

# 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 Slush Puppie Place by...

- 8:00 a.m. (10:00 a.m. ceremony)     
  1:00 p.m. (3:00 p.m. ceremony)

	Done	To do...
<b>Step 1:</b>		
<b>Arrive at the King Street entrance of Slush Puppie Place</b> <ul style="list-style-type: none"> <li>• Guests may go directly to the main gates once doors are open               <ul style="list-style-type: none"> <li>○ 8:30 am for morning ceremonies</li> <li>○ 1:00 pm for afternoon ceremonies</li> </ul> </li> <li>• <i>There are no physical tickets - guests will give the name of their graduating student to ushering staff on arrival</i></li> <li>• <i>Leave anything you bring with your family other than your photo ID</i></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 counter		
<b>Step 3:</b>		
Go to the registration area in order to receive your Name Card. <i>You will need Photo ID</i>		
<b>Step 4:</b>		
Go to the zone you have been assigned to await the instructions of the Marshal.		
<b>Step 5:</b>		
Return your regalia & pick up your diploma at the King Street entrance. (up to 1:30 pm for morning ceremonies and 5:30 pm for afternoon ceremonies) <i>You will need Photo ID</i>		

FINAL STEP: CONGRATULATIONS AND ENJOY YOUR BIG DAY!