

# **Your Graduation – What you need to know**

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## **Timetable for the Day**

	<b><u>10.00am ceremony</u></b>	<b><u>12.30pm ceremony</u></b>	<b><u>3.00pm ceremony</u></b>
<b>Graduands register</b> Registration Desk on Level 2, Green Side	Open from 8.00am	Open from 10.30am	Open from 1.00pm
<b>Collect gowns</b> Ede & Ravenscroft on Level 2, Blue Side	Open from 8.00am	Open from 10.30am	Open from 1.00pm
<b>Get your photographs taken</b> Tempest photographers on the Clore Ballroom	Open from 8.00am	Open from 10.30am	Open from 1.00pm
<b>Latest Time to arrive</b>	9.00am	11.30am	2.00pm
<b>Graduands take their seats in the auditorium</b>	Auditorium opens at 9.30am (You <u>must</u> be seated by 9.50am)	Auditorium opens at 12.00pm (You <u>must</u> be seated by 12.20pm)	Auditorium opens at 2.30pm (You <u>must</u> be seated by 2.50pm)
<b>Registration closes</b>	9.45am	12.15pm	2.45pm
<b>Graduation Ceremony</b>	Running time 10.00am – 11.30am (approximately)	Running time 12.30pm – 2.00pm (approximately)	Running time 3.00pm – 4.30pm (approximately)
<b>Reception</b> Level 4 Blue or Green Side, or Level 5 Balcony	Refreshments will be served for approximately 1 hour immediately after the ceremony	Refreshments will be served for approximately 1 hour immediately after the ceremony	Refreshments will be served for approximately 1 hour immediately after the ceremony
<b>Return gowns</b> Ede and Ravenscroft Gown Return on Level 2, Green Side	Return by 4.00pm	Return by 4.00pm	Return by 5.45pm
<b>Latest time for photography</b>	Join queue by 3.15pm	Join queue by 3.15pm	Cannot guarantee you will have time for photos after the ceremony

## **Tickets**

### **Can I buy guest tickets online?**

Online ticket sales have now closed. If there are any tickets available for the ceremony, they will be on sale on the day of graduation from the Queries Desk at the Royal Festival Hall.

### **Can guests collect my tickets for me?**

No. You MUST present your confirmation email to collect your student ticket on the day of your ceremony.

### **Are the tickets posted to us?**

No. You must collect your tickets on the day of your ceremony at the Royal Festival Hall.

### Is my seat allocated?

Yes. Your seat number will be listed on your graduation ticket and your seat cannot be changed.

### How do I cancel my place at graduation?

Before booking closes you can cancel at any time by re-entering the [My Graduation Task](#) . After booking has closed email the [Library and Student Centre](#) quoting your student ID number.

## The Venue

### How do I get to the venue?

Please visit the Royal Festival Hall [website](#) for directions.

### Is there a cloakroom at the venue?

Cloakroom facilities are managed by the Southbank Centre and are available at a charge per item. We advise students and guests not to bring large items.

### Are refreshments available at the ceremony?

Each graduation ceremony will be followed by a drinks reception. There are many cafes and restaurants on the Southbank and you can find more information [here](#).

### Can Westminster help to arrange student or guest travel/accommodation?

Graduands and their guests are responsible for arranging their own travel/accommodation. We are unable to make recommendations.

### Coronavirus (Covid 19)

Please read the Southbank guidance available on their web page: <https://www.southbankcentre.co.uk/visit>

**You must not attend if you have any Covid-19 symptoms, have tested positive for Covid-19 or have been told to isolate.** Please email the Library and Student Centre ([studentcentre@westminster.ac.uk](mailto:studentcentre@westminster.ac.uk)) for further advice.

## Arriving at the Venue

### Do I need to register on the day?

Yes. You will need to show your confirmation email at the Registration Desk to collect your tickets (you do not need to print the email).

### What time should I/my guests arrive?

Graduands and guests should arrive **2 hours before the ceremony begins**. This is to allow enough time to register, collect your gown and have professional photographs taken.

### What if I am late?

**Go straight to the registration desk to collect your tickets for yourself and your guests.** We will try and get you into the ceremony at an appropriate time to graduate but it may not be possible for you to graduate with the rest of your Course.

### What if my guests are late?

**If guests are late, you can leave their tickets at the Queries Desk for collection.** Your guests will need to show some ID in order to collect their tickets. If the tickets are not left at the Queries Desk, we cannot guarantee access to the ceremony.

## **My Ceremony - what happens?**

### **What is the dress code on the day?**

Graduation is a formal occasion. As your clothes are visible under your gown, we recommend smart formal dress for your ceremony. Graduands are very welcome to wear national dress. Please wear appropriate footwear for walking up and down the steps. Please note that shorts, denim, and trainers are not appropriate.

### **Can I change my seat?**

No. You must sit in the seat allocated to you in order to graduate in the correct order.

### **How long does the Graduation Ceremony last?**

Each ceremony will last approximately 1½ to 2 hours, depending on the number of graduands. Each ceremony will be followed by an hour-long reception. **To ensure that all of our graduands are honoured equally, you must remain in the auditorium until the ceremony has ended.**

### **What happens when I cross the stage?**

A brief demonstration will be provided to all graduands on the day.

### **Will my full name be announced?**

No. Only your First Name and Family Name will be announced, as listed in your student record.

### **Will my award classification be read out or printed in the graduation programme?**

Your award classification will not be read out or printed in the graduation programme. Students walk across the stage in alphabetical order by subject and type of award.

## **Gown Hire & Photography**

### **Where do I collect my gown?**

Gowns are available from Level 2 of the Royal Festival Hall. You must bring your booking confirmation.

### **I have not ordered my gown, what do I do?**

On arrival at the venue please go straight to Gowning on Level 2 and gown hire can be arranged for you.

### **What time do the photography studios open and close on the day?**

**Tempest photography** will have studios available **2 hours before the ceremony and throughout the day.**

Students and guests are strongly encouraged to visit the studios prior to their ceremony, immediately after gowning.

If there is a long wait for photography, you may be asked to return after your ceremony. Please note in this instance, priority for photographs will be given to graduands attending the next ceremony. Therefore, you may wish to return once the next ceremony has commenced.

**Photography studios will close promptly at 5.00pm. If you are attending the 3.00pm graduation, we cannot guarantee you will be able to take your photographs after the ceremony.**

If you wish to have your pictures taken, we urge you to arrive when registration opens so that you can join the photography queue and avoid potential disappointment.

### **Is there a maximum number of guests I can have in my photographs**

The maximum group size for photography is six people

### **Will I/my guests be able to take photos during the ceremony?**

Photography is allowed during the ceremony. However, graduands and guests should remain in their seats and not block the view of other students/guests.