



UCD Conferring Checklist

When you get your invitation email

- Check the date, time and location of your ceremony
- Confirm your attendance by the deadline – use link provided
- Download the conferring pack – use link provided
- Check that your name is correct
- Order your robes with [Phelan Conan Robemakers](#)
- Book your photos with [Lafayette Photography](#) (if required)

When you arrive on Campus

- Arrive at least 90 minutes before your ceremony starts
- Use the [UCD Campus map](#) and follow the signage on the day
- Display the car parking pass (if parking)
- Check where you need to go for your robes, photos and reception afterwards. The ceremony itself will take place in O'Reilly Hall
- Allow for enough time to move between locations!

Before the Ceremony begins

- Collect your robes (if you haven't already)
- Get your photos taken
- Go to the Conservatory in O'Reilly Hall to register and collect your two guest tickets (registration will open 75 minutes before the start of your ceremony)
- Pre-arrange where to meet your guests to give them their tickets
- Line up in the Conservatory 15 minutes before your ceremony begins

When the Ceremony begins

- Process into O'Reilly Hall in numerical order
- Follow the stewards who will show you where to sit
- Listen to the instructions given
- When your name is called, go on stage to collect your scroll
- Return to your seat until the ceremony is over

After the Ceremony

- Exit O'Reilly Hall as directed
- Meet your guests and go to the reception venue
- Return your robe (after the obligatory photos by the Lake!)

Check the [UCD Conferring website](#) for full details.