

# Tips to Create a Successful Day for All

**Commencement is coming...** utilize our timeline and checklist below to create the unforgettable day your students deserve!

## Hot Tip

Partner with local restaurants to offer graduation day specials as a fundraising opportunity and let students know there are commencement discounts!

### 30 Days Out

Create a centralized event calendar that outlines important dates and locations

Ex: Cap & gown pick up, graduation registration, visitor check-in, department-specific ceremonies

Organize and send out vital information to help family and friends plan their trip

Share a link or QR code to an interactive map that includes the:

Event venue and any other key buildings

Best hotels to stay at located near the graduation venue

Local restaurants

Scenic photo opp spots around campus

### 7 Days Out

Communicate "day-of" logistics to students & families including what to expect:

Ceremony venue address

Ceremony start and end times

Public transportation schedules

Guest check-in locations

Seating arrangements

Parking information: lot locations, fees, accessibility

Accessible pathways and routes

### Day Before

Share last-minute reminders and helpful tips:

What to bring: photo identification, tickets, bottled water, camera

What not to bring: pets, posters

Weather: advise on appropriate dress given the expected climate

Read more about how Concept3D supports colleges and universities in delivering seamless, memorable events for their students and get in touch for more information:

[Read More](#)