

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY

COMMENCEMENT COMMITTEE MINUTES

May 29, 1978



NEXT MEETING: Monday, June 5, 1:00 p.m., Cardinal Room, Squires

PRESENT: Robertson, Devens, Payne, Driscoll, Osborne, Huffman, Keller, Lyle, Price, Smoot, Gellner, Wischkaemper, Savage, Tozier, Acuff, Brice, Cummins (Agriculture), Conley

Robertson underscored last meeting's reminder that the Committee is especially needed to serve at the "Wine and Cheese" (Thursday, June 8, at the CEC). They should arrive around 4:15 p.m.

A
STRONG
INVITE

Devens reported that all colleges have provided marshall's names and information for the processional.

DONE

The Committee was reminded that stage participants who are served hot coffee should not flaunt their privilege outside the dug-out to less fortunate and possibly shivering faculty.

TAKE
HEED

Faiszt will provide flowers. Heath and Acuff are working on Color Guard and Trumpeteers. Price has arranged with Schiffert for first aid crew.

CHECK!

Robertson will clear with authorities concerning dramatic celebration following University exercises in the Stadium.

WOW!

Acuff asked about Friday afternoon exam conflicts with commissioning. Teller tried to explain.

EXAMS

Once again, Lyle reminded the group that individual colleges must handle their own reservations for space and equipment. This is not a University Committee responsibility. (The problem is limited space and equipment, plus tight schedules, especially if it rains.)

YOUR
MOVE

Conley was instructed to check with Payne and Smoot concerning quality and expense of the "Wine and Cheese!" (Those who prefer quality would like flowers and live music.)

HOW
MUCH
?

Robertson will ask Strother to provide history books and inserts for Seniors to pick up at "Wine and Cheese."

BOOKS

Robertson will arrange for session with Lavery and Savage to interpret Commencement details prior to stage rehearsal.

FINAL
DETAILS

The Committee suggested that red folders for stage participants were not necessary since notes can be placed inside the printed program.

KEEP IT
SIMPLE

NEXT MEETING: Monday, June 5, (It is important that all members be present at approximately 1:00 p.m.)

(Some Tips for Stage Participants)
1978 COMMENCEMENT

Abbreviated Schedule of Events

THURSDAY - June 8

- 2:00 p.m. - Rehearsal - Stadium &/or Coliseum
4:30 p.m. - "Wine and Cheese" - CEC Dining Room

FRIDAY - June 9

- 3:00 p.m. - Commissioning Ceremony - Stadium
(Coliseum if it rains)

SATURDAY - June 10

- 8:30 a.m. - Report to Stadium dugout (near Scoreboard) for robing,
coffee and doughnuts. If it rains, we will meet in the
Monogram Room, 309B Coliseum.

PLEASE!

PLEASE!!

PLEASE!!!

The troops - (other faculty and doctoral candidates) - will be outside
the dugout, WITHOUT access to coffee! So please do your sipping and
snacking INSIDE the dugout.

We will line up on floor cards by 8:50 a.m., prepared to march
initially to the goalposts.

- 9:00 a.m. - (Right after the trumpets sound) the stage group will
march up the center of the football field toward the
stage. We should march slowly to keep from arriving
on the stage too early.

Upon arrival on stage, we remain standing until after
the Invocation and National Anthem. (Men remove caps
for the Invocation, but not for the National Anthem.
Women keep caps on at all times.)

If it rains - The Stage Group, with only a few pre-instructed
exceptions, will be on the Coliseum stage for undergraduate ceremonies.
e.g. Wilson & Bell will be at Burruss with master and doctoral candidates.
A complicated, but well planned T.V. hook up will permit most people
to see and hear almost everything.

ABBREVIATED ORDER OF EXERCISES

Processional	Conferring of Degrees
Invocation	Alma Mater
National Anthem	Governor's Address
President's Greetings	Closing Remarks
Faculty Awards	Benediction
Class President's Comments	Recessional



A SUGGESTED FORM FOR DEANS

The following wording has been used in the past:

"Will all candidates for Bachelor degrees in the College of _____ please rise and remain standing until all Bachelor degrees are conferred."

After the students stand, each Dean usually says, "Mr. President, I have the honor to present the candidates for Bachelor of _____ degrees in the College of _____."

Following conferring of all Bachelor degrees, there will be time for applause. Candidates will then be asked to be seated.

THE RECESSIONAL

Stage participants are asked to remain standing until the color guard moves to the right side of the stage. This takes time! We will then follow Brice off the stage, moving rapidly until we reach the corner. We then turn left and slow down for the rest to catch up. Watch for a SURPRISE!

SOME REMINDERS

We can save time by limiting applause to large sections of Introductions and Awards.

We can save time, too, if speakers start walking to the mike during their introductions.

You are encouraged to walk to your college exercises. Otherwise, the traffic may tie you up.

A FINAL REQUEST

We need your input in itemizing mistakes this year and hopes for next year. Please jot down any bugs you notice or any suggestions you care to make to the Committee of the future.

THANKS.