Overview

The winter ceremonies take place in the Windsor Building with the reception taking place after the ceremony in Founder's Dining Hall and Picture Gallery. The presentation of graduands takes place in the Auditorium, Graduands need to register and pick up their red name card at the reception desk in the Windsor building. Once they have registered, they then collect their gown upstairs from Windsor 102/3.

The procession assembles in the staff Room for light refreshments, gowning and to be organised into the order of procession (Win 005).

All staff, guests and graduands will be asked to make their way to their venues 40 minutes before the ceremony is due to begin. This will be announced by the Fanfare guards who will play in the Windsor foyer.

Key information - Winter 2023

- Graduands will be sat in the auditorium for most of the ceremony. Graduands will assemble in 002/003 before being called forward to process. Once they have been presented to the Presiding Officer, they will then take a seat in the auditorium.
- Due to the success of the student oration in Summer, we have invited all eligible graduands to apply to become a student orator for Winter 2023
- The programme will be digital, guests and graduands will be asked to download the programme via a QR code. This will be displayed in the venue and foyer on the day. QR code will also be uploaded to the intranet pages ahead of graduation.
- All guests will be required to wear a wristband to gain entry to ticketed spaces. Graduands will receive the wrist bands for their guests at registration.
- Receptions will be held in the Founder’s Dining Hall, for the larger ceremonies a secondary reception will take place in the Picture Gallery.
- When a secondary reception location is required, the location and allocations will be published on the intranet pages ahead of graduation. This information will be found on a dedicated intranet page where students can download the programme and campus map.

Briefing Session

We will be sending calendar invites for the Winter graduation 2023 briefing sessions early November. Please find the time and date of your session below

<table>
<thead>
<tr>
<th>Location</th>
<th>Briefing Date and time</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS Teams</td>
<td>21 November 10-11am</td>
</tr>
</tbody>
</table>
**Event Schedule**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>40 minutes prior to ceremony start time</td>
<td>We will ask staff to arrive to enjoy refreshments and register with you</td>
</tr>
<tr>
<td>15 minutes prior to ceremony start time</td>
<td>PO will read out the thankyou notes</td>
</tr>
<tr>
<td>10 minutes prior to ceremony start time</td>
<td>Please can you ask the staff to start lining up in the Windsor Foyer</td>
</tr>
<tr>
<td>5 minutes before the ceremony start time</td>
<td>Ceremony timings manager takes over and leads the procession through 002/003</td>
</tr>
</tbody>
</table>

**Pre-Ceremony check list**

- There will be a pack per ceremony for you. These will be updated every morning. Inside the pack you will find
  - Registration lists (word document) names of staff and platform party (in the correct order for the procession (please do use this to tick off arrivals)
  - Copy of the stage plan (specific to each ceremony)
  - Breakdown of departmental receptions locations
  - Copy of procession and recession lists
  - Copy of the gowning instructions- to include coloured robes and tassels.
  - Drinks tokens for staff

- All the gowns for the platform party to include.
  - Mace gown and mace
  - Bedels gowns and staffs (x2)
  - SU representative (including broach)
  - Council Representatives gown
  - Master of ceremonies (to be used for the Presiding officers)

*Please note Principal gown will be with Julie*

**End of Day Duties**

- Gowns need to be sorted out ready for the next day.
- The Mace and SU Brooch need to be taken to Security for safe keeping – security will bring them back each morning.
- Some Mace bearers will return this after the receptions for you. Please do check with them if they wish to do that.
- We will inform all staff to collect their items **before 5.30 when the room will close.**

**Students’ Union**

- The SU rep will be in the procession. They will be seated on the Platform in the chair nearest to the main doors of the auditorium (next to the mace table).
- At the start of the ceremony, they should walk round to the front of the platform and then stand in front of their seat while the procession enters the auditorium.
- At the end of the ceremony, they will follow out behind the Executive Dean of the School
Council Representative

- The Council rep will be in the procession. They have an allocated gown. Please do help them with getting ready.
- Please point out the location of their seat on the stage. Please note their seat will have a sticker on it saying Council Rep
- At the start of the ceremony, they should follow the procession and take their seat on the front row

Line up Script

Welcome participants and cover following points

1. Once we are in procession order the platform party will be lead through Win 002/3 and into the corridor leading into the Windsor Auditorium (we will call you forward in the correct order shortly).
2. Once the Fanfare plays the procession will start (Ceremony timings manager is responsible for this).
3. We have two Bedels (point them out). Bedels will lead the Academics across the stage. Bedels will gesture to you as to where to sit. Please walk along the entire row to the last chair.
4. Platform party are to take their seats on the front row.
5. Mace bearer will walk across the stage to the Mace table, place the Mace on the stand and take a seat next to the presiding officer. Please remaining standing until the presiding officer asks you to take your seat.
6. Platform party chairs will be labelled clearly with the role.
7. During the recession you will follow on behind the mace bearer. Please leave row by row stage left. Please exit lectern side of the stage, looping round in front of the stage before exiting the Auditorium.
8. Departmental photos will take place directly after the ceremonies and before the receptions
   - 10 am and 12.30 pm (dry weather dependent) will take place on the South Steps. Graduates will follow on after the recession. Student engagement team will lead the procession over to the steps.
   - 3pm or wet weather, photos will take place in the auditorium. In this instance the recession will end in the Win Foyer (student engagement team will direct the staff in this instance). Guests will be asked to leave, the graduates, will then take the photo in the Auditorium. Guest and graduands will then be directed to their retrospective receptions.
9. Finally, please turn off mobile phones. Please note that you will be filmed as a member of the procession.
Procession and Recession order

<table>
<thead>
<tr>
<th>Procession</th>
<th>Recession</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bedels</td>
<td>Mace Bearer</td>
</tr>
<tr>
<td>Staff procession</td>
<td>Presiding officer</td>
</tr>
<tr>
<td>Stage Manager</td>
<td>Council Member</td>
</tr>
<tr>
<td>SU Representative</td>
<td>Exec Dean</td>
</tr>
<tr>
<td>HoD/orator</td>
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</tr>
<tr>
<td>Exec Dean</td>
<td>SU Representative</td>
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<td>Council Member</td>
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<td>Presiding officer</td>
<td>Bedels</td>
</tr>
</tbody>
</table>

Procession route

[Diagram showing procession and recession order with seating arrangements and room numbers such as Windsor 002-03, Windsor 004, and Windsor 005]
Departmental photos

<table>
<thead>
<tr>
<th>Ceremony</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>10am</td>
<td>South Quad steps</td>
</tr>
<tr>
<td>12.30pm</td>
<td>South Quad steps</td>
</tr>
<tr>
<td>3pm</td>
<td>Windsor Auditorium</td>
</tr>
</tbody>
</table>

Dry Weather 10am & 12.30pm ceremonies
- The recession will make their way across Founder’s Square, round the south side of the Founder’s building and into South Quad via the South tower (step free access route)
- Photographs will then take place on the steps followed by the receptions in either the Founders Dinning Hall or Picture Gallery.

Wet Weather and 3pm ceremonies
- Recession will finish in the Windsor Foyer
- Academics will be asked to join the graduates in room Win 002/003
- Photos will then take place in the Windsor Auditorium
- Guests will be asked to leave the Auditorium and wait for the graduates to finish the photos.
- They will then make their way to the receptions

Reception venues
- Receptions will take place in the Founder’s Dining Hall. For larger ceremonies, we will also use the Picture Gallery
- For larger ceremonies
  - Receptions will be divided by department, when there is only one department, we will work with the school to make a logical division.
  - As the Founder’s Dinning Hall is larger than the Picture Gallery, we will assign the department with the highest number of registrations to the FDH.
  - The breakdown will be added to the Teams channel once the booking site closes
- Reception information will be made available on the staff intranet page and on the student intranet pages.

After the receptions
- Please ensure your gown is returned to Windsor 102/103 at the end of the day
- Please can we ask that you retrieve all personal belongings out of Windsor 005 by 5:30pm