

Guest Tickets – Royal Festival Hall

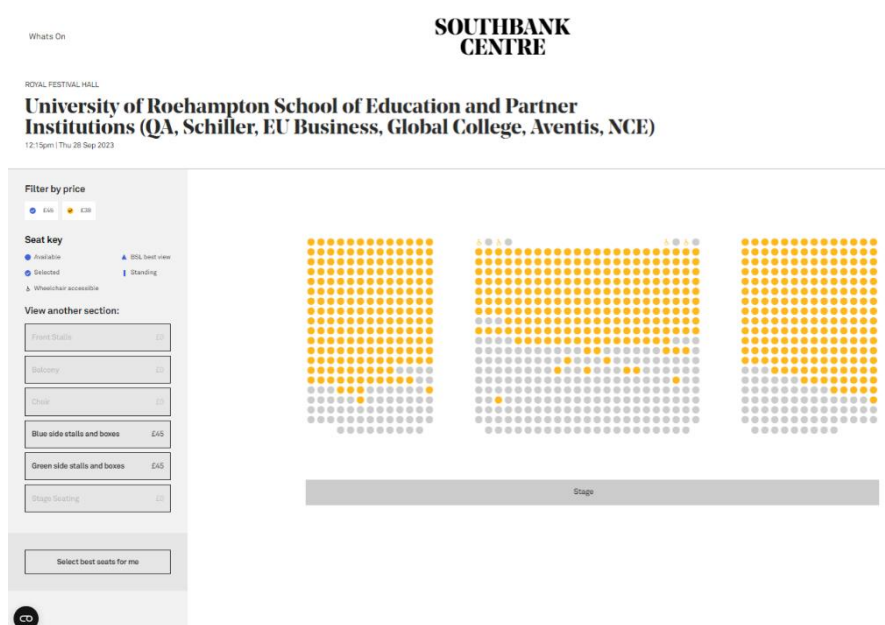
Step by step guide to booking - RFH website and Marston website.

The link to book guest tickets can be found in your invitation email under 'Guest Tickets'. Guest tickets are purchased through the venue website, the Southbank Centre's Royal Festival Hall.

Your invitation should contain the link to book guest tickets for your ceremony, but **please ensure it is the correct ceremony before booking**. Details of the ceremony are shown in the top, left-hand corner of the screen when the booking site opens.

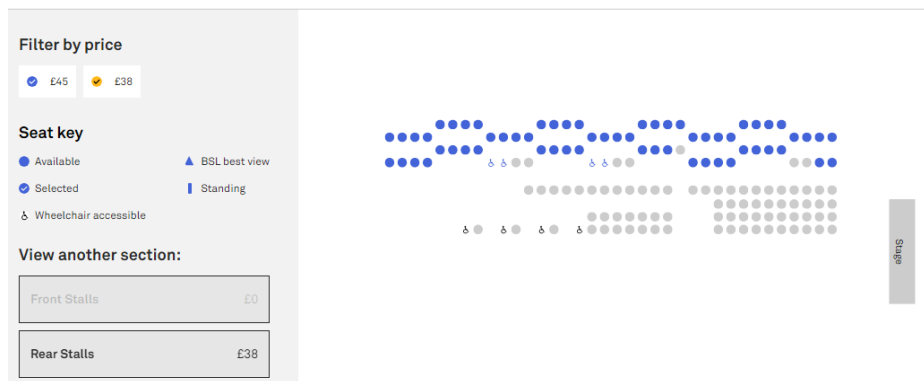


Guest seating options include rear stalls and blue and green side boxes. Available seats are shown in yellow (stalls) and blue (boxes). Front stalls are unavailable whilst confirming student numbers.



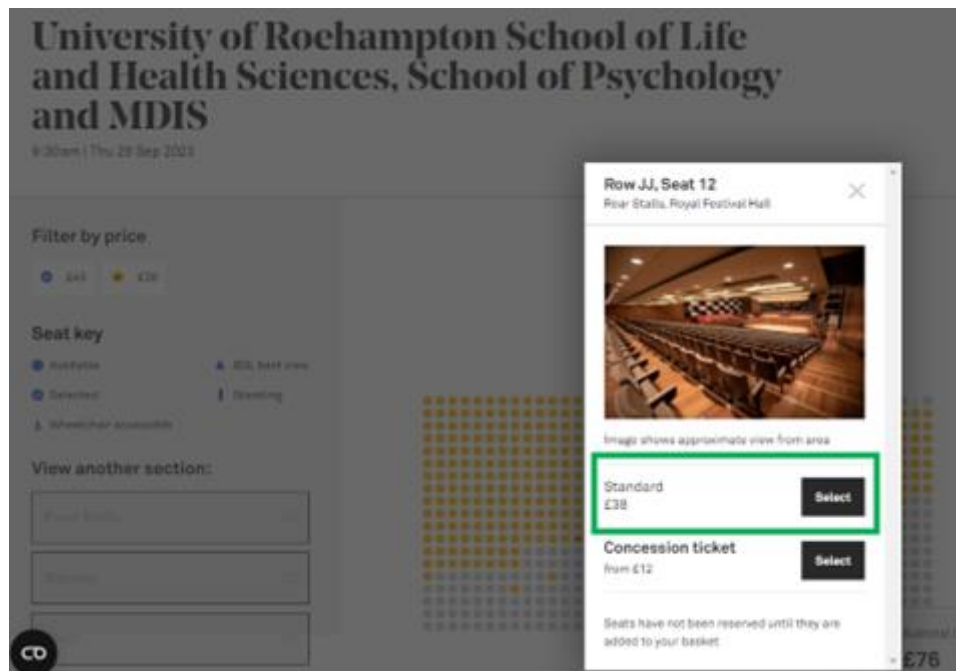
University of Roehampton Faculty of Business and Law (MBA Business courses)

3pm | Wed 20 Sep 2023



When selecting seats, a pop-up box will indicate the seat number and show you an approximate view. The view given in the image is approximate and is not always accurate.

You will have the option to select a standard ticket or concession. Adults over the age of 16 should select a standard ticket, guests between 2-16 years old should select concession, and children under the age of 2 do not need a ticket (free entry) as long as they can be seated on a guest's lap throughout the event.



If your guest/s have accessibility requirements, such as requiring a wheelchair bay, step free access, or to attend with a carer, please contact the Southbank Centre before making your booking. Email them at hello@southbankcentre.co.uk or call them on 02038799555.

After selecting your seats, add them to your basket. Once your chosen seats are in your basket you will have 30 minutes to place your order until your seats expire. You will need to enter the graduands Student ID before you checkout.

Subtotal (2 seats):
£76

Add to basket

The screenshot shows a ticket booking interface. On the left, under 'Tickets', there are three identical entries for 'University of Roehampton Faculty of Business and Law (Undergraduate Business course and all Law)'. Each entry is for '1 x Standard' ticket, priced at £38. The venue is 'Royal Festival Hall' and the event is on 'Wed 20th Sep' at '9:30am'. Below the tickets is a 'Student ID' field with a note: 'A valid student ID must be entered when ordering graduation event tickets.' On the right, the 'Your Basket' section shows a total of £114 for the tickets and a £3.50 transaction fee, resulting in a 'Basket subtotal' of £117.50. A 'Continue to checkout' button is visible. Below the basket, there are logos for accepted payment methods (American Express, Visa, Mastercard, etc.) and a note about secondary ticketing: 'We take a strong view on secondary ticketing. We require the lead booker to attend (photo ID may be requested). Tickets can only be resold by Southbank Centre or one of its authorised agents.'

The booking site will remain open until the ceremony sells out. We recommend booking early to avoid disappointment. If you have any issues when booking your guest tickets, or have any queries for the venue, please contact them via email (hello@southbankcentre.co.uk), through the chat option on their [webpage](#), or by calling them (02038799555).

Student Ticket, gown hire, and photography – Marston/YourGraduation

The link to book your student ticket is in the invitation email under 'Student Ticket'. This same link is where you can hire your gown and purchase photography packages. This is all done through an external company called Marston. The booking process is as follows:

- 1 Select your ceremony from the drop-down box. Your ceremony is indicated in your invitation email.**

Your Graduation

Not sure what to do? Call 01293 82 22 11 or email enquiries@marstonevents.com

**University of
Roehampton**



University of Roehampton Graduation Booking Portal

Welcome to Roehampton's graduation booking system, run by Marston Events. All ceremonies will take place on the 20th and 28th of September 2023 at the Royal Festival Hall. For the full schedule of ceremonies please see the [University's graduation website](#).

Use this booking system to order your free student ticket, your robe hire, and to pre-book photography. Note that you may also book photography on the day of your ceremony.

Get started by finding your allocated graduation ceremony in the drop-down 'Ceremonies' box on the right hand side of this page. You will then be guided through the booking process to confirm

Events
- Please Select -



2. Fill in the required personal details as indicated by a *. Please ensure these are the graduating students' details, not the details of anyone else making the booking on their behalf.

1. Student Details 2. Award 3. Other Information 4. Gowns 5. Tickets 6. Photography

Required fields are indicated by an *

* Title: -- Select Title --

* First Name:

* Last Name:

* Main Telephone:

Alternative Telephone: ?

* Email:

* Re-enter Email: ?

* Student ID:

» Details

To get started, please provide us with your name and basic contact details.

This email address will be used to keep you informed about the graduation after the booking deadline.

< previous next >

3. Select your award level from the drop-down box a.k.a Undergraduate/Bachelors

1. Student Details 2. Award 3. Other Information 4. Gowns 5. Tickets 6. Photography

Select your Award

Select your award from the Awards list below. If your details have been uploaded or you have previously been to this page, your award will be highlighted. You must highlight your award to continue.

Event: 20 September 2023 at 9:30 am (Wednesday 20th September 9.30am Ceremony)

Awards:

- Bachelors/Undergraduate
- Doctorate
- Foundation/Certificate/Diploma of Higher Education
- Masters/Postgraduate
- Postgraduate Certificate/Postgraduate Diploma

< previous next >

4. Fill in the necessary information regarding your name and accessibility requirements (student only).

The screenshot shows the '3. Other Information' step of a registration process. At the top, there are six tabs: '1. Student Details', '2. Award', '3. Other Information' (active), '4. Gowns', '5. Tickets', and '6. Photography'. Below the tabs, a red heading reads 'Compulsory questions are indicated by *'. The main content area is divided into two columns. The left column contains three text input fields with instructions: 'Please detail any disabilities or accessibility needs you have so that we can accommodate accordingly in the auditorium.', 'Please spell your name phonetically to help our readers pronounce it correctly as you cross the stage. For example 'CHARLOTTE' pronounced phonetically is 'SHAR-LUHT'. To spell your name phonetically, break the parts of your names into syllables, capitalizing the letter sounds that one might emphasize when pronouncing your name. Include all letter sounds that might help a person say your name, even if those same sounds are not present in the actual spelling of your name. *', and 'The name read out as you cross the stage will be the one that is stated on your student profile. If there is a preferred name you would like us to use instead please detail here. Please ensure that you include a preferred first name and surname.' The right column has a heading 'Other Details' with a sub-heading 'Why We Need To Know This' and text explaining that the institution collects information for event or demographic purposes. At the bottom, there are 'previous' and 'next' navigation buttons.

5. Fill out the details for the gown sizing. There is a size guide available. Interested in seeing what the gown will look like? Check out our blog page [Graduation | All your Questions Answered.](#)

The screenshot shows the '4. Gowns' step of a registration process. At the top, there are six tabs: '1. Student Details', '2. Award', '3. Other Information', '4. Gowns' (active), '5. Tickets', and '6. Photography'. Below the tabs, the main content area is divided into two columns. The left column has a heading 'Gown' and a text input field containing 'Gown hire is compulsory.'. Below this, it says 'Hire for £38.00'. There are several form elements: 'Extended Hire: Need extended hire? (+ £30.00) ?' with a help icon; 'Gender: Female Male'; 'Height: '; 'Chest size: '; 'Head size (for hat): '; and 'Do you have any special requirements? '. The right column has a heading 'Gown Information' and a list of dropdown menus: 'Hire or Buy?', 'Size Guide', 'Gown Collection', 'Gown Return', 'Gown Colours', 'Extended Hire', and 'What Should You Wear Under The Gown?'. At the bottom, there are 'previous', 'next', and a link '[I do not require a gown](#)' navigation buttons.

6. Student tickets are free. Printed Graduation Programs are available at £2 each.

1. Student Details
2. Award
3. Other Information
4. Gowns
5. Tickets
6. Photography

Student Ticket: 1 @ £0.00 each

Printed Graduation Programme: @ £2.00 each

Do you (the student) have any disabilities or additional access requirements?

Please could you provide further details that we should be aware of?

» Tickets

Please make your ticket selections from the form on the left.

< previous
next >

7. You have multiple photography and frame package options. Photography booking is also available on the day.

1. Student Details
2. Award
3. Other Information
4. Gowns
5. Tickets
6. Photography

Choose your photography and frame package below ...


We have a range of bundles designed to suit all budgets, you can select more than one package if required.

Note: Bundles can be further customised in the next stage of your order, although the base provision of each bundle cannot be changed.

All photographs come in cardboard mounts suitable for display except where stated otherwise.

You can order more than one of each pack. All prices exclude [delivery charges](#).

Standard Print Sizes	
Large	10" x 8" (254mm x 203mm)
Medium	8" x 6" (203mm x 152mm)
Small	5" x 4" (127mm x 101mm)



Prestige Gold Selection (1111)


Our most desired selection is a combination of photographs and frames providing you with everything you need. This Selection includes a stunning Gold leaf framed individual portrait of the graduate, a matching certificate frame, family portrait, plus an extra print of the Graduate or a second family pose.

This Selection includes:

- One Gold Leaf frame with a 12" x 8" photograph of the Graduate
- One Gold leaf certificate frame
- One 10"x8" print of one Family pose
- One 10"x8" print of the Graduate, or a second family pose.

£249.00

- +



Graduation Collection with Florentine Frames (1101)

Our Graduation Collection of photographs and frames provides everything you need to record and display your achievement. This Collection includes photographs of the graduate, one family pose, plus the presentation image or a second family pose. You will also receive two handmade Florentine frames with your institution crest (not available at all Institutions) and institution name embossed on the mount - one frame is to display your certificate and the other frame for your 12"x8" print of the graduate.

This pack includes:

£215.00

- +

8. Finally, pay and place your order.

How you can pay for your order



The amount you have to pay is **£38.00**

By Card

Choose this option to pay by credit or debit card.

Once payment is completed you will receive a confirmation by email.

Pay By Card

By Cheque

Choose this option to pay by cheque.

Print out the next page and send your cheque payable to Marston Robing to us at the address indicated.

Pay By Cheque

Pay by Bank Transfer

Choose this option to pay by bank transfer.

You will see our account details together with your order reference on the next page. Please note that if making an international payment you are required to cover the exchange rate and/or commission for the transaction. Should the amount received be lower than the order total you will be sent an additional payment request for the difference.

Pay By Bank Transfer