

THE UNIVERSITY OF KANSAS  
LAWRENCE

OFFICE OF  
THE CHANCELLOR

March 20, 1939

Dr. F. C. Allen  
University of Kansas

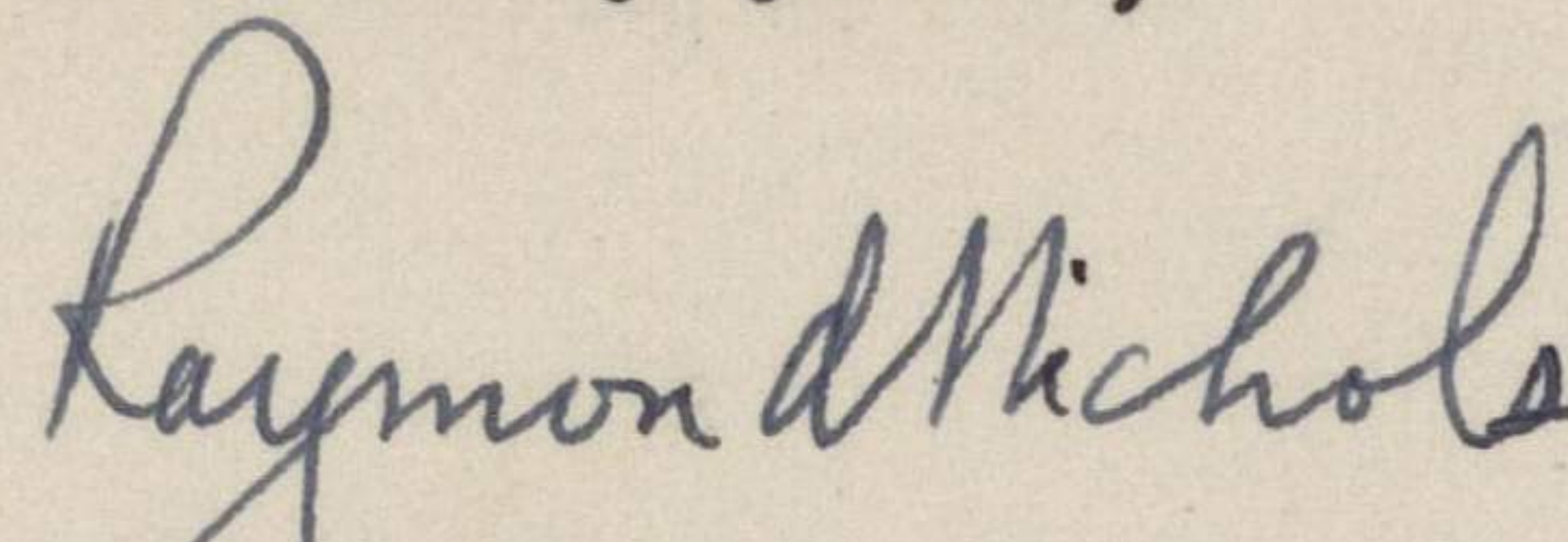
Dear Dr. Allen:

In order to avoid congestion in the calendar and conflicts in the use of meeting places, it seems advisable that the schedule of all-University events be checked in some central office. Therefore, you are requested to secure the approval of this office on the date and meeting place for each event under consideration for the calendar for next year.

This plan should eliminate conflicts in dates and the crowding of schedules that have existed in the past. We believe that a better distribution of events will work to the advantage of everyone concerned. It is anticipated that few, if any, changes in proposed dates will be necessary.

We shall, of course, be glad to send to the K Book a list of approved dates.

Sincerely yours,



Executive Secretary

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