



University of
Salford
MANCHESTER

GRADUATION 2021

29 NOVEMBER - 4 DECEMBER

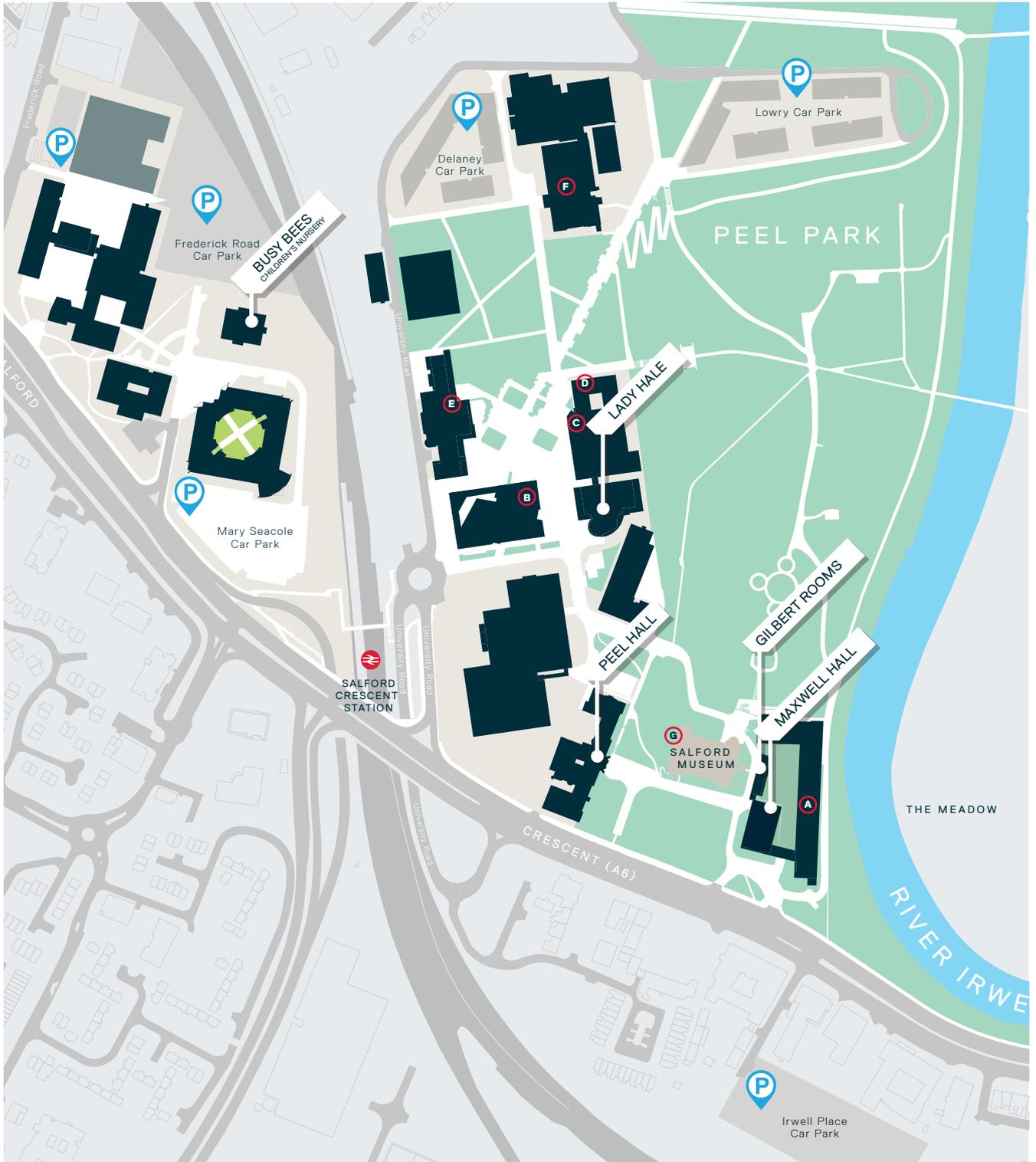
**MAXWELL HALL
UNIVERSITY OF SALFORD**

**STAFF DUTIES
HANDBOOK**

Nb: In keeping with the prestigious nature of the event, all staff, whether helping or processing, should wear appropriate business dress/smart footwear. Staff helpers should also wear their University name badge to identify themselves to our guests.

CONTENTS

Map	3
Ceremonies	4
Covid-19	6
Exceptions monitor	7
Verifiers	8
Graduate coordinators	9
Theatre ushers	10
Marshals	11
Dates and times	12
Graduation registration desk	13
Live stream ushers	14
Information desk	15
Robing	16
Ticket desk (collection and sales)	17



MAP KEY

MAXWELL HALL

Graduation ceremonies

GILBERT ROOMS

Robing

PEEL HALL

Live stream of ceremonies

LADY HALE

Registration and ticket collection

LOWER MAXWELL HALL

Tempest Photography

BUSY BEES

Children's Nursery

NEW ADELPHI

Post ceremony drinks reception

FOOD AND DRINK

A Maxwell Restaurant

B New Adelphi Café

C Student Store Peel Park

D SALFOOD Library Café

E Chapman Restaurant

F Atmosphere Kitchen & Bar

G Salford Museum & Art Gallery Café

CEREMONIES

MONDAY 29 NOVEMBER 2021

TIME	CEREMONY NO.	SCHOOL
10.15	1	Salford Business School (1)
13.30	2	Salford Business School (2)
16.15	3	Salford Business School (3)

TUESDAY 30 NOVEMBER 2021

TIME	CEREMONY NO.	SCHOOL
10.15	4	Salford School of Arts, Media & Creative Technology (1)
13.30	5	Salford School of Arts, Media & Creative Technology (2)
16.15	6	Salford School of Arts, Media & Creative Technology (3)

WEDNESDAY 1 DECEMBER 2021

TIME	CEREMONY NO.	SCHOOL
10.15	7	Salford School of Arts, Media & Creative Technology (4)
13.30	8	School of Science, Engineering & Environment (1)
16.15	9	School of Science, Engineering & Environment (2)

THURSDAY 2 DECEMBER 2021

TIME	CEREMONY NO.	SCHOOL
10.15	10	School of Science, Engineering & Environment (3)
13.30	11	School of Science, Engineering & Environment (4)
16.15	12	School of Health & Society (1)

FRIDAY 3 DECEMBER 2021

TIME	CEREMONY NO.	SCHOOL
10.15	13	School of Health & Society (2)
13.30	14	School of Health & Society (3)
16.15	15	School of Health & Society (4)

SATURDAY 4 DECEMBER 2021

TIME	CEREMONY NO.	SCHOOL
10.15	16	School of Health & Society (5)
13.30	17	School of Health & Society (6)
16.15	18	School of Health & Society (7)

*Please note that the above times are the start times for each ceremony.
For volunteer start times please refer to the following role pages.

COVID-19

Your safety is of paramount importance to us, and we are taking measures to ensure that all Graduates, guests and staff feel comfortable and safe when attending Graduation. We are following University policy in addition to the latest Government guidance in all our event planning.

Several roles at Graduation will require you to be less than 1 metre from Graduates, guests or other staff members. These roles are clearly marked in red as a 'close contact role.' Please consider whether you are comfortable with this before applying. If not comfortable, we would suggest applying for an alternative role.

For the safety of all in attendance, all staff, guests and Graduates will be asked to wear a face covering when in the theatre. (Unless exempt) Graduates will remove their face covering only to cross the stage and will be asked to put this back in place afterwards.

Hand sanitiser will be available across campus and we kindly ask all staff to regularly wash and sanitise their hands.

EXCEPTIONS MONITOR CLOSE CONTACT ROLE

TO BE PROVIDED WITH:

- Clipboard
- Graduation brochure
- List of seat numbers and student names
- List of graduates with access requirements

TIMES

Start:	8.45
Finish:	17.15

Please report to the information desk to sign in. This is located in Maxwell Hall foyer.

An exceptions monitor is required in the theatre for each ceremony to assist with the seating and flow of graduates on to the stage from the exceptions row (this is where students with access requirements or students who are late/not registered will sit).

The exceptions monitor must be able to volunteer for a full day.

ROLE SPECIFIC DUTIES

- If any late students are brought into the theatre after you have received your list from registration, put their details on the 'late graduates' sheet. The last presenter will present these students, so please add any phonetic pronunciation help where you can to the sheet. The students must then be seated in the first empty seat at the end of the rest of the students on the exceptions row. Explain to them that they will be called on to stage at the end of the ceremony, regardless of level of degree. The graduation co-ordinators ensuring the students are in the correct order will retain the sheet.
- Discuss with the Events Team and the graduation co-ordinators which students are sitting on the exceptions row, and their order within the ceremony. Explain to the students that you will call them up in order and that you will place them with their cohort in the correct order.
- If a student needs a route without stairs onto the stage, inform the Events Team who will assist the student onto the stage via the wings. Please be aware that this route takes time and you should inform the student to be ready to go as soon as the speeches have ended.
- Once the ceremony begins, position yourself at the end of the exceptions row. Call up each student at the appropriate time and slot them in to the procession of students in the appropriate place. Remind them that they must return to their seat when they have left the stage.
- Once the ceremony has finished, ensure that guests remain in the theatre until the graduates have processed out.
- Help to collect any unused brochures and ceremony proceedings from the seats and return to the graduation information desk in the foyer.

KEY INFORMATION

This is a **CLOSE CONTACT ROLE** which will require you to be less than 1 metre from various people. Although we are taking every precaution to ensure your safety, if you are uncomfortable with this level of contact then we would suggest volunteering for a different role.

We do ask that all members of staff wear a face covering in the theatre and sanitise their hands regularly. Graduates and guests will also be requested to wear a face covering, except when collecting their award. (Unless exempt)

Wear your University name badge and smart business clothes and shoes. You will be required to wear a gown for your duties within the theatre. This will be provided to you. **IMPORTANT NOTE OF PROTOCOL** – graduates do not wear their hats on stage but should carry them. Once the ceremony has been declared closed and the audience stands, all graduates should put on their hats. All staff can indicate to the graduates when they should do this.

VERIFIERS

CLOSE CONTACT ROLE

Verifiers are required in the theatre for each ceremony to check graduates are sat in the correct seats for processing in order on to the stage. As the ceremony commences verifiers are then required to help direct graduates along the route to the stage.

Verifiers must be able to volunteer for a full day.

ROLE SPECIFIC DUTIES

- Approximately 40 minutes before the start of the ceremony, use the list provided to check the section of the theatre that you have been allocated. Ensure that all graduates within your section are in the correct seats by asking each graduate their name and checking against your list. You should aim to complete checking 5-10 minutes before the ceremony is due to start.
- **IMPORTANT:** put large X's through the graduands' names that are in the correct seats. Circle any names where the seats are empty but do not do this until the very end of the checking process to avoid confusion.
- Once you have finished, hand your list to the theatre co-ordinator highlighting any discrepancies. Then you should position yourself at the back of the theatre.
- As the ceremony commences, position yourself along the route as previously advised by the theatre coordinator. Ensure all graduates in the procession keep in the same order and continue to move towards the stage and ensure they will be fed back into the theatre.

KEY INFORMATION

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We do ask that all members of staff wear a face covering in the theatre and sanitise their hands regularly. Graduates and guests will also be requested to wear a face covering, except when collecting their award. (Unless exempt)

Wear your University name badge and smart business clothes and shoes. You will be required to wear a gown for your duties within the theatre. This will be provided to you.

IMPORTANT NOTE OF PROTOCOL – graduates do not wear their hats on stage but should carry them. Once the ceremony has been declared closed and the audience stands, all graduates should put on their hats. All staff can indicate to the graduates when they should do this.

TO BE PROVIDED WITH:

- List of graduate names and seat numbers
- Pen
- Details of section to be checked
- Gown

TIMES

Start:	8.45
Finish:	17.15

Please sign in at the information desk in Maxwell Hall foyer.

GRADUATE COORDINATORS

CLOSE CONTACT ROLE

TO BE PROVIDED WITH:

- Graduation brochure
- Pen
- 'Late graduate' sheet
- Gown

TIMES

Start:	8.45
Finish:	17.15

Please sign in at the information desk in Maxwell Hall foyer.

The graduate coordinators are responsible for checking each graduate is in the correct order for going up onto the stage. This involves liaison with verifiers and the exceptions monitor, fitting in late-comers and controlling the flow of graduates onto the stage.

The graduate coordinator must be able to volunteer for a full day.

ROLE SPECIFIC DUTIES

- There will be one graduate coordinator at the bottom of the steps up to the stage and one in the aisle where graduates line up.
- Approximately ten minutes before the start of the ceremony you will receive a copy of the final list of names to be presented from the registration link person. Verifiers in the theatre will advise you of any vacant seats and this can be checked against the updated list from registration.
- Liaise with the exceptions monitor as to when these students will be called up on stage.
- Immediately as the Chancellor or Presiding Officer concludes his/her speech, make sure that the usher is leading the students up to the steps at the stage. The "stage steps" graduate coordinator proceeds to the front of the stage, in front of the stairs on the right-hand side, the "queue" graduate coordinator stands along the queue to check the graduates are in the correct order (you will be advised about position on the day). Graduates will be lined up in the hall. The Events Team will brief you regarding the process of feeding out graduates out of their seats and then up on to the stage.
- Check the name of each graduate immediately before they ascend the stage. All graduates will be presented individually.
- If a graduate in the line has been omitted, direct the graduate to the exceptions monitor in the theatre who will ensure that they are added to the 'late graduate' list and read out at the end.
- When the graduate coordinators reaches the first person on the 'late graduate' sheet, they hand over the sheet to the "stage steps" graduate coordinator who goes on stage, hands the list to the last presenter and then exits via the wings.

KEY INFORMATION

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We do ask that all members of staff wear a face covering in the theatre and sanitise their hands regularly. Graduates and guests will also be requested to wear a face covering, except when collecting their award. (Unless exempt)

Wear your University name badge and smart business clothes and shoes. You will be required to wear a gown for your duties within the theatre. This will be provided to you. **IMPORTANT NOTE OF PROTOCOL** – graduates do not wear their hats on stage but should carry them. Once the ceremony has been declared closed and the audience stands, all graduates should put on their hats. All staff can indicate to the graduates when they should do this.

THEATRE USHERS

CLOSE CONTACT ROLE

TO BE PROVIDED WITH:

- ✓ Gown
- ✓ If required, details of specific seating requirements

TIMES

Start:	90 mins before the start of the ceremony
Finish:	15 mins after the ceremony finishes

Please report to the information desk to sign in. This is located in Maxwell Hall foyer.

Theatre ushers are required in the theatre for each ceremony to assist in the seating of graduates and guests.

ROLE SPECIFIC DUTIES

- You will assist the verifiers in ensuring graduates are sitting in their correct seat. Graduates seat 45 minutes prior to the start of the ceremony.
- Assist guests to their seats, they will not have allocated seats. Their tickets will say either "main hall" or balcony". Please encourage guests not to leave any empty seats as the ceremonies are often full.
- Ask guests to put on a face covering when they enter the theatre, unless they are exempt. Try to be aware of those wearing exemption lanyards or badges and don't ask these people.
- You will be notified of your position in the theatre on the day.
- Check that graduates entering the theatre are wearing robes and have confirmation of their seat number.
- Please show them to their seats and ensure that they sit in the correct seat.
- If a graduate does not have a seat number, send them to the theatre co-ordinator to check they have confirmed their attendance and been allocated a seat. If they haven't confirmed attendance and do not have a seat, they will need to go to registration in Lady Hale building. Do not allow them into the theatre.
- Stand at the back of the theatre until the speeches start when you should move into position in the aisle in order for you to direct returning graduates into the correct row. Once the graduates have been on stage help them return to the correct seat with minimum fuss.
- When the ceremony has finished, ensure that the guests stay in their seats until the procession, graduates and disabled guests have left the theatre.
- Inform the guests when it is their turn to leave.
- Help to collect any unused brochures and ceremony proceedings from the seats and return to the graduation information desk in the foyer.

KEY INFORMATION

This is a **CLOSE CONTACT ROLE** which will require you to be less than 1 metre from various people. Although we are taking every precaution to ensure your safety, if you are uncomfortable with this level of contact then we would suggest volunteering for a different role.

We do ask that all members of staff wear a face covering in the theatre and sanitise their hands regularly. Graduates and guests will also be requested to wear a face covering, except when collecting their award. (Unless exempt)

Wear your University name badge and smart business clothes and shoes. You will be required to wear a gown for your duties within the theatre. This will be provided to you.

IMPORTANT NOTE OF PROTOCOL – graduates do not wear their hats on stage but should carry them. Once the ceremony has been declared closed and the audience stands, all graduates should put on their hats. All staff can indicate to the graduates when they should do this.

MARSHALS **CLOSE CONTACT ROLE**

2 x marshals are required for each ceremony to assist in lining-up the academic procession, then leading through the auditorium and on to stage. For the duration of the speeches, marshals are seated on the stage. They then assist with the distribution of the certificate tubes at the appropriate time. At the ceremony's conclusion, marshals follow the procession off the stage and out of the auditorium.

ROLE SPECIFIC DUTIES

- Remain in the Council Chamber and assist robing of academic staff as required.
- In liaison with the procession monitor, place academic staff in the correct processional order, re-ordering or filling in any unexpected gaps (staff arriving unexpected or not showing up) and conduct academic procession to foyer area. It is particularly important for staff to be aware of the correct order and for all to understand the procedure for leaving the theatre at the conclusion of the ceremony.
- When the signal is given by the event manager, process down the two aisles, up the steps and on to the stage. Where possible check and adjust walking speed with the corresponding marshal/procession so that you arrive at the same time. Lead your procession into the rows of seats (gently guiding any staff having difficulty in identifying their seat) and sit down.
- As the Chancellor or Presiding Officer finishes his/her speech, both marshals should move into position next to the boxes of certificate tubes which will be hidden out of view in the wings. In relay fashion the tubes should be handed individually and as discretely as possible to the member of staff handing out the tube to each graduate as s/he processes across the stage. As the presentations end, the member of staff handing out the tubes and the marshals should return to their seats.
- Once the Chancellor or Presiding Officer has declared the ceremony closed, marshals should process back up the aisles following the procession off the stage, out of the theatre and across the foyer back to the Council Chamber.

KEY INFORMATION

This is a **CLOSE CONTACT ROLE** which will require you to be less than 1 metre from various people. Although we are taking every precaution to ensure your safety, if you are uncomfortable with this level of contact then we would suggest volunteering for a different role.

We do ask that all members of staff wear a face covering in the theatre and sanitise their hands regularly. Graduates and guests will also be requested to wear a face covering, except when collecting their award. (Unless exempt)

Marshals' gowns (red gowns) will be available in the Council Chamber.

TO BE PROVIDED WITH:

- ✓ List of academic staff processing (available in the robing room)
- ✓ Seating plan for stage (available in the robing room)
- ✓ Hair clips and safety pins
- ✓ Marshal gowns

TIMES

Start:	Arrive 60 mins prior to the start of the ceremony
Finish:	After the ceremony, once procession has gone back over to The Old Fire Station

Please report to the procession monitor to sign-in, in the Council Chamber at The Old Fire Station.

DATES AND TIMES

Below are the ceremony dates and times.

The start and finish times apply to:

- INFORMATION DESK
- GRADUATION REGISTRATION DESK
- ROBING
- TICKET DESK

MONDAY 29 NOVEMBER 2021

TIME	CEREMONY NO.	SCHOOL	START TIME	FINISH TIME
10.15	1	Salford Business School (1)	07.45	11.15
13.30	2	Salford Business School (2)	11.00	14.30
16.15	3	Salford Business School (3)	14.00	17.00

TUESDAY 30 NOVEMBER 2021

TIME	CEREMONY NO.	SCHOOL	START TIME	FINISH TIME
10.15	4	Salford School of Arts, Media & Creative Technology (1)	07.45	11.15
13.30	5	Salford School of Arts, Media & Creative Technology (2)	11.00	14.30
16.15	6	Salford School of Arts, Media & Creative Technology (3)	14.00	17.00

WEDNESDAY 1 DECEMBER 2021

TIME	CEREMONY NO.	SCHOOL	START TIME	FINISH TIME
10.15	7	Salford School of Arts, Media & Creative Technology (4)	07.45	11.15
13.30	8	School of Science, Engineering & Environment (1)	11.00	14.30
16.15	9	School of Science, Engineering & Environment (2)	14.00	17.00

THURSDAY 2 DECEMBER 2021

TIME	CEREMONY NO.	SCHOOL	START TIME	FINISH TIME
10.15	10	School of Science, Engineering & Environment (3)	07.45	11.15
13.30	11	School of Science, Engineering & Environment (4)	11.00	14.30
16.15	12	School of Health & Society (1)	14.00	17.00

FRIDAY 3 DECEMBER 2021

TIME	CEREMONY NO.	SCHOOL	START TIME	FINISH TIME
10.15	13	School of Health & Society (2)	07.45	11.15
13.30	14	School of Health & Society (3)	11.00	14.30
16.15	15	School of Health & Society (4)	14.00	17.00

SATURDAY 4 DECEMBER 2021

TIME	CEREMONY NO.	SCHOOL	START TIME	FINISH TIME
10.15	16	School of Health & Society (5)	07.45	11.15
13.30	17	School of Health & Society (6)	11.00	14.30
16.15	18	School of Health & Society (7)	14.00	17.00

GRADUATION REGISTRATION DESK

The registration process takes place in Lady Hale building. Two registration coordinators and six other staff will work on the registration desk. A further three staff will be positioned at the entrance and exit points to deter parents/guests from entering the registration area.

Please wear your University name badge and in keeping with the prestigious occasion, appropriate business dress/footwear.

ROLE SPECIFIC DUTIES

- At the registration desk there will be 6 PCs (including 1 exceptions desk) set up linked to the graduation database – you will be required to register students using this system. Training will be provided ahead of the graduation event.
- Graduates are asked to arrive a minimum of two hours before the ceremony.
- Graduates should attend the registration before collecting their robes.
- Registration staff to locate the graduate within the database from the Student ID number. Students should be marked as in-attendance in the database – **this is critical, any student who arrives to register but is not correctly marked as in-attendance will not appear on the presenters list and their name will not be called during the graduation ceremony.**
- Students should be issued with a robing and seat number ticket once they have had their attendance marked on the graduation database – students without a robing ticket will not be authorised to collect their robes from Ede and Ravenscroft.
- Any student who arrives after the registration desk is closed is deemed as late. They cannot have their name announced at the same point as the rest of their cohort and must process at the end of the ceremony. All 'late' graduates must be referred to the registration exceptions or registration coordinator for authorisation that they can be accommodated.

KEY INFORMATION

PLEASE NOTE - Although this role is public facing, we will have large perspex screens in place for your protection against Covid-19. You therefore will not be required to wear a face covering when seated at the registration desk. We do however ask all staff to regularly sanitise their hands and wear a face covering when in enclosed spaces, including the theatre.

TO BE PROVIDED WITH:

- ✓ General information and locations regarding graduation
- ✓ Map of key graduation locations
- ✓ Face coverings for Graduates and guests
- ✓ Hand sanitiser

TIMES

For start and finish times please see timetable on page 10.

LIVE STREAM USHERS

Ushers are required to direct guests into Peel Hall to view each ceremony being live streamed.

ROLE SPECIFIC DUTIES

- To greet guests and direct to Peel Hall to view ceremony.
- To monitor hall and ensure all seats are filled from the bottom, upwards.
- To assist guests with mobility issues or wheelchairs get into Peel Hall via back of building.
- To monitor refreshments and liaise with catering about replenishing refreshments.

KEY INFORMATION

PLEASE NOTE - Although this role is public facing, we will have large perspex screens in place for your protection against Covid-19. You therefore will not be required to wear a face covering when seated at the registration desk. We do however ask all staff to regularly sanitise their hands and wear a face covering when in enclosed spaces, including the theatre.

TIMES

Start:	1 hour before the start of the ceremony
Finish:	15 mins after the ceremony finishes

Please report to the information desk to sign in. This is located in Maxwell Hall foyer.

Guests who have not obtained a ticket to watch the ceremony in Maxwell Hall are invited to watch the ceremonies streamed live in Peel Hall, Peel building.

INFORMATION DESK

Information staff will be based on the graduation information desk situated in Maxwell Hall foyer. This desk is very busy and staff will be required to handle a large range of questions including directions and procedures, supplying duties information, assisting with graduate late arrivals and tickets.

ROLE SPECIFIC DUTIES

- Handling enquiries from graduates and guests.
- Signing in members of staff and providing equipment and directions.
- Selling extra copies of the graduation brochure/tickets (last minute).

KEY INFORMATION

In case of late arrivals please send graduate to registration desk (Lady Hale building). A member of registration staff will then bring the graduate back up to the theatre. If the ceremony has already started please direct to the theatre coordinator.

Please wear your University name badge and appropriate smart clothing for the cold weather.

PLEASE NOTE - Although this role is public facing, we will have large perspex screens in place for your protection against Covid-19. You therefore will not be required to wear a face covering when seated at the registration desk. We do however ask all staff to regularly sanitise their hands and wear a face covering when in enclosed spaces, including the theatre.

TO BE PROVIDED WITH:

- Graduation maps
- Emergency telephone numbers
- Graduation brochures
- Folder with all key information
- Face coverings for Graduates and guests
- Hand sanitiser

TIMES

For start and finish times please see timetable on page 10.

ROBING

CLOSE CONTACT ROLE

TO BE PROVIDED WITH:

- ✓ List of hoods (at the information desk)
- ✓ General information and locations regarding graduation

TIMES

For start and finish times please see timetable on page 10.

Two staff members will be based in the robing area in the Gilbert Room, and will check that each graduate leaving the room has registered and is wearing the correct hood for their qualification.

ROLE SPECIFIC DUTIES

- Robing for graduates takes place in the Gilbert Room. Please report to the information desk first in Maxwell foyer.
- You will be provided with a list of the 'hoods' that should be worn for each level of study and you will need to check the graduates leaving the Gilbert Room:
 - / have registered – they will present a ticket with a perforated section that says "I'm Ready" which is to be torn off. If a graduate doesn't have this, please send them to Lady Hale.
 - / are wearing the correct hood for the course that they have passed.

KEY INFORMATION

This is a **CLOSE CONTACT ROLE** which will require you to be less than 1 metre from various people. Although we are taking every precaution to ensure your safety, if you are uncomfortable with this level of contact then we would suggest volunteering for a different role.

We do ask that all members of staff wear a face covering in the theatre and sanitise their hands regularly. Graduates and guests will also be requested to wear a face covering, except when collecting their award. (Unless exempt)

Wear your University name badge and smart business clothes and shoes. You will be required to wear a gown for your duties within the theatre. This will be provided to you.

IMPORTANT NOTE OF PROTOCOL – graduates do not wear their hats on stage but should carry them. Once the ceremony has been declared closed and the audience stands, all graduates should put on their hats.

TICKET DESK (COLLECTION AND SALES)

Three staff are required on the ticket desk to distribute pre-ordered guest tickets and to sell additional tickets.

ROLE SPECIFIC DUTIES

- **Collection:** pre-ordered guest tickets will be available 2 hours before each ceremony and for that ceremony only. These will be filed in ceremony and alphabetical order.
- Tickets may be collected by graduates or guests. Check surnames/tickets carefully to ensure where there are similar or common names, the ticket allocation is being given to the correct party.
- **Sales:** If available, additional tickets can be purchased for that day only 90 minutes before each ceremony, on a first-come, first-served basis.
- Tickets are priced at £12.50 each regardless of location in the theatre. Important **NOTE:** Children under two must sit on a parent's lap; aged two or over must have their own seat and therefore must purchase a ticket.
- Payments on the Ticket Desk will be card only
- At this desk there will also be a stock of additional graduation brochures available to purchase.
NOTE: graduates will be given one complimentary copy of the brochure when they register.
- As your duty ends, please return any items to the graduation information desk (Maxwell Hall foyer).

KEY INFORMATION

Please wear your University name badge and in keeping with the prestigious occasion, appropriate business dress/smart footwear.

PLEASE NOTE - Although this role is public facing, we will have large perspex screens in place for your protection against Covid-19. You therefore will not be required to wear a face covering when seated at the registration desk. We do however ask all staff to regularly sanitise their hands and wear a face covering when in enclosed spaces, including the theatre.

TO BE PROVIDED WITH:

- Tickets
- Lists of names/ticket allocation
- Graduation brochures
- Ceremony information
- PDQ machine
- Face coverings for Graduates and guests
- Hand sanitiser

TIMES

For start and finish times please see timetable on page 10.



University of
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MANCHESTER