

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...
Step 1:		
Arrive at Kingston Hall <ul style="list-style-type: none"> Guests may go directly to Grant Hall once doors are open <ul style="list-style-type: none"> 8:30 am for morning ceremonies 1:00 pm for afternoon ceremonies 		
Step 2:		
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.		
Step 3:		
Go to the second floor of Kingston Hall (Room 205) in order to receive your Name Card.		
Step 4:		
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).		
Step 5:		
Go to the room you have been assigned to await the instructions of the Marshal.		
Step 6:		
Return your regalia to the first floor of Kingston Hall <i>* Diplomas are distributed during the ceremony</i>		

FINAL STEP: CONGRATULATIONS AND ENJOY YOUR BIG DAY!