



SUMMER CONGREGATION 2024

WHAT TO EXPECT ON THE DAY

VENUE, TRAVEL AND PARKING

Congregation (graduation) ceremonies are held in Durham Cathedral with related activities taking place around Palace Green, the area between the Cathedral and Castle. The Congregation Fair is located in a marquee on the green for graduands (students) and guests to enjoy before and after the ceremony.

Graduands must arrive at Palace Green at least 2



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TIMINGS

Graduands to collect robes from the Pemberton Building on Palace Green (due to limited capacity, only graduands are allowed access to collect robes).

Graduands or guests to collect tickets from the marquee.

Graduands must give tickets and belongings to guests before going to the Great Hall.

Graduands report to the Great Hall of University College (Castle) 1 hour and 15 minutes prior to the ceremony to be put into procession order. The Castle gate will be closed 1 hour prior to the ceremony, so any graduands not in the Great Hall by this time will be excluded from the procession.

Guests, with tickets, will be directed to enter the Cathedral from the Information Point approximately 45 minutes before the ceremony start time to be seated separately from graduands.

Graduands process from the Great Hall to the Cathedral approximately 30 minutes before the ceremony.

On entering the Cathedral, graduands will be seated in order. Names will be checked multiple times as it is vital that graduands remain in order for the ceremony.

During the ceremony graduands will be called to process across the stage individually, pausing to shake hands in front of the Presiding Officer.

The ceremony lasts approximately 1 hour and 15 minutes. The use of cameras and recording devices is not permitted during ceremonies and flash photography is not allowed inside the Cathedral.

After the ceremony, graduates and guests can enjoy the facilities in the Congregation Fair in the marquee.

Graduates must return robes to the Pemberton Building before 6:00pm on the day of the ceremony.

GUEST ENTRANCE INFORMATION

Entrance to the Cathedral will only be allowed from 45 minutes before the ceremony start time. Guests will be directed from the Information Point to the Galilee Chapel entrance before being guided into the main body of the Cathedral. Guests may have to wait at the Galilee Chapel for a period until the Cathedral is ready. Guests must show ticket



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GRADUANDS AND GUESTS WITH SPECIAL REQUIREMENTS

Graduands are given the opportunity to advise of any special requirements for themselves and guests when registering for the ceremony. Graduands and guests can also contact the Ceremonies Unit directly to discuss any special arrangements.

Induction loop facilities are available throughout the seating areas in the Cathedral and

Access for guests with mobility issues:

Guests using wheelchairs will be escorted into the Cathedral to be seated in the Font area and should report to the Congregation Information Point, with a companion if they wish, 45 minutes before the ceremony;

Guests with mobility issues may take a seat in the Galilee Chapel and should report to the Congregation Information Point, with a companion if they wish, 1 hour and 10 minutes before the ceremony.

GUESTS WITH CHILDREN

The ceremony is a formal occasion and can involve a lot of waiting around. Disruptions by small children can disturb the graduands and their guests. Please consider this before bringing a small child along. Tickets are required for children over the age of 2 as they will

accommodated inside the Cathedral but must not block the aisles. Children and babies cannot be seated with the graduand, they must be seated with an adult guest in the guest section of the Cathedral. Anyone under the age of 18 must be accompanied by an adult, in compliance with our Safeguarding policy [Safeguarding Children - Durham University](#). The ceremony will also be streamed live to the Assembly Rooms (located on the Bailey) which may be more comfortable for guests with small children, but please note all children must be accompanied by an adult.

PHOTOGRAPHY

Photography is not permitted during the Ceremony, this includes the use of still, digital and video cameras and mobile telephones. Ceremonies are professionally filmed and photographed with USBs/photos available to purchase afterwards. Flash photography is not permitted within the Cathedral.

PERSONAL BELONGINGS

Graduands are advised to keep personal belongings to a minimum which should be left with guests prior to the ceremony. No personal belongings should be carried by the graduands as there is no capacity to store these when the graduands go on stage. This includes mobile phones.



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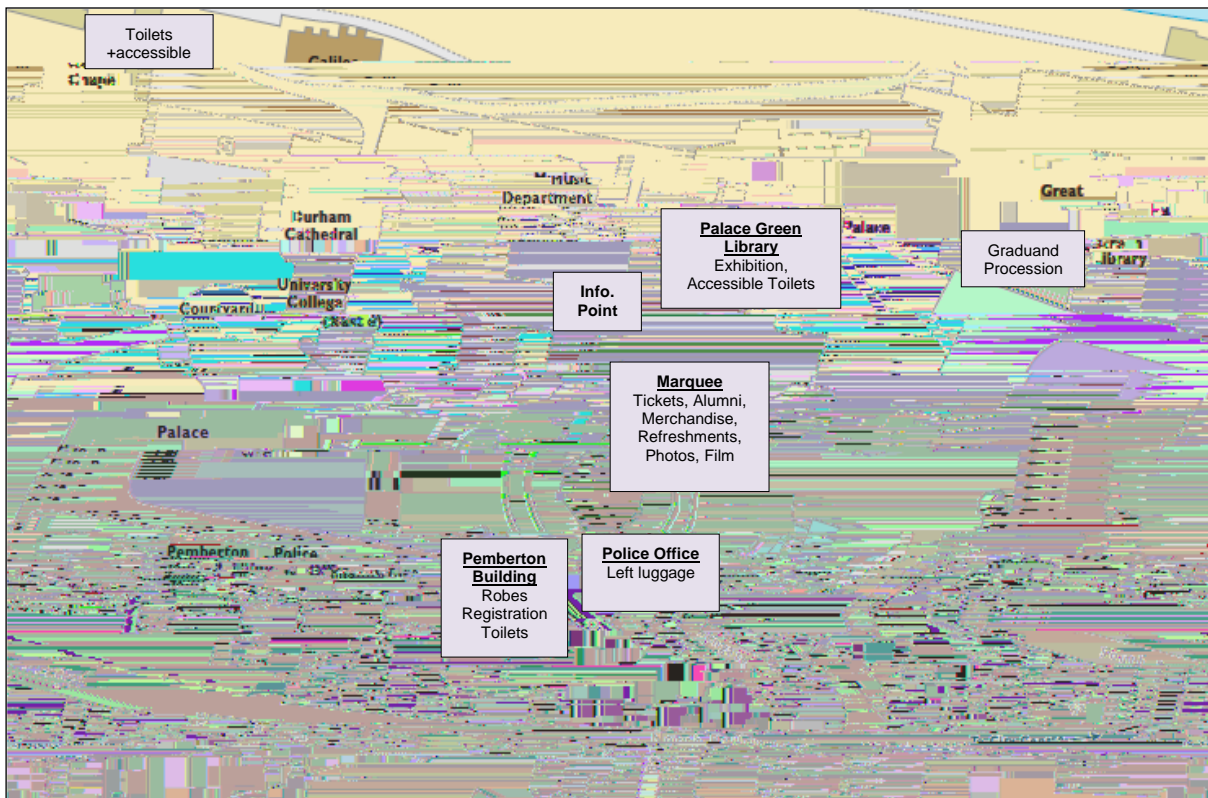
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Email: grayandson@btconnect.com

Graduands are recommended to wear smart clothing beneath robes; either skirts or trousers are acceptable. Clothing with buttons down the front, such as blouses and shirts, are highly recommended to secure the hood which drapes over the shoulders. Graduands are advised to wear appropriate footwear to process across cobblestones and walk up and down 2 steps at the stage during the ceremony. Guests are recommended to dress smartly but without hats which can restrict the view for other guests.

Graduands and guests are advised to dress appropriately for the weather as they will be outside at certain times of the day and it can be cold inside the Cathedral, even in Summer.

MAP OF PALACE GREEN AREA



Ceremonies Unit

Email: congregation@durham.ac.uk

<https://www.durham.ac.uk/about-us/professional-services/ceremonies/>

We look forward to welcoming you at Congregation and hope you enjoy this special day.



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CHECKLIST: BEFORE YOUR CEREMONY DAY

Before 19 June

Complete Congregation and Parchment registration on Banner Self Service

Hire graduation robes with Gray & Son Robemakers

Contact your **Faculty Office** to confirm the pronunciation of your name, only if it is often mispronounced



Before arrival

Read the What to Expect on the Day information

Visit our website and watch the YouTube video:
https://www.youtube.com/watch?v=-QUIq_XIKPc

Print off any relevant booking confirmations

Your registration summary can be emailed or printed from Banner Self Service before 19 June, also consider robes/photography order confirmations

Plan your day

Allow sufficient time for arriving at Palace Green and have a look at our handy Palace Green map



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QUICK GUIDE: YOUR CEREMONY DAY

Graduand to arrive at Palace Green

9:00 am ceremony	11:00 am ceremony	1:45 pm ceremony	3:45 pm ceremony
7:00 am	By 9:00 am	By 11:45 am	By 1:45 pm

Graduand must collect robe from the Pemberton Building (access for graduands only)

9:00 am ceremony	11:00 am ceremony	1:45 pm ceremony	3:45 pm ceremony
7:00 7:45 am	9:00 9:45 am	11:00 am - 12:30 pm	1:00 2:30 pm

Graduand to report to the Great Hall