

**MARSHAL'S INSTRUCTIONS TO FACULTY FOR THE
BACCALAUREATE SERVICE (May 19, 2018)
AND COMMENCEMENT (May 20, 2018)**

BACCALAUREATE SERVICE ON SATURDAY, MAY 19, 2018 at 4:00P.M.

1. The Baccalaureate Service will be held outdoors at the Beachem Portico between Pennsylvania Hall and Musselman Library on **Saturday 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 at 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.
5. **Promptly at 3:50 P.M.**, the faculty will proceed from the front entrance of Glatfelter Hall towards the library. This procession will join the students and the group will walk to Beachem Portico where predetermined groups will diverge towards their preset spaces. The faculty will seat as they traditionally do at Commencement.
7. Men may remove their caps when the Provost removes his. They are not to be replaced until after the Benediction is pronounced.
8. For the recessional, the College Marshal will follow the choir, the platform party, and student officials. The College Marshall will be followed by the College President, the Provost, the faculty, and the Class of 2018.

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 sent to all departments and programs, posted on the College website, and communicated with the DPS.

COMMENCEMENT ON SUNDAY MAY 20, 2018 at 11:00am RAIN OR SHINE

1. Commencement will be held at the Beachem Portico between Pennsylvania Hall and Musselman Library on Sunday morning, **May 20, 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. **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. Several boxes of programs will be available in the library. Each faculty member should get a Commencement program and take it along to their seat.
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 split, the right column being seated on the right side of the stage area and the left column on the left. Ushers at each of the faculty seating areas could assist with the seating questions. **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 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 hall 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/2018/>
 - A message will be posted on the College phone number 717-337-6896, on the College's home page as first news item and to Facebook and Twitter.
2. The reception (heavy) rain location will be the **CUB Ballroom and College Dining Center.**

IN THE EVENT OF DANGEROUS WEATHER DURING COMMENCEMENT

Various scenarios have been devised to be implemented in the event of inclement weather. President Riggs will inform of rain delay and guidelines. Additional information will be posted on the College's landing page, Facebook, Twitter, and the commencement website.

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

4/30/2018
MJB/stg

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