



# APPRENTICE GRADUATION CEREMONY 2018

YOU ARE INVITED TO CELEBRATE YOUR ACHIEVEMENT AT A SPECIAL CEREMONY HELD AT CHICHESTER CATHEDRAL, ON 6<sup>TH</sup> MARCH 2018.



SUPPORTING AMAZING ADVANCED  
AND HIGHER APPRENTICES

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Date, time and location of the graduation ceremony.

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Address and directions.

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### **Parking**

Information on the best and cheapest places to park in the area, including County Hall, which will be offering free parking.

### **Map of ceremony venues**

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### **Gowns and Photographs**

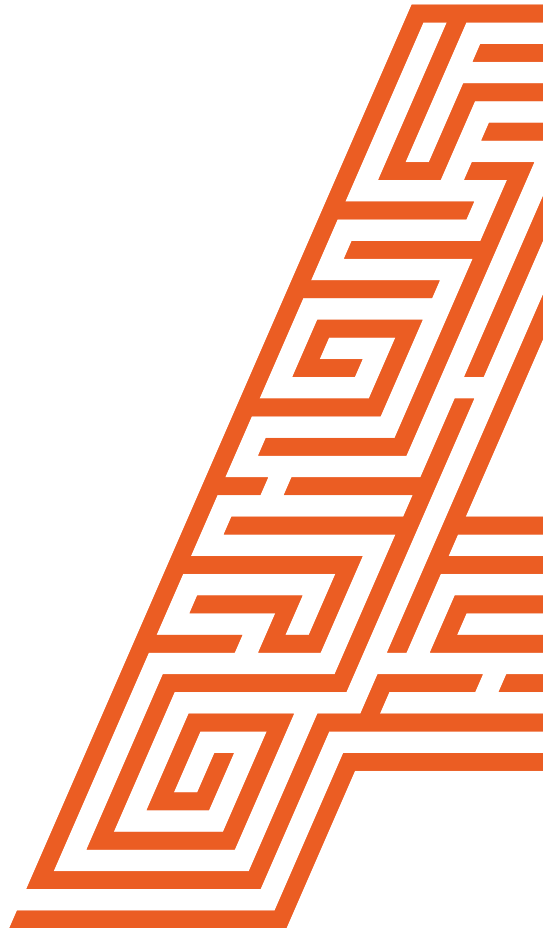
Details on how to book and when/where you pick up your gowns, as well as how the photography will be handled.

### **Guests**

Details on who you can bring with you for the special occasion.

### **Booking your Place and Further Information**

How and where you can book your place for the occasion and how to keep up to date with the ceremony.



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**AMAZING**  
**APPRENTICES**

# VENUE

## CEREMONY

The ceremony will take place on Tuesday 6<sup>th</sup> March 2018, and will be held at Chichester Cathedral at 7pm. It is open to all who completed their Advanced and Higher Apprenticeships in 2017, whilst working for a West Sussex business. The ceremony will include special guest speakers.

All guests must take their seats by 6.50pm.

## LOCATION

**Chichester Cathedral, West Street, Chichester, West Sussex, PO19 1PX**

The Cathedral can be seen clearly in West Street, Chichester, as on the map on page 5. The entrance to the cathedral is via the walkway opposite Tower Street.

**Please note, the closing date for registering your place is Wednesday 31<sup>st</sup> January 2018.**



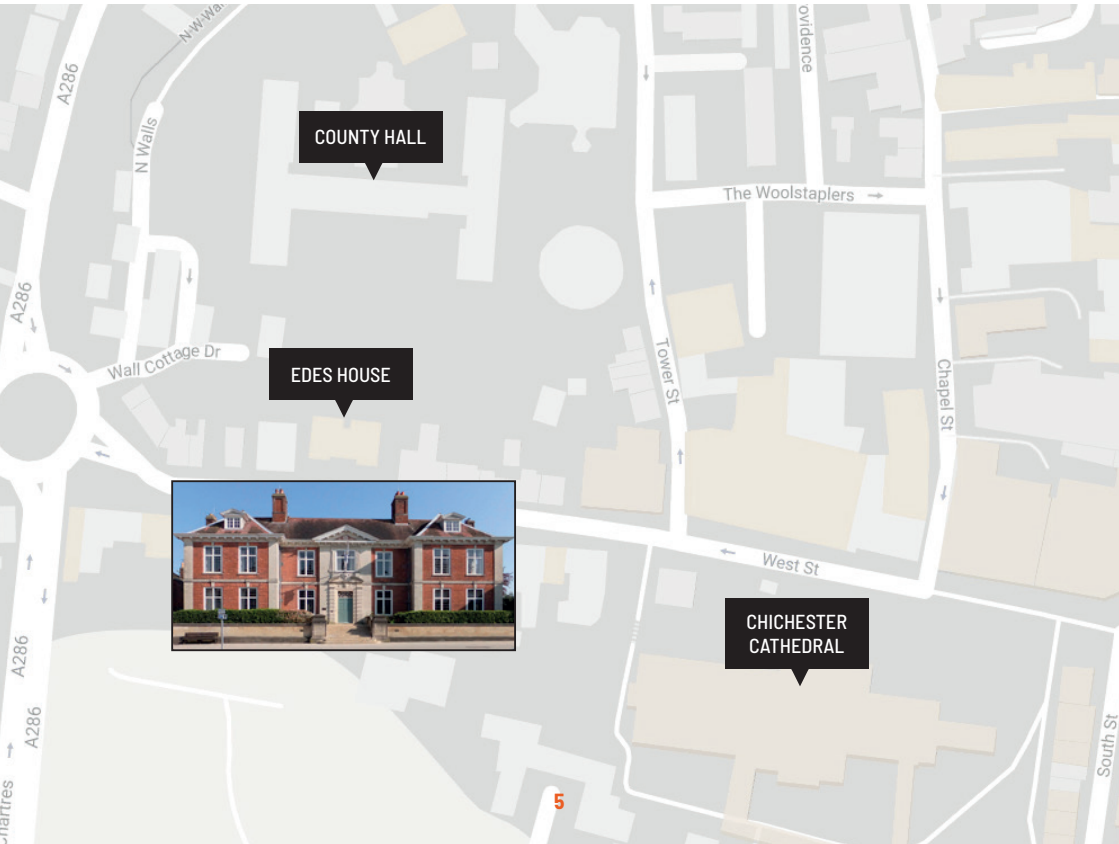
## PARKING

Chichester is a busy city, and as such, parking can be quite difficult, particularly parking with a budget. However, the County Council is offering free parking from 4:30pm at County Hall in West Street. Gowning and Photography will take place in Edes House, opposite the main entrance of County Hall from 5pm. Access to the building is through the front door on West Street.

The location of County hall can be found marked on the map, and please note free parking can only be offered from 4:30pm and we will not be

able to accommodate you any sooner. If there are no spaces available, there are alternatives, Stewards will be able to give you information about where to park should this be necessary.

The ceremony is at 7pm, meaning the vast majority of usual parking restrictions are not in place. Do allow plenty of time for gowning and photography.



# CEREMONY

## GOWNS AND PHOTOGRAPHS

Gowns are available to hire from Marston Robing Ltd the cost of gown hire is just £25 and payment can be made in advance via card, bank transfer or cheque: full instructions are on-line. There is a purple hood for Advanced Apprentices, and purple hood with Gold Edging for Higher/Degree Apprentices.

**Robing will be at Edes House from 5:00pm.**

To order your gown (cost is £25) and (should you wish to) book official photography, please go to the following website:

[www.yourgraduation.co.uk/wsag](http://www.yourgraduation.co.uk/wsag)

Payment for the gowns and photography must be made on order as above.

**Please note there is a closing date for booking your gown of 14<sup>th</sup> February 2018.**

During the ceremony photography will be taken by our official photographer Richard Dunsford of Richards Gallery. These photos will be available on line for you to view and download after the ceremony at: [www.businesswestsussex.co.uk](http://www.businesswestsussex.co.uk)

We also invite the press and there is usually a double page spread covering the apprenticeship ceremony within two weeks of the ceremony.

## GOOD NEWS STORIES

We are looking for willing Apprentice Graduands to share their stories via social media and in Graduation literature. When you register on the day please let us know if you would be willing to take part or email us on:

[Apprentice.network@westsussex.gov.uk](mailto:Apprentice.network@westsussex.gov.uk)

## GUESTS

All graduates can bring three guests to the ceremony: Two guests of their choice and a representative of the employer where they did their Apprenticeship.

## GRADUATION RUNNING ORDER

4.30pm

Parking available at County Hall

5.00 - 6.30pm

Gowning in County Hall

6.45pm

Graduands assemble in Edes House in advance of the procession to the Cathedral

6.50pm

Guests to be seated in the Cathedral

7.00pm

Ceremony commences

8.30pm

Ceremony concludes

# REGISTRATION

## GRADUATION CEREMONY CELEBRATION

Before the Graduation takes place, there will be a business reception for your employer to attend which takes place in Cloisters Café at the cathedral from 5.30pm (your employer where you studied your Apprenticeship). They will be contacted separately but you may wish to let them know now about this.

We will provide hot drinks and cake during the registration period. However as there is a gap between gowning and the ceremony finish, you may wish to have something to eat to avoid hunger pangs. There are plenty of places to eat in Chichester, close to County Hall where you will return to before going to the Cathedral. More information will be given out on the day.

## BOOKING YOUR PLACE / MORE INFORMATION

For more information, and to notify us of your attendance, please use the following URL: [www.westsussexgov.uk/graduation](http://www.westsussexgov.uk/graduation). Here, you will be able to book a place for yourself and for guests. You can also register if you wish to bring another guest; you will be notified nearer the time if any spaces become available. We will keep this page up to date with news on the ceremony.

**Registration closing date is midnight on 31<sup>st</sup> January 2018.**

If you have any questions please email: [Apprentice.network@westsussex.gov.uk](mailto:Apprentice.network@westsussex.gov.uk)



