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Founding Celebration

1-2000

2000 Founder's Day Planning Documents Displays

Illinois State University

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Date: Sat, 22 Jan 2000 09:31:11 -0600
From: "Barbara L. Nourie" <blnourie@ilstu.edu>
Subject: Founder's Day display
X-Sender: blnourie@mail.ilstu.edu
To: jbbrogoc@ilstu.edu
Cc: bldalli@ilstu.edu
X-Mailer: QUALCOMM Windows Eudora Pro Version 3.0.3 (32)

Joyce, Barb Dallinger from Bone SC called about our needs for electricity on Founder's Day - wondered whether we need token ring/ or ethernet?? My belief is "no," but I'll let you respond to Barb officially - see e-mail above. also her directline at BSC is 8-8540. thanks - bn

From: Andy Gordon
To: Dallinger, Barbara
Date: 1/27/00 6:37PM
Subject: Re: Founders Day

I think we can probably do that.

>>> Barbara Dallinger 01/27/00 02:38PM >>>
Andy

The College of Ed returned my call. They don't need any kind of connection like a token ring or ethernet. Just good old basic electricity to run a power point program on their own equipment.

Thanks much!

>>> Andy Gordon 01/20/00 06:35PM >>>
anything is feasible. are they talking about an electrical outlet or are they talking about a token ring or ethernet outlet. we can probably do it but we would need to find out where they are in the scope of the room setup first.

>>> Barbara Dallinger 01/20/00 04:42PM >>>
Hi Dave and Andy -

I got a phone call from the College of Education re: Founders Day set up. They are going to be using a power point presentation and would like to be as close to an outlet as possible.

Sound feasible??

Thanks much -

Barb Dallinger
Coordinator, Information and Visitor Services
University Advisor/Fiscal Agent - PRIDE
Illinois State University
2640 InfoCentre
Normal, IL 61790-2640
Phone: 309-438-8540
FAX: 309-438-5167

"Students are candles to be lit, not bottles to be filled." Gregory Roberts

Date: Thu, 03 Feb 2000 08:14:06 -0600
From: Julie Barnhill <jtbarnh@ilstu.edu>
Subject: Re: Another Founders Day Question
X-Sender: jtbarnh@mail.ilstu.edu
To: Barb Dallinger <bldalli@ilstu.edu>
X-Mailer: QUALCOMM Windows Eudora Pro Version 4.2.2

Sounds good to me. Have a good day.

At 04:39 PM 2/2/00 -0600, you wrote:

Stacey Marshall Kern called with a question. Can their display be set up outside of the Circus Room?? (their display is 10 feet tall)

Thanks much!

Barb Dallinger
Coordinator for Information and Visitor Services
University Advisor/Fiscal Agent - PRIDE
Illinois State University
2640 InfoCentre
Normal, IL 61790-2640
Phone: 309-438-8540
FAX: 309-438-5167

"Students are candles to be lit, not bottles to be filled" *Gregory Roberts*

ILLINOIS STATE
UNIVERSITY



Office of Human Resources

101 Nelson Smith Building
Campus Box 1300
Normal, IL 61790-1300
Main Office: (309) 438-8311
Facsimile: (309) 438-7421

TO: Founder's Day Display Participants
FROM: Jan Bremner *Jan Bremner*
DATE: February 8, 2000
RE: Founder's Day Displays Equipment Request

On behalf of the Founder's Day Committee, we are pleased that your department/unit will provide a display as part of the activities. Attached is a list of the participating units with a tentative general location assignment and equipment already requested. The displays will only be set up for one day, **Thursday, February 17, 2000**. Below are set-up instructions and a request for any additional equipment information.

Set-Up/Take-Down Instructions for Units

8:00 a.m. - BALLROOM/CONCOURSE – Display set-up may begin.
Upon arrival at Bone Student Center, Barb Dallinger, Rebecca Landau or Jan Bremner will be there to take you to your location.

11:00 a.m.-5:30 p.m. – The ballroom is open and displays set up there are available for viewing. (Displays in the concourse are available for viewing from the time you set them up until approximately 5:30 p.m.)

5:00-5:30 p.m. – Remove displays at signal from Jan Bremner. All displays must be removed by 5:30 p.m.

Available Upon Request

1 8' Table (cloth draped)
1-2 Easels

Do you need anything else? Please contact Jan Bremner or Barb Dallinger by Tuesday, February 15th, with any needs not already shown on the attached.

Questions About Set-Up? Need Assistance?

Contact Jan Bremner at 438-8311, fax 438-7421, or e-mail at jbremner@ilstu.edu.

(Both an e-mail and hard copy are being distributed.)

JB:ky
Attachment

cc: Barb Dallinger
Rebecca Landau

Tentative Location*	Unit	Equipment Requested
BALLROOM	Lab School	1 table
BALLROOM	College of Education	Electricity - <i>banner stand</i>
BALLROOM	Child Care	2 tables
CONCOURSE	Millenium Girls	Electricity, VCR/monitor
BALLROOM	Inauguration	
BALLROOM	Plaques	2 easels
BALLROOM	Flag	
BALLROOM	Judith Ivey	
CONCOURSE	Consider the Children	Table
CONCOURSE	Expanding Horizons	

Free Exhibit 1 table

*You will be contacted should your general location be revised.

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DATE: February 8, 2000
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(Both an e-mail and hard copy are being distributed.)

JB:ky
Attachment

cc: Barb Dallinger
Rebecca Landau

Tentative Location*	Unit	Equipment Requested
BALLROOM	Lab School	1 table
BALLROOM	College of Education	Electricity
BALLROOM	Child Care	2 tables
CONCOURSE	Millenium Girls	Electricity, VCR/monitor
BALLROOM	Inauguration	
BALLROOM	Plaques	2 easels
BALLROOM	Flag	
BALLROOM	Judith Ivey	
CONCOURSE	Consider the Children	Table
CONCOURSE	Expanding Horizons	

*You will be contacted should your general location be revised.

	Unit	Equipment Requested
BALLROOM	Metcalf/U-High (Lab School)	2 tables, 2 easels
BALLROOM	College of Education	Electricity, 2 easels, (table?)
BALLROOM	Child Care	2 tables
CONCOURSE	Millenium Girls	Electricity, VCR/monitor
BALLROOM	Inauguration	Need nothing
BALLROOM	Plaques	2 easels (draped), (back-up book cradles)
BALLROOM	Flag	Need nothing
BALLROOM	Judith Ivey	Table
CONCOURSE	Consider the Children	Table, 2 easels
BALLROOM	Expanding Horizons	Table

Rebecca Landau
(Ewing person)

ask Julie

Flag?

banners for College

explanation for gates plaque

skirt tables? drape?

88843

Lab School - 1 table

College of Ed - electricity

Child Care - 2 tables, security

Mil Skills - elec., VCR Monitor, Security
Concourse near Circus
& Cons. Children

Inauguration - Concourse

Plaques - Inside Ballroom?

Flag - where, how to hang?

Ivory - in Ballroom

stainless steel pins
Flag to hang

book cradles for
plaques?

tape measuring
light on plaques

85416

* FAX TO Barb
TE

Post-it® Fax Note	7671	Date	2/7	# of pages	1
To	Barb Dallinga	From	Jan Bremner		
Co./Dept.		Co.			
Phone #		Phone #	8833-2		
Fax #	85147	Fax #			

310 Hovey Hall
 Campus Box 4040
 Normal, IL 61790-4040
 Telephone: (309) 438-2583
 Facsimile: (309) 438-7912

January 21, 1998

TO: Founder's Day Display Participants

FROM: ~~Clifton Jones, University Library (e-mail - cljones@rs6000.cmp.ilstu.edu)~~
~~Sandy Little, Graduate School/DRU (e-mail - slittle@rs6000.cmp.ilstu.edu)~~

RE: Founder's Day Displays-Equipment Request

On behalf of the Founder's Day Committee we are pleased that your Department/Unit will provide a ~~historical~~ display as part of the activities. Attached is a list of the participating units. The displays will only be set up for 1 day, Tuesday, February 17, 1998. Below are setup instructions and request for equipment information.

Setup/Take down Instructions for Units

- 8:00 a.m. BALLROOM ^{Concourse} - Display setup begins *upon arrival at BSC, BO or JB will be there to take you to the location.*
- 11:00 a.m. - 3:00 p.m. - Displays available for viewing
- 4:30 p.m. or as soon as the Convocation is finished - Take down displays and remove items from the BALLROOM
- 5:00 - 5:30 p.m. - All displays ^{must} need to be removed at signal from JB.

Available Upon Request

- 1 - 8' Table (cloth draped)
- 1-2 Easels

Please contact ~~Judy Keenan in the Graduate School. Phone: 438-3006, FAX: 438-7912 or e-mail: jll@rs6000.cmp.ilstu.edu~~
 Jan B. 307

Questions About Setup? Need Assistance?

Contact ~~Martin Jackson at 438-5719 at Bond Student Center~~
 Jan Bremner at 438-5311, FAX 438-7912 or e-mail jbremner@ilstu.edu.

(Both an e-mail and hard copy are being distributed)

cc: ~~Judith Riggs~~
~~Martin Jackson~~

Post-it® Fax Note	7671	Date	1/4/00	# of pages	1
To	Jan Bremner	From	Sandy Little		
Co./Dept.		Co.			
Phone #		Phone #	8-2583		
Fax #	8-7421	Fax #			

be downstairs
@ 8:30

3 in concourse

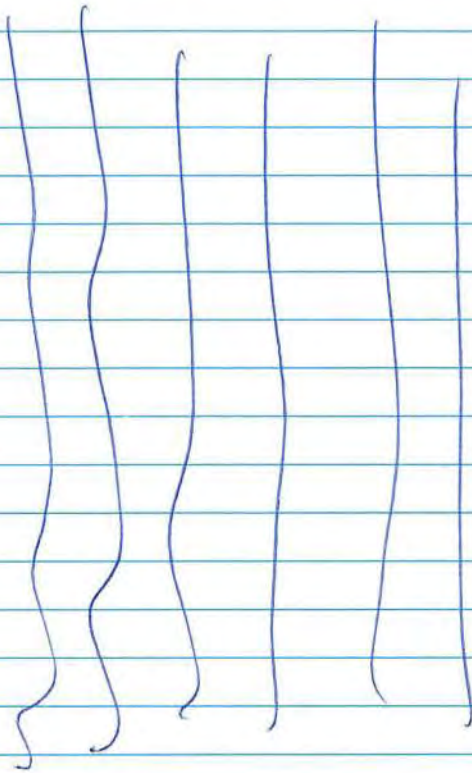
1 circus

2 Spotlight

Screen

Inag.

Stage



Children

reception

CoE Lab

↑ ↑



Joy

Play.

Founders Day Exhibit Schedule

The InfoCentre Staff has been asked to help “guard” the Founders Day displays in the Ballroom. Please sign up for hours you would be available. (Yes – you’ll get paid. Yes – you have to wear your blazer and your InfoCentre name tag so they know it’s us.)

Thursday, February 17th

Time	Name
9.00 a.m.	
10:00 a.m.	
11.00 a.m.	ASA HOLMES ✓
12:00 p.m.	Cory Manno ✓
1:00 p.m.	Cory Manno ✓
2:00 p.m.	Brian ✓
3:00 p.m.	Brian ✓
4:00 p.m.	Jeff ✓
5:00 p.m.	Jeff ✓