

**MARSHAL'S INSTRUCTIONS TO FACULTY FOR THE
BACCALAUREATE SERVICE (May 20, 2017)
AND COMMENCEMENT (May 21, 2017)**

BACCALAUREATE SERVICE ON SATURDAY, MAY 20, 2017

1. The Baccalaureate Service will be held in Christ Chapel on Saturday afternoon at **4:00 P.M.**
2. The faculty will robe for Baccalaureate in Glatfelter Hall, Rooms 101, 102, and 103 and then proceed outside to **the front of Glatfelter Hall** to line up by rank.
3. Faculty should arrive in academic garb, no later than **3:40 P.M., Saturday** afternoon. Latecomers will be expected to take their place at the end of the line rather than disrupt the lineup once the procession begins.
4. The Seniority Processional List will be posted on the faculty landing page to assist in lining up properly, and each faculty member will be given a program.
5. Promptly at **3:50 P.M.**, the faculty will proceed from Old Quad and Glatfelter Hall to the Chapel.
6. The faculty will be preceded by the banner and torch bearers, the choir, the program participants, the clergy, and the College Marshal. The faculty will be seated in the **first three rows of pews**, with the graduates seated behind them. The Class Marshals will follow the faculty and direct the graduates to their seats.
7. Men may remove their caps when the Provost does so. They are not to be replaced until after the Benediction is pronounced.
8. For the recessional, the College Marshal will lead, followed by the College officials and program participants, the choir, and then the faculty followed by the Class of 2017.

IN THE EVENT OF HEAVY RAIN/LIGHTNING FOR THE BACCALAUREATE

The faculty will robe and line up for Baccalaureate, according to seniority, downstairs in the **Christ Chapel Lounge at 3:45 P.M.** The procession will begin from there at 3:55 P.M., with the same order of procession as above. The announcement should be posted on the College web site and with the DPS.

COMMENCEMENT ON SUNDAY MORNING - MAY 21, 2017 RAIN OR SHINE

1. Commencement will be held at the Beachem Portico between Pennsylvania Hall and Musselman Library on Sunday morning, May 21, at 11:00 A.M.
2. The faculty will robe and line up for Commencement in **Musselman Library**, leaving some space at the front of the lineup for the platform party when they arrive. **Faculty should not leave any items in the library. The library staff cannot guarantee their safety.**
3. Faculty should arrive in academic garb, no later than **10:40 A.M. Sunday morning**. Latecomers will be expected to take their place at the end of the line rather than disrupt the lineup.
4. The Seniority Processional List will be posted on the faculty landing page to assist in lining up within rank. This placement can be approximate. Each faculty member will be given a program.

5. Promptly at **10:55 A.M.**, the Marshal will lead the platform party and faculty from the library, down the sidewalk from the library to the center aisle. The faculty will process in pairs to the diploma presentation stage and, at the direction of the Marshal, will then split, the right column being seated on the right side of the stage area and left column on the left. Ushers will be on hand at each of the faculty seating areas to assist with the seating. **All faculty must be ready to process at the appropriate time. Those at the end of the line should pay particular attention to avoid running, which diminishes the dignity and beauty of this most significant of occasions for our students.**
6. When all are seated, men may remove their caps after announcements and before the National Anthem.
7. The **recessional** will be in the following order: the Marshal, the platform party, the trustees, the faculty member closest to the center aisle on either side, followed by the next persons in the front row until that row has exited; then the second and subsequent rows in similar fashion. The procession has to move past the fountain, behind Master's and Plank before breaking rank, for the class will be following right on your heels.
8. The Post Commencement Reception will be held in the CUB ballroom and College Dining Center.

IN THE EVENT OF DANGEROUS WEATHER/LIGHTNING BEFORE COMMENCEMENT

1. The Commencement exercises may be delayed to allow the weather to pass. Faculty will assemble as usual in the library until the signal to march is given. Any changes in the program will be posted on the Commencement Exercises webpage:
https://www.gettysburg.edu/commencement/graduates/commencement_exercises.dot
2. The reception (heavy) rain location will be the **CUB Ballroom and College Dining Center.**

IN THE EVENT OF DANGEROUS WEATHER DURING COMMENCEMENT

The President will confer all degrees at one time and everyone will be dismissed to seek shelter. Please follow the directions of the ushers present. Ushers will guide parents and other guests who will proceed to indoor locations to escape the weather.

Michael J. Birkner
College Marshal

4/24/2017
MJB/stg

P.S. Academic regalia rented from the College Store should be returned to the College Store in the CUB immediately following Commencement.