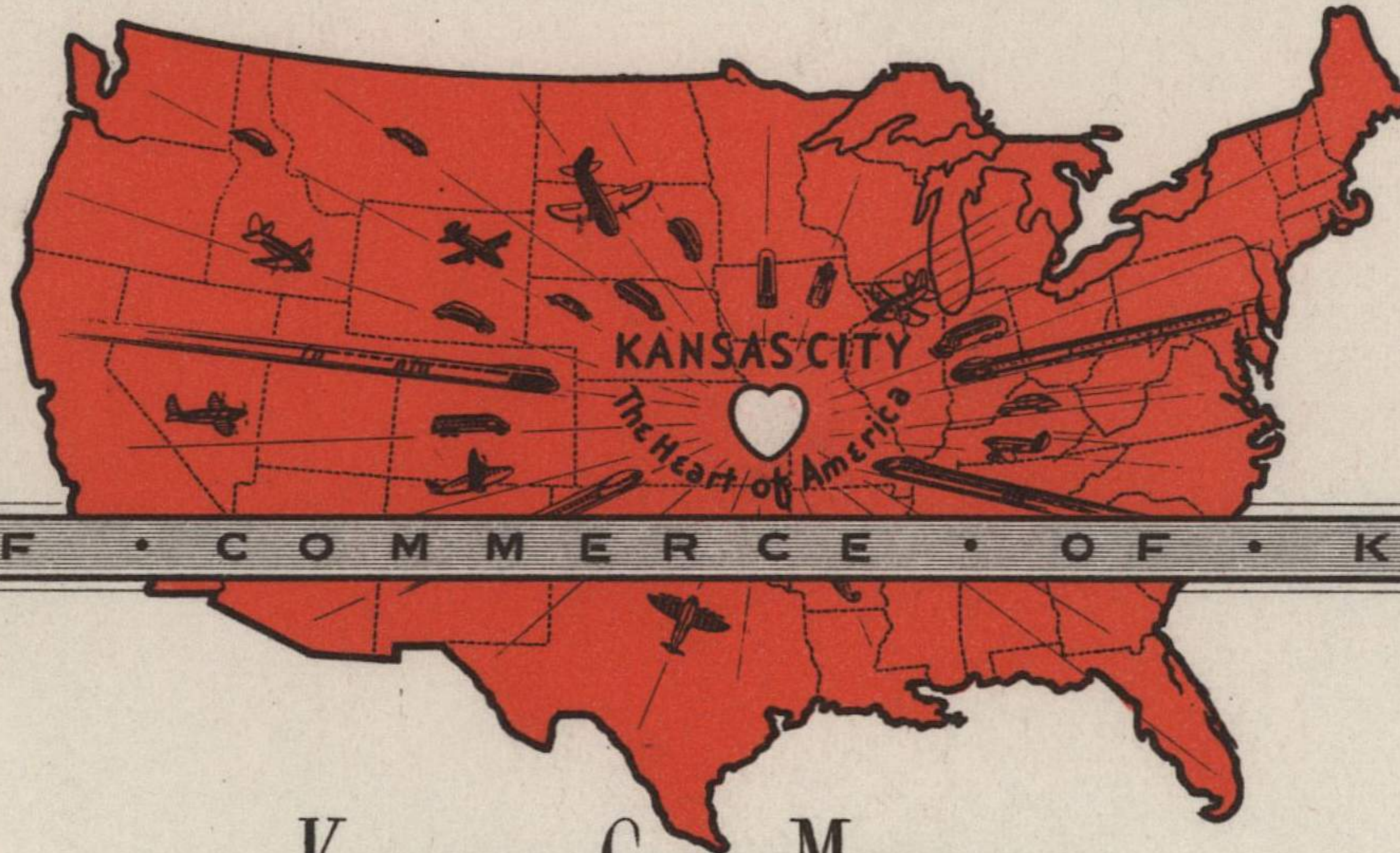


CONVENTION AND VISITORS BUREAU

H. E. BONING, JR.
MANAGER

1028 BALTIMORE AVE.
PHONE VICTOR 6688



KANSAS CITY, MISSOURI

March 7, 1940

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

Dear Dr. Allen:

As it has been several months since I've heard from you, I'm wondering if you're still planning to drop in the office one of these days and talk over arrangements for your National Association of Basketball Coaches' meeting, or whether it will be necessary for us to iron out some of the details by mail.

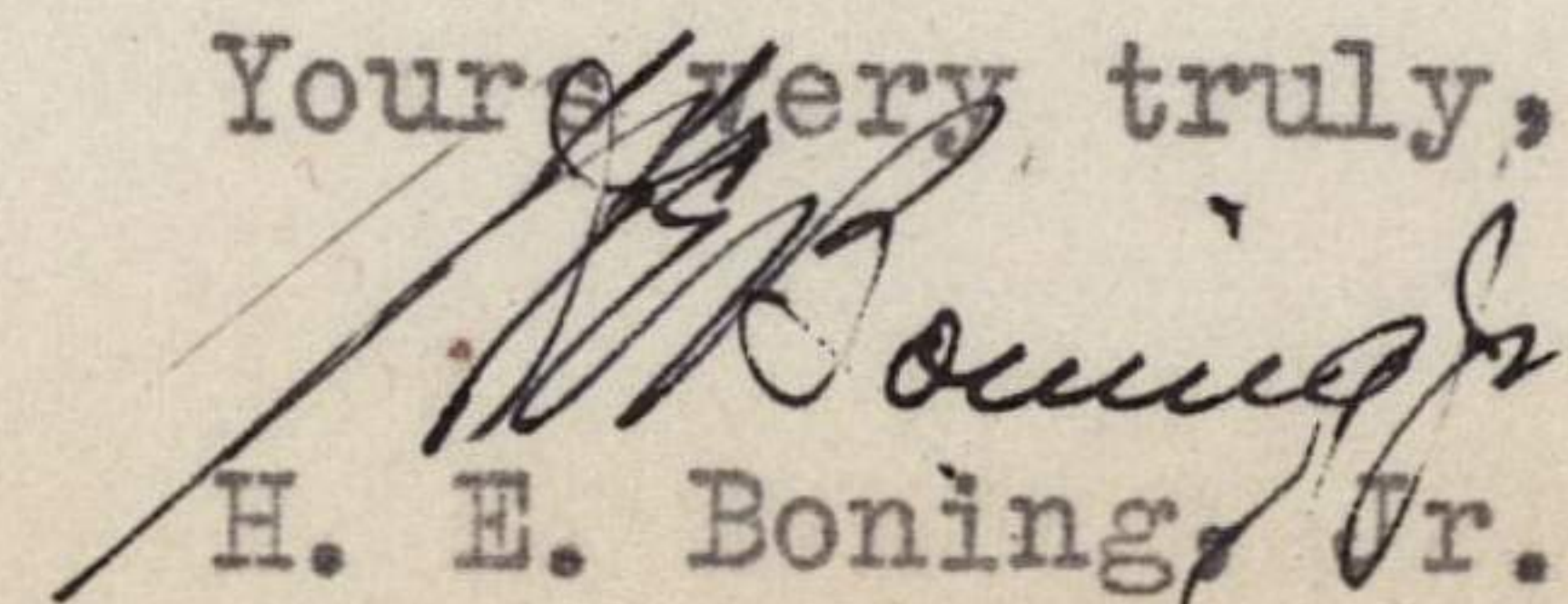
As it's rather late to attempt any direct mailings to individuals, I imagine we'll want to concentrate on advance newspaper publicity, most of which will be handled through Mr. Mc Bride. If we can help you any in this respect however, just let us know.

We will need some rather detailed and specific information concerning your registration requirements. As I'm sure you know, we have a trained and experienced registration staff and will be glad to supply (without cost) all the necessary forms, equipment, and personnel to provide this service.

If you're planning to be in Kansas City within the next few days, you can of course, ignore this letter. However, for your information, I'm enclosing samples of the registration forms which we ordinarily use, together with one of our stock badges, which are available at cost price--- .05 cents each. These forms give you a triplicate registration record and enable us to get practically any information, from the individual, which you may want. Because we'll also need detailed information concerning hours, approximate number of people to be handled, ticket sales, and possible registration fees, we'll appreciate your filling out and returning to us the enclosed registration form, answering the questions which are checked in pencil.

Please call on us for any help we can give you in completing your arrangements here.

Yours very truly,


H. E. Boning, Jr. Manager

HEB:JR

A MEMBER OF THE INTERNATIONAL ASSOCIATION OF CONVENTION BUREAUS