



# FREQUENTLY ASKED QUESTIONS

GRADUATION AUGUST 2017



## Graduation - Frequently Asked Questions

### Venue

Edmund Rice Performing Arts Centre, 82 Stephens Road, South Brisbane.

### Is there on-site parking?

Parking facilities are available for a flat rate of \$15 for ERPAC patrons. [Please click](#) here for further information. Other transport options include rail and bus.

**By Rail** – Southbank Train Station – [Google Maps](#)

**By Bus** – Mater Hospital Bus Station & various bus stops around the College – [Google Maps](#)

### Is there access for people with a disability?

If you or your guests have accessibility needs or are hearing impaired please let us know by emailing [events.brisbane@tafe.qld.edu.au](mailto:events.brisbane@tafe.qld.edu.au) and ensure you list details on your registration form.

### Is my registration/ticket transferrable?

No – only you can use your ticket.

### How many guests can I bring?

Each student can bring 3 guests due to venue capacity. Guest tickets can be purchased at time of online registration once email invitation is received. Please note no further guest tickets will be sold at the event day. Should further guest tickets become available you will be notified via email.

Children under three years of age do not require a ticket. All children must be accompanied by an adult at all times who is not the graduating student.

### Ticket Costs:

Graduating Student Ticket	\$55.00
Guest Ticket	\$15.00
Graduation DVD Purchase	\$35.00

### Ticket refund rules

Refunds for student and guest tickets will only be issued if a registration is cancelled on or before the registration close date, Friday 28 July, 5pm (AEST). After this date no refunds will be issued.

Only extenuating circumstances will be considered, each claim will be assessed on a case by case basis and will require supporting documentation such as a medical certificate.

Approval is at the discretion of TAFE Queensland, claims to be sent to [events.brisbane@tafe.qld.edu.au](mailto:events.brisbane@tafe.qld.edu.au) for assessment and a representative will contact you.



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## Do I have to bring my printed ticket to the event?

Yes, please bring your event ticket with you, this can be printed or displayed on your mobile phone. No ticket, no entry.

## Dress Code

Graduation is a celebratory occasion, smart casual attire is recommended.

## Food and beverage

Light finger food and soft drinks will be served prior to each ceremony commencing. It is recommended to eat something substantial prior to the ceremony.

## Official photographer

Professional photography on the day will be carried out by the motivated and innovative team from SSP Events. This team has been photographing major events for more than 20 years, which shows in their impeccable eye for detail. As a gift to all graduates, an early bird pre-order special is available for your full image set. For only \$75 (normally \$150) you can get all of your on stage and portrait images on a disc, you can purchase this package on the day, EFTPOS or cash is available. If you require further information about photography please email [ssp@bigpond.net.au](mailto:ssp@bigpond.net.au)

## Order of proceedings

The graduation ceremony runs for approximately 2 hours. Please be courteous and remain in your seat for the duration.

### 2pm Ceremony

Time	Activity	Location
11:30am	<b>Graduating Student Arrival</b> Register Proceed to gowning	Level 6, Foyer and Forecourt
12pm – 1pm	<b>Time to Celebrate</b> Welcome reception Guest arrival Professional photography Light refreshments	Level 6, Foyer and Forecourt
1pm	<b>Graduating Student Briefing</b> Graduating Students only to auditorium for briefing	Auditorium, enter doors 6 & 7
1:40pm	<b>Doors open Guests</b>	Auditorium, enter doors 6 & 7
2pm – 4pm	<b>Graduation Ceremony</b> Please be courteous to students and guests and remain in your seat for the duration of the ceremony	Auditorium, enter doors 6 & 7
4pm	<b>Event concludes</b> Final photos and gown return	Photos - Forecourt area Gown return - Level 5 Foyer
4:15pm	Official event close	



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## 7pm Ceremony

Time	Activity	Location
4:30pm	<b>Graduating Student Arrival</b> Register Proceed to gowning	Registration - Level 6, Foyer and Forecourt Gowning – Level 5, Foyer
5pm – 6pm	<b>Time to Celebrate</b> Welcome reception Guest arrival Professional photography Light refreshments	Level 6, Foyer and Forecourt
6pm	<b>Graduating Student Briefing</b> Graduating Students only to auditorium for briefing	Auditorium, enter doors 6 & 7
6:40pm	<b>Doors open Guests</b>	Auditorium, enter doors 6 & 7
7pm – 9pm	<b>Graduation Ceremony</b> Please be courteous to students and guests and remain in your seat for the duration of the ceremony	Auditorium, enter doors 6 & 7
9pm	<b>Event concludes</b> Final photos and gown return	Photos - Forecourt area Gown return - Level 5, Foyer
9:15pm	Official event close	

## Terms and Conditions

1. Participation in the graduation ceremony is dependent upon the satisfactory completion of all course requirements as determined by TAFE Queensland
2. I must pay for myself and guests during the allocated registration period of 9am AEST Monday 3 July and 5pm AEST Friday 28 July 2017. If I do not register and pay between these periods I will not be able to attend the ceremony
3. No refunds will be given for student or guest tickets after the registration close date 5pm AEST Friday 28 July
4. Booking is not confirmed until the payment, registration and study eligibility process is 100% complete as deemed by TAFE Queensland
5. Ceremony times are subject to change at the discretion of TAFE Queensland Brisbane
6. Students and guests may be photographed and or recorded and have no rights relating to the material production or presentation.
  - a) TAFE Queensland may use the recording to promote the organisation's activities
  - b) TAFE Queensland may reproduce the recording in any form, in whole or a part, and distribute the works by any medium including the internet, CD Rom or other media
  - c) TAFE Queensland will not pay students or guests for giving consent or for the use of their image or recording

## Privacy Statement

View the TAFE Queensland privacy statement please [click here](#)

## Further information

Event Venue, St Laurence's College, Edmund Rice Performing Arts Centre, <http://erpac.slq.edu.au/>  
All other event enquiries please email [events.brisbane@tafe.qld.edu.au](mailto:events.brisbane@tafe.qld.edu.au) or call 13 72 48.