

## ON THE DAY

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### 1. WHEN YOU ARRIVE

- Please arrive at the time specified in the email, 1.5 – 2 hours before your ceremony
- You, the graduand, must register and collect your ticket from our registration desk
- Hot and cold drinks and snacks are available for purchase from the venue's café and bar (card only)

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### 2. COLLECTING YOUR GOWN

- Once you have confirmed your attendance at our registration desk, visit gowning to collect your gown and cap
- Show your ticket and gown booking confirmation to collect your gown

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### 3. PROFESSIONAL PHOTOGRAPHY AND MERCHANDISE

- After collecting your gown, please proceed to Tempest photography to have your picture taken, should you wish to do so.
- Visit our Campus Clothing pop-up stand to browse memorabilia and mementos, such as hoodies, t-shirts etc.

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### 4. TAKING YOUR SEAT

- Stewards will direct you to your assigned seat when the hall doors open
- You must remain in your allocated seat during the ceremony
- Guests will present their tickets to the stewards and take their seats.

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### 5. DURING THE CEREMONY

- Please stand as the academic procession commences
- When your name is called, cross the stage and shake the Vice-Chancellor's hand. Alternatively, clasp your hands in front of you or doff your cap!
- You will then be directed back to your seat. Please remain seated until the ceremony has finished to minimise disruption and ensure all graduands' achievements are honoured equally
- At the end of the ceremony, stand as the academic procession leaves. Please allow the procession to exit before leaving the auditorium

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### 6. AT THE RECEPTION

- Enjoy a complimentary glass of prosecco or fruit juice with your tutors, family, and friends