Graduand arrival and registration

It is recommended that you arrive as close to 3.00pm as possible to allow enough time to register and be gowned. Upon arrival at your ceremony, proceed directly to registration. Registration is set up by course area centres. All students will receive a registration card indicating their name, qualification and seating allocation. It is essential that you hold onto this card and do not swap seats with other graduands. This is the order that you will be called on to the stage.

Registration and robing closes at 4.00pm sharp.

If you are a diploma or above graduand, you will receive instructions for the gowning location and receive your sash that is part of your academic regalia and in line with the Centre that you studied with.

Gowning and dress code

All graduating students are asked to wear semiformal attire. Diploma and above graduands will wear traditional academic regalia, black gown, mortarboard and appropriate sash over their clothes. Please be mindful of hairstyles and how these will be affected when wearing the mortarboard.

Please note: jeans, thongs, sneakers and similar casual items are not appropriate attire for graduation ceremonies.

Seating and briefing

You will be allocated a seat number upon registration. Please do not swap seats with other graduands as this is the order you will be called out of your seat to appear on stage.

You are required to attend a student briefing at 4.20pm sharp. All students must be ready to enter the theatre at 4.10pm. This briefing will go for approximately 20 minutes, upon conclusion guest will be seated in time for a 5.00pm starting time.

Please follow directions of ceremony staff at all times.
**What to expect at your ceremony**

1. Guests will be seated after graduands have been seated and briefed. Guests will be seated separately from graduands.


3. Welcome to Country.


7. General Manager will address the audience and formally congratulate all graduands on behalf of TAFE Queensland East Coast.

8. Graduands will quietly file out of their seat and move towards the stage area. It is paramount to the event to remain in order. Please remember to take your registration card with you and listen to event staff at all times.

9. Enter the stage, hand your card to the presenter, wait until your name is announced and then walk over to the General Manager.

10. When facing the General Manager shake hands with your right hand and receive your congratulations folder with your left, pause for a photo and proceed to exit the stage.

11. Once off the stage, follow the directions of the ceremony staff at all times. Quietly return to your seat.

12. Once all graduands have been presented to the General Manager, the Master of Ceremonies will welcome the presenter to award “Student of the Year”.

13. When the awards conclude, the Master of Ceremonies will ask the audience to join her in congratulating the graduating class of 2015 with a finale performance of the music students.

14. All guests are asked to remain seated until the academic procession has departed. This concludes the ceremony.

**Helpful hints**

1. Don’t be late – there is a lot to do prior to the ceremony including registration, gowning and briefing.

2. Keep hold of your registration card. This will assist us in helping to announce your name correctly when you are called out on stage as well as making sure you are in the correct seating order.

3. You are responsible for your academic regalia. You will sign for the academic regalia at the time of gowning and sign again upon returning the items. Failure to return the academic regalia will incur a fee for the replacement of these items.

**Frequently asked question**

**What do I do if I do not know my student number?**

Please call student services on 1300 656 188 for assistance with obtaining your student number.

**Do I need to bring my email confirmation to the event?**

Yes please, this can be printed out or displayed on your mobile phone.

**What if I didn’t pass my studies?**

If this happens and you have already registered and paid to attend you will be entitled to a full refund. You will need to make contact with TAFE Queensland East Coast at least 24 hours prior to the ceremony. After this time a refund will not be possible.

If you are unsure if you are going to pass your qualification, speak to your teacher.

**What does the price of my ticket include?**

The price of the ticket covers entry, entertainment and catering post event.

**What do I wear?**

We ask that all graduands and guests are dressed in semiformal attire.

**How many guests can I invite?**

Each graduating student can invite 2 guests.