GUIDELINE

6.11 Graduation Set Up – Stage – Macquarie University MACE

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 6:

MACE:

The MACE Stand is stored in the Graduation Store Room

There is a small table placed at the stage left side of the wooden steps with its 2 rear legs in line with the join of the wood and the carpet. This table is used to hold the Macquarie University Mace. The mace stand is to be placed on this table.

The Mace is stored at the Security Control Centre and when retrieved is to be taken to room # 264.

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