



2015 Alumni Medalist Award Reception Ceremony Logistics

Columbia University

May 20, 2015



EVENT DETAILS

2015 Alumni Medalist Reception / Ceremony / Business Attire

Wednesday, May 20, 2015 ~ 8:10 a.m. – 9:15 a.m.

The Commencement ceremony will follow until approximately 12:30 p.m.

Chapel Gate (117th Street and Amsterdam Avenue) / Low Library Rotunda

Day of Event Contacts: Mikita Farrow-Glover at 347-439-8588 and
Francesca Bertolini at 917-596-5288 or Jessie Mygatt at 201-805-5208 (voice and text only)

LOGISTICS

- 8:10 a.m. Program participants and guests begin to arrive at the Chapel Gate and meet with their assigned escorts and together proceed to the Rotunda in Low.

EVENT PURPOSE

- For the CAA to present the 2015 Alumni Medalists with their Alumni Medals. Following the brief ceremony, the Medalists will be able to wear their medals with their regalia during Commencement where they are officially announced by President Bollinger individually by name.

EVENT TIMELINE

- 8:10 a.m. Medalists and their family/guests arrive at the Chapel Gate on Amsterdam Avenue and 117th Street and meet their Alumni Relations Escorts. The escorts place a new ceremonial 2015 Alumni Medalist Stole/Sash* on their Medalist and then proceed together to the Rotunda.
- A light continental breakfast will be available in the Rotunda.

2015 Medalist

WILLIAM V. "BILL" CAMPBELL '62CC, '64TC
THOMAS J. CONNOLLY, DDS '77DM, '80DM
ANGELA CLARKE DUFF '70NRS
ROBERT L. KAHAN '69CC
ALLISON COOKE KELLOGG '72IF, '73SIPA
DAPHNE PHILIPSON '69BC, '74BUS
MIGUEL SCHLOSS '69BUS
ROXANN SMITHERS '99CC, '02LAW
SUSAN C. WALTMAN '77LAW
LAUREN WONG SHENG '76SEAS

Assigned Escort

COREY ARONSTAM
MELISSA WELSH
REVA FEINSTEIN
MELINA D'ARDUINI
JESSE GALE
CAT TRAMEL
LAUREN ALVITI
BERNICE TSAI
SHARON KERRIGAN LOMAN
STAR SAWYER

* These ten stoles/sashes will be at the Welcome Table for each of the escorts to obtain prior to meeting their assigned Alumni Medalist that morning.

- 8:25 a.m. All ten (10) Medalists take their seats in the row of chairs in the front by the stage (tent cards with the Medalist's last name will be on each chair for directed seating)
- 8:30 a.m. Remarks by: George Van Amson, Jonathan Schiller and Alexis Gelber.
 - George Van Amson opens the event and asks Jonathan Schiller to speak
 - Jonathan Schiller gives brief remarks; asks Alexis Gelber to speak
 - Alexis Gelber gives brief remarks; asks George Van Amson to join for:
- 8:45 a.m. Presentation of the Medals by Alexis Gelber and George Van Amson.
 - George Van Amson will read each name expanded by a few sentences on each and Alexis Gelber will be handed the Medal in its presentation case by Irina Dimitrov. Alexis will then hand it to each Medalist. George will come to shake hands, too.
 - A photo will be taken as each Medalist receives their award.
(L-R: Van Amson, Medalist, Gelber)
 - Presentation will proceed alphabetically as follows:
Campbell, Connolly, Duff, Kahan, etc.
- 9:10 a.m. George Van Amson closes event. Event concludes.
- 9:15 a.m. Medalists are escorted to the Burden Room where they will put on their robes, etc.
(All trustees and honorands will go to the Faculty Room for robing.)
- 9:15 a.m. Guests of Medalists leave the Rotunda along with their escorts and make their way to the first floor and, when ready, to their seats outside in the President's Box, or in the general admission area.
- 9:45 a.m. Medalists will be gathered – also in the Burden Room -- where they will wait to be photographed as a group with President Bollinger prior to lining up for the procession.
- 10:00 a.m. Line up in the Faculty Room for procession by the location that has your name plate.
- 10:15 a.m. Academic processional begins.
- 10:30 a.m. Commencement ceremony begins / Medalists: when your name is called simply stand, acknowledge applause, and resume your seat.
- 12:15 p.m. End of Commencement / Recessional / You may collect any belongings that were left in the Burden Room.

ATTENDEES

For the early morning pre-commencement ceremony, we expect 80 guests, including: Alumni Medalists, their family and guests, trustees, deans, senior administrators, alumni association presidents, and alumni relations directors, development directors, and staff.