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Memorandums for the All Graduate Luncheon

Fort Hays Kansas State College

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FORT HAYS KANSAS STATE COLLEGE

MEMORANDUM

To Dr. Richard Burnett Date May 20, 1964
From Harold A. Stones

Will you and Mrs. Burnett meet in the ~~Private~~ Room
of the Union at 11:45 on Monday, May 25th for
the All-Graduate Luncheon?

Your escort will seat you at the head table.

Thank you.

FORT HAYS KANSAS STATE COLLEGE

MEMORANDUM

To Mr. Paul "Busch" Gross Date May 20, 1964
From Harold A. Stones

Enclosed you will find two tickets for the All-Graduate Luncheon on Monday May 25th at noon.

Would you be kind enough to escort your guests, Mr. and Mrs. John Barkley to the Prairie Room of the Union at 11:45 a. m. on Monday so that they can meet the rest of the group that will be seated at the head table.

Their host will seat ~~them~~ at the head table. Thank you.



FORT HAYS KANSAS STATE COLLEGE

MEMORANDUM

To Mr. Lynn Rogers Date May 20, 1964
From Harold A. Stones

Will you and Mrs. Rogers meet in the Prairie Room of the
Union at ^{12:15 Thursday July 30} ~~11:45~~ on Monday, May 25th for the All-Graduate
Luncheon? Your host will seat you at the head table.
Thank you.

FORT HAYS KANSAS STATE COLLEGE

MEMORANDUM

To Mrs. Mike Milford Date May 20, 1964
From Alumni Office

Will you and your husband meet in the Prairie Room of the Union at 11:45 a. m. on Monday, May 25th for the All-Graduate Luncheon?

Your host will seat you at the head table. Thank you.

FORT HAYS KANSAS STATE COLLEGE

MEMORANDUM

To Mr. L. "Mac" Reed Date May 20, 1964

From Harold A. Stones

Will you meet in the Prairie Room of the Union at
11:45 a. m. on Monday, May 25th for the All-Graduate
Luncheon?

Your host will seat you at the head table. Thank you.

FORT HAYS KANSAS STATE COLLEGE

MEMORANDUM

To Miss Judith Leas Date May 20, 1964
From Harold A. Stones

Will you meet in the Prairie Room of the Union at
11:25 a. m. on Monday, May 25th for the All-Graduate
Luncheon?

Your host will seat you at the head table. Thank you.

FORT HAYS KANSAS STATE COLLEGE

MEMORANDUM

To Mrs. Maxine Hoffman Date May 20, 1964
From Alumni Office

Will you meet in the Prairie Room of the Union at
11:45 a. m. on Monday, May 25th for the All-Graduate
Luncheon?

Your host will seat you at the head table. Thank you.

FORT HAYS KANSAS STATE COLLEGE

MEMORANDUM

To Mr. Kent Leichliter Date May 20, 1964
From Alumni Office

Will you and your wife meet in the Prairie Room of the Union at 11:45 a. m. on Monday, May 25th for the All-Graduate Luncheon?

Your host will seat you at the head table. Thank you.



FORT HAYS KANSAS STATE COLLEGE

MEMORANDUM

To Miss Margie Colburn Date May 20, 1964
From Harold A. Stones

Will you meet in the Prairie Room of the Union at
11:45 a. m. on Monday, May 25th for the All-Graduate
Luncheon?

Your host will seat you at the head table. Thank you.

FORT HAYS KANSAS STATE COLLEGE

MEMORANDUM

To Miss Mary Maude Moore Date May 20, 1964

From Harold A. Stones

Will you meet in the Prairie Room of the Union at
11:45 a. m. on Monday, May 25th for the All-Graduate
Luncheon?

Your host will seat you at the head table. Thank you.

FORT HAYS KANSAS STATE COLLEGE

MEMORANDUM

To Mr. Rex Gaskill Date May 20, 1964
From Harold A. Stones

Will you meet in the Prairie Room of the Union at
11:45 on Monday, May 25th for the All-Graduate Luncheon?
Your host will seat you at the head table. Thank you.

FORT HAYS KANSAS STATE COLLEGE

MEMORANDUM

To Mr. Ronald Hosie Date May 20, 1964
From Harold A. Stones

Will you meet in the Prairie Room of the Union at
11:45 on Monday, May 25th for the All-Graduate
Luncheon?

Your host will seat you at the head table. Thank you.

Copies to:

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

MEMORIAL UNION
FOOD SERVICE FACILITIES

Name of Organization All-Graduate Luncheon Today's Date 5-21-64

Type of Event Luncheon

Person Responsible Mrs. Elvira Dubach Phone No. 261

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 Monday, May 25, 1964 HOURS: From 12:00 noon To _____

Estimated Attendance 350 Space Scheduled Ballroom

Serving Time 12:00 noon

MENU: \$2.00 PRICE OF MEAL

Cranberry Juice \$ _____
Roast Turkey with Dressing _____
Parsley Potatoes Sales Tax _____
Peas - celery _____
Cabbage and Total _____
Pineapple Slaw _____
Rolls - Butter _____
Angel Food Cake - Strawberries _____
C - T - M _____

ROOM ARRANGEMENTS AND SPECIAL NEEDS

Head table for 21, on risers, draped.
P. A. and Lectern
Piano
Tables in stringers.

Small underliner
Regular silver set-up.

M. C. _____ B. M. _____ F. S. _____ RENTAL FEE XXXXX

RECEIVED BY CRE DATE 5-21-64 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.