Here are some last minute hints, tips and guidelines to make your big day run smoothly!

**February 2017 Award Ceremony**

**Final Newsletter, Hints & Tips for the big day!**

* **Safety Pins!** The hood of your academic dress needs to be secured to the front of your clothes. There is a hook to go over a button for those wearing shirts but otherwise a safety pin works a treat! There are spare safety pins available at the helpdesk in the theatre
* **Don’t Panic!** There is a University helpdesk in the theatre foyer where you can come with any problems you’re having on the day and we will try and help where possible. Replacement Tickets are available here for anyone who forgets to print or bring theirs
* **Ticket Sales**: After the tickets have been emailed to students all remaining tickets will be sold on the day of your ceremony from the theatre foyer
* **Additional Needs:** Please let us know in advance of any additional needs you or your guests have. Please do not leave telling us until the day. If the ceremony is full we may be unable to move your guests
* **Children:** Remember that no children under the age of 8 will be permitted to enter the auditorium even if they have a ticket. There is a family friendly area in the foyer where the ceremony can be watched but all children MUST be supervised by a responsible adult
* **Dress Code:** The ceremonies are a formal occasion so all attending guests and students should dress accordingly. Please do not wear jeans or trainers
* **Cloakroom:** There will be a free cloakroom service available in the theatre foyer for all students and guests
* **Graduation Drinks:** Each student will receive a £5 drinks voucher when they register for the graduation drinks after the ceremonies. The drinks will be in the main & underground bars at the theatre
* **The ceremony itself should last roughly   
  1 – 1 hour 30 minutes**
* **Webstreaming:** Have guests who can’t make your ceremony? The ceremonies will be streamed live at [www.northampton.ac.uk/graduationlive](http://www.northampton.ac.uk/graduationlive) Streaming commences 5 minutes before the start of your ceremony
* **Postcodes for SAT Nav:** The Royal & Derngate Theatre is NN1 1DP and the Guildhall is NN1 1DE
* **Please note NOTHING will be taking place at either of the University campuses for these ceremonies so please go directly to the town centre on the day**
* **All students should receive one email per guest ticket they have purchased. Please note that students do NOT need a ticket for themselves.**
* **It is recommended that students arrive 2 hours prior to their ceremony time to allow sufficient time for all activities without rushing**
* **Our website is full of information for the ceremonies including maps and itineraries so check it out if you haven’t already done so** [**www.northampton.ac.uk/ceremonies**](http://www.northampton.ac.uk/ceremonies)
* **Share your day on Social Media with #GradsUN17**
* **Remember to smile, have fun and enjoy your celebration! Congratulations! We’ll see you there!**

****