Ceremony

The ceremony will be held on Saturday, 01 June 2019, at the Officers’ Club on Ramstein Air Base. The ceremony will begin at 1400 and last about 1.5 hours. Guests of all ages are welcome, but for the enjoyment and comfort of all guests, please take the length of the ceremony into account when deciding on your guest list. Ceremony planning has taken into consideration five invitations per student. An invitation can be used for a family or an individual, and an announcement can be used interchangeably as an invitation.

A reception will immediately follow the ceremony; all graduates and guests are invited. Cake and non-alcoholic beverages will be served, and a pay-as-you-go bar will be open during the reception.

Schedule of Events for Saturday, 01 June 2019:

- 1200 – Arrival/Graduation photography available
- 1300/1330 – Wait in Robing Room for ceremony to begin
- 1400 – Ceremony begins promptly, reception following

Robing

We will direct you to an area that will be set up and open by 1200 so that graduates who wish to have portraits taken in cap and gown may do so.

We ask that you report to the Robing Room alone and with only those items you need for the duration of the ceremony. Family and guests should wait in the ballroom.

Valuables of any kind should be given to family or friends or locked in your car. No valuables can be left in the Robing Room; it will not be locked during the ceremony.
**Portraits**

A photographer will be available from 1100-1330, if you are interested in sitting for portraits. Please come prepared with cash (euros), as payment must be made at the time of the sitting. Please arrive early to robe and get photographed. Further information is available at Advanced Programs Graduation Webpage

**Ironing your Gown and Hood**

Please be sure to iron your gown and hood before you leave for the ceremony. Remove the gown and hood from the package. Hang them up for a couple of days to release some of the wrinkling. Then use a warm iron to remove the rest of the wrinkles.

**Note:** The robes are made of a synthetic material, so be sure to avoid prolonged contact with the iron. You might accidentally melt a hole in the material.

**Guest Access**

If you are inviting family members or local nationals who do not have authorized access to military installations, it is your responsibility to sign them onto Ramstein Air Base. Make sure that they bring all required documentation needed to be given access. If you have multiple guests that need to be signed on, we recommend that you arrange for someone with access to escort them while you are robing and having your pictures taken.

Directions to the Officers’ Club are posted on the Advanced Programs Graduation Webpage

**Accommodations**

Lodging is located on Ramstein and Vogelweh A.B. You may be able to reserve a room at the Air Force Inns Ramstein by calling DSN 480-4920 or CIV 06371-45-4920 and Air Force Inns Vogelweh by calling DSN 489-8910 or CIV 0631-5368910.

There are several hotels near Ramstein that offer rooms at reasonable rates. Please inquire about additional costs for guests when you make your reservations.

Hotel-Restaurant Anna (06371-5974433) [http://www.hotel-anna-ramstein.de/](http://www.hotel-anna-ramstein.de/)
Hotel Circle Inn (06371-6160) [http://www.hotelcircleinn.de/pages/de/hotel.html](http://www.hotelcircleinn.de/pages/de/hotel.html)
Europa Hotel (06371-96550) [http://www.hotel-europa-ramstein.com/](http://www.hotel-europa-ramstein.com/)
Hotel America (06371-46810) [https://www.hotelamerica.de/](https://www.hotelamerica.de/)
Hotel Restaurant Merkur (06371-9180) [https://www.hotelmerkur.de/](https://www.hotelmerkur.de/)
Participants are responsible for room payment directly to lodging or the hotel. The Air Force Inns Lodging require a credit card number in order to hold a reservation. A list of alternate hotels is available on the Advanced Programs Graduation Webpage. Visit http://www.kaiserslautern.de/?lang=en for further tourism information.

Additional Information

If you have any questions about preparations for this event, please contact Ms. Jessica Smith at apeuadmin@ou.edu.