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**London  
South Bank  
University**

# **PRESENTATION OF AWARDS CEREMONY**

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**POCKET GUIDE 2017**

**Keep this safe and bring it with you on the day**

# A STEP-BY-STEP GUIDE TO GRADUATION DAY

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## ARRIVAL TIME

**Graduates:** Please arrive at the Royal Festival Hall up to two hours before your ceremony starts

**Guests with tickets:** Please arrive at the Royal Festival Hall no later than 45 minutes before the ceremony begins and up to 90 minutes for family portrait photography

**Guest ticket collection:** Please arrive at the venue no later than 1 hour before the ceremony starts.

It is recommended that guest tickets are purchased in advance at [southbankcentre.co.uk/lgbu](https://southbankcentre.co.uk/lgbu)

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## GRADUATE SIGN-IN

### **Sign-in is located on Level 2 Blue Side**

All graduates must sign-in and collect a graduate ticket in order to access the ceremony and process across the stage. All graduates are seated together in the front stalls of the auditorium and must keep their graduate ticket with them at all times.

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## GRADUATION GOWNS

### **Gowns are collected from Level 2 Green Side after graduate sign-in**

Please ensure gowns are hired no later than 21 days before the ceremony. Without pre-booking there is no guarantee a gown will be available on graduation day.

To pre-order visit preferred supplier: [edeandravenscroft.com](http://edeandravenscroft.com)

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## PHOTOGRAPHY

### **Located on the Ballroom Floor**

Photography services are available before and after each ceremony.

To pre-order visit preferred supplier [edeandravenscroft.com](http://edeandravenscroft.com) for photography information and to pre-book a package

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## COMMENCEMENT OF CEREMONY

### **Please listen for the announcement**

An announcement will request all guests and graduates to take their seats in the auditorium 30 minutes prior to the commencement of the ceremony. The duration of the ceremony is approximately 90 minutes after which a light refreshment buffet will be served which lasts approximately one hour.

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## CELEBRATORY RECEPTION

### **Located on Levels 4 and 5, Green and Blue Sides**

A one-hour reception will take place where sandwiches and refreshments will be served.

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## RETURN OF ACADEMIC GOWNS

### **Located on Level 2 Green Side**

Please return academic robes before departure.

Arrangements can be made for extended robe hire.

Please visit [edeandravenscroft.com](http://edeandravenscroft.com) for more information.

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## QUESTIONS ABOUT THE DAY?

Contact London South Bank University Events Office  
[graduate@lsbu.ac.uk](mailto:graduate@lsbu.ac.uk) or **020 7815 8182/020 7815 8184**

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## GRADUATION MEMENTOS

### **Located on Level 2**

Graduation DVDs and merchandise are available.

Pre-order graduation gifts at [campusclothing.com](http://campusclothing.com)

Pre-order DVD's at [galaxyvideo.tv](http://galaxyvideo.tv)

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## STAY CONNECTED

Keep in touch at [alumni.lsbu.ac.uk](http://alumni.lsbu.ac.uk)