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1980 Memo from Clay to Phillips re Arrangements Committee for Fall Program for Recognition of Women

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UNIVERSITY CENTER
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The University of Tennessee
Knoxville 37916

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Area Code 615

September 4, 1980

TO: Dr. Madge Phillips, Chairperson, Commission for Women

FROM: Gail Clay

RE: Arrangements Committee for the Fall Program for Recognition of Women

A few members of the Planning and Arrangements Committee for the Commission's "Recognition of Women" program were able to meet on September 4, 1980.

The group devoted attention to structuring the program from the beginning to the end. We agreed that it was imperative to plan each detail and assign specific responsibilities immediately.

The following statements summarize the thinking of the group:

1. Suggested Time Schedule -

7:00 pm	Doors to Auditorium open; between 7:00 - 7:30 pm - music provided from stage by live musician
7:30 pm	Welcome and Introductions Marty Black, Presiding Speaker
8:15 pm	Presentation of Awards
9:00 pm	Reception in Cumberland Suite and Ballroom
10:00 pm	Approximate Closing

2. Decorations -

   a. Stage of the auditorium to be decorated with live plants secured from Physical Plant (Dr. Choo is resource).

   b. A sophisticated banner will be designed and made in the Craft Center and mounted behind the speaker's area.

   c. Crafts and arts by women artists will be tastefully arranged and displayed in the Ballroom and adjacent rooms.

d. An attractive banner announcing the program will be displayed on the board provided in the Gallery Concourse from November 17 - November 20.

e. Ask Jamie Miller to select appropriate table decorations for serving tables.

3. Reception -

a. Six serving stations will be needed. One station will be located in Rooms 224-225, and 5 stations placed in the Ballroom.

b. The committee will work with Jamie Miller to determine the food to be available.

c. The serving stations will be identified by printed signs placed on standards (to be determined who will preside at the 6 stations).

d. Continued recognition of the award(s) recipients should be prominent during the reception.

Miscellaneous -

1. The Women's Coordinating Council will serve as ushers and distribute programs.

2. The Commission, WCC, and Committee members will be identified by name tags. Other name tags will be available for those appearing on the program.

3. The front of the Auditorium immediately below center stage will be the presentation area. Appropriate setting and sound can be provided.

4. The Speaker Committee should include in the featured speaker's schedule an opportunity to test the sound system for level and tone prior to the assembly time.

5. The Chancellor should mandate the attendance of Deans and Department Heads.

6. Consideration will be given to seating the award recipients in a pre-determined section in order to expedite the presentation process.

7. The Women's Center and Women's Coordinating Council will promote the program to the students with particular attention to Residence Halls, Panhellenic, and past supporters of women's activities.

It was a productive meeting, I would suggest that you and others on the Commission review our suggestions prior to the October 2nd Commission meeting. With your concurrance, a report can be distributed at the October 2nd meeting to all Commission members.

GC/brh

cc: Betsey Creekmore
Committee Members