

## INFORMATION SHEET

### GRADUATION CEREMONY DETAILS

The ceremony will be held at the Trusts Stadium Arena. This year there will be an Academic Procession that will begin on the Laidlaw College grounds and proceed to the Trusts Stadium venue.

Graduands attending the ceremony should meet at Laidlaw College at 10:30am at the latest on Saturday December 10, 2011. Doors will be open from 9am and photos will be available from the same time.

### GRADUATION DAY

9:00 am	Graduands arrive for gowning (Café/Atrium Area)
	Portraiture in academic regalia is available
11:15 am	Assemble for Procession
11:30 am	Procession to Trusts Stadium Arena
11:45 am	Guests are seated
12:00 pm	Ceremony commences
2:00 pm	Ceremony concludes
2:15 pm	Afternoon Tea available at Laidlaw College
3:30 pm	Official programme concludes

### CARPARKING

On Saturday 10 December, you are welcome to park your car in the main car park at Laidlaw College, Lincoln Road, Henderson, or in the Trusts Stadium car park on Central Park Drive. We ask that you please do not leave valuables in your car.

### ACADEMIC DRESS

Please see the Academic Dress information sheet included.

### OFFICIAL PHOTOS

Various photographs can be taken of you during the day, including the moment of Graduation just after you are presented with your award.

Photographs available will include:

**Portraiture:** Take advantage of the professional photography services available at Laidlaw College on the day of your graduation (from 9am – 11am) and sit for a portrait of yourself in your academic regalia. Couple, family group shots are welcome.

The photography studios will be positioned in the Staff Lounge, JO Sanders Centre, Laidlaw College. Photographs are \$10 each. Graduands are able to order and pay for these photos at the Laidlaw Finance counter on the day.

**Please arrive as early as possible on the day if you hope to have professional photos taken.**

**Award:** During the ceremony our photographer will take a photo of you with your newly conferred award. This first photo of you as a graduate, holding your qualification, will also be available for purchase from [www.photoshoot.co.nz](http://www.photoshoot.co.nz) after the graduation ceremony has taken place. These photographs will be available to you for your purchase for \$7–\$25 each (depending on photo size ordered).

## **MEDIA**

Please note that photography will take place on the day of graduation (not just during the ceremony) and some of this may be used for marketing purposes.

Guests are permitted to take photographs during the ceremony, provided they are considerate to other guests. We ask that guests not leave their seat in order to take photographs. Private filming of the event will not be allowed. All mobile communications devices must be turned off during the ceremony.

DVD: An official DVD of the proceedings is available for \$25. Pre-orders and on-the-night cash purchases are both available. To pre-order, please return the enclosed order form to the Graduation Coordinator, c/- Private Bag 93104, Henderson, Auckland 0650.

## **TICKETS AND GUESTS**

Your family and friends are welcome to join you for the day including photos, the procession, the ceremony and the afternoon tea. Tickets will not be required and invitations for you to forward to your guests are included.

## **LUNCH ARRANGEMENTS**

The Twos & Threes Café will operate until 11am on Saturday 10 December. Drinks and snacks will be available for purchase. Please ensure you have eaten by 11am.