Paine College
Assembly Programs
2013-2014

Gilbert-Lambuth Memorial Chapel
Paine College
Assembly Programs

Purpose: Students are required to attend every Assembly Program. This special emphasis is rooted in the tradition and belief that the total experiences gained in assembly play a crucial role in preparing a new generation of leaders with a delicate balance between the spiritual and the intellectual.

For the duration of the students’ collegiate experience at Paine College, the Assembly Programs, more than any other activity on campus, serves as an educational setting in which students, faculty, and staff may share and learn together.

Protocol for Assembly Programs

Prelude
Prayer
Scripture
Campus Concerns
Introduction of Speaker
Paine College Concert Choir
Assembly Address
Special Presentation
Remarks
The Paine College Hymn (must be printed on program)
Benediction
Postlude
Preparing for the Assembly Program

There should always be an individual presiding over the Assembly Program. That person will be the ultimate contact for the Assembly Program.

The identified speaker should be contacted at least 30 days prior to the date of the Assembly. The speaker should be invited in writing through a business letter (at least four weeks in advance), prompted by email one week in advance and called on the morning of the Assembly regarding any special considerations. The letter should provide contact information for the liaison to the organization. The letter should also indicate that the speaker should speak between 15-20 minutes and will be addressing the entire campus community. The speaker should be thanked in writing (business letter) within one week after the Assembly Program.

The program should be developed as soon as the speaker has been confirmed. All participants on the program should be identified. The program should be emailed to the Office of Student Activities, at least two weeks before the Assembly Program. The program must be approved before it is sent to Central Processing. The printed programs should be available before the close of business on the Monday of the week prior to the Assembly Program.

All students must adhere to the dress code for Assembly as printed in Policy Manual VII (pages 11-12). Students who are scheduled to be on program who are not dressed appropriately will not participate in the Assembly program. The individual introducing the speaker should request a current biographical sketch and then follow up with a phone conversation to interview the speaker and identify information related to the person's career or topic that will not appear in the information printed in the biographical sketch and the interview. The introduction should be original writing based on information from the written biographical sketch and interview. The speaker's biographical information should never be read verbatim from the program.

Consider having a group of students who will always serve as ushers. This could be tied to a service project. The ushers should assemble at 10:45 a.m. every Wednesday to prepare the Chapel and hand out programs to individuals as they greet them and welcome them to Assembly. The ushers should also make sure that the Chapel is free of debris after each Assembly.

All campus concerns should be emailed to Mrs. Jacqueline Connie by 3:00 p.m., on the Tuesday preceding the Assembly Program. The person responsible for reading campus concerns should retrieve the campus concerns from Mrs. Connie (students can request that Mrs. Connie email them to them) by the end of the day on Tuesday.

If you have any questions concerning Assembly Programs, please contact:

Rev. Dr. Luther B. Felder at (706) 821-8298 or lfelder@paine.edu
Mrs. Jacqueline Connie at (706) 821-8295 or jconnie@paine.edu
Ms. Sasha McCraw at (706) 821-8167 or smccraw@paine.edu
Ms. Valarie Day at (706) 821-8634 or vday@paine.edu
Fall Assembly Programs

August 28th  Opening Fall Convocation
September 4th  SGA Inauguration
September 11th  Cavaliers, Inc.
September 18th  Constitution Day – History Club
September 25th  Crème de la Crème Modeling Club
October 2nd  Omega Psi Phi Fraternity
October 9th  Student Athletic Advisory Club
October 16th  Paine College Pride Assembly (Royal Court)
October 23rd  BEEP Week – Department of Business
October 30th  Honda All-Star Team
November 6th  Assembly On The Arts (Harlem Renaissance)
November 20th  Department of Education (GAE)
November 25th  Thanksgiving Assembly
December 4th  Christmas Assembly
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>January 17th</td>
<td>Dr. Martin Luther King, Jr. Celebration¹</td>
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<tr>
<td>January 22nd</td>
<td>Opening Spring Convocation</td>
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<td>January 29th</td>
<td>Sophomore Class</td>
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<td>February 7th</td>
<td>Founder’s Day Convocation</td>
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<td>February 12th</td>
<td>Black History Assembly (NAACP)</td>
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<td>February 19th</td>
<td>Department of Social Sciences (Psychology Club)</td>
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<tr>
<td>March 5th</td>
<td>Sigma Gamma Rho Sorority, Inc. / Kappa Alpha Psi Fraternity, Inc.</td>
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<td>March 19th</td>
<td>Wesley Fellowship</td>
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<td>March 26th</td>
<td>International Student Association</td>
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<td>April 2nd</td>
<td>Pre-Alumni Council</td>
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<td>April 16th</td>
<td>Easter Assembly</td>
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<td>April 23rd</td>
<td>Honors Day Convocation</td>
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<td>April 30th</td>
<td>Alpha Kappa Alpha, Inc. / Alpha Phi Alpha Fraternity, Inc.</td>
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<tr>
<td>May 7th</td>
<td>Senior Class Assembly</td>
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¹This is not an official Assembly Program. However, Paine College will host the annual Martin Luther King, Jr. Day sponsored by the three institutions of higher education in Augusta, Georgia.