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Preliminary Discussion Concerning the Presidential Inauguration

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TYLER STATE COLLEGE

100 E. BERTA

TYLER, TEXAS 75701

OFFICE OF
PRESIDENT

MAY 23 1975

VICE PRESIDENT FOR ACADEMIC AFFAIRS

TELEPHONE 214 595-0711

May 23, 1975

TO: File

FROM: Gerald L. Morris *GLM*

SUBJECT: Preliminary Discussion Concerning the Presidential Inauguration:
James H. Stewart, Jr., on May 13, 1975

The following items are considered to be preliminary discussion concerning the inauguration of James H. Stewart, Jr., as President of Tyler State College.

I. Date:

A Saturday in March. Possibilities are 6, 13, 20, or (27).

II. Time of Day:

- a. Ceremony - 2:00 P.M.
- b. Reception - 3:30 P.M.
- c. Special Activities - To Be Determined.

III. Locations:

- a. Ceremony - Harvey Hall, Tyler, Texas.
- b. Reception - Rose Garden Center.
- c. Special Activities - To Be Determined.

IV. Ceremony:

- a. Time should be limited to between 60 & 90 minutes.
- b. Possible program with suggested times.
 - 1. Processional 5 minutes
 - 2. Music 4 minutes
 - 3. Invocation 3 minutes
 - 4. Welcome & Introduction 5 minutes
 - 5. Regents 4 minutes
 - 6. Faculty 4 minutes
 - 7. Student 4 minutes
 - 8. Junior College 4 minutes
 - 9. Senior College 4 minutes
 - 10. Coordinating Board 4 minutes
 - 11. Investiture 4 minutes
 - 12. Inaugural Address 5 minutes

13.	Introduction of Speaker	4 minutes
14.	Address	15 minutes
15.	Benediction	3 minutes
16.	Recessional	5 minutes

TOTAL 77 minutes

V. Possible Committee for Inauguration:

6/19 (Thurs)

- a. Dr. Gerald L. Morris - Chairman
- b. Hon. C. Quentin Abernathy
- c. Dr. Donald M. Anthony
- d. Dr. John L. Fletcher
- e. Dr. Patricia Gajda
- f. Dr. J. Paxton Hart
- g. Dr. R. Kenneth Muckelroy
- h. Mr. John R. Sawyer
- i. Dr. Frank H. Smyrl
- j. Dr. Evelyn Sowell
- k. Director of Public Information Office
- l. A Student

VI. Reference or External Assistance:

- a. Mr. Henry Bell
- b. Mr. Ralph Spence
- c. Mayor of Tyler

VII. Special Events: (One or more of the following might be appropriate)

- a. President's Ball
- b. Luncheon Before Ceremony
- c. Dinner After Ceremony
- d. Special Entertainment - Before or Following Inauguration
Possibility of Caldwell Auditorium - Play or Musical with
Royal or Bicentennial Theme
- e. Other Ideas To Be Solicited

VIII. Special Items:

- a. Proclamation By Mayor During Week Preceding Inauguration
- b. Special Recognition by President's Civic Club During Week
Preceding Inauguration
- c. University Mace
- d. Special Inaugural Medallion
- e. Special Military Honor Guard
- f. Band For Ceremony
- g. Special Photographer
- h. Transportation by Student Drivers
- i. Student Clerical Assistance
- j. Part-Time Secretarial Assistance

IX. Sub-Committees:

Gajda	a. Invitations and Registration
Student	b. Hospitality and Transportation
Fletcher	c. Inaugural Procession
Anthony	d. Inaugural Ceremony
Sowell	e. Reception
PI	f. Civic Coordination
Hart	g. Printing and Mailings
Smyrl	h. Symbols and Historical
Muckelroy	i. Special Events (May Need More Than One Committee) & Music
Sawyer	j. Financial Committee
	1. Dr. Gerald L. Morris
	2. Hon. C. Quentin Abernathy
	3. Mr. John R. Sawyer ✓

X. Estimated Budget For Inauguration Celebration:

a. Invitations (Pre/Formal/Resv.)	500.00	
b. Postage (Four Mail Outs)	1000.00	
c. Ceremony Program	500.00	
d. Reception	1000.00	
e. Physical Facilities	350.00	
f. Speaker	250.00	
g. Clerical Assistants	500.00 +	
h. Symbols	300.00	
i. Pictures	300.00	
j. Mementos (Follow-Up)	200.00	
	SUB TOTAL	4900.00
k. Special Events		
1. Dinner (500) @4.00	2000.00	6900.00
2. Ball (500) @2.00	1000.00	5900.00
3. Show (500) @3.00	1500.00	6400.00
4. Luncheon (500) @3.00	1500.00	6400.00

GLM:ng

CC: Dr. James H. Stewart, Jr., President