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>23 November 2-3pm</td>
</tr>
</tbody>
</table>
## Event Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 hour before the ceremony</td>
<td>Please collect your Usher gown from upstairs in the Windsor building room 102/3. Please let the Ede and Ravenscroft team know your height and they will select the correct usher gown for you.</td>
</tr>
<tr>
<td>1 hour before the ceremony</td>
<td>Please be in the Windsor auditorium for the huddle. Here we will assign roles for the ceremony and any special requirements</td>
</tr>
<tr>
<td>40 minutes before</td>
<td>The Fanfare guards will play in the Foyer to announce the opening of the venues. At this point we ask all guests and graduands to make their way to their seats.</td>
</tr>
<tr>
<td>5 minutes before the ceremony</td>
<td>All guest and graduands remaining in the foyer will be directed to their venues. Doors to close 2 minutes before the start of the ceremony. We will ask one Usher to remain outside the auditorium on the first floor to capture late arrivals.</td>
</tr>
<tr>
<td>Start ceremony</td>
<td>Please do take a seat and enjoy the ceremony. We will ask two ushers to support with opening and closing the doors on the ground floor.</td>
</tr>
<tr>
<td>End of the ceremony</td>
<td>Please can we ask an usher to stand at each exit (2 for the ground floor) and hand out drink’s tokens to the reception venues. Please note one token per guest/graduate.</td>
</tr>
<tr>
<td>End of your shift</td>
<td>Please can we ask you to return your gown to Win102/3. If you are supporting with multiple ceremonies that day please do feel free to keep hold of the gown.</td>
</tr>
</tbody>
</table>

## Staffing
- 1 x Auditorium Manager – Carries Radio, Designated Fire Marshal
- 1 x Stage Manager
- 2 x Door Marshals
- 3/4 x Ushers (depending on the size of the ceremony)

**Auditorium Manager - Carries a radio**

- Prior to the start of each Ceremony, they should ensure that the venue is properly set out and that all the reserved seating has been allocated (guests with access arrangements, children or VIPs).
- They should ensure that the scrolls have been placed into the boxes ready for presentation to the Graduands (breakdown of number graduands per ceremony will be provided to you at the start of each ceremony).
- Instruct the ushers to begin seating guests once the venue is ready.
- Once all guests are seated they should relay this information to the Ceremony Timings Manager over the radio.
- On the signal of the Ceremony Timings manager, the Auditorium Manager will make the introductory announcement. *There is no video in the Winter ceremonies.*
- On receiving confirmation that the Procession is in position on the radio, the Auditorium Manager will ask the guests to be upstanding for the commencement of the Ceremony.
• There will be a reserved seat near the graduands entrance doors for use by the Auditorium Manager.
• At the end of the ceremony, the Auditorium manager will make the final announcement. This will vary based on the weather or the time of the ceremony. Ceremonies timings manager will radio through to confirm which option we will follow.
  o Wet weather and 3pm ceremony – Departmental photos in the Aud. In this instance no graduate recession. Guests will be asked to leave after the principal’s recession has left.
  o Dry weather 10am and 12.30pm ceremonies – Departmental photos on the South quadr steps. In this instance, the graduates will follow the recession out of the auditorium. Guests will be asked to follow once the last graduate has left.
• The Auditorium Manager will assist any students with disabilities during the Ceremony as appropriate.

Auditorium ushers
• Please can we ask ushers to either
  1. Check wristbands at the door on the first floor.
  2. Help guide guests once they are in the auditorium.

Wrist band checks
• Please ensure that all guests have a valid wrist band for the Ceremony.
  o 10 am – Orange
  o 12.30pm - Purple
  o 3pm – Black

NB – Ushers will not need to check any tickets. Anyone without a wrist band please ask them to make their way to the queries desk in the foyer.

Ushers in the Auditorium
• Please direct guests to their seats. Ensuring guests with children are sat at the back of the auditorium (unless they have been reserved seating elsewhere).
• There are no allocated seat numbers so guests can sit where they choose. (Apart from reserved seats) Should the venue be sold out please do ask guests to not leave any gaps.
• Any problems with guests that cannot be solved should be referred to the Auditorium Manager.

Door Marshals
• After the procession has sat and the guards have left, please close the doors to the Windsor Auditorium
• Towards the end of the ceremony when the Presiding officer says ‘please be upstanding for the Recession’ Please open the doors. The Fanfare will then play from the door way.
Guests with Access Arrangements

- Auditorium team are responsible for ensuring the reserved signs are set out before each ceremony.
- If a guest turns up that has not informed us of their access requirements in advance, these will need to be accommodated. Appropriate seating must be located and reserved. Spare signs will be available from the Auditorium Manager.

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.