

Whakapōtae Graduation 2024

Information Pack



Congratulations!

Mauri ora! Kua mātou e whakahōnore ana i ngā ākonga o Te Kura Matatini o Taranaki Te Pūkenga. Nei rā te mihi ki a koutou katoa.

Congratulations on completing your qualification, we look forward to celebrating your success! This information pack contains important details about the day, as well as information on tickets for your whānau and friends. Your ceremony details are as follows:

Thursday 15 February
TSB Stadium, Rogan Street, New Plymouth
Sign in 1:30pm – 2:15pm
Ceremony starts 3pm

Timings

12:15pm	Street parade – Huatoki Plaza. See the note and street map on the next page, as well as how you can catch a free bus to the street parade.
1:30pm - 2:15pm	Sign in opens – at TSB Stadium You must sign in by 2:15pm at the latest or you may not be able to take part in the ceremony.
	Preparing for the graduation ceremony You will be guided on the ceremony proceedings and graduands will be arranged into seating order. Students must remain in programme and alphabetical order.
2:30pm	Doors open for guests Your whānau and friends can make their way into the stadium and be seated in the bleachers. There is no allocated seating. If your guest/s have mobility issues, please contact us about special seating.
3pm	Graduation ceremony begins
5pm (approx.)	Graduation ceremony concludes Light refreshments will be served. Individual and family photographs may be taken. All gowns must be returned to the gown collection area before 7pm.

Gown and ticket collection

Gown hire payment

If you haven't already paid for your gown, there are three ways to pay.

- **Bank transfer:** Use the below details to pay online. Bank account 03 0713 0062295 00. Use Code = GRAD and Reference = your Student ID number.
- **In person:** Visit us at 20 Bell Street, New Plymouth. We are open 8am – 5pm, Monday – Friday.
- **Over the phone:** Call 0800 WITT NZ or 06 757 3100 and we can process a credit card payment over the phone.

Gowns must be paid for by Friday 2 February at the latest. If you have any questions or concerns regarding your gown, please contact us on graduation@witt.ac.nz or phone us on 0800 WITT NZ.

Gown and guest ticket collection

Gowns and guest tickets can be collected from TSB Stadium the day before Graduation or on the morning of the ceremony. Please bring your own bag for your gown.

Time: 1pm – 6pm, Wednesday 14 February

9am – 11am, Thursday 15 February

If you are unable to collect your gown at these times, please arrange for a family member or friend to do so on your behalf.

How to wear your gown

Please see the [WITT website](#) for details and a video explaining how to wear your gown.

Dress standard for graduating students

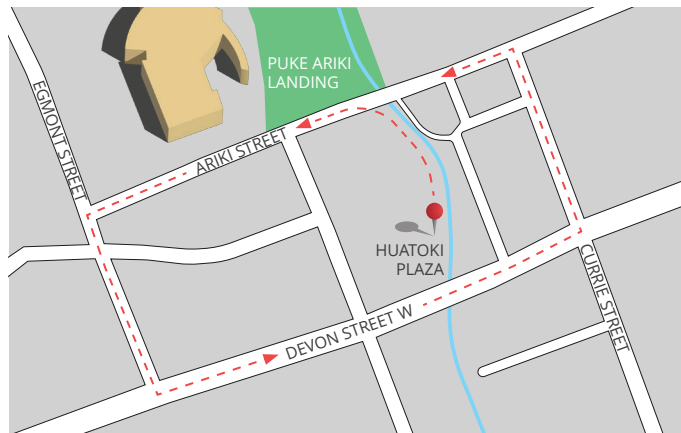
Everyone attending the graduation ceremony is required to dress in a formal manner and appropriate attire should be worn. You are welcome to wear cultural dress or other cultural decoration, e.g. korowai or lei. These are worn over your black gown and under your hood.

The following items are not appropriate to wear on the day: jeans, singlets, extremely high heels, jandals, work boots, miniskirts or mini dresses. Please be mindful that the graduation gowns can be quite warm so you will need to wear appropriate but cool attire.

All gowns must be returned to the gown collection area in good condition by 7pm. A \$20 bond refund will be given.

Street parade

Meet at Huatoki Plaza by 12:15pm. The parade will travel along Ariki Street, Egmont Street, Devon Street West, Currie Street and return to Ariki Street. You're welcome to bring your national flag to add to the celebration. The parade will be led by a local highland pipe band.



Parking

Free parking is available at TSB Stadium but please arrive early as it will be busy. Wardens will be on site to assist with parking and directing traffic.

Buses to street parade

There will be a free bus service you can use to get from the TSB Stadium to the street parade and back. Buses depart for the street parade at 11am and return at 1pm to TSB Stadium. There is no need to book.

Graduand sign in

It is compulsory that all graduands sign in for the graduation ceremony at TSB Stadium between 1:30pm and 2:15pm.

Sign in closes at 2:15pm. Please ensure you are on time as latecomers may not be able to take part in the ceremony or cross the stage.

The sign in area is for graduating students only. You will need to ensure that arrangements are made for your children, family members and guests if they are considering arriving early.

Once you have signed in you will not be permitted to leave the area. You will be briefed on graduation proceedings.

Whānau and guests

Whānau and friends are warmly invited to attend your graduation ceremony and the tickets for your guests will be given to you when you collect your gown.

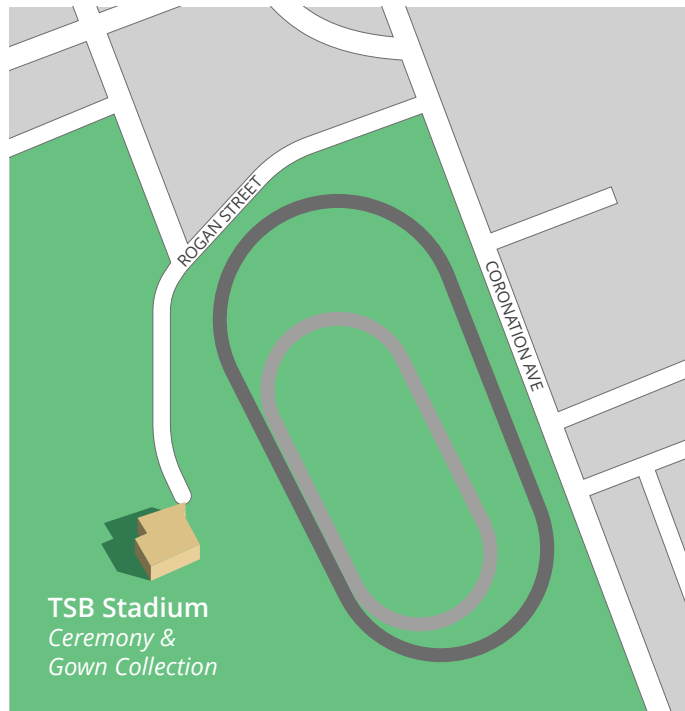
Doors open at the TSB Stadium at 2:30pm. All guests must be seated by 3pm at the latest.

Accessibility

Accessible seating is available for guests. Please advise us as early as possible if you or your guests have any special requirements. For example, using a wheelchair, sight or hearing impaired or have any other medical condition that requires special arrangements.

Please email graduation@witt.ac.nz by 9 February to arrange.

Map – TSB Stadium



The ceremony

During the ceremony

The ceremony will begin with a haka pōwhiri and a karakia (blessing).

When it is your turn to go on stage:

- Staff will ask your row to stand and you will be led to the ramp to the left of the stage
- A final name check will be done to make sure you are in order before going on to the stage.

You need to have your hands free to receive your award, so leave handbags, cellphones etc. with your guests.

We ask that after you have accepted your award that you proceed down the stairs and return back to your allocated seat. You'll be seated there until the ceremony is over.

After the ceremony

Light refreshments will be served for you and your whānau/guests after the ceremony. Additional individual and group photos can be taken at this time. Gowns must be returned to the gown collection area by 7pm.

If you are not attending the ceremony, your certificate will be available to collect from the main reception at WITT, 20 Bell Street. You will need to show photo ID for collection.

For any other inquiries relating to graduation, email graduation@witt.ac.nz

Photographs

There will be photographers at all parts of the graduation ceremony and all photographs will be available free of charge to download from the [WITT website](https://www.witt.ac.nz) from 5pm Wednesday 21 February.

After the ceremony you are welcome to have additional photos taken by our photographer. Graduation photographs and names of graduands may be published in the media.

Photography disclaimer

Please be advised that photos and videos will be taken during Graduation events for possible inclusion in media and printed material. By remaining in the immediate vicinity of the event you are giving WITT | Te Pūkenga your consent to photograph and record your picture, likeness, voice and statements. If you do not wish to be included in photos or videos please contact us at graduation@witt.ac.nz.

Refreshment

Graduating students should bring their own water bottles to the street parade. Water bottles will be handed out to whānau and friends as they enter the stadium for the graduation ceremony.

Students will also have access to cups that can be refilled at dispensaries inside the stadium before and after the ceremony.