

GEORGE C. MARSHALL HIGH SCHOOL

MEMORANDUM NO. 293

DATED: 5/29/73

TO: All Seniors

FROM: John T. Broadus, Jr., Principal

SUBJECT: BACCALAUREATE AND COMMENCEMENT, 1973

1. The following information and instructions are furnished for Baccalaureate and Commencement. Instructions are in detail in order to minimize the time devoted to rehearsal. PLEASE READ so that you will be acquainted with the procedure.

2. SCHEDULE:

Monday, June 4th - 7:30 p.m. - Report to Columbia Baptist Church (Columbia St. and Lee Highway, Falls Church) for Baccalaureate which begins at 8:00 p.m.

Tuesday, June 5th - 10:00 a.m. - Auditorium

A. Explanation (briefing) of Commencement Procedures.

B. Issue Caps and Gowns.

Thursday, June 7th

A. 10:00 a.m. - Assemble at Parking Lot "K" at Wolf Trap for graduation rehearsal. Buses will leave Marshall at 9:30 a.m. for Wolf Trap for those seniors who need transportation.

B. 6:45 p.m. - Report to Assembly Area "A" (see map attached) at Wolf Trap.

3. INFORMATION FOR BACCALAUREATE

8:00 p.m. - June 4th - Columbia Baptist Church (Columbia St. and Lee Highway, Falls Church)

A. Seniors should arrive and take seats in the church by 7:45 p.m.

Information for Baccalaureate.....continued

- B. Dress - Caps and Gowns will not be worn
Girls - Dresses; preferably solid, pastel color
Boys - Coat and tie
- C. Procedure - A section of the church will be reserved for seniors. Within this space, the seniors may sit where they please. (Keyettes will serve as ushers)

4. PARKING AT WOLF TRAP

There are three (3) parking lots (see map attached). Parking will be on a first-come, first-serve basis. Lot "K" or "M" is recommended for seniors.

5. DRESS FOR GRADUATION

- A. Girls - Cap and Gown. A dress (preferably white) must be worn under gown; white heels.
- B. Boys - Cap and Gown. White shirt (short sleeves would probably be more comfortable); dark tie, dark socks and shoes.

DRESSING ROOMS WILL NOT BE AVAILABLE AT WOLF TRAP.
THEREFORE, HANDBAGS AND OTHER EXTRANEIOUS ITEMS
SHOULD BE LEFT IN LOCKED CAR.

6. CAPS AND GOWNS

- A. Issue - June 5th - 10:00 a.m. - Auditorium
- B. Tassel - Goes on right of cap prior to graduation; switch tassel to left of cap, using right hand to do so, after receiving diploma. Cost of tassel included in cap and gown cost; each additional tassel is \$.75.

7. GRADUATION BRIEFING - June 5th - 10:00 a.m. - Auditorium

Report to Auditorium and take seats in accordance with seating plan that will be projected on the Auditorium screen. Graduation procedures will be explained; NAME CARDS, which are used for calling names on graduation night, will be issued and Caps and Gowns will be issued.

8. GRADUATION REHEARSAL - June 7th - 10:00 a.m. at Wolf Trap

Assemble at Area A (see map) no later than 10:00 a.m. Buses will leave Marshall at 9:45 a.m. for Wolf Trap. Please park in Lot "K".

In case of inclement weather, report to assembly Area C....the large porch at rear of the stage at the Filene Center.

9. OUTLINE OF GRADUATION EXERCISE

A. Processional (Marshall Band)

B. National Anthem

C. Invocation

D. Remarks

E. Introduction of Speakers

F. Speakers

G. Madrigals

H. Presentation of Awards

I. Guest Speaker

J. Madrigals

K. Presentation of Diplomas

L. Alma Mater (Madrigals)

M. Benediction

N. Recessional (Marshall Band)

10. DETAILED PLAN FOR GRADUATION

Report to Wolf Trap at 6:45 p.m.

A. General

Mr. Broaddus will give each senior the actual diploma as they cross the stage. (In the past a "dummy" diploma has been awarded and the actual diploma given out after the ceremony was complete).

Detailed Plan for Graduation.....continued

In order to award the actual diploma, the plan is designed to bring girls to the stage in alphabetical order, followed by boys in alphabetical order. This will be done by assigning each student a number which designates his (her) position in the procession, i.e....girls will be numbered consecutively 1 - 250; boys will be numbered 1 - 225. If you are in the proper place in the procession, you will reach the proper seat in the Filene Center and you will come to the stage in alphabetical order.

B. Name Cards

Each student will receive a 3" x 5" card with his name on it; in addition the card shows the student's number in the procession, and the row and seat number in the Filene Center. This card will be given to the person who is calling student names during the award of the diplomas.

C. Assembly Area

Report to Assembly A (see map) no later than 6:45 p.m. (In case of inclement weather, the class will be assembled at Area C.... a large porch to the rear of the Filene Center).

Rows in the assembly area are as follows, with the indicated teachers assisting students in finding their proper position:

Girls - Coordinator: Mrs. Adams

<u>Row</u>	<u>Faculty Assistance</u>	<u>Marching No.</u>
A	*Mrs. Little, Mrs. Sellers	1-50
B	*Mrs. Adcock, Mrs. Wright	51-100
C	*Mrs. Anderson, Miss Rowe	101-150
D	*Mrs. Mayo, Miss Horn	151-200
E	*Miss Floros, Mrs. M. Williams	201-234

Boys - Coordinator: Mrs. Tucker

E	*Mr. Cloud	1-15
F	*Mr. Caras, Mr. Schlogl	16- 72 73
G	*Mr. Bowman, Mr. L. Thompson	74-134
H	*Mr. Spangler, Mr. Miller	135-198
J	*Mr. Bynum	199-221

D. The Procession

The senior class will move in two columns, girls on right, following Mr. Broaddus' group. There will be a faculty member along the procession route who will be checking to see that you are in the proper position in the procession.

The senior class sponsors will be in the seating area to assist you (when necessary) in finding the proper row and seat.

E. Diplomas will be presented as follows:

Girls in Row A will rise together, move down the row to the right (as you face the stage), proceed in a single column up the steps. At the top of the steps, give the 3" x 5" name card to the assistant principal who is announcing names, and proceed across the stage to the Principal who will award the diploma; then move down the steps on that side of the stage and return to your original seat.

Rows B, C, D.....etc.....follow in succession.

F. Recession

The senior class will recess following the Principal's group.

The recession route is the same as the Procession and will be complete when you reach the black top area by the ticket booths.

Girls in Row A and Boys in Row E will lead the recession, the remaining rows follow in succession.

WOLF TRAP FARM PARK

