating Procedures</td>
</tr>
<tr>
<td>Next Date of Review</td>
<td>1 July 2013</td>
</tr>
</tbody>
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