

April 6, 1972

M E M O R A N D U M

TO: All Academic Programs
FROM: Charles Teske
SUBJECT: Evergreen Dedication Ceremonies and Fair, April 21, 1972.

Responsibilities of academic programs and
program representatives.

1. Spread information on this event within the program.
2. If possible, design and execute some sort of banner bearing the program's coat-of-arms (some contingency money for materials available from Teske).
3. Prepare a display summarizing program activities in your program area (for visitors during the 2:00 to 4:30 p.m. period on April 21st).
4. Arrange to have at least two or three members of the program available next to the program display to welcome visitors and answer their questions during the 2:00 to 4:30 p.m. period.
5. If there are other students in the program who would like to help with the Ceremonies and Fair, please have them report to:

Charles Teske (General trouble shooters and helpers.)
Pete Steilberg (Performers who might like to contribute
their talents during lunch time.) and
Dick Nichols (Those who would like to serve as hosts and
hostesses for off campus visitors when they
first arrive.)

6. It might be especially pleasant if any performers in your program could be holding informal sessions in the program area between 2:00 and 4:30 p.m. You should also know that since no dessert will be served with the all-college luncheon, the visitors to your program area might be especially pleased to sample cookies, fruit, etc., which your program might like to have available in its area.

This is a day for all of us. Please give all the help you can, and then enjoy it.

CBT:cas