



Burton and
South Derbyshire
College

Creating the skills of tomorrow.

HE Graduation Ceremony

Friday 30th September 2022

Hilton at St. George's Park



Introduction

The opportunity to celebrate your achievement is approaching. Burton and South Derbyshire College will be holding our Graduation Ceremony for successful Higher Education students on 30th September 2022. We really hope that you and your guests will be able to join us for this enjoyable formal event. The ceremony will be attended by many of your teaching staff, governors, representatives of partner universities, employers and other invited guests. The purpose of this booklet is to outline the arrangements for the day and answer any questions you may have.

We look forward to seeing you!

With best wishes,

Dawn Ward CBE DL
Chief Executive & Principal



FIVE STEP GUIDE TO YOUR GRADUATION CEREMONY

01 — Read this guide.

02 — Register your attendance, book your guest tickets and order your own gown at

www.yourgraduation.co.uk/burton by 12pm on Sunday 18th September 2022.

Please note, you will receive confirmation by email from www.yourgraduation.co.uk.

03 — If you would like to use the photography service, you will need to book it now. You will be prompted when registering online.

04 — On the day of the Graduation Ceremony, Friday 30th September 2022:

Graduating Students:

Arrive at Hilton at St. George's Park, Newborough Road, Needwood, Burton upon Trent, DE13 9PD at 10.30am to register your attendance and take part in robing and photography.

1.35pm - Parade takes place on St. George's Park grounds.

Guests:

Take your seat by 1.45pm.

05 — Graduate!

Before the day: important information



Gowning

All students graduating from a Higher Education course will need to wear the regulation gown and hood relating to your award, supplied by Marston Robing.

Additional Support Needs

Hilton at St. George's Park is wheelchair accessible. You will also be prompted for access requirement information when registering on the Marston Robing website. If you or your guests have a disability and want to discuss your access requirements for this event, call

Stephanie Stanton on **01283 494656** or email stephanie.stanton@bsdc.ac.uk.

Location

The Graduation Ceremony and Cream Tea will be held at Hilton at St. George's Park, Newborough Road, Needwood, Burton upon Trent, DE13 9PD.

Children

Children are welcome at the ceremony as this is very much a family occasion. Children under the age of 2 are not allocated a seat, but we do require you to notify us when you book online if your guests will be bringing a pushchair. Children aged 2-16 years need to be included in the initial ticket allocation of two guest tickets (see page 4). Please note that the ceremony will last at least an hour and a half. If you do not think this amount of time is suitable for your child to sit through, we encourage you to make alternative childcare arrangements. Any disruption can be very distracting during the ceremony.

Parking

Hilton at St. George's Park has ample free parking.

Enquiries

For enquiries about the ceremony and tickets, please contact **Stephanie Stanton** on **01283 494656** or email stephanie.stanton@bsdc.ac.uk.

Robe hire, portrait photography and registration enquiries should be directed to Marston Robing Ltd (for contact details see page 4).



Registration, tickets, gowns & photos

Gowns

Marston Robing is the official robemaker and photographer for the Burton and South Derbyshire College Higher Education Graduation Ceremony on Friday 30th September 2022.

Visit www.yourgraduation.co.uk/burton and follow the process. Firstly register your attendance, then order your gown, tickets and portrait photography. You will have the option to pay for photography by debit or credit card, cheque or postal order. Do **NOT** send cash. On completing the order and paying, you will receive an email confirming your order. If you pay by card, you will also receive an email confirming payment has been taken.

Register

You must register to confirm your attendance to the Graduation and book your guest tickets online with Marston Robing. You also need to order and pay for your gown by **12pm on Sunday 18th September 2022***. When ordering your robe, you will need to know your height, chest size and head/hat size. You will also be required to order guest tickets and photography. It is essential to register so that you are allocated a seat. Don't forget to ensure you select the correct award on the Marston Robing website!

Size Guide

Height and chest size

Height is measured from the top of your head to the ground without shoes on. Chest is the normal bra measurement (without the cup) for ladies. For men, it should be measured at the widest point of the chest, which is normally just under the arms.

Hat size

At the ceremony, you will be individually fitted with a hat so we do not need to know your exact hat size, we just need a guide from you. Hats come in 5 main sizes - extra small, small, medium, large and extra large. They have elasticated sides and are much more forgiving of different head shapes, as well as sizes.

If you have any problems with the order process, please call Marston Robing on **01264 339706** (Mon-Fri 9-5).

Ticket Allocation

Each graduating student is allocated a free ticket and two free guest tickets. Additional tickets may become available following the closing date. If you are interested in purchasing additional tickets at £10 each, please note this when registering. If tickets become available, we will send you an email during the week commencing 19th September 2022.

Please note, you will receive an email from www.yourgraduation.co.uk with full confirmation of your order.

*If you book after this date, we cannot guarantee the availability of tickets or robes



Photography service



Photography

Portrait photography will be available from Marston Robing photographers on the day of the ceremony. The studios will be open as soon as registration and robing begin at 10.30am for photographs of students and family/friends. You will be able to review and select your images to ensure you are happy with them.

There will be a photo studio available after the ceremony if you wish to purchase additional shots with your family and friends.

Professional photography will be taken throughout the ceremony. During the day, photographers will also be taking some group and individual photos of students at our request which may be used by the College for promotional purposes. If you have an objection to this, please advise stephanie.stanton@bsdc.ac.uk by **12pm on Friday 23rd September 2022.**



On the day: important information

Before the Ceremony

On arrival at Hilton at St. George's Park, it is essential that graduating students sign in at the Registration Desk in the foyer. You will have received a reference number from Marston Robing when registering to attend. Please bring this with you as it helps when collecting your robe*. Upon registration, you will also be given a seat number for the stage; this is to ensure students come up in the correct order to receive their award. Your guest/s will be seated elsewhere in the hall.

Please note: if you do not register by 12 noon, we will assume that you are not attending and your name will be removed from the running order, and therefore you will not be called to receive your award.

*Robes should be collected from Marston Robing situated at Hilton at St. George's Park. Please ensure you return your gown to Marston Robing by 5pm.

Parade

All Burton and South Derbyshire College graduating students will parade through the grounds of Hilton at St. George's Park before the ceremony.

Certificates

During the ceremony, you will be issued with a certificate of achievement from Burton and South Derbyshire College, however, this is not your official qualification certificate.

General

Refreshments will be served following the ceremony. There is also an on-site coffee shop and restaurant at The Hilton where you can purchase food and drink.

There are toilets located at the venue. Please make sure you use the facilities before the ceremony begins. Any disruption can be very distracting during the ceremony,

so please refrain from leaving your seat during the presentations.

Please ensure you and your guests keep your valuables with you at all times.

Outline for the Ceremony

Students will be seated at the front, right hand side of the hall. Seats are numbered and your number will be allocated on the day. There are a number of steps both on and off the stage; we recommend that you consider wearing suitable footwear. Following the welcome and introduction by the Principal, it will be time for the presentation of awards.

The Assistant Principal & Dean will announce names in turn. A steward will guide you onto the front stage area. You will walk onto the stage and shake hands with the Principal, face the camera which will be to the front of the stage for a photograph to be taken. Proceed down the steps to the side of the stage, and you will be guided to collect your certificate and back to your seat. On completion of the ceremony, students and guests can take photos before returning gowns.

Cream Tea

A cream tea will take place following the ceremony. We hope you and your guests enjoy the day!

30th September 2022

Venue:

Hilton at St. George's Park, Newborough Road, Needwood, Burton Upon Trent, DE13 9PD

Itinerary:

10.30am –

Registration and gowning opens at Hilton at St. George's Park

12.45pm –

Gowning closes - Final opportunity for gowning and portrait photography

1.20pm –

Briefing for all students receiving awards
Guests are seated

1.35pm –

Procession assembles

1.50pm –

Graduands enter the Sir Bobby Robson Ballroom

2.00pm –

Platform party enters and ceremony commences

3.00pm –

End of proceedings and cream tea



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Hilton

