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### Letter to Faculty and Staff - July 18, 1966

Fort Hays Kansas State College

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July 18, 1966

To: Mr. Ben Caskey, Head Custodian  
From: John D. Garwood, Dean of the Faculty

Thursday evening, July 28, we will have the Commencement Rehearsal for all degree candidates. We will need to have the west gates at Lewis Field Stadium open about 7:00 p.m. so that we can get in. We will march through the doors at the sides of the Stadium across the Field. The platform should be directly in front of the East Stadium. The front of the platform can be touching the chalk line which bounds the Stadium.

Baccalaureate Services are scheduled for 8:00 p.m., Sunday, July 31, and the Commencement is scheduled at 8:00 p.m., Thursday, August 4. In the event of rain, Commencement and Baccalaureate will have to be held in the Coliseum. On the stage for the Baccalaureate Program, we will need four (4) chairs plus the lectern and a mike on the lectern. For Commencement, we will need six (6) chairs on the stage, a lectern and mike for the speaker, and a mike for me. Mr. Dalton will need a table on which to put the degrees.

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Chairs. We will need five (5) <sup>247 people</sup> rows of chairs on the track, 58 chairs to a row. We will need a center aisle between the chairs so that the candidates may walk between the 29th and 30th chair. Will you be sure there is plenty of space between the chairs so the people will not be crowded?

In the event we need to come to the Coliseum, we will need <sup>2</sup>11 rows of chairs with 22 chairs to a row with the aisle down the middle for the candidates to march down. There should be 11 chairs on each side of the aisle.

Music. I have not received the information from Dr. Bartholomew about what will be needed for the music. As soon as I get this information, I will send it to you.

Coliseum. In the event that we need to come to the Coliseum, we should attempt to get the maximum of ventilation through the media of windows and fans.

Stadium. We need to have the restrooms cleaned and uncluttered for the nights of Baccalaureate and Commencement.

In the event that you have any questions, please do not hesitate to call me.

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May 20, 1966

To: The Faculty  
From: John D. Garwood, Dean of the Faculty

As in other years and as was noted previously, the faculty does not march in the processional for Baccalaureate. The faculty does participate in the processional for Commencement and will meet on the cinder track, "220 straightaway" on the north side of the field leading into the Stadium, at 7:30 p.m., Tuesday, May 31. The faculty will be seated in the center of the field this year. Marshalls Cain and Tomanek will lead the faculty to the seating area. The seats on both sides of the Stadium will be utilized for spectators this year. The platform will be on the south side of the field facing north. Faculty and graduates will be seated on the field in front of the platform.

In the event of inclement weather which would necessitate holding Commencement in the Coliseum the faculty will not march in the processional. In the event that we are forced to go to the Coliseum, the faculty are requested not to attend the Commencement exercises as the seating will be at a premium. We will be distributing four tickets to each graduate for the use of his relatives in the event we need to come to the Coliseum.

Although this section of the state is greatly in need of rain we are hopeful that the weather will be conducive for our graduation activities in Lewis Field. Faculty members who do not have robes for use in the Commencement processional should contact the Business Office about securing robes. The marching order is enclosed.

Please be prompt.

Enc.



May 20, 1966

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