



MCGILL UNIVERSITY

REGISTRAR'S OFFICE
MCGILL UNIVERSITY
MONTREAL

May 26th, 1932

The Principal.

Dear Sir Arthur,

I hope you will not mind my bringing to your attention one or two facts in connection with today's Convocation.

Convocation this year was particularly early so that the period of preparation was unusually short.

Last year we employed an extra girl in the Registrar's Office for Convocation and Matriculation at a cost for a month of \$100 and brought Dick Struthers back to help on Convocation Day. This year we had no outside help.

This year we saved \$100 by not employing an orchestra.

In addition to the preparation of lists and printing of instructions to graduates, programmes, invitations, and the preparation of over 500 diplomas, Convocation entails the mailing by this office of over 2,000 letters and is quite a strenuous business.

I am pleased that we have been able to manage so economically and feel that this has been possible owing to the loyalty and efficiency of my staff.

I should also like to pay tribute to the very willing co-operation of Mr. Bentley and his staff, Mr. Macfarlane and particularly of Colonel R.R. Thompson, who organizes and manages our processions so thoroughly.

Yours sincerely,

J. H. Beathard.