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August 4, 1975

MEMORANDUM

TO: Inauguration Committee for Dr. James H. Stewart, Jr.

FROM: Gerald L. Morris, Co-Chairman

SUBJECT: INFORMAL MINUTES OF JULY 18, 1975 COMMITTEE MEETING

1. The inauguration of Dr. Stewart will be held in Harvey Hall March 27, 1976, at 2:00 p.m.
2. Consensus was to have an Inauguration Ball on Saturday night at Harvey Hall beginning at 8:00 p.m. A receiving line and reception will be held in conjunction with this Inaugural Ball. Dr. Kenneth Muckelroy will present at the next committee meeting alternatives for the music for this Ball. General discussion was held concerning the required dress at the Ball. The members of the committee expressed a desire to have a dignified and gala occasion but were reluctant to require formal dress. Additional discussion will take place at the next meeting.
3. The order of ceremony most favorably received by the committee was Option No. 2 as presented by Don Anthony. This option contained an interlude of music during the program. Dr. Muckelroy will be at the next meeting to present options available for music during the ceremony.
4. The consensus was to have no separate reception during the day of Inauguration. It was suggested that Dr. Stewart be available in a prominent location after the ceremony at the front of Harvey Hall to greet members of the public who will not be able to attend the Inaugural Ball that evening.
5. The invitation list is being compiled by Dr. Gajda and her committee. Dates were discussed for mailouts of the announcements and invitations. It was felt by the committee that the announcements of the Inauguration should be mailed by the end of November or early December. The formal invitations should be sent by late January.
6. Dr. Hart stressed the need for members of the Committee who required printing to work very closely with him and his committee. The invitation committee were especially urged to keep Dr. Hart informed of their progress and deadlines.

MEMORANDUM-Minutes
Inauguration Committee
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7. Mr. Whitfield indicated that preliminary contact had been made with several outside organizations or agencies for coordination of activities during the week of the Inauguration. Dr. Stewart's Rotary Club and the city officials have been made aware of the Inauguration date.
8. Dr. Smyrl gave a lengthy report on the various historical and memorial items that were available. He will be working very closely with a company that specializes in such objects. Items discussed were mace, medallion, replicas of medallion, photographer for the Inauguration, and official portrait of the president.
9. Dr. Sowell's committee gave a report on various alternatives for the reception. As indicated earlier it was the feeling of the committee that the reception should be held in conjunction with the Inaugural Ball Saturday night. Dr. Sowell and her committee will work very closely with Dr. Muckelroy and his committee on preparation of the Hall, refreshments and entertainment.
10. Mr. Sawyer gave a brief report of the financial status of the committee indicating that there has been one expenditure of \$35 for the renting of the Rose Garden Center and one substantial donation by the co-chairman of the Inauguration Committee, C. Quentin Abernathy. Mr. Sawyer expressed the need for an early estimate of the total expenses for the Inauguration. Although preliminary figures were discussed at this meeting, additional information and more definite figures will be discussed at the August 4 meeting of the committee.
11. Dr. Fletcher's committee is prepared to work very closely with the invitation committee and the ceremony committee for the coordination of the processional and recession. Dr. Fletcher's committee will be responsible for selection and orientation of the marshalls for the ceremony itself.
12. The committee welcomed Dennis Mortis to serve with the committee as a representative of the student body and to assist the committee with hospitality and transportation.

GLM:eh