

*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](mailto:lfelder@paine.edu)

Mrs. Jacqueline Connie at (706) 821-8295 or [jconnie@paine.edu](mailto:jconnie@paine.edu)

Ms. Sasha McCraw at (706) 821-8167 or [smccraw@paine.edu](mailto:smccraw@paine.edu)

Ms. Valarie Day at (706) 821-8634 or [vday@paine.edu](mailto:vday@paine.edu)

# *Fall Assembly Programs*

August 28 <sup>th</sup>	Opening Fall Convocation
September 4 <sup>th</sup>	SGA Inauguration
September 11 <sup>th</sup>	Cavaliers, Inc.
September 18 <sup>th</sup>	Constitution Day –History Club
September 25 <sup>th</sup>	Crème de la Crème Modeling Club
October 2 <sup>nd</sup>	Omega Psi Phi Fraternity
October 9 <sup>th</sup>	Student Athletic Advisory Club
October 16 <sup>th</sup>	Paine College Pride Assembly (Royal Court)
October 23 <sup>rd</sup>	BEEP Week – Department of Business
October 30 <sup>th</sup>	Honda All-Star Team
November 6 <sup>th</sup>	Assembly On The Arts (Harlem Renaissance)
November 20 <sup>th</sup>	Department of Education (GAE)
November 25 <sup>th</sup>	Thanksgiving Assembly
December 4 <sup>th</sup>	Christmas Assembly

# *Spring Assembly Programs*

January 17 <sup>th</sup>	Dr. Martin Luther King, Jr. Celebration <sup>i</sup>
January 22 <sup>nd</sup>	Opening Spring Convocation
January 29 <sup>th</sup>	Sophomore Class
February 7 <sup>th</sup>	Founder's Day Convocation
February 12 <sup>th</sup>	Black History Assembly (NAACP)
February 19 <sup>th</sup>	Department of Social Sciences (Psychology Club)
March 5 <sup>th</sup>	Sigma Gamma Rho Sorority, Inc. / Kappa Alpha Psi Fraternity, Inc.
March 19 <sup>th</sup>	Wesley Fellowship
March 26 <sup>th</sup>	International Student Association
April 2 <sup>nd</sup>	Pre-Alumni Council
April 16 <sup>th</sup>	Easter Assembly
April 23 <sup>rd</sup>	Honors Day Convocation
April 30 <sup>th</sup>	Alpha Kappa Alpha, Inc. / Alpha Phi Alpha Fraternity, Inc.
May 7 <sup>th</sup>	Senior Class Assembly

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<sup>i</sup> This 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.