

**TIMELINE
OF
ESSENTIAL PREPARATORY TASKS
FOR
AWARDING AN HONORARY DEGREE**

Absolutely Minimum Time Allowance	Activity
As soon as possible	<ul style="list-style-type: none"> • Reserve Gerlinger Lounge or other suitable spaces for reception(s)
7 weeks	<ul style="list-style-type: none"> • Order doctoral hood from Collegiate Cap and Gown • Confirm availability of UO President, OSBHE President, OSSHE Chancellor, and UO Senate President to sign diploma during week before Commencement
6 weeks	<ul style="list-style-type: none"> • Order custom folder from bookbinder
4 weeks	<ul style="list-style-type: none"> • Draft/finalize citation text • Order diploma from calligrapher • Obtain height and cap size of honoree/give to Commencement coordinator
3 weeks	<ul style="list-style-type: none"> • Give citation text to Office of Publications
2 weeks	<ul style="list-style-type: none"> • Give citation text to calligrapher
1 weeks	<ul style="list-style-type: none"> • Fax personal services contract to honoree for signatures • Obtain signatures on diploma • Give doctoral hood to Commencement coordinator