### Guideline

#### 6.12 Graduation Set Up – Stage – Chrome Leg Chairs

**Purpose**

*Security Services will ensure that the Graduation Hall is set up as required*

**Guideline**

Stage set up is only to commence once the graduation seating plan has been completed.

The setup of the stage is to take place in the order presented.

**Step 7:**

**Chrome Leg Chairs:**

The Chrome Leg Chairs are stored in the Graduation Store Room.

The setup of the Chrome Leg Chairs for the stage is to commence from stage left rear.

There is a carpet join adjacent to the wooden bulkhead on the stage and this join is to be used as a guide for placing the chairs.

Setup will vary depending on the seating requirement issued on the day of the Graduation Ceremony. (Example attached)

If 7 chairs are required in the back row the left end of the wooden bulkhead is to be used as a guide for the first chair.

If 5 chairs are required in the back row the first chair is to be placed 1 wooden panel in towards center stage.

The seating plan is to be adjusted to ensure that the chairs are spaced evenly. (A plan has been supplied as a guide.)

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**Contact Officer**

*Campus Security Manager*

**Date Approved**

1 July 2012

**Approval Authority**

*Director, Property*

**Related Policies, Procedures, Guidelines, Forms or Templates**

*Security Services Section – Standard Operating Procedures*

**Next Date of Review**

1 January 2013