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1968 Commencement Banquet, Confirmation of Facilities - Spring

Fort Hays Kansas State College

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FORT HAYS KANSAS STATE COLLEGE

MEMORIAL UNION

CONFIRMATION OF FACILITIES

Date of Request May 17, 1968

Name of Organization All Graduate Luncheon

Number 350-400 Time 12 noon To _____

Date(s) of Event Monday, June 3, 1968

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

Room(s) Ballroom

Floor Plan or Remarks	Menu
Head table for 16 on south wall w/lectern & P.A. on risers and draped. (They have a center-piece.)	Price/Plate <u>\$2.25 + tax</u>
Tables in stringers w/glass ashtrays. Use table set up No. 5 + underliner.	Serving Time <u>12 noon</u>
Piano at west end of room for a duet. 1 - (4'x8') riser by piano. Floor mike by piano.	Tomato Juice / Lemon Slice Baked Ham/Fruit Cocktail Sauce Scalloped Potatoes Pepper Hash Green Beans Hard Rolls - Butter Strawberry Chiffon Pie Coffee - Tea - Milk
Want to be in room at 9:30 a.m. to decorate.	

Responsible Party Mrs. Elvira Dubach

Address Campus Phone _____

Charge to Senior Class Commencement Fund c/o Mrs. Dubach

Address Campus

Confirmed by *E. Dubach* Rental Food Service _____

(Customer)

FORT HAYS KANSAS STATE COLLEGE

MEMORIAL UNION

CONFIRMATION OF FACILITIES

Date of Request May 17, 1968

Name of Organization Alumni Achievement Award Reception

Number 150 Time 9:15 p.m. To 10:30 p.m.

Date(s) of Event Sunday, June 2, 1968

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

Room(s) Black

Floor Plan or Remarks	Menu
1 Cody table & 1 Cody quartet on south wall for refreshments set up for two lines of service with lace cloth over a white linen cloth, crystal punch bowl, ladle, glass cups, glass plates w/doilies & cake already on plates, small white napkins, forks, glass compotes, 2 crystal candleholders, 2 pastel candles, & 2 chairs. (They have a centerpiece that will be delivered Sun. afternoon. It will be used for their luncheon on Mon. so put in cool place overnight.) (They have 4 servers.) Cart behind the screen from Info. Desk set up behind refreshment table for replenishing. 50 chairs set up in informal groups. Ashtrays.	Price/Plate _____ Serving Time <u>9:15 p.m.</u> 2 Decorated Sheet Cakes @\$5.50 per cake 6 gal. Fruit Punch w/Lime Sherbet @\$2.50/gal. Pastel Mints @\$.50/lb. Mixed Nuts @\$.95/lb. Bus carts available for dirty dishes. (They want coffee & silver coffee service if weather is cold in addition to punch.)

Responsible Party Mrs. Elvira Dubach

Address Campus Phone _____

Charge to Alumni Office c/o Mrs. Elvira Dubach

Address Campus

Confirmed by *[Signature]* Rental Food Service +

(Customer)

Room Rental \$17.50 +
 Service Chg. \$10.00
 2 candles @\$.25/ea.