

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

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**Timetable for the Day – Check the start time of your ceremony carefully.**

	<u>10.00am ceremony</u>	<u>10.30am ceremony</u>	<u>12.30pm ceremony</u>	<u>2.00pm ceremony</u>	<u>3.00pm ceremony</u>
<b>Graduands register</b> Registration Desk on Level 2, Blue Side	Open from 8.30am	Open from 8.30am	Open from 10.30am	Open from 12.00pm	Open from 1.00pm
<b>Collect gowns</b> Ede & Ravenscroft on Level 2, Blue Side	Open from 8.30am	Open from 8.30am	Open from 10.30am	Open from 12.00pm	Open from 1.00pm
<b>Have your photographs taken</b> Tempest photographers on the Clore Ballroom	Open from 8.30am	Open from 8.30am	Open from 10.30am	Open from 12.00pm	Open from 1.00pm
<b>Latest Time to arrive</b>	9.00am	9.30am	11.30am	1.00pm	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 10.00am (You <u>must</u> be seated by 10.20am)	Auditorium opens at 12.00pm (You <u>must</u> be seated by 12.20pm)	Auditorium opens at 1.30pm (You <u>must</u> be seated by 1.50pm)	Auditorium opens at 2.30pm (You <u>must</u> be seated by 2.50pm)
<b>Registration closes</b>	9.45am	10.15am	12.15pm	1.45pm	2.45pm
<b>Graduation Ceremony</b>	Running time 10.00am – 11.30am (approximately)	Running time 10.30am – 12.00noon (approximately)	Running time 12.30pm – 2.00pm (approximately)	Running time 2.00pm – 3.30pm (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				
<b>Return gowns</b> Ede and Ravenscroft Gown Return on Level 2, Green Side	Return by 3.00pm	Return by 4.00pm	Return by 4.30pm	Return by 5.30pm	Return by 5.30
<b>Latest time for photography</b>	Join queue by 1.45pm	Join queue by 2.30pm	Join queue by 3.15pm	Join queue by 4.15pm	Cannot guarantee you will have time for photos after the ceremony

## **Tickets**

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

You can purchase guest tickets online via the link circulated in an email sent to all graduands. We recommend purchasing all guest tickets online, but should you have any queries with your guest tickets, you can always direct these towards the Southbank Centre's Box Office.

### **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. All purchased tickets are received digitally. It is the graduand's responsibility to ensure that guest e-tickets are downloaded and shared with their guests by either forwarding the tickets to the guest's mobile phones or printing the PDF's out in advance of the ceremony.

### **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 Ceremony' booking task on your student record. After booking has closed, please contact the Student Centre via [COMPASS or livechat](#).

## **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.

## **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 ticket (you do not need to print the email). You **must** do this in order to then collect your gown. We will have stewards and signage directing you towards where our registration desk is located at the venue.

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

Graduands and guests should arrive **1.5 - 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 check in.** 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 any of your guests are late and do not have their e-ticket, they will **not** be able to enter the auditorium. Please ensure that e-tickets are circulated prior to your graduation ceremony to avoid this.

## **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 to graduate in the correct order.

### How long does the Graduation Ceremony last?

Each ceremony will last approximately 1 ½ hours, depending on the number of graduands. Each ceremony will be followed by an hour-long drinks reception. **To ensure that all 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 6 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.