

## Celebration ceremonies

*Want to volunteer for a celebration ceremony but not sure what the roles consist of?*

The graduation day is one of the most important moments in a student's life and we could not achieve this week without all your help. This factsheet will give you an idea of what each role involves and what you will be responsible for.



*Shirley Hall: Where ticketing, gowning and photography is located.*



*Certificate table: Congratulating students as they walk down the central nave.*



*Graduate registration: students follow the cloisters to register for their ceremony.*



*Ushers are on hand to help with the processions into the Cathedral.*

### **Ticket Collection**

**What is it?** All students will come to the ticketing section to collect their guest tickets for their ceremony.

**What would I be doing?** As a ticket collection helper, your main duties will be to assist with the exchange of email receipts for hard copy tickets through the Tempest ticketing system and deal with any student inquiries about the ceremony.

You will scan the barcodes using the scanners provided at the desk and give the student the correct number of tickets allocated to them. On the day, you will receive a full briefing regarding the ticketing scanning system and anything else that you need to remember.

## Certificate table

**What is it?** Seated in the Cathedral, this role ensure graduands receive the correct certificate after shaking the Presiding Officers hand.

**What would I be doing?** As a certificate table helper, your main duties will be to assist with the handing out of certificates to students during the ceremony, ensuring that certificates are given to the correct students.

You will need to listen to the names that are called for each student and ensure that you are giving out the correct certificate as they walk down the central aisle.

## Graduate Registration

**What is it?** All students will need to check – in before the ceremony starts. They will be given a number, which will let them know the order in which they will receive their certificate.

**What will I be doing?** Your main duties are to assist with checking in each student as they arrive and giving them a number to line them up in processional order around the precinct. You will have an alphabetised list of names to check.

### Free meals!

If you work for two or more consecutive ceremonies, you will be provided with lunch/dinner depending on the time of the ceremony. As well as refreshments throughout.

## Ushering

**What is it?** Throughout the ceremony, volunteers are on hand to assist graduates and guests. Ushers also help to seat guest and provide programmes before the ceremony takes place.

**What will I be doing?** Your main duties are to assist with seating guests in the Cathedral. Upon the ceremony's closure, you will assist with the graduates' exit procession. Once everyone has exited the Cathedral, you will help to clear any rubbish. Some ushers will also be responsible for distributing programmes to guests on arrival; these will be **one per family**, as guests enter the Cathedral.

*Working at the graduation ceremonies is a rewarding and enjoyable opportunity, but don't just take our word for it....*

*"I would like to thank you all as well for providing me with an opportunity to experience the ceremony in a very friendly and congenial environment. I had a memorable and enjoyable day too and will definitely be putting my name down for future ceremonies."*

*"I thoroughly enjoyed being part of this celebratory experience. Considering the numbers of student and their families, I think the organisation and running of these events went extremely well"*

*Sounds good, where do I sign up?*

Please complete [the form](#) to let us know which ceremonies you would like to volunteer for.