

What to expect – Day of Your Convocation Ceremony!

Before Arriving:

- **All guests require a ticket.** Pick up your guest tickets from Student Central by Friday June 2, 2023 (or have your guests pick them up at the venue on the day of your ceremony).
 - Get your Gaspard Build-A-Grad receipt ready – you will need this to pick up your regalia
 - Ordered your regalia but can't find your receipt? Contact Gaspard 1-800-683-4771
 - Didn't order your regalia yet? You will need to rent your regalia the day of your ceremony for \$100. Please be sure to arrive a few minutes early and bring a credit card!
 - Regalia can get warm – keep this in mind when choosing your outfit. Light clothing is recommended.
 - Leave all valuables/bags with your family/friends/supporters – you will not be able to leave anything at your seat and you will not be returning to your same seat.
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Arrival:

- Graduating Students - please arrive at Rotary Place Arena, West Orillia Sports Complex (100 University Ave). Parking will be available at the venue and/or on the Lakehead University campus. A shuttle bus will be available to transport you and your guests from campus to Rotary Place.
 - Please be sure to arrive **at the venue no later than 8:30am**. If you do not arrive before 8:30am, we cannot guarantee that you will be in the graduation procession. We will begin seating graduates 20 minutes before the ceremony start time.
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Once you've arrived:

- Graduates please make your way to the “Green Surface”, signs will be posted to direct you to this area
 - Guests will present their tickets and make their way to their seats. If your guests are picking up their tickets in the Lobby, please be sure they provide the name of the graduate (likely you!) that secured their tickets.
 - All guests, including children, require a guest ticket. No guests will be allowed to enter the venue without a ticket. This is a fire code and safety issue and will be strictly enforced.
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On the Green Surface:

STEP 1: Head to the Platform Card tables to pick up your platform card – The Platform Card will have your name, faculty, program, and platform number on it. Show this card to the name reader when you cross the stage so keep it handy. The name reader will use it to announce your name as you cross the stage. If you have a name that is normally difficult to pronounce, you may want to use a pen/marker to add a phonetic spelling of your name to the card to assist the reader.

STEP 2: Pick up your regalia from the Gaspard area. There will be staff in the area to help you get your hood on correctly. Your hood is the symbol of your credential and will hang around your neck and down your back. Hoods will not be pinned.

STEP 3: Find your Marshalling area. This is where you will be organized by the number on your platform card. You will be with other graduates from your Faculty with the same credential as you.


Be ready in your respective Marshalling area to get ready to line up and be seated 10 minutes before your ceremony start time. Please leave yourself lots of time to complete the above.

There will be lots of staff members and Marshals around to help you! If you're not sure what you should be doing, please ask!

Processional:

- After being lined up with your fellow graduates, the Marshals will begin processing you from the Green Surface to the Blue Surface. Marshals will guide you to your seats. Please do not leave anything in your seat as you will likely not return to the same seat once you've crossed the stage.
- As a reminder, the ceremony will be recorded and streamed live **so smile for the camera!**

Ceremony:

- The ceremony will begin right at 10 AM. The order of proceedings can be found at www.lakeheadu.ca/convocation
 - When we get to the "Recognition of Graduates" segment, this is when you will cross the stage! The Marshals will direct you from your seat to the side of the venue. You will walk **behind** the podium and present your Platform Card to the Name Reader.
 - As you cross the stage, your name will be read. You will nod to Chancellor Rita Shelton Deverell and pause for a photograph (no handshaking).
 - A Photographer will take photos as graduates cross the stage. We ask all guests to remain seated so that everyone can see their graduate's special moment.
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- After you cross the stage, you will go behind the black curtains to receive your Alumni scarf.
 - You will then return to a seat for the duration of the ceremony.
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Recessional:

- Once the ceremony has concluded the Platform Party, Faculty, and graduates will be led out of the venue by the bagpiper.
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Reception:

- Graduates and Guests are invited to join us for light refreshments, photographs, and mingling!
 - The reception will take place at the Orsi Family Learning Commons back at the Lakehead University campus. Refreshments and snacks will be set up for students and their guests to enjoy.
 - Parchment pick up and Regalia drop off will be at the reception on the Lakehead University campus.
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We are very excited to have you join us for this special day and look forward to celebrating your academic achievements! Should you have any questions about the ceremony, please contact convocation@lakeheadu.ca.

For specific inquiries, please contact:

Accessibility Concerns (for graduating students):

convocation@lakeheadu.ca

Accessibility Concerns (for guests attending the ceremony):

oraccess@lakeheadu.ca

Regalia Questions (for orders that have already been placed):

Phone: 1-800-683-4771 **Email:** customer_service@buildagrad.com