

Fort Hays State University

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1967 Commencement Alumni, Event Details

Fort Hays Kansas State College

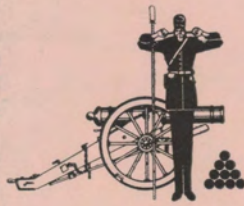
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To: Miss Cheryl Trapp Date: May 10, 1967
From: Mrs. Elvira Dubacch Subject: _____

For your information

Flowers have been ordered from the campus greenhouse for the Alumni Achievement Awards Reception which will be held Sunday evening, May 28th at 9:15 p. m. in the Gold Room of the Union. I have suggested that they could be arranged on Saturday and put in the cooler at the Union.

Flowers were requested to be delivered to the Information Desk at the Memorial Union.

Signed:

Elvira Dubacch

REPLY:

Date: _____

Signed:

FORT HAYS KANSAS STATE COLLEGE

MEMORIAL UNION

CONFIRMATION OF FACILITIES

Date of Request May 9, 1967

Name of Organization Alumni Achievement Award Reception

Number 150 Time 9:15 p.m. To _____

Date(s) of Event Sunday, May 28, 1967

Facilities Needed: Meeting _____ With Refreshments _____
Banquet _____ Reception X

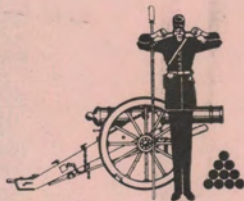
Room(s) Gold ~~Black~~

Floor Plan or Remarks	Menu
<p>1 Cody table & 1 Cody quartet for refreshments on north side of room in front of terrace doors w/lace cloth, crystal punch bowl & ladle, small glass plates & glass cups, crystal compotes for nuts & mints, silver trays for cake & doilies, small white napkins, and forks set up for 2 lines of service. (They will furnish 4 servers.) (They have their own centerpiece & will bring it in in late afternoon.)</p>	<p>Price/Plate _____ Serving Time <u>9:15 p.m.</u> & 2 Decorated White Sheet Cakes @ \$5.50/cake Green Punch/Lime Sherbet @ \$2.50/gal. Pastel Mints @ \$.50/lb. Mixed Nuts @ \$.95/lb.</p>
<p>Chairs for 75 in informal groups around room.</p>	<p>(They want coffee & silver coffee service if weather is cold instead of punch.) <i>in addition</i></p>
<p>Bus cart available for dirty dishes.</p>	

Responsible Party Mrs. Elvira Dubach
Address Campus Phone _____
Charge to Alumni Office % Mrs. Dubach
Address Campus

Confirmed by: [Signature]
(Customer)

Rental Food Service +
1/2 Room Rental \$11.25
+ \$10 Service Charge

To: Dr. Maurice FaulknerDate: May 19, 1967From: Mrs. Elvira Dubach (secretary)Subject: Alumni Achievement

Dear Dr. Faulkner:

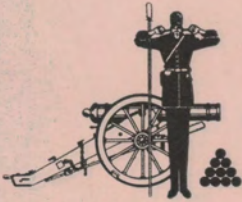
Mr. Stones is out of town and I'm not sure that he answered your correspondence relative to the question of remarks for the events scheduled. I do not think you will be asked to make a talk of considerable length. At the luncheon on Monday you will receive a plaque. Time will not permit a lengthy speech; only a few brief remarks. We will mail the luncheon tickets which you requested (four) to your sister; they will be waiting for you when you arrive.

Signed:

REPLY:

Date: _____

Signed:


Fort Hays Kansas State College
MEMORANDUM
**Hays, Kansas
67602**


To: Kuhn's Jewelry Date: April 24, 1967
 From: Harold A. Stones Subject: plaques (Engraving)

Glenn C. Archer

May 29, 1967

Block

Maurice E. Faulkner

May 29, 1967

Block

 E. Dean Bray, M.D. *Script*

 E. Dean Bray, M.D. *Script*

Signed:

Harold A. Stones

REPLY:

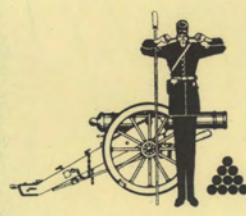
Date:

Signed:

Fort Hays Kansas State College

MEMORANDUM

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To: Kuhn's Jewelry Date: April 24, 1967
From: Harold A. Stones Subject: plaques (Engraving)

Glenn C. Archer
Block
May 29, 1967

Maurice E. Faulkner
Block
May 29, 1967

E. Dean Bray, M.D. *Script*

E. Dean Bray, M.D. *Script*

Signed: *Harold A. Stones*

REPLY:

Date: _____

Signed: _____



To: Mr. Glenn Archer

Date: 5-10-67

From: Mrs. Elvira Dubach

Subject: address

Dear Mr. Archer:

Yesterday we mailed you six copies of the Alumni News. Also made the reservations for Dr. and Mrs. G. L. Winn at the Holiday Inn. They should receive confirmation from Holiday Inn.

One of your invitations to Mr. and Mrs. Carl Mueller at 630 East 42nd St. Tulsa, Oklahoma was returned "no such number" Perhaps we had the wrong address, please let us know.

Signed:

Mrs. Elvira Dubach, secretary

REPLY:

Date: _____

Signed: