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Preliminary Plans for Printing and Mailing

University of Texas at Tyler

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July 17, 1975

MEMORANDUM

TO: Inauguration Committee

FROM: Paxton Hart

SUBJECT: Preliminary plans for printing and mailing

1. Roger Anderson (English) and Kenneth Casstevens (Journalism) will be invited to serve on the Printing and Mailing Subcommittee when they join the faculty this fall.

2. The Printing and Mailing Subcommittee has begun coordination with the Invitations and Registration Subcommittee and will coordinate with other inaugural subcommittees when the need arises.

3. The Story-Wright Company and the Tyler Star Publishing Company are suggested as bidders on the graphic art and printing of the invitations, the inaugural program, and other printed material.