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Commencement Committee Minutes - 1962

Fort Hays Kansas State College

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FORT HAYS KANSAS STATE COLLEGE

COMMENCEMENT 1962

Officers: President, Donald Crosby; Vice President, Jeanette Zechmeister; Secretary-Treasurer, Joan Mack.

ALL GRADUATE LUNCHEON

The luncheon will be held on Saturday May 19th at 12:30 p.m. in the Memorial Union, Black & Gold Room. They will prepare for approximately 500 plates which will allow one ticket for each senior, and senior with spouse, and special guests. In addition the committee usually invites as their guests, members of the college administration and heads of the departments and their wives.

COMMITTEE APPOINTMENTS

1. Program Committee: Jeanette Zechmeister, chairman, B.J. Hirt, and Mary Ann Lofstead.

Duties: Arrangement for entertainment, music, talks, loudspeakers, invocation, school song and accompanist, speakers table and toastmaster. Arrange place cards at the speakers table which may be picked up at the Alumni Office. Only 20 at the head table--others to be seated as second table or scattered about the room. All this program information for program booklet should be turned into Alumni Office as soon as possible so that printing can be completed in time for the luncheon.

2. Host and Hostess Committee: Randall Weller, chairman, Mr. and Mrs. Billy Price, Mr. and Mrs. Don Hullman, Mrs. Randall Weller, [REDACTED]

Duties: Take care of guests by greeting them as they enter and to create a "warm feeling". Designate one couple to direct special guests assigned to their seats at speakers table. Be on duty by 11:45 a.m.

3. Guests Committee: Don Crosby, chairman and Joan Mack.

Duties: Personally invite special guests and see that they get tickets. The committee will be provided with names of guests.

4. Ticket Takers: Glenda Morris, chairman, Larry Guinn, Stanley Estes, Deanna Link.

Duties: To be at the door of the Black and Gold Room at 11:45 a.m. to take tickets.

5. Table Decorations: *Delmer Snellhagen*, chairman and Joyce Philip

Duties: The flowers have been ordered at the greenhouse. Arrange for delivery of table bouquets from college green house. They will probably arrange the bouquets but will need help with transportation. If lemon leaves are available, the committee will need to place the flowers, lemon leaves and program booklets. Have people at dining room the morning of the luncheon at 10:00 to decorate tables. Find out if tables will be set up and ready by this time.

6. Class Gift Committee: Kenneth Goodrow, chairman and Janet Harrison.

Duties: To select the class gift and make arrangements for notifying the seniors.

If you have any questions concerning your jobs be sure and contact the chairman of your committee or Donald Crosby, President of the Senior Class who lives at Residence Hall.

ALL COMMITTEES WILL MEET Wednesday, May 2nd at 4:00 p.m. IN PICKEN HALL ROOM 207. IF YOU CANNOT ATTEND, PLEASE COME IN AND SEE HAROLD STONES.