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Work Requests Prior to Commencement

Fort Hays State University

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Commencement -
Spring, 1982

Fort Hays State University



600 Park Street
Hays, Kansas 67601-4099

April 26, 1982

Dr. Thompson:

The following Mortar Board members have volunteered
to help with Graduation.

Lucy Anschutz
Lee Ann Brown
Carol M. Denge--substitute
LeAnne Gleason
Pat Gleason
Leann Keller
Lisa Lessman
Debra Matteson
Dena McDaniel--substitute
Nancy Olson
Mary Preuss
Marisa Thurman
Sandra Warner--substitute

A handwritten signature in cursive script that reads "Patty".

Patty Baconrind

990-05-08(2)

Mail to: PHYSICAL PLANT DIRECTOR

A copy will be returned upon
approval/disapproval

AMENDED
REPLACES WORK REQUEST
DATED May 4, 1982

RECEIVED

MAY 03 1982

PHYSICAL PLANT
F.H.S.U.

FORT HAYS STATE UNIVERSITY WORK REQUEST

820572 G

Date: May 5, 1982

The Associate to the Vice President for Academic Affairs department requests the following:
(attach diagrams or other details as needed)

Transport Commencement Programs from Print Shop to the garage at
Gross Memorial Coliseum, 1 p.m., Friday, May 14, 1982.

Transport remaining Commencement Programs from Gross Memorial
Coliseum, Monday, May 17, 1982, to Picken 210.

Charge to Account No.: 672041 - Commencement Fund

Dean or Dept. Head: W. R. Thompson

☒ Approved

☐ Disapproved

[Signature]
(Physical Plant)

Date 5.6.82

Estimated Cost:

990-05-08(2)

Mail to: PHYSICAL PLANT DIRECTOR

A copy will be returned upon
approval/disapproval

FORT HAYS STATE UNIVERSITY WORK REQUEST

Copy

Date: May 4, 1982

The Associate to the Vice President for Academic Affairs department requests the following:
(attach diagrams or other details as needed)

Transport Commencement Programs from Print Shop to Gross Memorial
Coliseum, 1 p.m., Friday, May 14, 1982.

$\frac{1}{4}$ to Exit 2

$\frac{1}{4}$ to Exit 3

$\frac{1}{2}$ to Exit 4

Transport remaining Commencement Programs from Gross Memorial
Coliseum, Monday, May 17, 1982, to Picken 210.

Charge to Account No.: 672041 - Commencement Fund

Dean or Dept. Head: W. R. Thompson

☐ Approved

☐ Disapproved

(Physical Plant)

Date _____

Estimated Cost: _____

Mail to: PHYSICAL PLANT DIRECTOR

A copy will be returned upon
approval/disapproval

Commencement -
Spring, 1982

FORT HAYS STATE UNIVERSITY WORK REQUEST

Date: May 7, 1982

The Registrar's Office department requests the following:
(attach diagrams or other details as needed)

1. Attached is arrangement of chairs for Degree Candidates and Faculty, Gross Memorial Coliseum arena floor, Commencement, May 14, 1982. Chairs will need to be in place for 2:15 p.m. rehearsal on May 14, and 8:00 p.m. Commencement Exercises.
2. Stage set up: (for rehearsal and Commencement exercises - May 14, 1982.)
 - Podium - center stage
 - Podium - stage left (box or wastebasket under podium)
 - 13 chairs in semi-circle
 - Carpet "runner" across stage
 - Tables for diploma covers and hoods between the two podiums and behind the "runners."
 - Flowers, curtain, cooperation and other "goodies" you provide.
3. Six brass stands from Memorial Union to guide processional (Maynard Herrman has rope to use with stands.)
4. Morning of May 14:
 - Row standards, wooden bases for standards, and a flat bedcart available near Gym 100 of M. C. Cunningham Hall at 8:15 a.m., May 14. (Kellerman and two student helpers will put them in place inside M. C. Cunningham Hall.)
5. Cool Gross Memorial Coliseum as much as possible throughout the day of May 14, 1982.
6. Suggestions from previous year:
 - Adequate lighting on stage so that faculty seated in back on arena floor can see activities on stage.

To minimize the amount of heat generated from lights, perhaps lights could be turned on the stage area when the processional is over and just before the minister pronounces the invocation.

Charge to Account No.: 572 021

Dean or Dept. Head: Garret Kellerman

☐ Approved

☐ Disapproved

(Physical Plant)

Date _____

Estimated Cost: _____

990-05-0802

7. During Commencement Exercises:
Check the sound system from speaker to speaker to assure sufficient volume for individual speaking.
8. After Processional May 14:
Remove row standards and wooden bases and place back in storage immediately after the Processional the evening of May 14. We don't want to risk losing them or having them damaged.
9. Truck with driver to Sheridan Coliseum (north side door) on Thursday, May 13, at 1:15 p.m. to deliver approximately 20 boxes of diploma covers to Gross Memorial Coliseum arena stage.
10. Return Diploma Covers not used: (Two Registrar's Office student employees will box the Diploma Covers not used immediately after the Commencement Exercise.)
 - (a) Work request to have remaining Diploma Covers delivered to Registrar's Office, Sheridan Coliseum on Monday morning, May 17.
 - (b) Deliver remaining Commencement Programs to Associate to the Vice President for Academic Affairs -- Picken Hall.

cc: Vice President Murphy
Dr. Wm. Thompson ✓
Jan Huet
Dean Forsythe
Dean Harvey
Dean Bartholomew
Dean Staven
Dean Camp
Maynard Herrman

GRADUATE SCHOOL
Ed.S. and Master's Degree Candidates

Note: Left and right
as one faces the stage.

Row 1 -	4 chairs	(2 on left; 2 on right)
Row 2 -	32 "	(16 on each side of aisle)
Row 3 -	32 "	"
Row 4 -	32 "	"
Row 5 -	32 "	"
Row 6 -	28 "	(14 on left; 14 on right)
Row 7 -	15 "	(7 on left; 8 on right)

(Leave a space approximately equal to a row)

SCHOOL OF ARTS AND SCIENCES
Baccalaureate Degrees, Associate Degrees
KSU Social Work Degrees
WSU Administration of Justice Degree Candidates

Row 8 -	32 chairs	(16 on each side of aisle)
Row 9 -	32 "	"
Row 10 -	32 "	"
Row 11 -	32 "	"
Row 12 -	32 "	"
Row 13 -	32 "	"
Row 14 -	32 "	"
Row 15 -	32 "	"
Row 16 -	32 "	"
Row 17 -	32 "	"
Row 18 -	32 "	"

(Leave a space approximately equal to a row)

SCHOOL OF BUSINESS
Baccalaureate and Associate Degree Candidates

Row 19 -	32 chairs	(16 on each side of aisle)
Row 20 -	32 "	"
Row 21 -	32 "	"
Row 22 -	32 "	"
Row 23 -	32 "	"
Row 24 -	32 "	"
Row 25 -	24 "	(12 on left; 12 on right)
Row 26 -	17 "	(8 on left; 9 on right)

(Leave a space approximately equal to a row)

SCHOOL OF EDUCATION
Baccalaureate Degree Candidates

Row 27 -	32 chairs	(16 on each side of aisle)
Row 28 -	32 "	"
Row 29 -	32 "	"
Row 30 -	32 "	"
Row 31 -	24 "	(12 on left; 12 on right)
Row 32 -	24 "	(11 on left; 13 on right)

(Leave a space approximately equal to a row)

SCHOOL OF NURSING
Baccalaureate and Associate Degree Candidates

Row 33 -	32 chairs	(16 on each side of aisle)
Row 34 -	13 "	(6 on left; 7 on right)

(Leave a space approximately equal to a row)

FACULTY