

Office of Advancement  
Alumni Affairs, Foundation and Spec  
140 Seventh Avenue South, SNL 100  
FAX (727) 553-3163

Fall Commencement  
Dec. 15, 2002, at 2 p.m.  
Mahaffey Theater

Please advise  
at your convenience.  
Thanks.

To: John Collins

Company: \_\_\_\_\_

Fax: 3-1131

Phone: \_\_\_\_\_

Attached are the RSV

1. POD luncheon - do  
(23) pla  
- foc

Pre-  
2. Commencement Reception - I added the names you gave  
(67)

- Admit One -  
**Fall Commencement**  
December 15, 2002, at 2 p.m.  
Mahaffey Theater

**USF** **University of**  
**South Florida**  
St. Petersburg

1861

Ludsy

Phone: 3-1842

2-10-02

Including cover sheet: 4

ized to date.

ditional people that  
ston? Herm? Steve?)  
; I'm fearful of reducing  
food because + suspect some faculty  
will attend w/o RSVP - your thoughts?

me this morning, making 67 attendees to  
date.

- When you contact the others, can you  
please check to see if they will be staying  
for Commencement? seats are at a  
premium and I'm trying to determine how  
many seats are needed for VIPs.

- Should we bump the food order? usually  
people just nibble - but this is a large  
contingent of "new" guests. we've ordered  
for 60 (but punch for 75).