Convocation day checklist

Everything for graduation day: tickets, gown pick-up, timing, guests, photos and what to bring.

NAME

DATE

CEREMONY DATE AND TIME

LOCATION

ARRIVE BY

GOWN PICK-UP TIME AND PLACE

CHECKLIST

- [ ] RSVP done and tickets received
- [ ] Guests know the time, place and entrance
- [ ] Gown and hood picked up
- [ ] ID and student card
- [ ] Accessibility needs requested for me or guests
- [ ] Photo plan (official photos, family photos)
- [ ] Water and a snack
- [ ] Plan for after the ceremony

Guest	Ticket? ☐	Travel or meeting point	Phone