



UNIVERSITY OF PORTSMOUTH

Visual Story  
**Before my  
ceremony**

# VISUAL STORY

## BEFORE MY CEREMONY

This Visual Story is designed for graduates who have ordered a gown to collect on the day of their ceremony. It has been designed for people who would benefit from knowing more about the event before they visit and includes images to help you prepare.

### **There are four main venues for your graduation day:**

- Ravelin Sports Centre where you will find the Help Desk, gowning and photography
- Portsmouth Guildhall where the ceremony takes place
- White Swan and King Henry Buildings where guests without a ticket can watch the live stream of the ceremony
- Ravelin Park where you will find the Graduation Village and enjoy your Celebratory Reception

This guide is about what you need to do before your ceremony. There are other guides about the ceremony itself and what to do after your ceremony.

## **WHAT IS RAVELIN SPORTS CENTRE?**

Ravelin Sports Centre is the University of Portsmouth's sports complex, which means that it has a gym, swimming pool, climbing wall and lots of studios. The Sports Centre will still be open for gym and swim members to use.

No photography is allowed in the Sports Centre with the exception of official studio photography.

No alcohol may be brought into the Sports Centre.

For graduation, the Sports Hall is where graduates will collect their gowns and have their photographs taken if they want to.

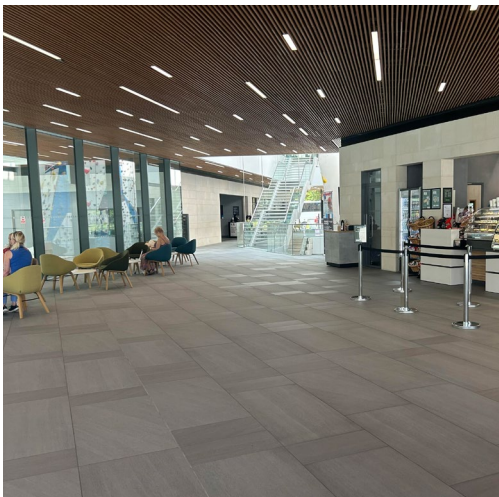
If you don't know how to find Ravelin Sports Centre you can use **Google Maps**.



Here is a picture of Ravelin Sports Centre. The main entrance into the building is through the revolving door. There is also a powered pass door to the left of the revolving door.

---

---



When you enter the building you will see the swimming pool to your left behind a glass wall. To the right is a reception desk and Ravelin Café.

There will be staff in the lobby to help you. They will be wearing purple hi-vis vests so you will know who they are.

---

---



To get to the Sports Hall (the room where you collect your gown and can have your photograph taken) please make your way up to the first floor. You can either go up the stairs or in the lift.

Please let us know if you require assistance.

---

## VISIT THE HELP DESK

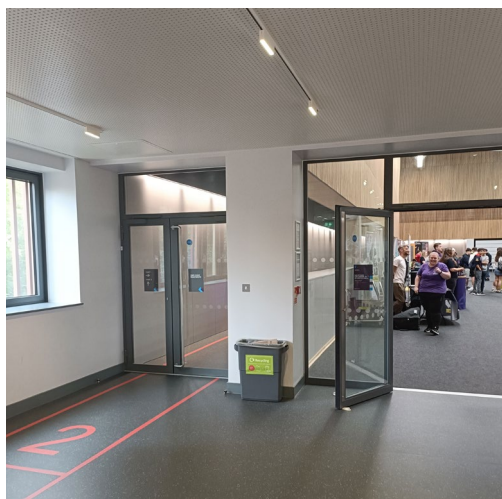
If you have any of the following questions you can visit the Help Desk where staff will be able to help you:

- Your tickets aren't available for download on your MyGraduation tab. This could be because:
  - There was an administrative error
  - You have an outstanding debt with the University
  - You haven't passed your course and are no longer eligible to attend
- You want to purchase additional guest tickets (if available)
  - These must be purchased by card only (American Express is not accepted) and cost:
    - £20 for adults (15+)
    - £5 for children (0–14)

## COLLECTING MY ACADEMIC DRESS (GOWN, HOOD AND CAP)

If you have hired/purchased your gown, cap and hood from Evess it will be ready for you to collect from Ravelin Sports Centre before your ceremony. If you would prefer, you can arrange for it to be delivered to your home address in advance for an extra charge.

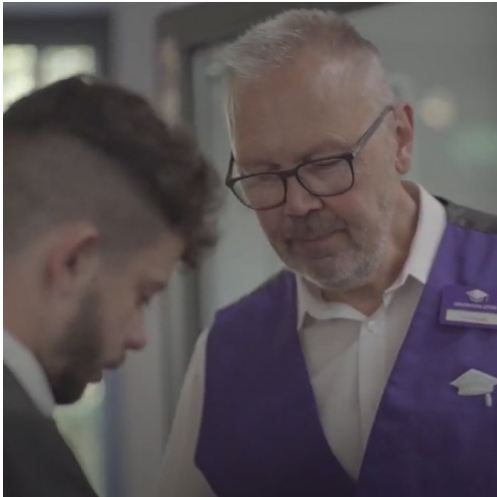
Guests are not allowed in the Gown Collection area so please ask them to wait either outside the Sports Centre or there is a small waiting area behind the stairs.



---

There are two doors that lead into the Sports Hall. The entrance to pick up your gown is the right hand set of doors as you look at it.

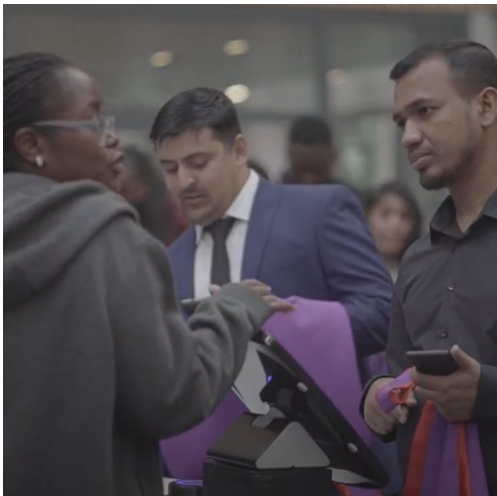
---



There will be a member of staff from Eves on hand to welcome you.

---

---



You will be given your hood first.

Next you will be given your gown and cap. Your gown will be an appropriate size based on your height.

The Portsmouth cap has a distinctive “Portsmouth Purple” tassel.

---

---



In each of the gowns is a GradTag. This is used to make the gown return process easy.

We will register your GradTag with you.

---



---

Staff from Eves will be on hand to help you put your gown, hood and cap on.

---

---



---

---

Once you are dressed you will be given a copy of your faculty's programme as you leave the Sports Hall.

---

---



---

You should meet up with your guests and then make your way to the Guildhall for your ceremony.

---

