

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 May 24, 2024 at 10 am.

I need to be at **Kingston Hall** (2nd floor) by...

8:00 a.m.

	Done	To do...
Step 1:		
Arrive at the 2 nd floor of Kingston Hall (You will be required to show Photo ID upon arrival) <ul style="list-style-type: none"> Bags will be subject to a cursory visual check to ensure prohibited items are not brought into the building Guests may go directly to Grant Hall once doors are open (90 minutes prior to the scheduled start time) <i>There are no physical tickets - guests will give the name of their graduating student to ushering staff on arrival</i> 		
Step 2:		
Have you pre-booked, or are interested in arranging, academic regalia? Pick up your hood and gown from the Gaspard/AMS rental room on the lower level of Kingston Hall .		
Step 3:		
Follow the directions on site in Kingston Hall to receive your Name Card. Bring Photo ID.		
Step 4:		
Ensure that valuables have been left with Security at Kingston Hall (NOTE: You may not be returning to your original seat after leaving the stage).		
Step 5:		
Go to the area you have been assigned to await the instructions of the Marshal.		
Step 6:		
Return your regalia & pick up your diploma on the lower level of Kingston Hall . (up to 1:30 pm). Bring your Photo ID.		

FINAL STEP: CONGRATULATIONS AND ENJOY YOUR BIG DAY!