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Letter to William Cooper regarding SEAALL Breakfast Meeting, May 26, 1982

Ed Edmonds

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COMPLETE AND MAIL TO:

Mr. William L. Cooper  
Dykema, Gossett, Spencer, Goodnow & Trigg  
35th Floor  
400 Renaissance Center  
Detroit, Michigan 48201

I am responding for Southeastern Chapter (Breakfast)  
(Chapter, SIS, Committee, Group)

and will be responsible for the signature and payment responsibilities as outlined in the memorandum from the Executive Director.

We plan to pay for food service and/or audio/visual equipment at the time of the Annual Meeting, to the Food Service Committee or to the Treasurer.

X We prefer to be billed for food and audio/visual services after the Annual Meeting.

Ed Edmonds, Secretary/Treasurer  
Southeastern Chapter of A.A.L.L.  
Marshall-Wythe School of Law  
DATE College of William and Mary  
Williamsburg, Virginia 23185  
Date: May 26, 1982
TO: Ms. Anne S. Towles
SOUTHEASTERN CHAPTER BREAKFAST

SUBJECT: FOOD SERVICE AND AUDIO/VISUAL SERVICES - DETROIT ANNUAL MEETING

May 13, 1982

You are receiving this memorandum as you make arrangements for a food function and/or audio-visual equipment for the forthcoming 1982 Detroit Annual Meeting. If you are the individual who is to handle payment for those scheduled services, you are receiving this information also.

Please review the following, and please complete the enclosed form and return it to the Detroit Annual Meeting Treasurer before June 1, 1982.

FOOD SERVICE:

In order for any food service to be charged against our master account at the Westin Hotel, you will be asked to sign a "count" at the end of your scheduled event. This will be co-signed by a representative of the Food Service Committee and the individual from the hotel responsible for service. By doing this, all concerned will be in agreement with the charges.

By now, you have received information from the Local Arrangements Committee on guarantees for your function, and you have received their instructions on how to make changes. You will be billed for your guarantee or for the actual number served - whichever is greater. So, if you have a need to adjust your guarantee, please be sure to follow the instructions you have already received.

PAYMENT:

Payment for any function which involves food service can be made by check, payable to the "American Association of Law Libraries" or to the "1982 AALL Convention Association." You may make payment by check at the time you have your function to the Food Service Committee representative who will stop in, pay the Treasurer before you leave, or make payment by check when you receive an invoice from the Treasurer within a week following the Annual Meeting. Payments for all food functions are to be made prior to July 1, 1982.

We will not accept cash payments at the Annual Meeting. We do not have an appropriate way to control and handle cash, and we are sure you will agree that we do not want to place the responsibility and personal risk on anyone. If you do collect for your function, you can have this converted into a check locally for payment. Of course, receipts for payments will be provided upon request.
AUDIO/VISUAL SERVICE:

In the event that you have a need for any audio/visual equipment for your function or meeting, arrangements should be made no later than June 5, 1982 directly with Bernice C. Frank, Local Arrangements Committee Chair. (313) 972-7895. The audio/visual company at the Westin Hotel needs time to make necessary arrangements to insure that all requested equipment is available, so please be sure to contact Bernice by June 5, 1982.

Payment for audio/visual equipment can be made in the same manner described previously for food service. If payment is not made at the Annual Meeting, you will be billed by the Treasurer immediately afterward, and payment should be made by July 1, 1982.

We hope you will understand why it is important to spell out these guidelines in advance. We need to be sure that charges are made properly to our master account at the Westin Hotel, and it is most important that we settle all of our accounts just as soon as possible after the Annual Meeting.

Please complete the enclosed form, and return it to the Annual Meeting Treasurer, William L. Cooper by the end of May, 1982. He needs the requested information to properly make plans for collections and billing.

If you have any questions or concerns, please feel free to call the Treasurer (313) 568-6696.

The Local Arrangements Committee has done an outstanding job in preparation, and I know that you will enjoy the 1982 Detroit Annual Meeting.

Cordially yours,

WILLIAM H. JEPSON
Executive Director