

**HEREFORDSHIRE COLLEGE OF TECHNOLOGY
GRADUATION CEREMONY – Thursday 14TH JULY 2011**

PROCEDURES FOR THE DAY

1. You will be able to collect your gowns from 10.00am onwards from College Hall, located in the Cloisters of the Cathedral. Please remember to bring your Ede and Ravenscroft order confirmation with you. **We strongly advise that you collect your gowns from 10am onwards to avoid delays just prior to the ceremony.**
2. Please ensure that your guests enter the door indicated on the map and that they are seated by 2.05pm at the latest. **It is important that guests do not sit in seats marked 'Reserved'.**
3. Two photographers will be available in College Hall to take your photograph. This should be done before the ceremony, thus enabling the photographer to develop a sample for you to view on the day. Please remember to complete the order form supplied for your photographs and return it to Ede & Ravenscroft prior to the day.
4. Please ensure that you return to College Hall by 1.45pm. You will then be arranged in the order that you will process into the Cathedral. Please do not move out of this order.
5. At 2.15pm you will be processed into the Cathedral and take your seats. You may sit at this point.
6. The Academic Staff and awarding party will process into the Cathedral at 2.30pm.
7. When all the awarding party are on stage you will rise and bow to the dais and retake your seat.
8. The guests will be welcomed and the Principal of HCT, Mr Ian Peake, will give the opening address.
9. The Guest of Honour, Jesse Norman MP for Hereford and South Herefordshire, will give his address.
10. When instructed, you will file from your seat to take up a position to the side of the dais – it is important that you are in **alphabetical order** at this point.
11. When instructed, you will go on to the dais, “doff” your cap to the Principal, receive a certificate and shake hands.
12. After shaking hands you will then be led back to your seat.
13. On completion of the presentation, a short ecumenical service will be held.
14. After the service, the awarding party and VIPs will leave the stage and process out of the Cathedral. Once they have passed, guests can then join on the back of the procession and make their way out of the Cathedral. Graduates must remain seated. Guests can either wait outside or make their way to Hereford Rowing Club.
15. Graduates will then proceed to the group photography area. Please do not leave this area until your group photograph has been taken. This should not take any longer than 30 minutes.
16. You can then proceed down to Hereford Rowing Club for refreshments if you wish.
17. **Please return your gown to College Hall, Hereford Cathedral, no later than 5.30pm.**

All of the information for graduation, including downloadable versions of all forms, is available on the HCT website. Go to:

- www.hct.ac.uk
- **Menu options select “News & Events”**
- **From the drop down menu select “Events Calendar”**
- **Scroll down to the 14th July - select “HE Graduation Day” this will take you to a information page where you are able to view all of the details for the graduation ceremony.**