



## Booking Information and Guidance Notes

### Venue

Your Awards Ceremony will take place at Jack's Lounge (Jack Walker Stand), Northcote at the Rovers, Ewood Park, Blackburn BB2 4JF (Blackburn Rovers Football Stadium).

### How to Book

You must reserve your place via your Student My Page, where you can also reserve a maximum of 4 guest tickets. You should book your place and request guest tickets by **Friday 7<sup>th</sup> June**. Guest tickets will be available for collection at the Registration Desk on the evening of the ceremony.

### Dress Code

Please dress smartly for this formal celebratory occasion.

### Car Parking

Free car parking is available outside the venue. We recommend that you use Car Park B, D or H.

### Upon Arrival

Proceed to the Jack Walker Stand and make your way upstairs to the Registration Desk outside Jack's Lounge to register your arrival and collect your guest tickets. Please note that entry to the ceremony is by ticket only.

### Registration

The Registration Desk will be open from 6pm and the latest time for registration will be 6.45pm.

### Photographs

Photographs will be available to purchase on the evening of the ceremony.

### Students or Guests with Special Requirements (eg access or disability)

When making your booking via your Student My Page, you will be able to indicate any such requirements. If you experience any problems or have any queries, please contact the Awards Team on 01995 642255, [awardceremonies@myerscough.ac.uk](mailto:awardceremonies@myerscough.ac.uk).

Awards Ceremonies are formal occasions and attendance by babies and young children is discouraged.

### Order of Proceedings

The Ceremony will begin with introductory speeches, following which the presentation of ceremonial scrolls takes place. As the Ceremony proceeds, College staff will direct you to your allocated seat. Please note that students and guests will be seated separately.

### Refreshments

A bar service will be available in Jack's Lounge prior to and after the Ceremony.

### Certificates

Official certification from the relevant awarding bodies will be issued in August / September and will be posted to your home address. Please ensure that your details are accurate on your Student My Page.

### Conduct

May we remind you that, although this event is a celebration, you should act in a courteous and respectful way at all times. Please remain quiet during proceedings. Inappropriate behaviour will not be tolerated and we reserve the right to exclude or refuse admission.

Please arrive early to allow sufficient time to register, collect your tickets and have your photograph taken prior to the Ceremony.

*Congratulations from the Awards Team and enjoy your evening*