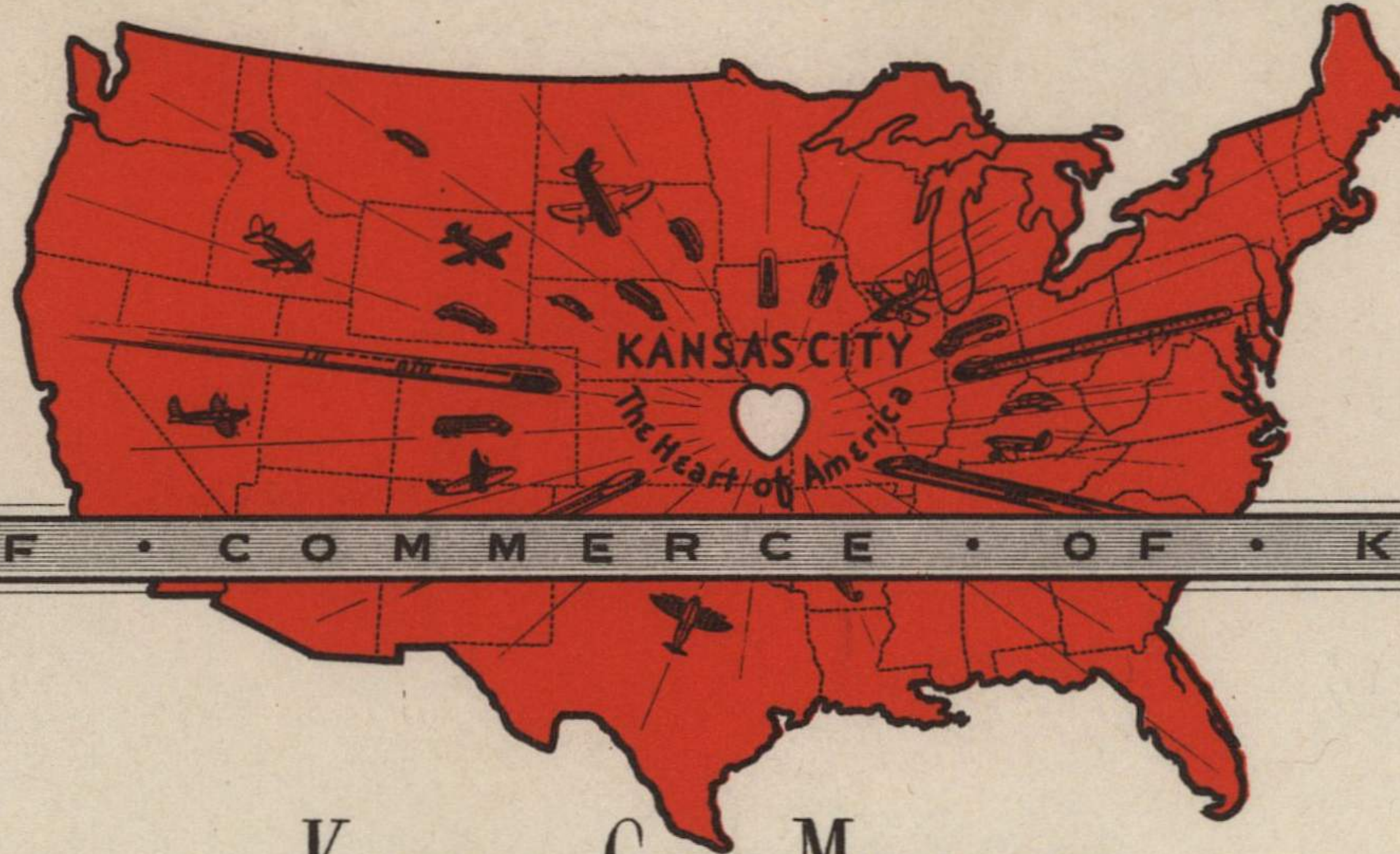


CONVENTION AND VISITORS BUREAU

H. E. BONING, JR.
MANAGER

1028 BALTIMORE AVE.
PHONE VICTOR 6688



CHAMBER OF COMMERCE OF KANSAS CITY

KANSAS CITY, MISSOURI

March 11, 1940

Dr. Forrest C. Allen
Director of Athletics
University of Kansas
Lawrence, Kansas

Dear Dr. Allen:

We certainly appreciated your courtesy in dropping in the office the other day and giving us information concerning your three March meetings here in Kansas City. It was good to see you again.

If agreeable with your officers, we shall be very glad to provide a complete registration service for the National Association of Basketball coaches, including all the necessary forms, equipment, and personnel. As I mentioned the other day, this will include all the necessary equipment except badges-- and if you prefer to utilize our stock celluloid badges, rather than provide your own, these are available at .05 each. A sample is enclosed.

In accordance with your suggestion, we'll plan to open registration at 9 o'clock, March 28th, and as our staff is employed on an hourly basis, we'll plan to work as late as we are needed. If you want us to do so, our girls will be glad to obtain any information you may want; type your badges; and handle your membership fee and ticket sale. As we use practically the same personnel for all conventions which meet here, the staff is experienced and cashiers bonded. If I may make a suggestion however, it will facilitate things greatly for our cashier, if in ordering your tickets from the printer, you have them serially numbered. If this is not done, we'd like to receive any tickets we may handle to take care of this numbering, in advance, here in the office.

The rate for steno-type operators in Kansas City is a standard one. They charge .60 cents a page, and there are at least three whom we know to be dependable. You may either make your own arrangements for this help direct, or with your authorization, we shall be glad to do it for you. Please let us know, as things develop, how we can best be of service.

Yours very truly,

Justine Rodgers
(Miss) Justine Rodgers

Hostess

A MEMBER OF THE INTERNATIONAL ASSOCIATION OF CONVENTION BUREAUS