

## Information Sheet

**Graduation - Celebration of Achievement - Monday 5<sup>th</sup> November 2018**

### Tickets

Guest tickets will be distributed 1 week before the event. **Tickets for Graduands will be given out on the day.** Due to limited space, **the maximum number of tickets for guests is 2.** You may request further tickets depending on availability closer to the date. You will be sent an email letting you know if more tickets are available. Please do not bring extra guests on top of your ticket allocation.

### Refreshments

Light refreshments will be available within the Trafalgar Suite between 3.30pm and 6pm. Tea, coffee, alcoholic and non-alcoholic refreshments will be available from the bar. Only cash payments will be accepted.

### Bar

The bar area will open between 3.30pm and 10pm (closed during ceremony) within the Trafalgar Suite. Only cash payments will be accepted.

### Gown Hire

The booking of the gown hire is done directly with Marston Robing and not through the College itself.

### Photography

Marston Robing will have professional photographers available from 3.30-6.30pm. Photography can be booked as part of the ticket and gown ordering process.

### Car Parking

There are 750 complimentary car parking spaces available on-site.

### Itinerary

Registration, gowning and photography will take place between 3.30pm and 6.00pm so please ensure you arrive in plenty of time. The ceremony itself will commence at 7.00pm and will end at 9.00pm.

### Wheelchair Users

Please can you advise us if you or any of your party have a disability which may require special seating arrangements.

### Children

Small children are welcome to sit on visitors laps without the need for a guest ticket. However we respectfully ask that if children are creating a disturbance that they are taken outside the main room during the ceremony.

### Further

Should you require any assistance with your Graduation arrangements, please contact us at [graduation@solihull.ac.uk](mailto:graduation@solihull.ac.uk)