



## Undergraduate Main Commencement Ceremony Student Ticket Distribution Policy

### PURPOSE

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The information below provides the graduating student ticket distribution policy for the University of Richmond 2017 Undergraduate Main Commencement Ceremony.

### GENERAL INFORMATION

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- Tickets will be *required* for all guests planning to attend the University of Richmond Undergraduate Main Commencement Ceremony on Sunday, May 7<sup>th</sup>, 2017 at 2:00p.m.
- There is no charge for tickets, but they will be *required* for entry.
- All Commencement tickets are for general seating.
- Tickets will not be mailed.

### TICKET DISTRIBUTION

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- Official Student Ticket Distribution will be held on Tuesday, April 18<sup>th</sup> and Wednesday, April 19<sup>th</sup>, 2017 in the Alice Haynes Room located in the Tyler Haynes Commons on both days from 1:00 – 6:00p.m.
- Each graduating student will be required to pick up their tickets during Official Student Ticket Distribution.
- Each graduating student will be allocated up to seven (7) tickets for the Main Commencement Ceremony.
- Graduating students must pick up their tickets in person and will not be allowed to have a designee pick them up on their behalf.
- Students must show a valid ID to claim their tickets (i.e. Student ID, Driver's License, Passport or government issued photo ID card.)
- Beginning at 8:30a.m. on Thursday, April 20, 2017, graduating students will have the opportunity to come in person to the Events, Conferences and Support Services (ECSS) Office to request additional tickets. Students must also bring a valid ID to pick up additional tickets.
- The number of additional tickets available per student per day is to be determined.
- This second distribution will be on a first-come, first-served basis until all tickets are claimed in person.