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Committee Assignment Commencement - May 1951

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PRAIRIE VIEW A. & M. COLLEGE

Prairie View, Texas

COMMITTEE ASSIGNMENTS FOR COMMENCEMENT SEASON

May 19-20, 1951

Committees and Personnel	Suggested Duties
PROGRAMS and Special Announcements (Commencement, events, invitations)	
Mr. J. J. Woods, Chairman Mrs. Mattie Irving Mr. L. C. McMillan Mr. L. C. Phillip Mr. W. H. Stickney Dr. R. vonCharlton	1. Gather all data for printed work. 2. Prepare announcements, invitations, programs and convotation tickets. 3. Supervise printing. 4. Supervise mailing of announcements and invitations.
HOUSING OF ALUMNI AND VISITORS	
Mr. H. E. Fuller, Chairman Mr. L. E. Scott Miss Reda L. Bland Mrs. C. M. Deas Mrs. C. B. Knighton Mrs. Westerfield Kimble Mr. L. E. Perkins Mr. Marcellus Harmon Mrs. Nettie M. Lewis Mrs. Blanche Johnson Miss P. E. Foreman	1. Determine number of visitors requiring housing. 2. Provide adequate quarters for visitors. 3. Check lavatories in living quarters for cleanliness and necessary equipment. 4. See that general living comfort prevails.
AUDITORIUM AND STAGE ARRANGEMENT	
Mr. Alvis A. Lee, Chairman Mr. Harold Perkins Mr. Isaac Bennett Mr. John G. Evans Mr. F. G. Fry Mr. C. W. Miller Mrs. C. B. Knighton Mr. D. W. Martin Mr. Robert L. Davis Mr. Oliver E. Smith Mr. Luther Mitchell Mr. Wm. J. Jollie	1. See that all parts of auditorium are well cleaned, dusted and arranged. 2. Provide reserved sections as directed. 3. Arrange necessary decorations. 4. Provide speakers stand, tables, chairs, drinking water, and cooling devices for platform. 5. See that loud-speaker works satisfactorily. 6. Provide outside loud-speaker service.
ACADEMIC PROCESSION	
Dr. J. M. Coruthers, Chairman Dr. J. L. Brown, Co-Chairman Miss Alverna Ackerson Mr. L. B. James Dr. T. R. Solomon Dr. R. vonCharlton Mr. L. W. Engram Mr. C. A. Wood	1. Formulate and distribute appropriate notices to candidates for graduation, the marching faculty, and persons forming the Diamond Jubilee procession on marching arrangements. 2. Supervise marching and other practice for the anniversary celebration and for the commencement exercises. 3. Supervise the organization and movements of the Line of March during the anniversary celebration and on Commencement Day.
TRAFFIC AND PARKING	
Mr. E. J. Johnson, Chairman Mr. Thaddeus G. Porter Mr. J. L. Hill Mr. J. E. Dailey Mr. J. M. Wilson	1. Direct visitors to designated parking areas, before and during program. 2. See that vehicles are parked systematically. 3. Kindly furnish visitors information about program, bus and train schedules and other matters in which they are interested.

TRANSPORTATION OF STUDENTS AND BAGGAGE

Mr. C. L. Wilson, Chairman
Miss Reda L. Bland
Mr. Claude Clark
Mr. R. E. Bailey
Mrs. C. M. Deas
Mr. William Evans
Mr. F. G. Fry
Mr. Thaddeus G. Porter
Mr. Edgar G. Henry
Mr. Oscar Pipkin
Mr. L. E. Scott
Mr. H. E. Fuller
Mr. Alvin I. Thomas

1. Transfer students' luggage to the point of departure according to prevailing schedules.
2. Transfer students to the point of departure according to prevailing schedules.
3. Supervise activities at departure points.

USHERS

Mr. Edgar G. Henry, Chairman
Mr. George Riley
Miss Mollie Katheryn Bradford
Mr. L. C. Mosley
Mr. G. W. Reeves
(Student Personnel)

1. Distribute programs.
2. Take up convocation tickets.
3. Seat people according to seating arrangements.
4. Provide comfortable auditorium atmosphere.
5. Convey in-coming and out-going messages.
6. Assume pre-program control over the auditorium-gymnasium.
7. Assist with procession and recessional.

PARENTS' DAY ARRANGEMENTS

Mr. L. E. Scott, Chairman
Mr. H. T. Jones
Miss Reda L. Bland
Mrs. M. F. Bradley
Mrs. C. M. Deas
Mrs. A. M. Johnson
Mrs. B. E. Johnson
Mrs. Westerfield Kimble
Mrs. C. B. Knighton
Mrs. D. B. Phillips
Mrs. Ozania B. Davis
Mrs. Marie H. Lee
Mrs. W. D. Thompson
Mr. Jacob L. Boyer
Mrs. Z. S. Coleman
Mr. J. E. Ellison
Mr. Samuel W. Davis
Mr. T. R. Lawson
Mr. W. C. David ✓
Dr. E. E. O'Banion
Mr. J. C. Williams

1. Arrange to have parents met at all trains and busses.
2. Make it convenient for parents and children to get together upon arrival on campus.
3. Make available to parents any printed schedules and other matters needed for the occasion.
4. Arrange for adequate and comfortable eating facilities.
5. Arrange for suitable recreation.
6. Make any other arrangements necessary to promote the program.

O. J. Baker, General Chairman

Note: All subcommittees will kindly meet at an early date to work out the details of their responsibilities herein involved. Everyone is respectfully urged to be diligent about rendering the services designated.