

BCAS GRADUATION – November 2018

GUIDELINES FOR THE INVITEES

1. It is important to bring your Invitation card, seat number and token along with you to avoid any inconvenience.
2. Dress Code:
Awardees
Males : Lounge Suit (Full suit)
Females : Saree / Abaya / official attire (no pointed heels allowed, as instructed by the Management of Nelum pokuna)
All others : Formal Attire
3. No sooner have you arrived at the auditorium, please meet our staff at the entrance & you will then be ushered to your seat.
4. Please be present at the auditorium well in time
UoW graduates – 12.00noon – 12.30pm
HND graduates – 3.00pm - 3.15pm
5. Bringing children less than 5 years of age is strictly not allowed as they would become impatient during the proceedings and it would divert the attention of the audience and the guests. **Anyway “Guest Pass” is a must for each individual for entry.**
6. Kindly have your mobile phones switched off during the proceedings.
7. Please note seating has been arranged strictly according to the number of invitees. (Awardees: Please use the 2 passes given to you to take 2 persons only).
8. Please refrain from walking / loitering in and around of the auditorium during the function.
9. No food/ water bottles allowed into the auditorium.
10. If you are coming in your own vehicle, please make sure it is parked at the parking area without blocking the passages.
11. Please be strictly advised that taking photographs of awards distribution will not be permitted by any students or their relatives other than the official photographer. Group/family photographs can be taken as per your requirement. (additional photos booths are arranged outside the hall)
12. The cloaks/scarf and caps should be returned before Thursday, 22nd November 2018 before 4.00PM.
13. The invoice for the ‘refund-deposit needs to be submitted to Admin to collect your refund for cloaks. If any awardees fail to handover the cloaks before the above date, kindly note that a penalty of Rs. 1,000 per day will be charged.