

PREPARATIONS FOR AWARDING AN HONORARY DEGREE

The University of Oregon awarded its first honorary degree in nearly half a century at its Commencement exercises on July 11, 1995, to Mrs. Corazon Aquino, former president of The Philippines. In order to facilitate and standardize preparations for future awards, this document describes essential aspects of pre-Commencement preparations and provides a suggested timeline for various tasks. This manual also includes photocopies of the diploma and citation, the schedule for Mrs. Aquino's visit, and other supporting documentation.

ROBE, MORTARBOARD, AND HOOD

No later than seven weeks before Commencement: Order the honorary Ph.D. hood (Notre Dame style) from Collegiate Cap and Gown (Division of Herff Jones, Inc.), 1000 North Market Street, Champaign, IL 61820; phone 800-637-1124 or fax 217-351-9214. Have the hood delivered directly to you, not to the UO Bookstore. When it arrives, take the hood to the commencement coordinator (Mary Hudzikiewicz) to be pressed and stored with the honoree's robe and mortarboard.

Use the following specifications for fabrics and colors:

Base: No. 825 6265, hunter green, 100% acetate
Border: No. 288 2411, emerald, velvet
Lining: UO colors on file (green to match base color), satin
Braid: 4 S gold 107

The 1995 price was \$95, plus \$3.91 for shipping and handling (see enclosed invoice).

Four weeks before Commencement: Obtain honoree's height and cap size so that the commencement coordinator can order the robe and mortarboard. The coordinator will arrange for the hood and robe to be pressed and ready for the platform party's pre-Commencement robing.

DIPLOMA, CITATION, AND FOLDER

(signature)
CHANCELLOR

(signature)
PRESIDENT OF THE UNIVERSITY

(signature)
PRESIDENT OF THE BOARD

(signature)
PRESIDENT OF THE UNIVERSITY SENATE

Citation: One month before commencement, at the latest, have the citation written by an appropriate person and approved by the President and his staff. (Corazon Aquino's citation was initially drafted by one professor and substantially rewritten by another; it then was drafted by the President's speech-writer using some of the ideas contained in the previous drafts.) Give the Office of Publications the approved text at least text three weeks before Commencement; the citation needs to be added to the Commencement program. Give the text to the calligrapher no later than two weeks before Commencement.

HONORARIUM

The commencement coordinator will prepare a personal/professional services contract. The contract should be faxed to the honoree in advance to obtain her/his signature by fax, which is sufficient to have the check cut in advance of the honoree's arrival on campus. Once the honoree arrives, s/he then will need to sign/complete the original contract form exactly as s/he did by fax, and the completed form should be returned to the commencement coordinator as soon as possible.

PROGRAM OF EVENTS

Depending upon the length of the honoree's stay, the schedule of events may include dinners (or other events) with faculty, UO officials, and UO friends/donors; a public reception; contact with students; and a campus tour. It enriches the visit to incorporate some degree of academic content into the visit; e.g., a dinner with the faculty, with a short speech by one UO scholar assessing the honoree's contributions. A copy of Aquino's schedule is enclosed. If a reception is planned, reserve the Gerlinger Lounge or other suitable space as soon as possible.

TEAM MEMBERS

Planning a visit of the recipient of the honorary degree will involve early and constant coordination with the following persons, among others:

- Special Counsel to the President
- Executive Assistant President
- Deputy Director, Office of Communications
- Director, Office of Public Safety
- Director of Donor Relations, UO Foundation (for events planning and guest lists)
- Commencement Coordinator
- Director and Graphic Designer, Office of Publications

SECURITY

The Director of the Office of Public Safety will determine the level of security needed for the honoree and will coordinate with any outside agencies deemed necessary. For Mrs. Aquino's visit, OPS worked with the Eugene Police Department. The police conducted background checks on guests invited to dinners and special events, provided a driver for the rented Cadillac, searched buildings before Mrs. Aquino's arrival, and provided general bodyguard service (including two officers who stayed in the hotel occupied by Mrs. Aquino and her two daughters). As a courtesy, the UO provided box lunches and dinners for OPS and EPD officers staying close to Mrs. Aquino during meal hours.

PROTOCOL

The Office of International Affairs owns a book on protocol, with a useful chapter on flag etiquette, table seating, forms of address, etc. Do not hesitate to contact the staff in the

Protocol Office in the U.S. State Department; they are very helpful. For Mrs. Aquino's visit, two protocol briefing sessions were arranged, one for security officers, and one for the President and his high-level staff. Both sessions touched on cultural and social issues in the Philippines.