

IN CASE OF RAIN OR UNCERTAIN
WEATHER - JUNE 6th

The final decision as to where the Graduation Exercises will take place is to be made at 11:30 am Saturday morning. If it is decided not to use the quadrangle of the Barn as scheduled, on account of poor weather, bells will be rung on the front porch of the Commons at half past eleven and an explicit announcement of the change posted on the bulletin boards.

In case the graduation exercises have to be held in the theatre the number of persons admitted will be limited. Only the Board of Trustees, the "voting" Faculty, the formally invited guests, and the sisters of Seniors in the student body, besides the Seniors themselves, will be allowed to go.

*Commonwealth
1936*

Bemington College
June 2, 1936

Memorandum

To: Margaret Suter

From: Mr. Leigh

I am giving below my idea of the way we should handle the ceremony in case of rain. If this appeals to you and the other members of the committee, we should tell Mr. Tschorn, the ushers, and the policeman about it and have them organize the preparation of possible transfer of seats.

I would, first of all, have the notification as follows: At 11:30 the final decision will be made as to whether the exercises need to be held in the College theatre rather than at the silo base. Unless the signal is given, it will be held at the silo. The signal for the exercises inside will be the bellringing on the balcony of the Commons. A notice would be put up on the bulletin board but the whole community would hear the bellringing. This means that you and I a little before this should make the decision and get the bells over on the balcony for this signal to be given. I would suggest that the bells after giving this notice remain there and be used from 11:45 until 12 and not during the ceremony itself.

The arrangement of chairs would be as follows: 53 chairs on the stage with a center aisle so that as the seniors marched in they could take their seats in the same way that they would at the silo base; 2 chairs at the front on the stage, one for Dr. Kilpatrick and one for me, mine on the left facing the stage and his on the right, both well toward the side of the stage rather than in the center. One of us will have to check with Mr. Lauterer to see if the stage could be ready and of sufficient size for this. Since I was to be in charge of the exercises I shall be glad to check these arrangements.

The arrangement would be that only the official guests, the faculty and staff, in addition to the Trustees and Seniors, could attend the exercises in the theatre. With this limitation we can seat all who come, or practically all who come. I would put the orchestra at the extreme right immediately in front of the stage, the Trustees next to them toward the center at the right facing the stage, the faculty at the left facing the stage. The senior class would put on its costumes in Mr. Hirsch's studio, would march through the hall into the back of the auditorium, through Mr. Hirsch's office, down a center aisle, up steps placed in the center and to a place in front of their seats. The program would go through exactly as planned for the base of the silo. The exit would be in the same way as the entrance, the costumes would be re-placed in Mr. Hirsch's studio. Dr. Kilpatrick and I would remain standing until the music stopped and then leave the stage informally

as in the case of the silo base. And the diplomas would be given out in the President's office and the checks at the Comptroller's office, as now planned. The ushers will have to take tickets or have people show their cards at the main stairs going up from the dining room floor rather than at the entrance to the theatre. Some ushers or policemen would have to keep the way clear in the hall and at the back of the stage so that the seniors would have no difficulty in the procession in or out. What do you think of all this?

R.D.L.

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