



2021 Graduation Briefing Document

Dear Graduand

Thank you for registering to attend the Endeavour College of Natural Health Graduation Ceremony. We are delighted you can attend, it will be a great afternoon and evening for you and your guests to celebrate the culmination of all your hard work and study.

To assist you in the lead up, and in preparation for an enjoyable event, we are pleased to provide the below information. Please read this information carefully.

Registration on arrival

Upon arrival you will need to formally register for the Ceremony. Please proceed straight to the registration table, have your ticket scanned then proceed to the Gowning Area. Graduation staff will be on hand to provide directions and assist you.

Due to COVIDSafe arrangements, registration will be staggered across two arrival groups.

- 1 – 1.30pm arrival for registration and gowning: Graduands with surnames between A – K
- 1.30 – 2pm arrival for registration and gowning: Graduands with surnames between L – Z

Note: Registration is for Graduands only. There is no capacity to host family and friends on site during this time.

Dress Code and Academic Dress

You will be provided with the appropriate academic attire – gown, mortarboard and hood, dependent on your qualification (mortarboard not required for DipHS). As a Graduand, you are required to wear this dress for the Graduation Ceremony.

It is important to note the gown is open at the front therefore what is worn underneath is visible.

We recommend you wear smart casual attire (pants and buttoned shirt for men; pants/skirt, blouse or dress for women). It is also recommended to remove jackets and coats before gowning, as the gowns are heavy fabric and can get hot. Graduation staff will be available to help with the Gowning process.

Photography

Professional graduation photography will be available at the ceremony and provided by the company, Graduation Photography Services.

Once gowned, there will be time for photos. Graduation Photography Services will have a booth available for individual Graduand photographs following your gowning and following the rehearsal.

Following the ceremony there will be an opportunity to have official photography with your family and friends. *Where possible, please leave your personal belongings with guests as there is no security or storage available in the gowning or photography area.

Graduates have the option of sitting for formal portraits and family photos at the ceremony. There will also be a photo taken of each graduate receiving their testamur on stage. These photos can be purchased online with a user code issued to Graduates on the day. Portraits are available for an allotted time prior to the ceremony and again once the ceremony has concluded.

For more information and to pre-book photography services, please go to [Graduation Photography](#).

Order of Ceremony Proceedings

Rehearsal

Following the Gowning process, a full Graduation Rehearsal will be held onsite for all Graduands.

The rehearsal will provide you with a full briefing regarding the Ceremony, housekeeping, photography as well as provide an opportunity to practice the Graduation Procession and Presentation of Graduands.

Ceremony Format

Guests will arrive at 4pm, to be seated ready for the MC to provide a welcome at approximately 4:20pm.

At 4pm you will be placed in your presentation order in preparation for the Graduand procession into the hall, where you will take your allocated seat.

(It will be important that you have your name checked on arrival to ensure you are presented on stage. If you do not have your name checked, your name will not be included in the proceedings and you will not be presented on stage to receive your Award)

The MC will open the Ceremony and introduce the Council Chair Address and Welcome. Following the formal conferring of

Graduands to Graduates, you will be asked to stand and be presented to the Chair of the Endeavour College Council, who will admit the Awards.

Please take note that at an appropriate time, you will be signalled to stand and move to the correct position near the stage area in preparation for your walk across the stage to accept your Award.

Arriving Late

Please make every effort to be punctual for the Registration and the Gowning process. If, for some reason, you are running late, please contact the Graduation Manager, Georgie Stayches, on 0417 467 557 immediately and alert them that you are still attending. If you arrive late and miss the briefing you must report to the Registration Desk as soon as possible to confirm your attendance and presentation on stage.

Graduation Cocktail Party (1 hour)

Immediately following the Graduation Ceremony, light refreshments and beverages will be provided for Graduates, their guests and attending Endeavour staff to celebrate the outstanding achievements of the Graduating Class.

Key Times

1.30pm

Graduands to arrive for gowning

2.30pm

Graduation rehearsal

4pm

Guest arrival

4.20pm

Graduation ceremony (including graduand and academic procession)

5.30pm

Cocktail reception

6.45pm

Event concludes