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AUGUST 29 - SEPTEMBER 2, 1968

PROGRAM

THURSDAY, AUGUST 29, 1968

9:00 a.m. - Day & Evening GROVER CLEVELAND Office

Mr. Richter: Set up conference style for 25 pp.

3:00 p.m. - 6:00 p.m. EMPIRE STATE Reception (Tea) (Approx. 100 pp)

Mr. Richter: Set room up with lounge furniture. Mr. Becht has the menu.

FRIDAY, AUGUST 30, 1968

9:00 a.m. - Day & Evening GROVER CLEVELAND Office

Mr. Richter: Same set up as previous day.

9:00 a.m. - 6:00 p.m. MEZZANINE LOUNGE Registration

Mr. Richter: Set up bay #2 with regular sample tables. Bays #3 and #4 with the high registration tables. Opposite registration tables put the 2 high writing desks. Also, set up the large bulletin board. Also, a blackboard, chalk and eraser. No phone.

10:00 a.m. - 9:00 p.m. SHOWROOM Hospitality (Teenagers and Young Adults)

Mr. Richter: Adjacent to the main entrance set up 10 card tables with 4 chairs at each. The Association will put in either a jukebox or a record player under their own responsibility.

<sup>2.00</sup>  
5:00 p.m. - 6:00 p.m. LOS ANGELES Meeting (Board of Directors)

Mr. Richter: Conference "T" shape (30 pp).

7:00 p.m. BALLROOM Banquet (Approx. 650 pp)

Mr. Richter: Frank Becht has the details re menu. For the entertainer (following the Banquet), we have agreed to provide a 50 foot extension cord (which will be ordered from Engineering). Provide 2 bar stools. The Association will bring in their own slide projector and will use our own above stage screen. Mrs. Mair Monkhouse will have given the head table set up and other usual Banquet details directly to Mr. Becht. Blackboard, chalk and eraser on stage.

SATURDAY, AUGUST 31, 1968

- 9:00 a. m. - Day & Evening GROVER CLEVELAND Office  
 Mr. Richter: Same set up as previous day.
- 9:00 a. m. - 6:00 p. m. MEZZANINE LOUNGE Registration  
 Mr. Richter: Same set up as previous day.
- 10:00 a. m. - 8:00 p. m. SHOWROOM Hospitality (Teenagers and Young Adults)  
 Mr. Richter: Same set up as previous day.
- 9:30 a. m. - 1:00 p. m. BALLROOM General Session  
 Mr. Richter: Set theatre style for 1000 including Balcony. Floor podium in stage center. Head table for 8, 4 persons on each side of podium. Piano on stage. Table in Ballroom Foyer for credentials.  
 Mr. Mondy: Mic. on podium.
- 2:00 p. m. - 4:00 p. m. EMPIRE STATE AND WASHINGTON Meeting (Children's Concert)  
 Mr. Richter: Set theatre style 250 pp. At front of room platform covered with carpet 14 feet wide, 9 feet deep. Piano in room.  
 Mr. Mondy: Floor mic. on platform (one that is adjustable for height). Long enough extension cord so it may be moved around the platform.
- 3:00 p. m. - 6:30 p. m. LOS ANGELES Meeting (Board of Directors)  
 Mr. Richter: Conference "T" shape (30 pp).
- 7:30 p. m. - 9:30 p. m. BALLROOM Meeting (Concert)  
 Mr. Richter: Set theatre style for 1000 including Balcony. Piano stage right. Floor podium stage left.  
 Mr. Mondy: Mic. on podium. Also, floor mic. on stage front center.
- 9:30 p. m. RENDEZVOUS Reception (Tea) (Approx 900pp)  
 Mr. Richter: Frank Becht has the menu. Have the room completely cleared with a row of chairs around 3 walls.  
 Mr. Mondy: Floor mic. on stage.

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SUNDAY, SEPTEMBER 1, 1968

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9:00 a. m. - Day &amp; Evening

GROVER CLEVELAND

Office

Mr. Richter: Same set up as previous day.

9:00 a. m. - Noon

MEZZANINE LOUNGE

Registration

Mr. Richter: Same set up as previous day.

10:30 a. m. - Noon

BALLROOM

Meeting (Church Service)

Mr. Richter: Set theatre style for 1000 persons including Balcony.  
Floor podium slightly to right of stage center. 4 chairs on stage. 18 wicker baskets for collection plates. (The Association will have an organ on the Ballroom floor adjacent to stage right.)

Mr. Mondy: Mic. on podium.

APPROX. 1:15 P. M. EVERYONE LEAVES BY BUS FOR BENNETT HIGH SCHOOL.

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MONDAY, SEPTEMBER 2, 1968

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9:00 a. m. - 5:00 p. m.

GROVER CLEVELAND

Office

Mr. Richter: Conference "T" shape (30 pp).