

Dear Graduand



Congratulations! Our award ceremonies are a major highlight of the academic year and we are delighted that you're able to attend your graduation ceremony.

If anything is amiss, please do not hesitate to contact us via email graduation@aru.ac.uk or call us on **01245 687144**. Please read the following information in order to make the most of your special day – please also see map overleaf.

Your graduation day check list:

- 1. Arrival.** Please arrive in plenty of time. It is recommended you arrive at Chelmsford Cathedral (New Street, CM1 1TY) 2½ hours before your ceremony. For information about travel and parking in Chelmsford, please visit the Chelmsford 'On the day' page on aru.ac.uk/graduation. Please note there is no parking at the Cathedral.
- 2. Check-In.** Please check-in and collect your seating card and any guest tickets purchased. The check-in desks will be located in the Guy Harlings Marquee and staff will be on hand to direct you. Please bring your confirmation from eVision to exchange for your pre-purchased guest tickets.
- 3. Academic Dress.** Please collect your pre-ordered academic dress (gown, hood and mortar board) from Graduation Attire, who will be located in the Guy Harlings Marquee. Please remember to bring along your gown hire receipt/booking confirmation. Information about gown hire can be found via aru.ac.uk/graduation and by clicking on 'Gown Hire'.
- 4. Photography.** If you wish to have your photograph taken in your academic dress, H. Tempest Limited our official photographers, will be located in the Guy Harlings Marquee. **Pre-booking is not necessary, but please note check-in, robing and photography will close 1 hour before your ceremony start time.** If you do not have your official photography taken before the ceremony, you will have another opportunity to have photographs taken at a studio on campus, located in the marquee, during the drinks reception. Please note however, large group/family photographs cannot be accommodated on campus. To learn more about the different photography packages available, please visit aru.ac.uk/graduation and click on 'Photography'.
- 5. Take your Seat.** Please be seated in the Cathedral at least 30 minutes before your ceremony start time. The Cathedral doors will be opened one hour before each ceremony and proceedings will begin promptly. For information on the location of the Cathedral, please see overleaf. Once you enter the Cathedral, you will be directed to your seat by an Anglia Ruskin University usher. Your seat is allocated to you and is indicated on your seating card, so please ensure you have your seating card with you. You will be seated in the order you will be called across the stage, so it is important to sit in your allocated seat.
- 6. Guests.** Any guests accompanying you will be seated separately, therefore please ensure they have their tickets with them. Guest seating is not pre-allocated. If any of your guests have special seating requirements, of which we have already been notified, please ask them to report to an Anglia Ruskin University usher 1 ¼ hours before the start of the ceremony. They will then be shown to their seat, which will be reserved under your name and based on requirements. Please note they may not be at the front.
- 7. Enjoy the Ceremony.** Celebrate your hard work and that of your fellow graduands.
- 8. Post-Ceremony Drinks Reception.** Please join us for a celebratory drink at the post-ceremony drinks reception. This will take place in the marquee located next to the School of Medicine on the main campus and highlighted overleaf.
- 9. Merchandise.** Stands offering a variety of merchandise to commemorate your special day will be found in the Guy Harlings marquee before the ceremony and in the reception marquee located next to the School of Medicine on the main campus. For a list of items available please visit aru.ac.uk/graduation-and-alumni/your-graduation-ceremony/memorabilia
- 10. Academic Dress Return.** Please return your academic dress after your ceremony. Unless you have made special arrangements, all items of academic dress should be returned to Graduation Attire, in the post-ceremony drinks reception marquee, located next to the School of Medicine on the main campus and highlighted overleaf.
- 11. Certificates.** Please note that certificates will not be handed out on your graduation day. Please visit aru.ac.uk/graduation-and-alumni/your-graduation-ceremony/certificate-information for more information on when you will receive your certificate by post.

We really hope that you enjoy your graduation. Should you have any questions on the day, there will be an information desk situated in the Guy Harlings Marquee.

#ARUGrad

