

What to expect – Day of Your Convocation Ceremony!

Before Arriving:

- **All guests require a ticket.** Pick up your guest tickets from Student Central by May 24, 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 in your seat and you will not be returning to your same seat.
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Arrival:

- Graduating students – please arrive to the Thunder Bay Community Auditorium (1 Paul Shaffer Drive). 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 the Auditorium.
 - Once you arrive to Thunder Bay Community Auditorium, make your way to the big white tent – there will be lots of signage along the way!
 - Please be sure to arrive **at the Thunder Bay Community Auditorium 1.5 hours before your ceremony start time (morning ceremony 7:30am, afternoon ceremony 12:30pm)**. We will begin seating graduates 10 minutes before the start time.
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Once you've arrived:

- Graduating students will make their way to the Platform Card table (located outside the big white tent).
- Guests will present their tickets to the Auditorium staff 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.
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The Big White Tent:

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 Gaspard in the big white tent. There will be staff available in the tent 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 the marshalling area into the Auditorium. 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!**
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Ceremony:

- The ceremony will begin right at the start time of your ceremony (9 AM or 2 PM). 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 stage. You will walk up to 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 curtains to receive your Alumni scarf.
 - You will 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 around Lake Tamblyn and under the President's Balcony (moved into the Agora if there is inclement weather) back at the Lakehead University campus. Refreshments and snacks will be set up for students and their guests to enjoy.
 - Graduates will be able to pick up their parchment from the Faculty Lounge. If you are the recipient of a major medal/award it will be given to you at this time. Due to capacity of the room and to keep things moving, only graduates will be permitted in the Faculty Lounge.
 - The Agora will be set up with photo walls for photos. The Bookstore will be open for degree frame sales (and anything else Lakehead)!
 - Regalia drop off will be in the Agora.
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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):

manager.confserv@lakeheadu.ca

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

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