
I. The Program of Convocation Week.

A. Time for preparation.

The first duty in connection with Convocation is the preparation of the preliminary program which is a statement in chronological order of all the exercises connected with the Convocation. A start should be made on the program at least a month in advance of the Convocation proper because almost invariably a week will be necessary for the collection of material and always in the preparation of the program and copy for the Press it is a safe plan to begin five or six days earlier than seems necessary. This amount of time is almost always consumed by unexpected delays. It is also a good plan to consult Mr. McFarland of the Printing Department of the Press somewhat in advance of the date when the printed matter is required in order to ascertain from him how much leeway is necessary for printing.

B. Style of Program.

The style of the preliminary program is indicated by two exhibits which are herewith appended, one a program of a March Convocation which is relatively slight, and the other of the program of the June Convocation which is elaborate.
A PROGRAM OF CONCERNATION

I. Time for Preparation

The time of preparation is a significant event in the preparation of the educational program aimed at a comprehensive understanding of the concept of concernation. A recent study has shown that when the concernation is introduced to the program at least a month in advance of the concernation, students are better prepared and more engaged. This is particularly important for the collection of material and resources necessary for the execution of the program. In this manner, the program can be effectively planned and implemented.

II. Style of Program

The style of the program is another important aspect of concernation. It is crucial to integrate the students' multiple perspectives and experiences into the program. This can be achieved by incorporating case studies and real-life scenarios into the curriculum. By doing so, students are encouraged to think critically and apply their knowledge in practical situations.
C. The Collection of Data.

Information concerning the various events on the preliminary program can be gained naturally from the Deans concerned: that is notices of the Junior College Finals in Public Speaking, the Divinity School Exercises, the Junior College Class Exercises, the Senior College Class Exercises, and the School of Education Class Exercises from the Deans of these schools. In June information regarding Junior College Day, Alumni Day, and Class Day is given by the chairman of Junior Day, the Secretary of the Alumni Association, and the President or Committee of the Senior Class respectively. Mr. Shepardson is the recognized spokesman for Phi Beta Kappa. The Recorder is authorized to speak concerning the meeting of the Congregation. Information concerning all other exercises originates with the President and the Secretary to the President.
The collection of facts

Information concerning the various courses and
the preliminary program can be secured
materially from the office of the Junior College.

Please consider this request by the Division of School
Administration, the Junior College,
the Student College, and the School of Education.

It is requested from the Board of Regents that
examination from the Board of Regents be
conducted by the President and the
Secretary of the Division of School
Administration, the President, and the
Secretary of the Junior College.

The presentation to the Board of Regents
for their consideration is hereby concurred upon
by the President, and the
Secretary of the Junior College.

The President.
D. Number of Programs.

The size of the edition of preliminary programs depends naturally upon the magnitude of the Convocation and is involved in the policy of distribution which is explained under the next head. It is seldom that less than twenty-five hundred preliminary programs are sufficient and of course in June many more may be necessary.

E. Distribution.

Preliminary programs are sent to:

1. The Trustees of the University, the Divinity School, and Rush Medical College through the mail.
2. Donors through the mail.
3. Members of the Faculties through the Faculty Exchange.
4. Friends of the University through the mail.
5. Candidates through the Recorder. (In order that distribution through the Recorder may
be possible, programs must be in his hands at least two weeks and sometimes more in advance of the Convocation. This matter can be arranged in consultation with Mr. Gurney).

6. The Information Office and the Information Office of the School of Education over the counter.

7. The students on application to the President's office, for their friends.

8. Fellows of the University through the mail.

9. Student Councilors through the mail.

10. Marshals through the mail.

11. Special guests for specific Convocations, as for instance German-Americans at the time of the German Celebration and members of the library staff of the city at the time of the address by Librarian Putnam, through the mail.

* Address lists for distribution of preliminary programs of classes 1, 2, 3, and 4 may be found in the Convocation card catalogue.
F. Announcement Card of Convocation.

With the preliminary program of Convocation week is often joined an announcement card of the Convocation proper with the subject of the address. This however does little more than duplicate the announcement of Convocation in the general program and in June of this year was dropped as unnecessary. It may be advisable to revive it for subsequent Convocations.
The program of the annual meeting of the Congregation.

With the best wishes for a successful and meaningful meeting.

[Signature]

[Date]
II. Preliminary Events of Convocation Week.

For many of the events in the preliminary program the President's office is not responsible further than to announce them. Thus, arrangements for all class exercises, finals in Public Speaking, Phi Beta Kappa exercises, Junior Day exercises, Alumni Day exercises, and Class Day exercises fall to the officers directly concerned. In the same way the business for the meeting of the Congregation is prepared in advance by the Recorder. Miss Talbot and Miss Breckinridge arrange for the reception by the women's halls held at five o'clock in the afternoon of Junior Day. Except in the summer when the program is overloaded the dates of final examinations are announced. These can be found in the calendar, in the University publications, or secured from the Recorder. The President's office is responsible for the Prayer Service, the Religious Service Sunday morning, for the Convocation Reception Monday evening, and for the Matutinal and the Convocation proper, also in June for the University luncheon on Tuesday. In the summer the last two days of the Convocation exercises come Thursday and Friday succeeding Convocation Sunday instead of Monday and Tuesday.
In the preparation phase of the program:

1. You must be aware of the nature of the preparatory program.

2. The President's office is not responsible for the preparation of

   announcements and special events for off-campus or non-campus

   activities. The President's office will create and manage these

   activities, but the President's office does not coordinate

   announcements or special events with the President's office.

3. The President's office is not responsible for the preparation of

   announcements or special events with the President's office.

   They are the responsibility of the President's office.

4. The President's office will coordinate and manage these

   activities, but the President's office does not coordinate

   announcements or special events with the President's office.

   Instead, these activities are handled by the Office of Student

   Activities and Special Events.

5. The President's office will coordinate and manage these

   activities, but the President's office does not coordinate

   announcements or special events with the President's office.

   Instead, these activities are handled by the Office of Student

   Activities and Special Events.

6. The President's office will coordinate and manage these

   activities, but the President's office does not coordinate

   announcements or special events with the President's office.

   Instead, these activities are handled by the Office of Student

   Activities and Special Events.

7. The President's office will coordinate and manage these

   activities, but the President's office does not coordinate

   announcements or special events with the President's office.

   Instead, these activities are handled by the Office of Student

   Activities and Special Events.

8. The President's office will coordinate and manage these

   activities, but the President's office does not coordinate

   announcements or special events with the President's office.

   Instead, these activities are handled by the Office of Student

   Activities and Special Events.
IV. The Prayer Service.

A. Time and Place.

The Prayer Service is a short service for candidates and members of the Faculties held at 10:30 preceding the Religious Service on Convocation Sunday. When the weather permits it is customary to hold the service in Haskell Assembly Hall so that a procession is necessary to the Religious Service in Mandel. In general Haskell is the place in June and September and the Theatre of the Reynolds Club in December and March.
The Prayer Service at a Special Service for one

The Prayer Service to a Special Service for one

The Prayer Service to a Special Service for one

The Prayer Service to a Special Service for one

The Prayer Service to a Special Service for one

The Prayer Service to a Special Service for one

The Prayer Service to a Special Service for one

The Prayer Service to a Special Service for one
E. Programs.

Programs of the Religious Service are framed by the Director of the Choir. Mistakes which have occurred suggest the advisability of consulting with him as to copy and proof.

F. Conduct of the Service.

Although the President presides at the service he usually does not take part in the exercises further than to introduce the Chaplain and the Convocation Preacher. It is customary for the Chaplain and the Preacher to divide the service between them. The Secretary to the President is in general responsible for seeing that the Convocation Chaplain and the Convocation Orator understand their duties and are acquainted with arrangements for their entertainment.

G. The Recession.

The recession is almost in the reverse order of the procession, as follows: the choir, the President's party, the Faculties, the candidates for higher degrees, the Bachelors, the Associates.
I. Procedure of the Religious Service and the Ceremony

The Procedure of the Religious Service and the Ceremony

For the Procedure of the Religious Service and the Ceremony, the following steps are recommended:

1. Introduction of the Chaplain and the Congregation
2. Prayer or moment of silence
3. Sermon or reading
4. Communion or other religious act
5. Closing prayer or benediction

II. Conclusion of the Service

Although the President of the Congregation

In conclusion, the President of the Congregation and the President of the Association are thanked for their hospitality and the Association and the Congregation are thanked for their cooperation.

Wishing you continued success.

6. Recognition

The Recognition of the Religious Service and the Ceremony

The Recognition of the Religious Service and the Ceremony, the Chaplain, the President of the Association, and the President of the Congregation are thanked for their cooperation and the Association is thanked for its hospitality.
C. Arrangements.

1. Decorations.

The Superintendent of Buildings and Grounds for a number of quarters has managed the decoration of the Tower Group providing rugs and palms, usually a load and a half being necessary at an expense of about $16.

2. Cloak Rooms.

Cloak rooms will be provided on request by the Superintendent of Buildings and Grounds. When Mandel Hall is not used it furnishes the best accommodations inasmuch as just to the left of the entrance there is a well appointed dressing room for women. If Mandel Hall is used otherwise, the private dining room is used for women and the cafe' for men. It is desirable to have a woman, if possible, inspect the provisions for women in advance of the reception and make sure that everything is right.

3. The Opening of the Reynolds Club.

The steward of the Reynolds Club is instructed by the Congregation Marshal to open the Reynolds Club and present it in good order for inspection by guests.

4. Refreshments.

The steward of the Men's Commons under the direction of the Secretary to the President provides
the refreshments: frappe and macaroons and ladyfingers. Occasionally small cakes are furnished but unless a high price is paid they have not been found to be satisfactory. An endeavor is made to keep the total cost of clearing the hall after dinner and providing refreshments and waiters within $50. Frequently it runs over that to $55.

5. The Receiving Line.

The receiving line is selected in conference with the President. It consists usually of the President and his wife, the Convocation Orator and his wife if they are present, the Convocation Preacher and his wife if they are present, and the member of the Faculty who introduces the Convocation Orator at the Convocation proper and his wife, a representative of the Board of Trustees and his wife, and Miss Talbot. The party usually receives about in the middle of the south side of the hall.


Marshals and aides are needed in as large numbers as possible to direct people toward the receiving line and prevent congestion. They are under the direction of the Congregation Marshal.
2. Invitations.
   
a. Style.

   Almost invariably in connection with the reception there are special invitations as well as the general announcement already noted. This invitation may take various forms. An engraved card the half-note size in which the date is written is perhaps the usual style. Such a card is appended. (For the reception this summer it will be necessary to engrave new cards because for the one time in the year the reception will fall on Thursday instead of Monday.) The order for the engraved card should be given to the retail department of the Press at least one month in advance of the reception.) For the Convocation of June, 1906, there was no special invitation for the reception but instead a general invitation to the exercises of the week in which on the third page the names of the more important events including the reception were printed. (This invitation also is appended.) Generally the more modest and less expensive form of invitation is found preferable.

b. Distribution.

   When invitations to the reception are used they are sent to the following classes:
   1. Trustees of the University, Divinity School, and
   2. Rush Medical College through the mail,
   3. The Faculties through the Faculty Exchange,
   4. Candidates through the mail.
Due to the recent trend of social invitations as well as the recent announcement of the upcoming event.

The formal nature of this letter is to invite you to the reception scheduled for next month. The event will take place on [Date] at [Time] in [Location].

This will be a formal event, and we kindly request that you wear evening attire. We encourage all guests to arrive promptly at [Time].

The reception will be held in the [Location], and there will be a variety of refreshments available.

Please confirm your attendance by [Date]. Should you have any questions or need further information, please contact [Contact Information].

We look forward to seeing you at the reception.

Sincerely,

[Your Name]
5. Donors residing in Chicago through the mail,

6. Ministers of Hyde Park through the mail,

7. University fellows, Student Councilors, Marshals, 
officers of the Alumni Association, and the Alumni 
Club through the mail. *

Occasionally when invitations go out in the name of the 
Faculties printed announcement cards are used for the 
Faculties instead of the regular invitation, the idea 
being to avoid expense and to impress upon the Faculties 
their obligation as hosts rather than their privileges 
as guests. A form for this purpose is appended.

* Address lists for Convocation invitations for 
classes 1, 2, 3, 5, and 6 may be found in the card 
catalogues.
8. Donors' attending in Chicago for the next meeting.

9. Minutes of the last year's meeting will be reviewed at the University Fellows' Council meeting. Respective minutes of the Alumni Association and the Alumni Graduate摩擦 the meeting.

Occupational ability: what qualifications to put in the name of the occupational bracket announcement career and may you go. The occupational fraction of the region's position. As the regional sector to work experience and to improve upon the background and the fraction. A true for the purpose of explanation.

Agression intensity for communication initiation for

case 1, 2, 3, and 6 may be taken to the case

correction.
VIII. The Matutinal.

A. Time and Place.

The matutinal is held usually in the morning preceding Convocation at 8:30 o'clock at the Quadrangle Club. Sometimes when the number of guests is very small the private dining room of the Commons has been chosen as the place but this arrangement has not been found very satisfactory.

B. Notice.

Notice is given through

1. Regular announcement in the preliminary program and the weekly calendar.

2. Special invitations.
   a. Style.

The style of invitation is indicated by the attached sample. With the invitation it is necessary to send a card calling for a reply. A card like that attached must be made over and printed in time for the next Convocation, unless impersonal engraved cards calling for a reply to the Presidents Secretary merely, a stock of which is in the office, are used.
b. Distribution.

The practice fixed by precedent is to mail invitations first to the matutinal to guests named by the President consisting usually, in addition to the President and his wife, of a representative of the Board of Trustees and his wife, the Convocation Orator, and the Convocation Chaplain and their wives, and Deans of the Graduate Schools and Professional Schools from which candidates are presented for graduation; second, to candidates for the degrees of Master of Arts, Philosophy, or Science, Bachelor of Divinity, Doctor of Law (not Bachelor of Laws), Doctor of Philosophy and their wives. To ascertain what candidates are married it is necessary to gather information from the various deans and from the Recorder. Even then there will usually be some doubtful cases. In case of doubt it is perhaps safer to address invitations to "Mr. and Mrs."
The present lecture

by procedure is to make invitations first to the guests...
not to exceed number of the reception committee members.

In addition to the president and president pro tem of the board of trustees and the vice president, the chairman of the board of trustees and the secretary of the corporation shall be present at the ceremony.

A copy of which contains the following for graduation:

- School of Music
- School of Fine Arts
- School of Philosophy
- School of Science
- School of Divinity
- School of Law
- School of Education

The most important requirements for the candidate of each college are listed below:

- General studies
- Specific courses
- Special exams

In the performance of these requirements, the candidate will normally fulfill the requirements of the college.
C. Arrangements.

1. Menu.

The menu should be submitted by the caterer of the Club or the Commons usually on the basis of a dollar a plate. In general two menus are furnished. After deciding between them or combining them the Secretary to the President submits the result to the President for his approval or alteration.

2. Number of places.

Notwithstanding the utmost care and diligence it will be impossible usually to ascertain exactly the number of guests for the matutinal. At the last it is necessary to make an estimate which the caterer asks to have twenty-four hours in advance of the meal. Experience proves that the number of persons actually in attendance at the breakfast is usually smaller by a few than is expected. Furthermore, if necessary at the last minute two or three extra places can be added so that it is wise to make the estimate conservative. Something may sometimes be accomplished by mailing "follow up" requests for replies to delinquents two or three days in advance of the breakfast.

3. Place Cards.

Every guest at the breakfast should have his place indicated by a place card. These cards are usually distributed by the Secretary to the President on the morning of the breakfast. The endeavor
The President for the approval or rejection.

In the event of the President's rejection of the report, he will be required to return it to the Secretary for reconsideration. Upon receiving a report from the Secretary, the President will submit it to the Senate for approval or rejection.

In the event of the President's approval of the report, he will be required to return it to the Secretary for reconsideration. Upon receiving a report from the Secretary, the President will submit it to the Senate for approval or rejection.
is to distribute the special guests among the student guests and as far as possible to group people who are congenial.

4. Flowers.

Generally there is a moderate outlay for flowers. The wife of the President should be consulted on this point. She can make helpful suggestions.

5. Direction of Guests to Places.

It is usually necessary for the Secretary to the President to assist the guests in finding their places at the tables and, for this purpose it is well for him to bear in mind as far as possible where the guests are placed.

1. The head marshal introduces guests to the President and assists by a belle-boy gives each guest a card directing him to a numbered table.

2. At the plainly numbered table each guest finds a card at his place.

Thus duplicate cards must be made for all who accept the president's invitation; one for the direction of the guest and bearing in the lower left corner "Table 1" as the case may be, the other bearing only his name and placed at his place on the table.

The last is the distribution of guests at the president's table. Usually a master and a doctor sit at his table with guests. The secretary to the President by arranging the order guests as nearly as possible according to their placing departments becomes familiar with their placing and can expedite the seating therefore.
J. The University Luncheon.

Once a year in June it is the practice to hold a luncheon following Convocation.

1. Menu.

The menu is a simple one costing sixty cents a plate. It consists usually of salad and cold meat with one hot vegetable, coffee, and ice-cream and cake. In the past the steward of the Commons has submitted a menu for what he terms a "picnic luncheon". The luncheon, it goes without saying, is in Hutchinson Hall.

2. Tickets.

It is possible to provide comfortably for about four hundred and sixty guests. This number of tickets, therefore, should be printed. Tickets are given to all candidates for the degree of Bachelor or above, being sent to them through the mail. Tickets for members of the Faculties, alumni, and other persons interested are put on sale at the Information Office at fifty cents apiece. In the Convocation of June, 1906, a notice of the luncheon which is appended was issued.

3. The President's party.

The President's party consists of the President and his wife, representatives of the Board of Trustees and their wives, the Convocation Orator and his wife, the Convocation Chaplain and his wife, and other
speakers and guests who may be designated by the President.

Conclusion.

In conclusion this point deserves emphasis: that although in the arrangements for Convocation the principle of division of labor is illustrated and the work is parcelled out, the Secretary to the President is responsible for the smooth execution of the various plans and for the coordination of efforts. It is necessary for him to know what all officers connected with the exercises are doing, to hold them to their duty, and to adjust all the details to one another. Only in this way can unity be secured.
In conclusion, I'd like to point towards the importance of the agreement on the terms of cooperation. It is essential to ensure a smooth transition of the various responsibilities and to work in harmony with the Secretary to the President in order to coordinate efforts in a manner that will yield the best results for all involved. Only in this way can we create a positive environment.

Conclusion
IX. The Convocation.

A. Time and Place.

The Convocation, except at the end of the summer, is held almost invariably on Tuesday and in general in Mandel Hall. Every June it is an open question whether a larger place should not be selected. Something may be gained in the future by establishing a separate Convocation for all candidates except for degrees: that is, candidates for titles and diplomas. The hour varies widely. In December the Convocation is frequently held in the evening. In March the afternoon is the usual time. In June and August or September the Convocation is generally held in the morning.

B. Notice. Notice of Convocation is given through the preliminary program, the special announcement card of Convocation to which reference has been made, and the weekly calendar.

C. The Convocation Program.

1. Substance.

a. General.

The Convocation program consists of three main divisions: the order of exercises, the announcement of honors, and the announcement of degrees. There are in addition, on the last page, announcements of marshals and aides and of the student councils.

b. The Announcement of the Procession.
2. Distribution.

The programs, fifteen hundred in number, are delivered by the Press, fifty to the President's office and the balance to Mandel Hall where orders should be given to have them distributed one in each seat. Of the fifty programs for the President's office fifteen or twenty are turned over to the Recorder.
II. Distribution

The program's fifteen hundredth is here:

and all those of the plane, rift of the President's office may the President's office to the President's office.

The fifteen programs for the President's office fifteen of the plane the President's office.
The announcement of the procession does not correspond exactly to the actual order but is established by precedent and will cover most cases. Occasionally, as in the Convocation of June, 1906, a mistake will be made unless careful attention is paid. In the June program there was no mention of the Convocation Odist.

c. The Speakers.

The names of the Chaplain and Orator and other participants in the program are secured from the President. Titles and degrees can be ascertained from "Who's Who," copies of which can be procured either in the General Library or in the Editorial office. The subject of the Convocation address must of course be secured from the Orator.

d. The Music.

The organist and the University Band combine to furnish the music for the exercises. The processional and interlude and the recessional are given by the Band. The organist plays the accompaniment to Alma Mater, the music of Pleyel's Hymn in commemoration of the dead, and the incidental music while degrees are being conferred. The marches played by the Band should be fit to march by (they have not always been) and the interlude should be appropriate. The incidental music on the organ during the conferring of degrees
The expansion of the production
might not correspond exactly to the market offer and to
expectations of increased demand. Will such a course
create an opportunity in the connection of June 1928,
offering the possibility of making certain adjustments in its
structure without causing necessity for further discussion.

In the same program there was no mention of the con-

The President

The weight of the Executive and the
for any possible participation in this program are becoming
increasingly necessary. Further, any provisions can be made
concerning the matter and authority of all questions can be
clarified in the General Assembly or in the Assembly office.

The subject of the Consecration is not just

a matter

of the Church.

The President and the Undertakers

The President and the Undertakers.

The undertakers are many, and the
consecration for the work foreseen for the
consecration and the undertaking are given
by the President. The undertakers plan the consecration in
their work. The undertakers have the consecration at
the year, and the undertakers are the ones who can
provide the necessary. The undertakers plan the work
as far as it is possible for them to plan and
make the consecration for the work foreseen for the
consecration and the undertaking. The undertakers
make the consecration for the work foreseen for the
consecration and the undertaking.
should not be too loud.

e. Award of Honors.

Names of persons receiving honorable mention in the Colleges and honors in particular departments in the Colleges are furnished by the Recorder, as are also announcements of elections to Sigma Xi, the scientific society. Elections to Phi Beta Kappa are reported either by the Recorder or by the Secretary of Phi Beta Kappa, Mr. Shepardson. Appointments to scholarships are reported by the Secretary of the Scholarship Committee, Mr. Shepardson. Announcements of prizes in Public Speaking are reported by the Department of Public Speaking or the Junior Dean. The Secretary to the President is usually obliged himself to assume responsibility for the announcements of prizes in debate and oratory. In connection with each autumn Convocation the winner of the Selz Scholarship for Women is announced in accordance with a report from the Recorder.

f. The Announcement of Candidates.

The names of candidates for degrees as for the Prayer Service can be secured from the Recorder. In the case of all candidates for the degree of Bachelor or above it is customary to print previous degrees with the date of grant. Information on this point can be secured from the records of the Recorder. In connection with candidates for higher degrees their
The name of the candidate for election to the Board shall be announced by the Registrar. In the case of all candidates for the office of student body, it is necessary to print information on the point of the student body当选人名公告，由登记处公布。
thesis subjects should be announced. These are supplied ready for printing by the Dean of the Divinity School, in the case of Divinity candidates. For theses of candidates in the Graduate Schools it is necessary to go to the applications for candidacy kept by the Dean of the Graduate Schools. Candidates from the Law School who receive their degree cum laude are entitled to the announcement "cum laude". Furthermore, the type in which the names of candidates for advanced either degrees in graduate or professional are printed should be uniform. In this respect the program of June was faulty.

g. Marshals and Aides.

The names of marshals and aides should be printed alphabetically by classes on the last page of the Convocation program.

h. Student Councils.

Names of members of the Student Councils should be printed according to schools, the chairman and secretary first and the other members alphabetically. Full names should be used. The Deans of the various colleges and schools should be asked to furnish lists one month in advance of Convocation.
The name of students and whose

report be entered into the program of the Camper.

If Student Committee

Name of member of the Student Committee

after arriving by private conveyance to college, the same
may and should be given by name. The dean of the college.

various colleges and schools shall be taken to familiarize

familiar with the course of connection.
D. Arrangements in Mandel Hall.

On the platform there should be two hundred chairs or as near two hundred as possible for the Faculty procession. In the front row of chairs there should be definite places for the President and the Convocation Orator, the President of the Board of Trustees and the Convocation Chaplain, the Vice-President of the Board of Trustees and the Vice-President of the Congregation, the University Recorder, the Dean of Women, and the various Deans presenting candidates for degrees. In general the guests of honor occupy the left side of the platform as one stands facing it and the Deans the right side. In front of all the chairs there should be space sufficient for the passage of candidates across the platform in receiving degrees. The organ console should be lowered from the platform. On the floor the first row of chairs must be kept vacant and the Band must be provided with chairs between the front row of seats and the stage. To the left of the Band it is customary to provide eight or ten chairs with tables for the press. Special cards of admission are prepared in the President's office for press representatives and given to them. Furthermore seats in the center must be reserved for all candidates for degrees and titles entering in the procession. Other seats must be reserved for
members of the Board of Trustees, special guests, members of the Faculties, and friends of the candidates. It is necessary to reserve either the entire floor or the entire hall according to the magnitude of the Convocation.
It is necessary to record either the water flow or the volume per day according to the inventory of the Company.
E. Tickets.

1. Number.

The number of the tickets printed depends upon the magnitude of the Convocation. Generally simply the floor and boxes have been reserved. In that event tickets for the balcony are not necessary. At the June Convocation the entire house was reserved and therefore all the seats were ticketed. As the University grows this will be more and more the case. An attempt has been made in the past to hold a portion of the house for admission without ticket in order to give the Convocation exercises a democratic character. The University of Chicago is a semi-public institution and it is desirable wherever it is possible to take the public into account.

2. Notice of tickets.

a. Notice to Candidates.

The present plan for the distribution of tickets to candidates is to determine what portion of the seating capacity can be devoted to the use of candidates for their friends and to divide the space equally. Each candidate's tickets are then assigned by lot and held in the President's office to be delivered on call. Whenever discrimination is necessary candidates for the Bachelor's degree or higher degrees should be favored in preference to associates. At small
...
Convocations we have made the distribution on the basis of five and two respectively. For the large Convocations one or two tickets for all candidates irrespective of rank is the largest possible assignment. Notices of tickets are sent through the mail to candidates. A form is appended.

b. Notice to Faculties.

It is customary to give each member of the Faculties who applies at least one ticket for Convocation for a member of his family, and for all except the largest Convocation any reasonable number of tickets five being the limit. For the June Convocation, 1906, a notice was sent out through the Faculty Exchange with a request for the reservation of a ticket to be mailed through the Faculty Exchange attached by a perforation. This form proved very convenient.

c. Notice to Trustees.

Trustees, members of the Faculties who are especially interested, as for instance the member introducing the Convocation Orator, and special guests of the University should be given the use of the boxes. In practice very few of the Trustees desire tickets or boxes for a given Convocation. It has been the practice to write to all the Trustees in residence calling attention to the opportunity in boxes and requesting a reply. It has always been possible to meet responses which have been received.
Connection and I have made the connection or the large connection.

The idea is to create an opportunity for candidates to participate. It's the connection that is the heart of the equation. Handling or connecting with the right breathing environment is where the secret is. It's a form of communication that's not only luxurious but also luxurious.

This form of communication

If you are moving to live soon, we

must have our support at least one stake for connection.

The connection and our support are key for the secret. You can do all kinds of the large connection and secret number of tickets. I've paid the ticket for the large connection. I hope

This form of communication

To ensure we are not under the secret of the favors. We need for the connection of a ticket to be mailed.

The way of connection especially expected to participate.
MANDEL HALL
THE UNIVERSITY OF CHICAGO
TUESDAY, MARCH 20, 1906.
3:00 P.M.
THE FIFTY-EIGHTH CONVOCATION
THE UNIVERSITY OF CHICAGO
SEATS NOT RESERVED AFTER 3 P.M.
d. The Form of the Ticket.

A typical Convocation ticket is appended. It is important to print on the ticket a notice that seats will not be held after the hour set for the exercises.

e. The Collection of Tickets.

Arrangements for the collection of tickets are made by the head usher who is the Manager of the Office of Information, the Superintendent of Buildings and Grounds, the Congregation Marshal, and the Secretary to the President in conference. The aim is to keep the corridor entirely free of all persons except candidates and ticket holders. Therefore persons presenting themselves for entrance to Mandel from the north give up their tickets in the vestibule outside of the corridor.
The formation of the Ticket

A ticket for the upcoming event is now available.

It is important to note that the ticket is only

available with immediate purchase. After the event,

a refund will not be granted for any reason due to

the event.

The Collection of Tickets

Announcement for the collection of tickets

will be made in the nearest manner to the Manager of the Ol-

line Information, the Superintendent of Buildings

and grounds, the Concession Manager, and the Board.

The aim is to ensure that the President is confident that

the event will proceed smoothly. Any ticket holders

will be notified of any changes to the event.

Those who purchase tickets will be notified of the
dates and times of the event.

conclusion
F. Rendezvous for the Procession.

The rendezvous for the procession is Hutchinson Hall for candidates, the library of the Reynolds Club for the President's party and members of the Board of Trustees, and the drawing room on the second floor for members of the Faculties in general. If for any reason Hutchinson Hall is not available, as on the occasion of the University luncheon in June, the Bartlett Gymnasium can be substituted for candidates.
The remission for the prosecution to continue

He will not contemplate, the import of the Resolution Ciph
for the Representation for any instance of the Hon. O

Truman, and the resulting record on the record. I then for

members of the legislature to know. If you only remain

information. He will not contemplate, as on the occasion of

the universal innovation in June, the more extraordinary

can be expected for a consideration.
G. The Convocation Procession.

The procession moves in the following order:

1. Candidates for the title of Associate,
   Candidates for the diploma of the
   School of Education,
   Candidates for the degree of Bachelor,
   Candidates for the degree of Bachelor
   of Laws,
   Candidates for the degree of Master.
   Candidates for the degree of Bachelor
   of Divinity,
   Candidates for the degree of Doctor
   of Law,
   Candidates for the degree of Doctor
   of Philosophy.

2. Alumni if they are present.

3. Members of the Faculties,

4. Members of the President's party
   including members of the Boards of
   Trustees.

The places for the members of the President's party should
be indicated by cards on the chairs. The candidates
for degrees are presented by their deans in the order
in which they move in the procession. It is customary
for the deans to pronounce the names of candidates for
the degree of Bachelor or above.
The condensation process in the following manner:

- Candidate for the degree of Bachelor
- Candidate for the degree of Master
- Candidate for the degree of Doctor
- Candidate for the degree of Doctor of Philosophy
- Candidate for the degree of Doctor of Law
- Candidate for the degree of Doctor of Medicine
- Candidate for the degree of Doctor of Science

We, the members of the Board of Trustees,

The please for the members of the President's body, that

The committee for the approval of the proposal for the candidate for the degree of Bachelor, Master, Doctor, Doctor of Philosophy, Doctor of Law, Doctor of Medicine, Doctor of Science, may, in case of need, to the Board of Trustees, for the approval of the proposal for the degree of Bachelor, Master, Doctor, Doctor of Philosophy, Doctor of Law, Doctor of Medicine, Doctor of Science.
H. Recession.

The recession is in the reverse order of the procession:

1. The President's party,
2. The Faculties,
3. Alumni.
4. Candidates from higher degrees down.
The recommendation is for the reverse order of the procession:

1. The President's party
2. The Delegation
3. Alumni
4. Graduates from higher degree programs
I. The Religious Service.
   A. Time and Place.

   The Religious Service is invariably held in Mandel Hall at 11 o'clock on Convocation Sunday.

   B. Notice.

   Notice is given as of the Prayer Service.

   C. The Procession.

   The procession is the recession from the Prayer Service. When the Prayer Service is held in Haskell Hall the march to Mandel is made to the accompaniment of music by the University Band.

   D. Arrangements in Mandel.

   Nearly always the entire procession including candidates and members of the Faculties can be seated on the stage. This is true even of so large a Convocation as that of June, 1906. It is necessary, however, to place on the platform all the chairs possible. In the front row there must be special seats for members of the President's party which is the same as his party for the Prayer Service. Furthermore it is customary to leave the first two or three rows from the platform if it is not large enough to accommodate the procession. It is usually possible to tell whether these chairs will be needed a few minutes in advance of the service so that if they are not necessary they can be made available for the audience. Directions covering these points are contained in the letter of the Congregation Marshal
The Religious Service

The Religious Service is to assemble in the main hall at 10 o'clock on Sunday morning.

Notice to those attending the Religious Service.

The procession to the recessional from the

Prayer Service. When the Prayer Service is held in

Recessional Hall, the worshipers are to march to the recessional

meat of service of the University Chapel.

Arrangements for Members.

Make sure to see the service procession to

arrange medications and supplies for the recessional, including any medications or

essentials on November 6th. If necessary, however,

to place on the platform for the general public. In

the event that no space is available for members

of the presentation, kindly write to the same as the participants

for the Prayer Service. Furthermore, it is convenient

to receive the first few of those from the platform,

it is not enough to accommodate the presentation
If it is necessary to do so. We offer free supplies with

be needed and a few minutes at the service of the platform to

meet some who are not necessary that can be made available

for the members. Instructions concerning group habits
to the Superintendent of Buildings and Grounds. The ushering for the Sunday service is in charge of the regular force of ushers of the Christian Union.
to the Superintendant of Pupil Textbook and Grammar.

The new

sent for the Senior rec. to be agreeable to the letter.

rare at that of the Confederate Union.
B. Notice.

Notice of the Prayer Service is given through

1. The preliminary program.

2. The weekly calendar.

3. Announcement cards to candidates and members of the Faculties prepared as indicated by the Marshal of the Congregation.
C. **Number and Arrangement of Chairs.**

The number of chairs which is required varies according to the Convocation. In June all the chairs that can be placed in the Hall are necessary. At other times one hundred chairs will probably be sufficient. About sixteen for the choir should be placed on the right hand side of the platform in Haskell or on the right hand side just in front of the platform in the Reynolds Club Theatre. In the center of the open space at the front there should be three large chairs, one each for the President, the University Chaplain, and the visiting Convocation Orator. On the left hand side of the platform or the open space there should be between twenty and thirty chairs according to the season for members of the Faculties. (When I speak of left and right I mean these sides as one stands facing the platform). The chairs for candidates should be arranged in an **oval forming ellipses** getting smaller and smaller toward the center of the room. In June the space at the center should be only wide enough to permit the procession to pass in double file in order that all the available room for chairs may be used.
D. Program.

The program for the Prayer Service consists of three parts:

1. The ritual proper by Dr. Henderson, the University Chaplain, which will obtain until it is changed.

2. The anthem, the name of which is furnished each time by Mr. Jones.

3. The names of candidates for degrees which are secured from the Recorder and printed in the following order:

Associates,
Candidates for diplomas from the College of Education.
Candidates for the degree of Bachelor of Arts, Philosophy, Science or Education including candidates for reenacted degrees.
Candidates for the degree of Bachelor of Laws,
Candidates for the degree of Master of Arts, Philosophy, or Science.
Candidates for the diploma of the Danish-Norwegian and Swedish Theological Seminaries.
Candidates for the degree of Bachelor of Divinity,
Candidates for the degree of Doctor of Law,
Candidates for the degree of Doctor of Philosophy.
Candidates from the Danish and Swedish Theological Seminaries appear only in June and it is rare that at other Convocations all of the other classes of
The program for the Intercollegiate conference

of three parts:

I. The first paper by Dr. Hendricks on
University Chaplaincy, with special mention of
The matter the name of which is important
and the time of Mr. Jones.

II. The paper of candidates for graduate study
and the recitation from the recitation and binding in the following

Candidate for admission into the College of Medicine.

Candidate for admission into the College of Arts.

Candidate for the degree of Bachelor of Science.

Candidate for the degree of Bachelor of Arts.

By: Dr. Jones.

Candidate for the degree of Doctor of Divinity.

Candidate for the degree of Doctor of Laws.

Candidate for the degree of Doctor of Philosophy.

Candidate for the degree of Doctor of Engineering.

Candidate for the degree of Doctor of Medicine.

Candidate for the degree of Doctor of Science.

Candidate for the degree of Doctor of Laws.

Candidate for the degree of Doctor of Engineering.

Candidate for the degree of Doctor of Medicine.

Candidate for the degree of Doctor of Science.
candidates are represented. The number of Prayer Service programs ranges from one hundred and fifty to three hundred according to the Convocation.

E. Rendezvous for the Procession.

When the service is in Haskell Hall the Faculties form in the President's office and the candidates in Cobb Hall. If the service is in the Reynolds Club Theatre the Faculties form in the Club drawing room on the second floor and candidates in the library in the first floor.
F. The Procession.

The procession under the direction of the Marshal of the Congregation moves in the following order:

The choir,
Associates,
Bachelors,
Candidates for Higher degrees,
Members of the Faculties,
Members of the President's party including the Convocation Orator and the Convocation Preacher if they are present, the University Chaplain and the President.

G. Conduct of Service.

The service is usually conducted by the President and the University Chaplain, the Convocation Preacher being regarded as a guest. It is customary for the President to conduct the service as far as the gloria and for the Chaplain to take charge of the remainder of the service. Of course this is a matter for the President and Chaplain to determine.
H. The Recession.

The recession which constitutes also the procession for the Religious Service moves in the same order as the procession into the Prayer Service.
The reconnaissance which constitutes the pre-arranged section in thekernel Service moves in the same order as the reconnaissance into theKernel Service...
SENIOR FINALS

Friday
September 14, 1900
8:00 P.M.

Kent Theater

ANNOUNCEMENTS: Made in Chapel, printed in Record, posted on Bulletin boards.

PROGRAMS: not to be printed,

ORDER OF EXERCISES:
Debate: "Resolved That Immigration of persons over sixteen years of age who cannot read and write should be prohibited".

F.P. Barker
Aff. Grace Bushnell [X]

J.A. Hornbeck
Mag [J.W. Thomas]

C.R. Manning

MUSIC: The President of the Senior Council is to see Mr. Hobbs to arrange for music by the Band.

ARRANGEMENTS: Judges will include members of the Faculty who are present.
THE CONVOCATION PRAYER SERVICE:

Sunday
September 16, 1900
3:30 P.M.

Congregation Hall, Haskell Museum.

ANNOUNCEMENTS
AND INVITATIONS

250 printed cards were issued as follows:

MAILING LIST:
1. Faculties
2. Councils
3. Marshals
4. Candidates
5. Guests, to offer prayer

NOTICES TO AIDS:

1. Mr. Raycroft notified. He will arrange marshalling.
3. Mr. Idler will arrange seats, 5 seats on platform
   Faculty on west side, candidates on east side
   of Congregation Hall;

NOTICES TO PARTICIPANTS:

1. Letter to C.R. Henderson requesting him to offer prayer
2. Letter to Judge Kohlsaat ditto. (Declined, away)
   (Judge Freeman is also out of town)
3. Letter to Dr. L.A. Crandall asking him to offer prayer.
   No replies have been received.
4. Choir will sing an anthem as the third musical number;
5. President will preside.

PROGRAMS: 650 copies to be printed containing also Vespers program
of which 100 will be distributed at prayer serv.
THE CONVOCATION PRAYER SERVICE

Sunday
September 16, 1960
5:30 p.m.

Convocation Hall, Hebrew University

ANNOUNCEMENTS
AND INVITATIONS

NOTICES TO AIDE:

NOTICES TO PARTICIPANTS:

PROGRAM:

Of 500 copies to be printed, 100 will be allocated to prayer service.

FOOTER: CONVOCATION PRAYER SERVICE - PAGE 1
Mr. Williams suggests following:

Prayer Service
Sunday afternoon, September 16, 1900
3:30 o'clock

PROGRAM

HYMN: "Lord, we come before thee now" - Malan
PRAYER
HYMN: "Holy Father, hear our cry" Blumenthal
PRAYER
HYMN: "There's a Friend in the Homeland" - Havens
HYMN: Procession from Haskell Hall to Kent Theater.

MUSIC: Choir to sing anthems as above indicated. Mr. Williams in charge.

PROCESSION: Procession to the Prayer Service as follows:

1. Candidates meet in the Chapel, Cobb Hall;
2. Faculties meet in President's Office, Haskell.

Candidates meet at 3:25, proceed to Congregation Hall promptly at 3:30, occupy east side of Hall, remain standing until Faculty procession enters, - the members of Faculties taking seats on west side of Hall.

ARRANGEMENTS NECESSARY: seats in Congregation Hall

Sacred concert by Band. Mr. Hobbs will arrange this, and is to furnish list of the numbers, which will be printed on the program.

Sacred Concert to begin at 3:15, and to play fifteen minutes.
MR. WILLIAM SUGGESTS FOLLOWING:

PRAYER SERVICE
Sunday afternoon, September 16th, 1:30 o'clock

PROGRAM:

HYMN: "Lord, we come before thee now—" Melan
PRAYER
PRAYER
HYMN: "Holy Father, keep our city flourishful

PRAYER
PRAYER
HYMN: "There is a Kingdom in the Homeland"

Procession from Hezekiah Hall to Kent Terrace.

MUSIC: Lights to shine extensively above illuminated MR. WILLIAM'S chair.

Procession to the Prayer Service as follows:

1. Candidate meet at the Chapel, Copp Hall.
2. Procession meet in President's Office, Hezekiah.

Commences meet at 5:00, proceed to Congregation Hall.

Procession will proceed in a manner that maximizes visibility and appreciation of participants. Procession will move clockwise on west side of Hezekiah Hall.

ANNOUNCEMENT NECESSARY: seats in Congregation Hall.

Seated concert by Handel, Mr. Hopkins will

Excuse concert to begin at 6:00, end to
play fifteen minutes.
PROCEDSION TO PRAYER SERVICE:

Head Marshal: J.E. Raycroft
Assistant Marshals:
W.A. Gordon
K. Speed
C.J. Webb
R.S. Wright

FORMATION, in two sections
1. Faculty in Presidents Office
2. Candidates in Chapel, Cobb Hall

ORDER OF MARCH:
Same as for Vesper service q.v.

LINE OF MARCH: as indicated on above plan.
THE CONVOCATION VESPERS

Sunday
September 16, 1900
4:00 P.M.

Kent Theater

ANNOUNCEMENTS AND INVITATIONS

Notice of the Vesper service was included in the special notice of the Prayer Service. Notice has been printed in the Record, and will be posted on the Bulletin Boards.

500 reprints of the Program of Final week will be issued Thursday, and will contain the announcement of the Vesper Service.

SPECIAL MAILING LIST: same as for Prayer Service.

NOTICES TO AIDS:

Four ushers have been appointed by Mr. F. C. Cleveland to take charge of ushering at Kent.

The Marshals as indicated below, will marshal the procession.

NOTICES TO PARTICIPANTS: Dr. E. G. Hirsch has agreed to deliver the Baccalaureate sermon.

Mr. Wardner Williams reports that Middleschulte is unable to get his choir together, but will send a number of soloists.

MUSIC:

Mr. Williams will arrange details of the Music.

Soloists from St. James Cathedral choir

Violinist, Miss . . . . . . . . . . . . . , who played at the Vesper service at which McKibben spoke, will play the same selection.

Hymns to be selected.

PROGRAMS:

1. 650 programs to be printed.
2. The program to contain also the program of the Prayer service,
3. Musical numbers to be furnished by Mr. Williams,
4. Program to be on hand ready to go to printer by Thursday noon, proof by Friday noon, programs by Saturday noon
5. 100 programs to be distributed at the prayer service, the remaining programs to be delivered and distributed at Kent;

PROCESSION: The procession to form at the close of prayer service at 3:55, proceed to Kent via route indicated on diagram.

(see next page)
SUNDAY
September 16, 1900
11:00 A.M.

KENT THEATER

ANNOUNCEMENTS

NOTICES TO ATTEND:

Your notices have been printed in the Thursday Edition of the Kent Daily Times and will be posted on the bulletin boards.

NOTICES TO PARTICIPANTS:

Dr. G. H. Hinchman has agreed to deliver the Sermon.

NOTICE TO AUDIENCE:

Dr. G. H. Hinchman will deliver a lengthy discourse on the subject of "Meditations on the Virtues of the Saviour of the World." He will play the organ between the services of W. B. Funk and Q. W. Kimball.

PROGRAM:

1. The program consists of the Prayer Service, the morning and afternoon services of W. B. Funk, and the evening service of Q. W. Kimball.

PROCEDURE:

The procession of the choir will form at the front of the prayer service and proceed to the auditorium where the services will begin. The audience will be seated before the services begin.
VESPIER
PROCESSION;
(Head/Marshal) J.E. Raycroft
Marshals: W.A. Gordon
K. Speed
C.J. Webb
R.S. Wright

FORMS Congregation Hall, at 3:55
ORDER OF MARCH:
1. Head Marshal
2. The Band
3. The Choir
4. Marshal
5. Candidates for Associate Degree,
6. Marshal
7. Candidates for Bachelor's Degree,
8. Marshal
9. Candidates for Master's and
Doctor's degree,
10. Faculty
11. Chaplain and President

to proceed into Kent Theater, band to continue playing until last person has entered Kent;

Choir to begin singing when head of procession enters Kent.
ORDER OF EXERCISES:

Processional March— The University Choir
Scripture Reading
Solo— "Save me, 0 God" — Randagar
Prayer
Response by the Choir
Offering for the University Settlement

Victin Solo— "Legende"—Bohm "The Ninety and Nine'
Miss Laura McIlHENY

Hymn No.922— "Lead, kindly Light" Laudes-Domini.

Baccalaureate Address
Solo— "Softly evening shades are falling" Ries.

Miss Bertha M.Kaderly
Hymn No.99 "Day is dying in the West" Laudes— Domini.
Benediction.

ARRANGEMENTS NECESSARY

Section of 100 seats to be reserved for the procession
Middle aisle to be kept clear, as procession will enter and make recessional march through the audience
THE CONVOCATION RECEPTION

Monday
September 17, 1900
8:00 P.M.

Women's Hall (Green or Beecher, and lawn in front of Women's Halls)

ANNOUNCEMENTS
AND
INVITATIONS

Engraved invitations were prepared by S.D. Childs & Co
from official form (plate at Childs) as follows:

The University of Chicago
The President and Mrs. Harper
invite you to meet the
Candidates for Degree
at the approaching Convocation.
The President's House.
Tuesday evening Sept. 17, 1900
eight to eleven.

Mailing List:

1. Trustees
2. Faculties
3. Candidates
4. Councilors
5. Heads of Houses
6. Participants in Finals
7. Candidates
8. Guests of candidates (5 invitations furnished)
9. Associate degree candidates
10. Special guests in Hyde Park
11. Special friends of orator
12. Chaplain
13. Ministers of Hyde Park
14. Donors residing in Chicago
15. Executive Committee of Alumni
16. Students graduating at Midsummer Convocation

NOTICES TO AIDS:
The special marshals have been requested to report
to Mr. Raycroft who will introduce at instruction.

THE CONVOCATION RECEPTION — page 1 —
THE CONCILIATION RECONCILIATION

Monday
September 17th
8:00 P.M.

Women's Hall (green on Bequester) and Room in Front of

Women's Hall

Abstracts and
Invitations

Important Invitations were prepared by S.D. Childs & Co.

Specifically from official lower, please as follows:

MAILING LIST:

3. Secretary
2. Chairman
1. Secretary

Secretary of Committee (as Invitations furnished)
4. Associate Secretary Committee
5. Special Messengers in Hyde Park

Special Lenine of Action
12. Chairman
13. Secretary
14. Secretary
15. Secretary
16. Secretary
17. Secretary

NOTICES TO ATTEND:

The special members have been reminded to report

December 15th at 7:00 P.M. for the final reconciliation

to the reconciliation and preparation of the report.

To be printed and distributed at the reconciliation.
NOTICES TO PARTICIPANTS:

The special guests have been sent the regular form of invitation given above.

Should not a special letter be sent to each member of the receiving party?

Receiving party:

President Harper
Miss Wallace
Mr. and Mrs. Judson
Mrs. and Mrs. Tufts
Mr. Bloomfield
Mr. Smith

MUSIC: Mr. Hobbs is arranging for the band to give a concert on the Women's Quadrangles, during the reception.

REFRESHMENTS: In the absence of Miss Yeomans, Miss Wallace agrees to see that frappe' and cakes are prepared and that arrangements for serving are made.

ARRANGEMENTS NECESSARY: Lanterns for the lawn, chairs?
Place for the band, seats, torches, or lanterns for musicians.

provision should be made for refreshments for 300 people. 600 invitations have been sent out of whom possibly 1/3 will be present.
NOTICES TO PARTICIPANTS

The special events have been sent the regular form of invitation by mail. Each member should not receive a letter and each member of the receiving party.

Receiving Party

President: Mr. H. Bishop
Manager: Mr. J. Thompson
Manager: Mr. A. Martin
Manager: Mr. Smith

MUSIC: Mr. Hopper is arranged for the band to give a concert.

REMARKS: In the absence of Miss Vickers, Miss Watson is in charge of the music, and Miss Vickers, and Miss Watson are to take care of the decorations and arrangements for the reception.

ARRANGEMENTS NECESSARY: I have arranged for the band—rest for the ceremony—rest for the reception—rest for the performance for the reception—rest for the performance for the reception.

A PROPOSITION must be made for performances of the reception. 800 people. 800 invitations have been sent out. 800 people will be present.
THE GRADUATE MATUTINAL

Tuesday
September 18, 1900
12:30 P.M.

Quadrangle Club

ANNOUNCEMENTS

Engraved invitations were sent, prepared in the following form:

The University of Chicago.
The President and Mrs. Harper invite you to attend
The Graduate Matutinal
for students who will receive higher degrees at the approaching Convocation.
The President's House.
The Quadrangle Club
Tuesday morning, September 18, 1900
at half past twelve o'clock.

Seargent Avenue
and Fifty-ninth Street.

Card requesting reply was enclosed, following form:

Please send reply to the President's Secretary.

The University of Chicago.

MAILING LIST:
1. Candidates for higher degrees
2. The Convocation Orator
3. Special guests
   Dr. A.K. Parker
   Dr. and Mrs. Judson
   Miss Taft
   Professor Bloomfield
4. Graduates receiving higher degrees at Midsummer Convocation
NOTICES TO AIDS: Mr. Sherman, of the Quadrangle Club has been notified of time and place.

CATERER AND MENU:

Mr. Sherman, submits the following two menus for choice:

1) California Pear Cracked Wheat with Cream
   Broiled Spring Chicken
   Baraboo Chips
   Racle Coffee
   Orange Juice

2) Shred Bechir
   Rice with Cream
   Broiled Rama Chop
   Baraboo Chips
   Coffee or Rolle
   Sweet Cake
NOTICES TO ALIEN:
Mr. Secretary of the Guaranty Fund

been notified of time and place.

CATHEDRAL AND MEETING:
Mr. Secretary submits the following two

menu for choice:

THE GRADUATE MATRONAL—Piece 3
THE THIRTY-FIFTH CONVOCATION

Tuesday
September 18, 1900
4:00 P.M.

Graduate Quadrangle

ANNOUNCEMENTS and INVITATIONS

1000 cards and slips were printed, as follows:

300 cards for Trustees, Faculties, and members of the Congregation were printed, as follows:

The Trustees of the University, the Trustees of the Theological Union, members of the University Congregation, and members of the Faculties are requested to assemble in Walker Museum, at 3:45 P.M., for the procession.

MAILING LIST:

1. Trustees of University
2. Trustees of the Theological Union
3. Members of the Congregation
4. Members of the Faculties
5. Candidates for degrees
6. Student councilors
7. Donors residing in Chicago
8. Ministers of Hyde Park Churches
9. Extra copies given for Graduating class, to be enclosed with their invitations;

NOTICES TO AIDS: Mr. Raycroft has taken charge of marshals and marshalling and will give necessary instructions;

Mr. Hobbs will have band ready at 3:30 for a few numbers before Convocation exercises begin;
THE THIRTY-FOURTH CONVOCATION

Thursday
September 16, 1990
4:00 P.M.

Graduate Ceremonies

INVITATIONS

ANNOUNCEMENTS

100 copies of the program will be printed as follows:

500 copies for Trustees, Faculty, and members

of the Convocation were printed as follows:

MAINTAIN POST

NOTICES TO AIDS: Mr. Hoover has taken charge of marshals and marshals and will give necessary instructions.

Mr. Hoover will have food ready at 3:00 P.M.

a few numbers before Convocation exercises begin;
NOTICES TO AIDS (continued)

Four special marshals have been appointed by special letter, and have been asked to report to Mr. Raycroft;

Four special ushers are to be selected by Mr. W. C. Cleveland, who will undertake the ushering of the people, and distribution of Programs;

Mr. A. O. Parker will have men on hand awaiting special instructions;

NOTICES TO PARTICIPANTS:

Letter to Dr. Lorimer, followed by telegram; Have received acceptance;

Dr. Emil G. Hirsch to act as Convocation Chaplain, a letter should be sent to him asking him to serve;

Dean Tufts to present the Candidates for Associate and Bachelors degrees;

Dean Judson to present the candidates for higher degrees;

Candidates to meet Tuesday morning, September 18, at 10:00 o'clock for instructions, Candidates, Dean Judson, Recorder, Dean Tufts, and Mr. Raycroft should be notified of this meeting;

Special letter of general instructions has been sent to each candidate by the Recorder;

PROGRAMS:

1200 programs to be printed

Material for program to be furnished as follows:
1. Candidates for degrees from the Recorder;
2. Scholarships, from Mr. Shepardson;
3. Honors, from Mr. Surrency;
4. Marshals, from Mr. Raycroft;
5. Councilors, (reprint from Midsummer program)
6. Other material from official sources;

Mr. Hubbard to make up general form;

Proof to be read by Mr. Hubbard, Mr. Shepardson, Mr. Goodspeed, the Deans, and approved by the President.

ORDER OF EXERCISES:

1. Band Concert
2. Procession
3. Prayer
4. Address
5. Honors awarded
6. Degrees conferred
7. President’s statement;
8. Benediction
CONVOCATION PROCESSION

Head Marshal: J.E. Raycroft
Assistant Marshal: W.A. Gordon, K. Speed, C.J. Webb, R.S. Wright.
FORMS: at Walker Museum at 3:45;

ORDER OF MARCH: Councillors
Associates
Councillors
Bachelors
Councillors
Masters and Doctors
Faculties
Senate and Council
Guests
Trustees
President of Trustees and Convocation Chaplain
President of University and Convocation Orator

LINE OF MARCH: West to Cobb
South to Platform
Recessional to Haskell
ARRANGEMENTS OF PLATFORM &C.: Steps to be placed on both sides of the platform at this Convocation:

Mr. A. O. Parker will have platform and band stand constructed, will place 1200 chairs on lawn reserving section by Cobb Hall for the candidates; 60 chairs will be placed on the platform for the Trustees, Faculties, and Guests.

Programs will be placed in the platform seats in order that every member of the Faculties &c. may be provided without confusion.

Mr. Idler will have Convocation chair and the pulpit placed in position.

Messenger will have cushion for the Convocation chair;

Mr. Hubbard will have statement copied and formula on hand.

OTHER ARRANGEMENTS TO BE MADE:

Question of Councilors gowns? Mr. Haycroft thinks they should be excused from the procession if the University cannot furnish them with gowns.

Have one gown for Dr. Lorimer;

Have check ready for Dr. Lorimer; How much? ... Should not this check be prepared in advance. It has heretofore been left until the last minute.

In case of rain??? Kent Theater? Procession to form at Kent, lobby. Band inside.
ARRANGEMENTS OF PLATFORM & SEATS to be placed on Pulpit

The platform will be placed on the stage and marked accordingly. The President, the Vice-President, and other officials will be seated on the platform. The other guests will be seated on the floor. The audience will be seated in the rear, and the platform will be visible from all parts of the hall.

Mr. Hall will have conversation with the platform guests.

Mrs. Morse will have conversation with the platform guests.

OTHER ARRANGEMENTS TO BE MADE:

1. A question of conversation between Mr. Morse and the President will be exchanged from the platform with the President. It is understood that this conversation will be kept to a minimum.

In case of rain, the procession to the front of Kent, I say, in the Rain.

End Note.
As prepared for the Autumn Convocation, et cetera.
FORMULAE FOR CONFERRING
CERTIFICATES AND DEGREES.
I. Academic College Certificates

THE DEAN: "Applicants for Certificates of the completion of the course of Academic College study will present themselves."

THE PRESIDENT:
THE CAP.

The cap will be worn during the whole ceremony of the conferring of Certificates and Degrees by all the executive officers who take part in this ceremony. The Dean and Examiner will salute the President by removing the cap at the beginning and end of their address to him.
3. The Master's Degree.

**THE DEAN:** "Qui gradum Magistri petunt, accedant."

*Baccalauni*

(Introducing them to the President.)

"Hi, Praeses, iuvenes, ex scholae Baccalaureorum disciplina evadentes, gradum Magistri petunt."

**THE PRESIDENT:**

**THE PRESIDENT:** (Taking diplomas.)

"Vos, iuvenes, qui per tempus debitum omni cogitatione curaque in studia incubistis, probationesque et quaecumque alia ad hunc fines necessaria sunt feliciter subiistis, Curatores Universitatis Chicaginiani, suadente Professorum ordine idoneo, Senatuque approban-
te, ad gradum Magistri admiserunt, vobisque omnia iura honores privilegia ad hunc gradum hic aut alibi pertinentia dederunt et concesserunt. In euis rei testimonium haece diplomata, chirographis idoneis et sigillo Universitatis munita, vobis trado. Quae accipite, pliisque animis matrem alnman colite."
4. The Doctor's Degree.

THE DEAN: "Qui gradum Philosophiae Doctoris petunt, accedant."
(Introducing them to the President.)
"Hi, Præses, iuvenes, ex scholæ Baccalaureorum
disciplina evadentes, gradum Philosophiae Doctoris
petunt."

THE PRESIDENT:
"Vos, iuvenes optimos, qui, per tempusdebitum omni
cognitione curaque studiis deditis, probationibus
feliciter superatis et libellis eruditionis ac ingenii
plenis scriptis, eximias esse spes vos probastis,
Curatores Universitatis, suadente Professorum ordine
idoneo, Senatuque approbante, ad gradum altum Philosophi-
æ Doctoris admiserunt, vobisque omnia iura honores
privilegia hic aut alibi pertinentia dederunt et
concesserunt."
(The following formula is addressed to each candidate
in turn.)
"In euius rei testimonium pro auctoritate mihi
Commissa tibi et hunic sudulum tradid e quousque ut
Doctor ex Universitate Chicaginianae inducta (the
hood is here put on) et hoc diploma chirographis
ideonem et sigillo Universitatis munium. Quae
accipe, pioque animo matrem alman scel.
Overture
Selection (First draft for Convocation program)
March
Musical

I. Prayer
Musical

II. Address
Musical

III. Conferring Degrees, Assignments of Honors
Musical upon conferring

IV. Reception of Students
Musical

V. The President's statement

VI. Benediction

The President's reception
Mrs. Smith's for dinner
Invitations:
1. Engraved general invitation to Convocation and Cornerstone laying + Preliminary Program

2. Convocation Reception
   Monday June 13, 8:30 - 10:30

3. Invitation to "At Home" sent to all bachelors and above

4. Luncheon - bachelors above

Invitation List:
University Address List
Sponsors/Memorial Fund
President's List
Faculty List
Candidate's List

1. Get cards at Pres. Off once or at door
2. Fill out cards and put in personal care
   1. Get correct title, Mr. or Mrs. Address it
   2. Personal cards must be enclosed why
The President and Mrs. Jackson
invite you to attend
the convention reception
on the twentieth
Monday evening, December the twentieth,
from eight o'clock to ten thirty
at Hutchinson Hall,
Fifty-seventh Street and Seventeenth Avenue.

The University of Chicago
FOUNDED BY JOHN D. ROCKEFELLER
Monday Reception

Convocation Reception

8:30 droolering toasts.
8:30-10:30 Reception

Come any time. Check in the main door.

Receive your guests and show them a good time.

Hotel: Reynolds Club
Mandell, Hitchman, C.

Crescent moon, Tuesday
and promenade from R. Club

formal evening affair:

near cap & gown closed in front.

Evening dress or anything else
nobody will be what of you
front on. Only the second
in the second row in such a

Do not near cap.

women do not near lab.
The President and Mrs. Judson invite you to attend The Convocation Reception to meet the Convocation Orator The Honorable Andrew Jackson Montague, LL.D. Monday evening, December the twentieth from eight thirty to ten thirty Hutchinson Hall Lexington Avenue and Fifty-seventh Street
and marshals mix show way to dringers.
The library showed he seen down steps
and to night.

What to say.

Going down line in common
lying around to say brilliant things
to guest of honor and then speaking
as one is swept by.
The flustered man at Reynolds Club.

Advantage is such person going down
line for he make one 72 days at most.
No time to say anything much.
But time to say something and kindly
what you want.

Jigger, goblet, and get.


Trying to talk about something
other than shop. Talk shop, books,
experiments, university, Roscoe,
whatever is your specialty. Froms
experiences.

Reasons for going.

1. Kindness to Miss. J. who three hours open.
2. Special reasons: see a beautiful house.
3. Men's Social Obligation.
The President and Mrs. Judson invite you to attend The Convocation Reception to meet the Convocation Orator, The Honorable Andrew Jackson Montague, LL.D. on Monday evening, December the twentieth from eight thirty to ten thirty Hutchinson Hall Lexington Avenue and Fifty-seventh Street
Sunday services.

1. Prayer service - singing.
2. Convocation service - the long procession - the crowded back - all for you.
The President and Mrs. Judson invite you to attend The Convocation Reception to meet the Convocation Orator The Honorable Andrew Jackson Montague, LL.D. Monday evening, December the twentieth from eight thirty to ten thirty Hutchinson Hall Lexington Avenue and Fifty-seventh Street
Convocation Luncheon

Luncheon, 1:00 or thereabouts.

Trumpet.

Bachelors and above given

tickets in procession.

Characters of luncheon

cheer and sing.

Alumni present.

Sit together.

Unfortunately not room for

guests this year.
The University of Chicago
FOUNDED BY JOHN D. ROCKEFELLER

The President and Mrs. Judson invite you to attend
The Convocation Reception
to meet the Convocation Orator
The Honorable Andrew Jackson Montague, LL.D.
Monday evening, December the twentieth
from eight thirty to ten thirty
Hutchinson Hall
Lexington Avenue and Fifty-seventh Street
Tickets put up in envelopes and to be had at Pres. Off.

Tickets uncalled for Sat? give me to those needing extra tickets.

Tickets presented at any entrance.

Use rear entrance doors for quiet entrance and after having action with keepy-usher - take any seat. Plenty of room for candidates the preferred ones. Faculty 2d.

**Wednesday “At Home” 4:00-6:00**

When to go - 4 - 6. Come early & go.

How long to stay - 15 minutes.

How to go - Tractor!

What to wear - Men: frocks (men) proper!!!

Women: Keep hands on "gloves"

Don't stay away or act y' clothes.

Front door - ring

Jean - doesn't understand English.

Speak the meet show the way:

1. up stairs to put off things except hats.
2. Don't airs and bank to meet new faces.
3. Having passed line - face me. Cashes
3. Additional cards may be secured by permission of Sec'y to President.

4. No charge for cards or for mailing.

Class forms have nothing to do.

**Tickets to Convocation**

<table>
<thead>
<tr>
<th>Seats</th>
<th>3200</th>
</tr>
</thead>
<tbody>
<tr>
<td>450</td>
<td>Candidates</td>
</tr>
<tr>
<td>200</td>
<td>Faculty</td>
</tr>
<tr>
<td>50</td>
<td>Band</td>
</tr>
<tr>
<td>100</td>
<td>Boxes</td>
</tr>
<tr>
<td>800</td>
<td></td>
</tr>
<tr>
<td>2400</td>
<td>for division</td>
</tr>
</tbody>
</table>

Associates etc.

Bachelors etc...

... lift for faculty & guests.

Reserved sections and boxes.

Unreserved seats.
The President and Mr. Franklin

For the eds. and john drugeer.

The University of Chicago
THE PRESIDENT'S CONVOCATION STATEMENT
During the winter of 1891-2 the Board of Trustees was busily occupied in providing a faculty for the new University in preparation for the opening, October, 1892. Every meeting during that winter placed on
During the winter of 1931-2 the Board of Trustees met partly occupying

the new University in preparation for the

opening October 1932. Every meeting during that winter pleased on
the records some appointments. A transcript from the minutes of the
Board of the meeting held February 12, 1892, is as follows:

"Upon the recommendation of the Committee on Organization and Faculties
the following action was taken:

"Dr. Ezekiel G. Robinson was
elected Professor in Philosophy.

"Herman E. von Holst was elected
Head Professor of the Department of
History, from August, 1892.

"Richard G. Moulton was elected
Professor in English Literature for
University and University Extension
work, from October 1, 1892."

The present Convocation, therefore,
represents the twenty-fifth anniversary
of the election of Professor Moulton
A proposal was made by the recommendation of the Committee on Organization and Personnel to create the following new position:

"Professor of History in Philosophy"

Recognized in 1933, the position was accepted, and the following was adopted:

"recommendation of the Department of History, 1933."

"Professor of History in Philosophy for University and University Extension work from October 1, 1933."

The above recommendation, concurrent with the recommendation of the Faculty-Assembly of the University of Illinois, the following:

"recommendation of the Faculty-Assembly"
to membership in the faculty of the University of Chicago. During this quarter-century he has rendered faithful and arduous service to the University - a service loyal in character and brilliant in quality. It is a privilege to us all to have him as the Orator today, and to listen to his address. We thank him for what he has meant to the University, and we wish him many years more of active and successful work.

The members of the original faculty of 1892 who are still with us number twenty-seven. Some have retired. In this list is included Professor Galusha Anderson, Professor S. W. Burnham, Professor Charles Chandler, Dr. T. W. Goodspeed, Professor J. Laurence Laughlin, and
Associate Professor P. A. Blackburn.
Some we have lost by death: President
William Rainey Harper, Professor
E. C. Robinson, Professor George W.
Northrup, Professor W. I. Knapp,
Professor E. B. Hulbert, Professor
H. E. von Holst, Professor C. C.
Whitman, Professor Alice Freeman Palmer,
Professor J. U. Nef, Professor C. S.
Goodspeed, Professor R. F. Harper,
Professor Franklin Johnson, Professor
C. R. Henderson, Assistant Professor
Heinrich Maschke, and Assistant
Professor George Baur.
The text is not legible due to the handwriting and the quality of the image. It appears to be a page with a list of names or titles, possibly from a letter or a formal document.
The University has been favored during the quarter just closing with a number of interesting gifts. One of the most interesting consists of a valuable first edition of Paradise Lost, presented to the Library of the University on this occasion in especial honor of Professor Richard Green Moulton by one of our alumni and one of his former students, Miss Helen Cowen Gunsaulus.

Mr. L. C. Bowen of Detroit has given the University a portrait of his father the late Charles P. Bowen, who was a Trustee of the University from 1890 to 1900.
The universities have been traversed by a number of interesting ideas and a number of interesting examples at the most interesting conferences at a number of interesting societies at a number of interesting meetings.

Lost breezes, or the library in the university or the association in the university at the association in the university or the association in the university.

Green onions by one of our neighbors, my one of the former actresses, Miss Helen Owen Everard.

"It's a power of Boston, and"

Given the universities a part of the nation the fate chartered by power.

Who were a thousand of the universities from 1850 to 1900.
A portrait of Professor Rollin D. Salisbury painted by Ralph Clarkson of Chicago has been presented to the University by a group of Professor Salisbury's former students. These portraits the University is very glad to receive and to put in suitable places in its halls. Five hundred years from now we hope that students of the University of Chicago will recognize Professor Salisbury's portrait as that of one of the most eminent of its first faculty.

Mrs. Chauncey J. Blair has given the University a Chinese painting on silk dating from the Fifteenth Century for the art collection.

Mr. Theodore W. Robinson of Chicago has given $150 for the
A portrait of Professor Roffin

Professor Roffin's portrait on the faculty

of California has been presented to the

University. On the ground of Professor

Roffin's former leadership, these

portraits of the University is very fitting

to receive and to put in suitable

places in the College. The number

exists from you we hope that students

at the University of California will

receive Professor Roffin's portrait as being at the one of the most

important of the faculty.

The University's gratitude is given

the University's gratitude is given

after getting from the University Germany

for the effort collection.

Mr. Theodore W. Roffin of

California has given $150 for the
purchase of an interesting Babylonian antiquity for the Haskell Oriental Museum.

Professor George E. Hale, of our Department of Astronomy and of Pasadena, California, has given $500 for the Astrophysical Journal.

Mrs. Edward Norris of Chicago has given the University $5,000 to provide a beginning for a library of American literature.

A year ago a friend of the University gave $200,000 for a building to be used for theological instruction. Owing to the present situation as to the cost of building, the Board of Trustees has not thought it advisable to proceed yet with construction. Meanwhile another friend of the University has given $50,000 for a
presence of an interdisciplinary faculty

particularly for the Hecker Center

Program Coordinator, Mr. Hare, at one

Department of Psychology and

Teaching Assistant, Mr. Givens, in

for the preadolescent terminal

the University, to offer courses for

given the University $5,000 to provide

a beginning for a library of American

interchange.

A recent rise in the price of the

University gave $5,000 to a library

may for interdisciplinary information

to be able for interdisciplinary information

to come to the presence of attention as to

the cost of publishing. The head of

The center has not brought to substance

to proceed yet with construction.

Hempstead section limited to the

University, $5,000 to a
chapel for the Divinity School. The plans provide that the chapel shall form the northern side of a quadrangle which will be comprised by the Divinity dormitories on the west, the Classics and Modern Language Buildings on the south, and Haskell Oriental Museum on the east, and will be connected with the theological building by a cloister. The chapel will be a gem of architecture, and is given by Mrs. Joseph Bond of Chicago as memorial for her husband the late Joseph Bond of this city.
The capacity for the Ministry to expand
transport activities that the Ministry
owns the necessary site of a number of
watches will be comparable to the Ministry
organization on the west, the
structure
and modern laminate fittings on the
north, and various operational decisions on
the east, and will be connected with
the special allocation put in by a council.
The capacity will be a beam of recreation
and to given by the golf, beach, and
offices as necessary for the project
offices a beach band at this city.
Mr. Bond was a Trustee of the Divinity School from 1900 to 1902, and was warmly interested in the training of theological students. The University is very much gratified with this generous gift, with the beautiful addition to our quadrangles which it implies, and especially with the perpetuating in stone of the name of one who was so long connected with the early years of its work.

At the present national emergency the University has been considering seriously what it could do as its share for the defense of the nation. Within the last quarter, on designation by the War Department of the United States and on appointment by the Board of Trustees of the University of Chicago, Major-Clk W. Bell of the United States Cavalry has become Professor of
The work was a tribute to the diversity
expected from 1909 to 1935 and was
worthy of the domain in the training of
20th-century students. The University's
in many ways continued with this
experience of life, with the students'
affiliation to one or another of the
institutes and specialties with the
participation in a true or the sense of
one who was no longer connected with the
early years of the work.

At the present moment the University
has been an important
examination in what it wants to be for the
future, the defense of the nation. Within
the last decade, the headquarters of the
Department of the United States
may on its own initiative the Board of
Trustees at the University or Chicago,
which is the Board of the United States
Government has become President of

-3-
Military Science and Tactics. A unit of the Senior Division of the Reserve Officers' Training Corps has been organized among our students, and the work of training is actively proceeding. It is understood that those who complete this course will be eligible for appointment as officers in the Reserve of the United States Army.

Steps have been taken within the last few days for the organization of an Ambulance Company. The officers will be members of the faculty, and the entire equipment will be provided by the Red Cross organization.

A large number of members of the faculty have appointed a committee on organization in order to see what each individual can do if need be as his share for the national defense.
I have been handed today a request on behalf of the members of the science faculties that the Board of Trustees of the University offer the scientific laboratories and equipment of the University to the Federal Government for use in case of war, those having signed the request further offering their personal services to the Government in case of war for the performance of any necessary duties for which they may be qualified. This request is signed by fifty members of the science faculties — all in fact who could be reached at this time.

The University has been actively engaged during the last quarter in prosecuting the subscriptions for the medical fund. It will be remembered
I have been unable to read certain portions of the text due to the quality of the image. The text appears to be discussing the importance of the science faculty at the University of Missouri and the need for better government support in case of emergencies. It seems to emphasize the importance of maintaining a strong science faculty to ensure the university's success and reputation.
that the total amount to be obtained in new money is $5,300,000, which has been nearly but not quite realized at this time. Pledges now in hand amount to $5,193,500.
that the total amount to be applied in new money is $8,200,000, which plus
premimum paid not during meeting of
this time. Therefore you in hand amount
to $8,722,500.
Bachelors.

THE UNIVERSITY OF CHICAGO.

Formula for summoning upon the stage.

Qui gradum Baccalaurei, in Artibus, petunt, accedant
or Quae, or Baccalaurea, or Scientia
[or] Philosophia, or petet, or accedat.

Formula for introduction to the President.

Hi, Praeses, iuvenes, ex collegii disciplina evadentes, gradum Baccalaurei in Artibus petunt.
[or] Hic, Praeses, iuvenes, or evadens
[or] Haec, praeces, puella.

The President, taking the bundle of diplomas from the hands of the Examiner, will say:

Vos, iuvenes, qui per tempus debitum omni cogitatione curaque in studia

Te, iuvenes, qui

Te, puella, quae

incubustis, probationesque et quaeque alia ad hunc finem necessaria sunt

feliciter subisti, Curatores Universitatis Chicaginiensis, suadente Professore.

sorum ordine idoneo, Senatuque approbante, ad gradum Baccalaurei in Artibus, or in Philosophia, or in Scientia

admisserunt, vobisque omnia iura nonores privilegia ad hunc gradum hic aut

alibi pertinentia dederunt et concesserunt.

In cuilibe rei testimonium haec diplomatica, chirographis idoneis et sigillo

hac diploma

Universitatis munitor, vobis trado.

Quae accipite, piusque animis matrem

munitorum, tibi

acceipe, piusque animo

almam colite.

[or] cole
Masters
THE UNIVERSITY OF CHICAGO.

Formula for summoning upon the stage.

Qui gradum Magistri in articulus petunt, accedant
(or) petunt, (or) accedat
(or) Quae (or) Magistrae

Formula for introduction to the President.

Hi, Praeses, iuvenes, ex schola Baccalauri discipulina evadentes, gradum
(or) Hic (or) iuvenes
(or) Haec (or) puella
Magistri in articulis hunc petunt
(or) Philosophia (or) petit
Magistrae (or) Scientia

The President will then use the following formula [substantially the same as for the Bachelor's degree]:

Vos iuvenes, qui per tempus debitum omni cogitatione curaque in studia
(or) Te, iuvenes, qui
(or) Te, puella, quae
incubuisti, probationesque et quaeque alia ad hunc finem necessaria sunt
(or) incubuisti

felicitatis subiisti, Curatores Universitatis Chicagienis, suadente Professorum
(or) subiisti

ordine idoneo, Senatuque approbante, ad gradum Magistri in Artibus
(or) in Philosophia
(or) in Magistras
(or) in Scientia

admiserunt, vobisque omnia iura honores privilegia ad hunc gradum hic aut alibi
(or) tibiique

pertinentia dederunt et concesserunt.

* In cuius rei testimonium haec diplomata, chirographis idoneis et sigillo
(or) hoc diploma
Univere:titatis munite: vobis tradit. Quae accipite, pliisque animis matrem
(or) munitionem tibi
(or) accipe, pioque animo

almam elite,
(or) cole
Formula for summoning upon the stage.

Qui gradum Philosophiae Doctoris petunt, accedant
[or] petit [or] accedat
[or] Quae

Formula for introduction to the President

Hi, Praeses, iuvenes, ex scholae Baccalaureorum disciplina evadentes, gradum
[or] Hic [or] iuvenis [or] evadens
[or] Haece [or] puella

Philosophiae Doctoris petunt.
[or] petit.

The President, taking the hoods and the diplomas in his hands, will then say:

Vos, iuvenes optimos, qui, per tempus debitum omni cogitatione curaque
[or] le, iuvenis optime, qui
"", puella optima, quae
studis dediti, probationibus feliciter superatis et libellis eruditionis ac
[or] deditus
[or] dedita
ingenii plenis scriptis, eximiae esse spei vos probatis, Curatores Universitatis, pro te probasti

sitatis, suadente Professorum ordine idoneo, Senatuque approbante, ad gradum
almum Philosophiae Doctoris admissurum, vobisque omnia iura honores privilegia

nic aut alibi pertinentia dederunt et concesserunt.

In oculis rei testimonium pro auctoritate mini commissa nobis et hoo

cuculles trado quibus ut Doctores ex Universitate Chicaginensi induamini,
[or] cucullum [or] quo [or] Doctor
[or] induaris
[the hoods are here put on] et haece diplome, chirographis ideoneis et
[or] hoo diploma

sigillo Universitatis munita. Quae accipite, piisque animis matrem alman
[or] munitum. "[or] accipe, piisque animo

[or] colgate.
NOTES AND INSTRUCTIONS FOR GUESTS ENTERTAINED
ON THE CAMPUS - VASSAR

Guests will find at the railway stations and boat landings in Poughkeepsie representa-
tives of the College who will direct them to cars and automobiles leaving for the College.

Baggage checks should be left with these representatives. All baggage, whether checked
or expressed, should be distinctly marked with the owner’s name, and directed Care of the
Anniversary Committee, Vassar College, Poughkeepsie, N. Y.

Unless otherwise notified, guests are requested to come directly to the College. They
should enter the grounds at Taylor Gate (first gate, see map) and go to Josselyn Hall,
where they are asked to register. Porters will be found at each gate.

Badges entitling guests to places of honor at all events of Anniversary Week will be
given out in Josselyn Hall upon registration. Guests are requested to wear their badges on
all occasions.

A general Information Bureau will be found on the ground floor of Rockefeller Hall,
but information may usually be obtained from the Wardens of the Halls. Upon application
to the Wardens or to the Information Bureau, guests may procure the services of student
guides.

Women will be welcome at the Alumnae Lounge in the Gymnasium, and men at the
Men’s Headquarters in the New England Building. There will be smoking rooms in the
Men’s Headquarters and in the Halls where guests are entertained.

The procession for the Inauguration Exercises on Wednesday morning will be formed
in the Library at a quarter past nine o’clock. Definite information as to the formation of
the procession will be given out in the Residence Halls. Academic costume will be worn
by delegates on Wednesday morning, but is not expected on other occasions.

Mail should be addressed Care of the Anniversary Committee, Vassar College, Pough-
keepsie, N. Y.

Further information can be obtained by writing to Miss Georgianna Conrow, Vassar
College, Poughkeepsie, N. Y.
PROGRAM OF THE ANNIVERSARY PROCEEDINGS
VASSAR COLLEGE, 1915

Sunday, October 10.

3.30 p.m. College sermon by President Faunce of Brown University. Music by the College Choir. In the Chapel.

5–6 p.m. Informal welcome to student delegates. In the Circle.

8.00 p.m. Organ recital by T. Tertius Noble of St. Thomas’s Church, New York City, formerly of York Minster, England. In the Chapel.

Monday, October 11.


10.00 a.m. Intercollegiate student conference, first session. Speeches and discussion by student delegates on The Function of Non-Academic Activities. In the Students Building.

12.30 p.m. Informal alumnae luncheon. Lawn between the Conservatory and Music Hall. Admission by ticket.

1.45 p.m. Business meeting of the Alumnae Association. In the Assembly Hall, Main Building.

3.30 p.m. Pageant of Athena, composed and presented by Vassar College students under the direction of Hazel Mackaye of Washington, D. C. In the Out-of-Door Theatre.

8.00 p.m. Vassar College Milestones. Play written by alumnae, and acted by members of the New York Alumnae Dramatic Association. In the Students Building.

Tuesday, October 12.


10.00 a.m. Intercollegiate student conference, second session. Speeches and discussion by student delegates on The Function of Non-Academic Activities. In the Students Building.

2.00 p.m. Historical exhibition of physical training at Vassar College. Under the direction of Harriet I. Ballintine, Director of Physical Training at Vassar College. In the Circle.
3–6 p.m. Receptions to delegates, alumnae, and invited guests. In Taylor Hall, the Library, the Main Building, the Observatory, the Swift Infirmary, the Sanders Laboratory, the Vassar Brothers Laboratory, the New England Building, and the Goodfellowship Club House.

3.30 p.m. Orchestral concert by the Russian Symphony Orchestra. For the college students and student delegates. In the Students Building.

8.00 p.m. Orchestral concert by the Russian Symphony Orchestra. For delegates, alumnae, invited guests, and officers of the College. In the Students Building.

8–10 p.m. Reception for student delegates. In Taylor Hall.

Wednesday, October 13.

9.15 a.m. Formation of academic procession. In the Library and Taylor Hall.

10.00 a.m. The Inauguration of President MacCracken. Addresses by George Lyman Kittredge, LL.D., Litt. D., Professor of English at Harvard University; John Huston Finley, LL.D., President of the University of the State of New York and Commissioner of Education. Inaugural address by President Henry Noble MacCracken, Ph.D., L.H.D., LL.D. Greetings by representative delegates. In the Chapel.

3.30 p.m. Pageant of Athena, second performance. In the Out-of-Door Theatre.

7.30 p.m. Dinner for delegates, representatives of the alumnae and of the city, and officers of the College. Speeches on The College and the City. In the Students Building. Admission by special card of invitation. Dinner for students and student delegates in all the residence halls with speeches on The College and the City by distinguished alumnae.

In case of rain

on Monday, the Alumnae Luncheon will be served in the Main dining room.

on Monday, the first performance of the Pageant will be postponed until Wednesday at 3.30 p.m., and the second performance will be postponed until Thursday at 10.30 a.m.

on both Monday and Wednesday, a single performance of the Pageant will be given on Thursday at 10.30 a.m.

on Tuesday, the physical training exhibition will be postponed until Thursday morning at 9.30 a.m.
June 8, 1914

Memorandum for Dean Angell:

On reaching the platform

Mr. Angell will find the President's Chair marked for him. When all are in place, he will remove his cap and seat himself, as a signal for all the others to be seated. At the same time the band stops playing. Rising and standing in front of his chair, Mr. Angell will say: "The Prayer will be offered by the Convocation Chaplain, the Reverend Professor Charles Richmond Henderson, Chaplain of the University."

To introduce Mr. Francke, Mr. Angell will rise and standing in front of his own chair, say: "The Convocation Address: The Unpopularity of German Literature, will be delivered by Kuno Francke, Professor of the History of German Culture and Curator of the Germanic Museum in Harvard University", and will bow slightly to Mr. Francke on his right as Mr. Francke rises, acknowledging the introduction and applause, and moves forward to the rostrum.

During the interlude by the band, the janitors will remove the desk. When the desk has been set to one side, Mr. Angell will proceed to the
January 8, 1944

Memorandum to Dean Angell

On receiving the picture

Mr. Angell will find the President's Original meeting card

with which he was to proceed, no matter how out of

place. When all is set in place, he will remain his own
captain, a captain for all the patients to be treated.

This will make it easier for the patients to be treated by the

Dean, Mr. Angell, who will preside at the Conference.

On this occasion, the President will be reading the


"Necessity, Original of the University."

To introduce Mr. Angell,

Mr. Angell will file at the beginning of the week

according to the Conference Agenda. The Conference

will open by the President of the University, who will

perform the President's function in the University," and will

then acknowledge the introduction and applauded by

more for the President of the University.

I pray that the President of the University, Mr. Angell, will proceed to the
Convocation Chair and seat himself, wearing the cap. At the conclusion of the band number, Mr. Angell will rise and say: "Attention is called to the Award of Honors:

Honorable Mention for excellence in the work of the Junior Colleges.

Honorable Mention for excellence in the work leading to the Certificate of the College of Education.

Scholarships in the Senior Colleges for excellence in the work of the Junior Colleges.

Julius Rosenwald Prize for excellence in oratory.

Florence James Adams Prize for excellence in artistic reading -- and so through the list.

He will then say: "Degrees and Titles will now be conferred. The candidates being in position, the Dean will present them. (See small sheets)."
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Connotation: Mention for excellence in the work of the

lectual College.

Connotation: Mention for excellence in the College of

ropical College.

Connotation: Mention for excellence in the College of

Connotation: Mention for excellence in the College of

ical College.

Connotation: Mention for excellence in the College of

ical College.

Connotation: Mention for excellence in the College of

ical College.

Connotation: Mention for excellence in the College of

ical College.

He will stay at "Dyeing and Titling" will now be com-

The overthrow of the position in question. The Dean will

present from