

ACADEMIC HIRE INFORMATION

University Shop Hobart

UTAS SYDNEY GRADUANDS – TUESDAY 27TH MARCH 2012

For your convenience, the **University** has co-ordinated with the **University Shop in Hobart** to provide academic dress hire services for UTAS Sydney graduands. Academic dress is available for you to hire from **University Shop Hobart**

Please follow the steps below to ensure that your hired academic dress is available on graduation day.

STEP 1: BOOKING AND PAYMENT

You must book your academic dress **at least two weeks prior to your ceremony** by either emailing, faxing or posting the attached booking form. Telephone bookings can be accepted.

Full payment (money order or credit card) must be made when booking. We cannot accept personal cheques or bank cheques.

NOTE: Whilst we are not charging a deposit, extra day charges will apply to all late returns and/or full replacement costs of up to \$200 will be charged for failure to return.

STEP 2: ACADEMIC DRESS COLLECTION

All gowns should be collected from the venue where your graduation ceremony will take place, i.e. City Recital Hall, Angel Place, Sydney.

Graduands must collect their academic dress hire **from the designated area at the City Recital Hall between 5.00pm and 6.30pm on Tuesday 27th March.**

NOTE: IF YOU HAVE NOT BOOKED AND COMPLETED STEP 1 ABOVE, THERE WILL NOT BE ANY ACADEMIC ATTIRE AVAILABLE TO YOU AT THE VENUE.

STEP 3: DRESSING ON GRADUATION DAY

University Shop staff will provide assistance with academic dress upon collection of hired items as well as prior to entering the auditorium.

STEP 4: RETURN OF ACADEMIC DRESS

Academic dress must be returned to the same area as collection **no later than 9pm following your ceremony.**

PURCHASE OF ACADEMIC DRESS

Purchase of new academic dress, either prior to or after the ceremony can be arranged by emailing Patsy.Makarewicz@utas.edu.au or by calling (03) 62262857

CONTACT

University Shop Hobart: (03) 62262857 or (03) 62261829 Email: Patsy.Makarewicz@utas.edu.au

Business hours: 8.30am – 4.00pm

ACADEMIC BOOKING FORM

University Shop Hobart

UTAS SYDNEY GRADUATIONS 2012

This form is for booking hire of academic regalia specific to UTAS Sydney Graduations 2012.

CONTACT DETAILS:

- NAME:
- PHONE CONTACT:
- EMAIL:

(NB: Your payment & booking will be confirmed via email once your booking is processed)

DRESS REQUIREMENTS:

HAT (TRENCHER) ONLY *this is yours to keep* \$35

GOWN ONLY \$50 HOOD (*faculty colour*) ONLY \$30 BONNETT (PHD) ONLY \$35

- **ADDITIONAL INFORMATION** (*Required to ensure correct dress and sizing*)

APPROX. HEIGHT: HAT SIZE OR HEAD MEASUREMENT

DEGREE (*e.g. Bachelor of Nursing etc or Dr of Philosophy*)

PAYMENT:

- HIRE FEE: PLUS COURIER FEE: \$10 TOTAL (*including courier fee*).\$.
- NB: *Courier fee is to offset transport of items to Sydney*

Money Order Visa Mastercard

Card Number: ____/____/____/____ Expiry date ____/____ CVC ____

Cardholders Name: _____ Cardholders Signature _____

Office Use Only:

- PAYMENT PROCESSED BY: RECEIPT NUMBER:

COLLECTION : Collection will be from City Recital Hall, Angel Place, Sydney two hours prior to ceremony (from 5pm). Staff will be available to help you dress prior to your ceremony.

RETURN: Return of hired items is to the same place as collection within 90 minutes following your ceremony. Failure to return will result in a charge of \$200 to cover the cost of item.

AGREEMENT:

I agree that return of the hired items will be within 90 minutes following the ceremony. Items are to be returned in same condition as received. Failure to meet return date or acceptable condition on return may result in payment of dry cleaning/repair costs and/or payment of full replacement cost of items.

I have read and agree to the terms of casual hire.

Signed:..... Print Name:..... Date:.....

GRADUATION SERVICES

University Shop Hobart



UTAS SYDNEY GRADUANDS – TUESDAY 27TH MARCH 2012

PHOTOGRAPHY

- “Graduation Photography” will provide comprehensive photography services on graduation day for graduands and their families.
- Services provided at the venue include Individual & Family Studio Portraits and presentation photo from the ceremony.
- No booking is required – simply visit the photography registration desk on the day for details and pricing.
- Photography services will be available from 5.00-6.30pm prior to the ceremony and from 8.00-8.30pm following the ceremony.

We recommend that graduands have their photos taken prior to the ceremony.

DVD & PLAQUES

DVD & Plaques are available through Ambassador Productions, details are –

Graduation DVD recording

- A DVD of your entire graduation ceremony is available. It will include scenes from the University campus, the entrance procession, welcoming speeches and a close-up of the Chancellor greeting each graduate. The DVD will be replayed immediately after the ceremony.
- **Pre-order the DVD online and pay only \$45.50 for your DVD.** This is a 27.5% discount off the normal price of \$60.50.

Order NOW to get the discount www.ambassador.com.au/tasmania

Graduation PLAQUE

- A range of 8 beautiful Graduation Plaques are available for pre-order online at a discounted price. The Graduation Plaque is a reproduction of your certificate and is laser engraved onto a gold or silver metallex plate which is mounted on an Acrylic or Timber backing.
- **Pre-order your Plaque NOW and pay only \$99.50.** This is a 17% discount off the normal price of \$120.

Order NOW to get the discount www.ambassador.com.au/tasmania

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