



University of Missouri–St. Louis

March 23, 2018

Robert Norfolk

Dear Mr. Norfolk,

Thank you for accepting the invitation to speak at our **May 12, 2018** commencement ceremony in addition to receiving your honorary degree. The ceremony will begin at **10 a.m. in the Mark Twain Building** on campus and will graduate students from the College of Arts and Sciences.

You and other members of the Platform Party will meet at 9:15 a.m. in the Department of Athletics office hallway of the Mark Twain Building to put on academic attire, pose for photographs and line up for the procession, which begins at 10 a.m. Guests of the Platform Party will be greeted in the same hallway and escorted to special seating before the academic procession begins.

Reserved parking will be available in Lot M on the north side of the Mark Twain Building.

Immediately following the introductions of the Platform Party your honorary degree will be conferred. You will then give your **8-10 minute** address and performance. Graduate and undergraduate candidates will then receive their degrees. The ceremony will end at approximately 11:15 a.m.

Directly following the ceremony, Chancellor George and Dr. Barbara Harbach will host a luncheon for the Platform Party and special guests in the Lee Theater in the Touhill Performing Arts Center. I hope you and your guests will be able to attend this as well.

The Office of Marketing and Communications will prepare your biographical copy for the commencement program and news releases.

Office of the Chancellor

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