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Memorandums Regarding the 1966 Commencement Events

Fort Hays Kansas State College

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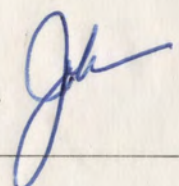
Dr. Pierson, Dr. Reynolds

To: Dr. Cain, Dr. Moss, Dr. Nelson, Dr. Tomanek Date: May 23, 1966From: John D. Garwood, Dean of the Faculty

Subject: _____

There will be a short rehearsal of the commencement processional at 7:30 p.m., Friday, evening, May 27, Lewis Field. It is my hope that all of you marshalls may be able to be present for this rehearsal. We need to rehearse quickly the procedures for the processional.

Thank you.

Signed: 

REPLY: _____

Date: _____

Signed: _____



Fort Hays Kansas State College

MEMORANDUM

Hays, Kansas
67602

To: Dr. Richard Burnett, Mr. Standlee Dalton,
Dr. Bill Jellison, Dean Jean Stouffer,
Mr. Kenneth Simons
From: John D. Garwood, Dean of the Faculty

Date: June 1, 1966

Subject:

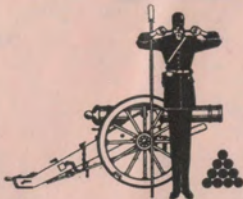
Just a brief memorandum to request that any suggestions regarding the Baccalaureate or Commencement Program be mailed to our office shortly. We will be making a brief summary of what happened at each one of the Baccalaureate and Commencement Programs and I would like to include in it any suggestions you might have.

Signed:

REPLY:

Date:

Signed:



To: Mr. Ben Caskey and Mr. Maynard Hermann Date: June 1, 1966
From: John D. Garwood, Dean of the Faculty Subject: _____

Many thanks for taking care of the details at Lewis Field on Sunday and Tuesday evenings. I feel that our new stage was a fine addition to the arrangements for Commencement and I heard a number of others say the same thing. I felt that everything was in real fine order and things worked very smoothly. It is my hope that next August, we will have more artificial greenery around the stage.

I suspect that next August, we will be placing the stage in front of the east Stadium. We will not utilize both sides for the Summer Commencement.

Now that Baccalaureate and Commencement are over, I wish you gentlemen would permit it to rain.

Signed: _____

Again many thanks and congratulations on a

REPLY: great job.

Date: _____

Signed: _____

Fort Hays Kansas State College

MEMORANDUM

To: *Tommanek Reynolds Pierson*
*Cain Moss, Nelson*Date: *June 14*From: *John D. Garwood, Dean of the Faculty*

Subject:

Just a belated note to thank the marshals for "riding tall in the saddle" at the Baccalaureate and Commencement. This was our largest Commencement in terms of graduates, faculty and spectators. I have had a number of people tell me it was the finest Commencement we have had. I want to thank you marshals for your willingness to take part in the ceremony.

We try to look for items which will improve the ceremony each year. On the basis of your experience as a marshal if you have any suggestions which would improve the Commencement or Baccalaureate, I would be glad to hear from you.

Again, many thanks.

Signed:

REPLY:

Date:

Signed:

PART 3

Originator sends parts 1 and 3; recipient returns part 3 with reply.



To: Dr Cain, Dr Tomamek
From: John D. Garwood, Dean of the Faculty

Date: April 2

Subject: _____

You may remember in the meeting of the Division Chairmen that it was decided that Divisions would supply the marshals for the Commencement and Baccalaureate Processions. We will need three people from each division including the Division Chairman. Would you supply me with the names of the so that we will have them when we set up the line?

The doctoral robes are more colorful so we would prefer doctors people. This is not a hard and fast rule as we have used masters people.

Thank you for your cooperation.

Moss
Nelson

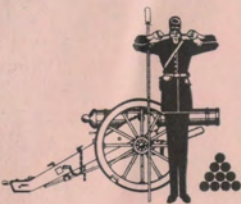
Reynolds
Pierson

Signed: _____

REPLY: _____

Date: _____

Signed: _____

To: Mr. Cade SuranDate: May 18, 1966From: John D. Garwood, Dean of the Faculty

Subject: _____

Will you check to be sure that all the athletic equipment is out of the Lewis Field area prior to the Baccalaureate and Commencement? Thank you.

Signed: _____

REPLY: _____

Date: _____

Signed: _____

Fort Hays Kansas State College

MEMORANDUM

Hays, Kansas
67602

To: Dr. Bill Jellison Date: May 18, 1966
From: John D. Garwood, Dean of the Faculty Subject: _____

Just a brief memorandum to let you know that we will need to have Lewis open and lighted by 7:00 p.m., Friday, May 27. We will be coming in the "220 straightaway" so that that gate should be open. The restrooms d be opened for that evening.

Again as in the past we will need to have the lights manned, the ooms open, and the gates open for Baccalaureate and Commencement. Because faculty will be lining up on the "220 straightaway", I believe we should ade the street at the east end of McGrath Hall. In other words, I do elieve that we should allow traffic to pass McGrath Hall that evening. ll have students, faculty and spectators walking in that area.

I want to thank you, Bill, for your help in the past in this matter.

Signed: _____

Date: _____

Signed: _____

Office Copy
Fort Hays Kansas State College **MEMORANDUM** *1966 Commencement*
Hays, Kansas
67602

To: Dr. Burnett, Mr. Dalton, Dr. Jellison, Mr. Simons, Miss Stouffer Date: April 7, 1966
From: John D. Garwood, Dean of the Faculty Subject: _____

There will be a meeting of the Commencement Committee, Tuesday,
12 at 8:00 a.m. in C109 to discuss the details for the 1966
g Commencement.

Thank you.

Signed: _____

Date: _____

Signed: _____

Fort Hays Kansas State College

MEMORANDUM

Hays, Kansas
67602

Miss Stouffer

To: Dr. Burnett, Mr Dalton, Dr. Jellison, Mr. Simons Date: June 27, 1966

From: John D. Garwood, Dean of the Faculty

Subject:

would like to hold a short meeting of the Commencement Committee in our
8:00 a.m., Thursday, June 30. We need to visit briefly about the
s for the Summer Commencement.

Signed:

Date:

Signed: