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5-25-1964

### 1964 Commencement Alumni, Memorandum

Fort Hays Kansas State College

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FORT HAYS KANSAS STATE COLLEGE

MEMORANDUM

To Mrs. Carole Engel Date May 7, 1964  
From Mrs. Elvira Dubach

FOR YOUR INFORMATION

Flowers have been ordered from the campus greenhouse for the Alumni Achievement Awards Reception which will be held Sunday evening May 24th at 9:15 in the Black Room of the Union. I have suggested that they could be arranged on Saturday and put in the cooler at the union.

After the Sunday night reception, the flowers should be put in the cooler and will be used again at the All-Graduate Luncheon on Monday May 25th at noon. These flowers will be used at the head table. This luncheon will be in the Black and Gold Room of the Union.

Corsages will be supplied by the Faculty Women's Club for Senior Women and will be used as table decorations for the luncheon. At this time I am not certain who will be supplying the corsages but I think it will be the Pink Pony Flower Shop.

FORT HAYS KANSAS STATE COLLEGE

MEMORANDUM

To Mr. Kenneth Simons Date May 7, 1964

From Harold A. Stones

One table arrangement for Reception table for Sunday evening May 24th for Alumni Achievement Awards, Black Room Memorial Union. Flowers could be arranged on Saturday and put in the cooler at the Union. The time of the reception is 9:15 P. M.

These same flowers will be used at the All-Graduate Luncheon on Monday noon May 25th.



Copies to:

- 1. Person requesting facilities
- 2. Building
- 3. Food Service
- 4. Department files

MEMORIAL UNION  
FOOD SERVICE FACILITIES

Name of Organization Alumni Achievement Awards Today's Date 5-2-64

Type of Event Reception

Person Responsible Mrs. Elvira Dubach Phone No. 267

If there are charges involved with this event, please send statement of charges to:

NAME \_\_\_\_\_ Phone No. \_\_\_\_\_

Address or College Department Alumni Office Campus \_\_\_\_\_

DATE Sunday, May 24, 1964 HOURS: From 9:15 p.m. To \_\_\_\_\_

Estimated Attendance 150 Space Scheduled Black

Serving Time 9:15 p.m.

MENU:	PRICE OF MEAL	ROOM ARRANGEMENTS AND SPECIAL NEEDS
Apricot Nectar, Pineapple juice, Punch - Pineapple sherbet, <del>S</del> ineral Sheet Cakes Decorated \$5.00 each Sales Tax _____ Coffee - \$2/gallon Yellow or Gold Total _____ Mints Mixed Nuts @ \$1.40/can ✓	_____ _____ _____ _____ _____	Lace cloth on table. - Glass cups and plates Chairs in informal groups Napkins, forks, and spoons Use a mitchell table for serving table.

M. C. \_\_\_\_\_ B. M. \_\_\_\_\_ F. S. \_\_\_\_\_ RENTAL FEE \$7.50 + F.S.

RECEIVED BY CRE DATE 5-21-63 TIME P.M.

STUDENT AND FACULTY XXX COLLEGE AFFILIATED \_\_\_\_\_ OUTSIDE \_\_\_\_\_

APPROVED BY *Ruttman*

PLEASE READ REVERSE SIDE!!!



## INFORMATION PERTAINING TO THE SCHEDULING OF MEMORIAL UNION FACILITIES

1. After a reservation for space has been made, final set-up and food arrangements must be made no later than 10 days in advance.
2. All food is served by Union Food Service. You must contact the Memorial Union Director's Office, Extension 305, 306, 307, at least one week in advance for this service. No food may be brought from outside into the Union. If you are planning to eat any of your meals in the cafeteria, notification of this should be made to the Director.
3. Guaranteed Number for Food Service.  
Confirmation of final number attending food service events must be given 24 hours in advance. You will be charged for meals based on that guaranteed number. A five per cent (5%) margin is allowed for all groups.

EXAMPLE: For a guaranteed number of one hundred, the Union will set up for 5% more, or 105. If the actual number attending is less than 95, you will be charged for 95 people, (5% below guaranteed number). For any number above 95 you will be charged for the actual number attending.

### SPECIAL NOTES

1. If there are any changes made in your event AFTER space has been scheduled, please notify the Union Office IMMEDIATELY.
2. If this application is for regular meetings throughout the semester or year, please turn these dates in on a separate list. It will NOT suffice to merely indicate, for example, that you wish to meet on the 1st and 3rd Tuesday of each month. We must have the exact date.
3. In terms of room arrangements, we need to know:
  - A. The number of chairs you will need.
  - B. The arrangement of the meeting room, i.e. lecture style, etc.
  - C. Special equipment requested, e.g. a P.A. system, movie screen, etc.
4. If your group decides to cancel its reservation, please inform the Union Office of the cancellation IMMEDIATELY.
5. Information regarding maximum capacity of rooms and room charges (where they apply) can be obtained from the Memorial Union Office.
6. If your group is classified as a Conference, i.e. a group using one or more rooms for most of the day, there will be a charge of 25¢ per delegate per day. However, if the number of delegates does not bring this charge up to the regular room rent, then the regular room charge will be made. This charge is to compensate for the wear and tear on the building other than the rooms scheduled e.g. cafeteria, snack bar, etc.
7. The staff of the Memorial Union is prepared to assist you in planning your meeting and to do all it can to make it successful.