

### Invitations and Program Cards

400 invitations and 400 program cards (like attached samples) were purchased from E. A. Wright Co., Broad and Huntingdon Sts., Philadelphia, Penn. The invitations were engraved; program cards printed to match the engraving. A single envelope was used instead of the usual double envelopes. Correspondence regarding them was begun April 1. The invitations and cards were received May 4.

#### Student Guests

Senior students were asked to come to Miss Vaughan's office to get the four invitations allowed each one. A record was kept of the names of the seniors' guests, in order that replies to Miss Vaughan could be checked on the list. The program card was enclosed with each invitation. (See suggestion for next year). The students themselves addressed and mailed them. Miss Vaughan wrote on each admission card the name of the person to receive it.

There was considerable demand for more than the four invitations each senior could have. Those who needed more were asked to find some other senior who did not need her four. Of the 212 allotted (53 seniors, with four each) only 175 student guests came.

#### Official Guests

On May 9 invitations were mailed out to 114 official guests, consisting of the following classifications: trustees and their wives or husbands; ex-trustees and their wives or husbands; ex-faculty and staff and their wives or husbands; ex-students who had entered College with the graduating class (husbands not included); members of the Bennington College Conference in June 1930 and their wives or husbands; a selected group of people from Bennington. (See attached lists) Fifty of the 114 came to Commencement.

#### Follow-up Letter

On May 26 there were a good many invitations which had not been answered. To these people the follow-up letter (copy attached) was sent. These letters were printed by Keeseman & Bennett, Bennington.

#### Hotel Accommodations

The attached printed slip listing possible hotel accommodations were to be sent to official guests whose accommodation was not being arranged by the College (Mrs. Leigh in charge). It was intended to make such arrangements for the trustees only, but others were arranged for, and it proved that these printed slips were not needed. Not more than three or four were sent.

HVaughan