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TEXAS EASTERN UNIVERSITY

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OFFICE OF INSTITUTIONAL
PLANNING AND ANALYSIS

October 6, 1975

MEMORANDUM

TO: Inauguration Committee
FROM: Gerald L. Morris, Co-chairman

Gerald L. Morris

SUBJECT: Status Report of Inauguration of James H. Stewart, Jr.

The Inauguration Committee met on October 2, 1975 at 3:00 PM in the conference room of Texas Eastern University for the purpose of finalizing the plans for the inauguration event to be held March 27, 1976.

This memorandum summarizes the reports from the active subcommittees of the Inauguration Committee. Several of the subcommittees did not have formal reports because much of their activity will be required later.

During the week of the inauguration, March 21st through March 27th, the attention of Tyler and other East Texas communities will be focused on James H. Stewart, Jr. and Texas Eastern University. It is intended that the week will be designated as James H. Stewart, Jr. week by the Mayor of Tyler. During that week the civic groups of the area will be given an opportunity to have programs which focus attention on the University. The President's civic club, Tyler downtown Rotary, will dedicate their program on March 25th to the recognition of Dr. Stewart. The Community Concert Association has an event planned for March 28th at 2:00 PM and will recognize Dr. Stewart.

For Saturday, March 27th, the following events are in the final stages of consideration:

- (1) A guided tour of the new campus for invited out of town guests. The tour would feature the Phase I buildings and would be hosted by students of Texas Eastern University under the direction of Mr. Bob Grubbs. Transportation to the site would be furnished as needed for out of town guests. This tour will take place during the morning of March 27th, probably at 9:00 AM.
- (2) A luncheon for special invited guests will be held from 11:30 to 12:30 on the Inaugural Day. The attendance at this luncheon would not exceed 100 and will be limited to the inaugural platform party, regents, the inaugural committee, and other special guests and spouses. At this event the chairman of the Board of Regents could extend an informal welcome to these special guests.
- (3) Throughout the day the President and family would be escorted and chauffeured by one faculty and one student to and from all inaugural events.

- (4) The inauguration will take place in Harvey Hall at 2:00 PM on March 27th. Robing and assembling of members of the platform party, faculty, and official delegates will take place in the Rose Garden Center directly across the street from Harvey Hall. Seating arrangements will be made for 1200 to 1500. The inauguration should be completed by 3:30 PM.
- (5) Although there will not be a reception following the inauguration, President Stewart will greet those who attended the inauguration in the foyer of Harvey Hall after the ceremony.
- (6) An Inaugural Ball will take place at 8:00 PM on March 27th in Harvey Hall. The President, family, and perhaps the Inaugural Speaker and the Board of Regents will form a reception line for guests entering the ball. Seating for the ball will utilize tables with decorations and will accommodate approximately 800. Music will be provided from 8 until 12 for dancing. At 9:30 PM a caterer will provide light refreshments. Midnight will end the official inaugural events.

The following items are details concerning the execution of the above plans:

- (1) Invitations will be mailed in late November or early December and will include a return postage card to indicate which events the guest will attend.
- (2) Those responding positively to our invitation will be mailed a reminder and detailed information concerning the location and times of the inaugural events. In addition, out of town guests will be sent information to assist them in transportation, housing, etc.
- (3) Following the inauguration, those who attended the inauguration will receive a special edition of the Texas Eastern University Forum which will focus on the inauguration.
- (4) A professional photographer will be employed to produce an official portrait of the President and provide coverage on all inaugural events.
- (5) A mace for Texas Eastern University will be created and used for the first time at the inauguration of President Stewart.
- (6) A medallion will be created for Texas Eastern University and used for the first time at the inauguration of President Stewart.
- (7) The official program for the inauguration will be approximately 9 x 12 in size with 12 pages. The program will focus attention on James H. Stewart, Jr. and Texas Eastern University.
- (8) Attached is a tentative budget for the inaugural celebration.

GLM:mm

Attachment