



Booking Information and Guidance Notes

Venue

Your Awards Ceremony will take place at the Sports Academy, Myerscough College, Bilsborrow, Preston PR3 0RY.

Schedule of Ceremonies

Your personal invitation indicates which Ceremony you are invited to.

Further Education Ceremony 1: commencing at 11am

You must be seated in the Sports Hall by 10.45am.

- **Equine Studies**
- **Motorsport and Agricultural Engineering**
- **Sport**
- **Veterinary Nursing**

Further Education Ceremony 2: commencing at 2.30pm

You must be seated in the Sports Hall by 2.15pm.

- **Agriculture and Countryside**
- **Animal Studies**
- **Foundation Learning**
- **Greenspace and Creative Studies**

How to Book

You must reserve your place via your Student My Page, where you can also reserve a maximum of 2 guest tickets. You should book your place and request guest tickets by **Friday 7th June**. Guest tickets will be available for collection at the Registration Desk on the evening of the ceremony. Additional guest tickets may be available after 9th June and these may also be requested via your Student My Page.

Dress Code

Please dress smartly for this formal celebratory occasion.

Car Parking

Car parking is available on campus. Please indicate any accessibility requirements via your Student My Page when making your booking.

Upon Arrival

Please proceed to the Registration Desk inside the Sports Academy Building 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 8.30am for the morning ceremony and 12.45pm for the afternoon ceremony. The latest time for registration will be 10.30am and 2pm for the respective ceremonies.

Photographs

Photographers will be situated in the Sports Academy Building and you will be able to have your photograph taken from 8.30am onwards.

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 642357 or 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

Refreshments will be available to purchase from Richmond's Restaurant.

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 day