

LIDLAW COLLEGE GRADUATION

Saturday 28 April 2018 | 1:30 pm
Church Unlimited, Glendene



INFORMATION SHEET

PRE-GRADUATION EVENING – FRIDAY 27 APRIL

7:00 – 9:00 pm
Henderson Campus Atrium

We would love you to join us for canapés and drinks at a pre-graduation get-together the night before Graduation, 27 April. As well as catching up with your fellow graduates and Laidlaw staff, you will be able to collect your hood that evening, or you can collect it at the church the following day. On the evening, we'll give a demonstration on how to wear your regalia. Your spouse/partner is welcome. This is a free event. For catering purposes please RSVP to events@laidlaw.ac.nz and let us know how many are coming.

GRADUATION CEREMONY DETAILS

The ceremony will be held at Church Unlimited, 3 Te Atatu Road, Glendene, Auckland. There will be an Academic Procession that will begin in the car park and proceed into the Church auditorium.

Graduands attending the ceremony should meet at Church Unlimited in their Academic regalia appropriate to their programme no later than 12 noon on Saturday 28 April 2018. Doors will be open from 10:30 am and photos and hoods will be available from the same time.

GRADUATION DAY

10:30 am	Graduands arrive for gowning
	Portraiture in academic regalia is available
12:45 pm	Assemble for Procession
1:15 pm	Guests are seated
1:15 pm	Procession into Auditorium
1:30 pm	Ceremony commences
3:30 pm	Ceremony concludes
3:45 pm	Afternoon Tea available
5:00 pm	Official programme concludes

CARPARKING

On Saturday 28 April you are welcome to park your car in the main car park. Please do not leave valuables in your car. Please do not park in the car parks designated for the shops and in the Glendene Village area. Parking attendants will be available to guide you.

CERTIFICATES AND ACADEMIC TRANSCRIPTS

The document sleeve you receive at Graduation contains your Certificate and the official Academic Transcript. If you require additional copies of your Academic Transcript, a \$25 fee applies.

ACADEMIC DRESS

- You must wear academic dress in order to graduate (unless you are graduating from Certificate programme).
- You can hire your regalia from **Academic Dress Hire** - see information below.
- It should be noted that on this formal occasion suitable attire should be worn underneath your regalia, with appropriate footwear. Please bear in mind that you will be accessing the stage via steps during the ceremony.
- Laidlaw College will provide all ACADEMIC HOODS at the pre-graduation get together on Friday 27 April or from 10:30 am on Saturday 28 April.

WHAT TO HIRE

Certificate Graduands	No academic regalia is required. Please wear formal dress
Diploma Graduands	Diploma Gown
Degree Graduands (incl GradDipTh)	Bachelor's Gown and Trencher (hat)
Master Degree Graduands	Master's Gown and Trencher (hat)

ACADEMIC DRESS HIRE

17 George Street, Parnell, Auckland 1023 | Phone 09 358 1044

Opening hours are 8:30 am until 4:30 pm weekdays only.

For hire of Gown (Diploma/Degree/Masters) and Trencher/Hat (Degree/GradDipTh/Masters). Please note that Laidlaw College will provide all Academic Hoods.

You must wear academic dress in order to be presented with your award on stage during the ceremony.

ORDER IN PERSON

Onsite orders for Laidlaw graduands is only on the following days and timings:

- Tuesday 24 April between 8:30 am and 6:00 pm
- Thursday 26 April between 8:30 am and 4:30 pm
- Friday 27 April between 8:30 am and 4:30 pm.

Note that Academic Dress hire will be closed on 25 April 2018 due to ANZAC day.

Please also note that Academic Dress Hire is not open on Graduation Day, Saturday 28 April.

Please visit the Academic Dress Hire offices with payment ready. Please note that due to the University Graduation ceremonies around the same time, Academic Dress Hire expect longer waiting times for payment and pick up. Please mention that you are ordering for the Laidlaw College Graduation Ceremony.

ORDER ONLINE

Cut off date for online orders is Tuesday 24 April by 4:30 pm.

VISIT: www.academicdresshire.co.nz

Please order directly through the website by choosing the "Laidlaw College" option on the home page. You can then select Laidlaw College qualifications.

Please select the qualification you will be graduating with (Diploma, Bachelor Degree or Master Degree). Once you have chosen the qualification type, the system will automatically select the correct regalia based on your protocols as listed below, with the following prices:

PRICES

Diploma Graduands	Diploma Gown	\$38.00
Degree Graduands (incl GradCertTh and GradDipTh)	Bachelor's Gown and Trencher (hat)	\$59.00
Masters Degree Graduands	Master's Gown and Trencher (hat)	\$59.00

PAYMENT

Payment options are:

Credit card - Visa/Mastercard (Online and office)

Online Bank Transfer (paid 2 business days in advance)

Cash/Eftpos - (Office only)

OTHER COSTS

When ordering regalia online, all graduands are given the option to donate \$5.00 to the Kate Edger Educational Charitable Trust.

Laidlaw graduands will not be required to pay a bond, however any regalia returned after 4:30 pm on Tuesday 1 May will incur late fees.

Optional - Hassle free return service: When ordering, graduands can purchase a postage prepaid box for \$10 for returning regalia. After the ceremony, graduands simply put regalia in the box and call NZ Couriers to arrange sending regalia back to Academic Dress Hire.

PICK UP/RETURN

ALL PICKUPS and DROPOFFS will be from the premises: 17 George Street, Parnell, Auckland 1023

Height can be indicated on the website, however a personalised fitting is available when you go to collect your order. Print out your order confirmation and take it with you when you collect your outfit during the week before the ceremony so that they can process your order quickly. Note the following collection and return times:

Collection Times

Tuesday 24 April	8:00 am – 6:00 pm
Thursday 26 April	8:30 am – 4:30 pm
Friday 27 April	8:00 am – 4:30 pm

Return Times

Monday 30 April	8:30 am – 4:30 pm
Tuesday 1 May	8:30 am – 6:00 pm

OFFICIAL PHOTOS

Various photographs can be taken of you during the day, including the moment of Graduation just after you are presented with your award.

PRE-CEREMONY PORTRAITS:

Take advantage of the professional photography services available on the day of your graduation (from 10:30 am – 12:30 pm) and sit for a portrait of yourself in your academic regalia. Couple, family and group shots are welcome. The photography studio will be positioned inside the Church auditorium.

Portraits cost \$8 per pose and include a digital image for social media. Prints can also be purchased as desired. We encourage you to pre-order and pay for your portraits before the graduation day. This can be done online at:

www.dispersion.co.nz/laidlaw2018

Please note, payment may also be made by cash on the day, but EFTPOS is not available at the venue.

Please arrive as early as possible on the day if you hope to have professional photos taken.

AWARD:

During the ceremony our photographer will take a photo of you with your newly conferred award. This first photo of you as a graduate, holding your qualification, will be available for purchase from:

www.dispersion.co.nz/laidlaw2018

Award portraits do not need to be pre-purchased.

MEDIA

Please note that photography will take place on the day of graduation (not just during the ceremony) and some of this may be used for promotional purposes.

All mobile communication devices must be on silent or turned off during the ceremony. Guests are permitted to take photographs during the ceremony, provided they are considerate to other guests. We ask that guests not leave their seat in order to take photographs. A professional videographer will be recording the ceremony. This video will be available to all after the ceremony on the Laidlaw College website. We request that guests do not video the ceremony.

TICKETS AND GUESTS

Your family and friends are welcome to join you for the day including photos, the procession, the ceremony and the afternoon tea. Tickets will not be required and invitations for you to forward to your guests are enclosed.

LUNCH ARRANGEMENTS

Cafés and eateries are available in the Glendene Village on Saturday 28 April. Please ensure you have eaten by 12:30pm.