

Dear Graduand,

With Graduation nearly here, here are some final details in preparation for your big day. Remember that the [Timetable for the Day](#) contains an overview of things to do on the day and key timings. This includes information about the crèche and cloakroom/bag storage facilities, which are limited. The ceremonies are taking place in The Butterworth Hall in [Warwick Arts Centre](#).

Ticketing and Robing

By now, you should have ordered your robe. If you haven't already done so, you must hire your robe immediately and can find the link to the order form [on our website](#). If the robemakers, Ede & Ravenscroft, have already closed online and phone orders you will need to arrive early on the day to try to hire and pay for a spare robe. Although the robemakers do bring spares, spare robes cannot be guaranteed by the robemakers on the day. Without a robe, you will NOT be able to attend your ceremony. Please visit the [Academic Dress](#) section of the Awards & Ceremonies website for full details on the dress code. This also provides details on the dress code for graduands (ie smart/formal dress).

Ticketing and Robing will take place in [Rootes Restaurant](#) on the First Floor of the Rootes Building. You will collect your ticket, your guest tickets and your robe here. You will also need to return your robes to the same place.

Photography

Photography will also take place in [Rootes Restaurant](#) on the First Floor of the Rootes Building. Photos can be taken before or after your ceremony, so if you have time before your ceremony please do have your photos taken then. Just don't leave it too late before the time you need to be seated in the Butterworth Hall, which is half an hour BEFORE the start time!

The Graduation Ceremony

The actual ceremony takes place in the Butterworth Hall, Warwick Arts Centre. Please note graduands and guests will need to be seated in the hall at **least 30 minutes before the ceremony start time**. If graduands are not seated by this time you will not be allowed to graduate. Guests arriving late are NOT guaranteed to be accommodated in the Hall as we will re-allocate guest seats to those with waiting list tickets who are in attendance on the day, so please ensure that your guests arrive in plenty of time.

During the ceremony, as you cross the stage, you will shake hands with the Presiding officer. If you wish not to shake hands (e.g. for religious reasons), please notify us in advance by replying to this email.

Guest Tickets

Only graduands are permitted to collect tickets for themselves and their guests. In the event that there are spare guest tickets available for your ceremony, these will be issued on a first-come, first-served basis (subject to a limit per graduand) on the day of your ceremony from the Ticketing and Robing area. Once any extra tickets have been allocated, waiting list tickets for any unused seats will be given out. Any guests without tickets can view the ceremony from various screens on campus, including; the permanent big screen situated outside on the Rootes building, the screen outside of the Woods-Scawen Room in the Arts Centre and screens in Fusion Bar in the Rootes Building. Additionally, the ceremonies will be [Live Streamed](#) for anyone not attending on the day. We would ask you not to contact us about extra tickets in advance of your ceremony. If there are additional tickets available for your ceremony these will be allocated on the day only.

Parking

If you are arriving by car, we have a free park and ride service in operation on the days of the ceremonies. Please check the details on the [Park & Ride](#) page for advice on timings to arrive at Stoneleigh to leave sufficient time to travel to campus on the bus in time for your ceremony. You should also note the times for the return of the last bus for your day. Please do not attempt to park on campus. Those requiring Blue Badge/accessible parking as specified in their registration will receive further instructions separately.

Finally, if you are no longer able to attend, please let us know immediately; you can telephone us on +44 (0)24 761 51392 or email the [Awards and Ceremonies Team](#). If you cannot attend or do not show up on the day, you will graduate in absentia by default and we will send your certificate to you by post after the ceremonies (providing you have confirmed your certificate address when you registered).

We look forward to welcoming you and your guests to the Degree Congregation.

Best wishes,

Awards and Ceremonies Team