

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 and photos.

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.
- Return your robe (after you take some photos by the Lake!).

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