

Mrs. Conklin:

Show
Aug 19, 1959

Below is a list of the "things" to remember that Mrs. Carse passed on to me last year pertaining to our Annual affair at the Club. Some of this does not pertain to this year's affair - however, I'm passing it on to you in full.

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- 1- Ask Ken Schenck and House Committee Chairman if you can have it at Maidstone Club. Wednesday is usually a good day as there is no dinner at the Club that night.
- 2- Get Dress Box and Carousel for clothes and agree on date.
- 3- Get about 20 children models and 8 to 10 adult models.
- 4- From Star - order 750 invitations - return cards and envelopes to Treasurer of benefit (use about 200 tickets). Order "thank yous" and tickets, but first check stock on hand.
- 5- At Post Office get 750 large stamped envelopes.
- 6- Double check list.
- 7- Have meeting to send out invitations.
- 8- Get pianist for Fashion Show. Usually pay \$20.00.
- 9- Mrs. Chauncey arranges table.
- 10- Good idea to have M.C. for Fashion show. People like to know the names of children especially; also the line and type of clothes.
- 11- The Service Club takes care of the tea and donates food. ~~The~~ Club did not have enough punch cups last time. Get more cups from LVIS or some place - or - use old fashioned glasses.
- 12- Give Mr. Schenck \$20.00 for staff help.
- 13- Check microphone before people get there to be sure in working order.
- 14- Mrs. Carr has the cards and score pads.
23 tables used for cards.
- 15 -Get door prizes - they are well liked - need about 3. Get numbered tickets (the small white ones). This way we can also tell how many come. Give all Service Club members tickets.