



# 1

Arrive at Sheffield City Hall in plenty of time – we recommend that you give yourself a couple of hours before your ceremony start time

Collect your gown & have your photographs taken in the Ballroom at City Hall

Opening times are 8am–5:30pm (or 8:30pm for an evening ceremony)

# 2

# 3

The doors to the Oval Hall, where you will graduate, will open 45 minutes before your ceremony. Make sure you are seated no later than 15 minutes before!

Your Academic Steward will greet you at your seat and hand you your name card - hold on to this!

# 4

# 5

Your Academic Steward will lead you to the front of the hall when it is your time to cross the stage

You'll cross the stage and shake hands with the Presiding Officer and the Dean of your Faculty

# 6

# 7

The ceremony will end approximately 1hr 30mins after the start time