



# Convocation Day Checklist

In order to ensure that your graduation is a happy and memorable event, we have created this simple checklist / worksheet that will help you plan your day.

My convocation is on \_\_\_\_\_ at \_\_\_\_\_.

I need to be at Kingston Hall by ...

- 8:00 a.m. (10:00 a.m. ceremony)
  1:00 p.m. (2:30 p.m. ceremony)

	Done	To do...
<b>Step 1:</b>		
Arrive at Kingston Hall x Guests may go directly to Grant Hall once doors are open <ul style="list-style-type: none"> <li>o 8:30 am for morning ceremonies</li> <li>o 1:00 pm for afternoon ceremonies</li> </ul>		
<b>Step 2:</b>		
If you have pre-booked, or are interested in arranging, academic regalia ? Pick up your hood and gown from the Gaspard/ AMS rental room on the first floor of Kingston Hall.		
<b>Step 3:</b>		
Go to the second floor of Kingston Hall (Room 205) in order to receive your Name Card.		
<b>Step 4:</b>		
Ensure that valuables have been left with Security at Room 202, Kingston Hall. (NOTE: You may not be returning to your original seat after leaving the stage).		
<b>Step 5:</b>		
Go to the room you have been assigned to await the instructions of the Marshal.		
<b>Step 6:</b>		
Return your regalia to the first floor of Kingston Hall * Diplomas are distributed during the ceremony		

## FINAL STEP: CONGRATULATIONS AND ENJOY YOUR BIG DAY!