

June 5, 1942.

Dean George B. Smith,
School of Education.

Dear Dean Smith:

I would like very much to have you approve to Mr. Firner the erection of the public address system and also to ask Mr. Hallie Harris to have chairs placed on the quadrangle for the picnic Monday, and for other similar gatherings.

I would like your approval on arrangements for a dance orchestra at \$10.00 per night for a maximum of five nights.

Also, I would like your approval of the expense for tickets for extra meals for our performers and honored guests. Our honored guests will be very few. Last year this amount of \$11.68 was not for honored guests but rather for a discrepancy in the number of meals ordered and the number served.

You have already approved the printing bill for the posters and the tickets which we ordered from Mr. Ryther. I do not know the amount.

We will order the corn meal and any other small items of expense and pay for them from our budget.

We will thank you, however, to give Mr. Firner and Mr. Harris orders to set up the accoutrements such as the P.A. system and the truck which houses the P.A. system, and the chairs at the time we may call upon them.

Thanking you for your cooperation, I am

Very sincerely yours,

FCA:AH

Director of Recreation.