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FORT HAYS KANSAS STATE COLLEGE

MEMORANDUM

To Dr. John Garwood Date May 6, 1965
From Bill Jellison *BJ*

We will take care of the lights and the arrangements for having the stadium unlocked for Commencement rehearsal, Baccalaureate, and Commencement. We will plan to have our men there for the rehearsal at 7:30 p.m. and they will turn on the lights. We will have the men on duty at 6:30 p.m. on Sunday and again at 6:30 p.m. on Monday for Commencement.

mr

FORT HAYS KANSAS STATE COLLEGE

FORT HAYS, KANSAS 67602

Dean of the Faculty



May 1, 1965

Mr. Bill Jellison
Campus

Dear Bill:

Just a brief note to ask if you will perform some ceremonial functions on Commencement and Baccalaureate evenings, i.e., see that the lights are taken care of in the Stadium, locking off the street at the appropriate time and seeing to it that the parking lot is open so that free access in and out of the lot is available. I presume that we will also need the lights turned on for the Commencement rehearsal Friday evening, May 21. We will need the west side of the Stadium opened up by 7:30 on Friday, and we will also need to think in terms of lights for that evening. Thank you.

Sincerely,

John D. Garwood
Dean of the Faculty

DG:ls