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## **Prairie View Alumni And Ex-Students Association**

Prairie View A&M College

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**PRAIRIE VIEW ALUMNI AND Ex- STUDENTS ASSOCIATION**  
**Prairie View, Texas**  
**August 12, 1963**

**To: The Homecoming Activities Committee:**

<b>Dr. J. L. Brown</b>	<b>Mr. L. C. McMillan</b>
<b>Dr. E. M. Norris</b>	<b>Mr. H. E. Fuller</b>
<b>Mr. A. G. Hilliard</b>	<b>Mr. A. E. LeBeaux</b>
<b>Mr. G. W. Adams</b>	<b>Dr. S. W. Collins</b>
<b>Mrs. Emma Harrell</b>	<b>Mr. H. A. Perkins</b>
<b>Mrs. R. L. Evans</b>	<b>Mr. C. L. Wilson</b>
<b>Dr. John Murphy</b>	<b>Mr. O. J. Thomas</b>
<b>Dr. C. A. Wood</b>	<b>Dr. J. W. Echols</b>
<b>Dr. T. R. Solomon</b>	<b>Dr. R. W. Lewis</b>
<b>Mr. J. L. Boyer</b>	

**From: Dr. E. W. Owens, Chairman**

**There will be a meeting of the Homecoming Activities Committee  
Wednesday, August 14, at 2:00 p.m. in the Orbit Room in the Memo-  
rial Center.**

**Please be present so that we might begin plans for Homecoming.**

PRAIRIE VIEW ALUMNI AND EX-STUDENTS' ASSOCIATION  
Prairie View, Texas

August 15, 1963

Dear Co-worker:

As you probably know by now the alumni association and the college administration have been working out plans for the past nine months which would enable the entire college to play a larger role in the promotion of the Homecoming program. President Evans has appointed a committee composed of alumni and college employees to draw up plans for the 1963 Homecoming which would call for close joint cooperation in presenting a calendar of activities that comports favorably with the prestige of the college and its alumni.

The committee, appointed by the President, has made its plans, including the personnel needed in each category, and received approval of them from the administration and alumni. These plans include you. The attached sheets indicate the kind of assistance that will be needed from you. We hope you will find it convenient to work in the capacity your services are sought. If you have any questions regarding your assignment any member of the committee appointed by the President, or any member of the Executive Cabinet of the college or alumni association can give you clarification.

It will be necessary for the President and association to have a report before September 1 in regard to the budget needed for carrying out the various assignments. Consequently, we are asking you to call your committee together, make plans for carrying out your duties, and present your plans and budget to the steering committee chairman by August 24.

We shall be gratified for your assistance and cooperation.

Very truly yours,

*E. W. Owens*

E. W. Owens, Chairman

J. L. Brown, Co-Chairman

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**PRAIRIE VIEW ALUMNI AND EX-STUDENTS ASSOCIATION**  
**Prairie View, Texas**  
**August 12, 1963**

**Homecoming - 1963-64 School year**

**Planning Committee**

<b>Dr. E. W. Owens, Chairman</b>	<b>Mr. L. C. McMillan</b>
<b>Dr. J. L. Brown, Co-Chairman</b>	<b>Mr. H. E. Fuller</b>
<b>Dr. E. M. Norris</b>	<b>Dr. S. W. Collins</b>
<b>Mr. A. G. Hilliard</b>	<b>Mr. A. E. Lebeaux</b>
<b>Mr. G. W. Adams</b>	<b>Mr. H. A. Perkins</b>
<b>Mrs. Emma Harrell</b>	<b>Mr. C. L. Wilson</b>
<b>Mrs. R. L. Evans</b>	<b>Mr. O. J. Thomas</b>
<b>Dr. John Murphy</b>	<b>Mr. J. L. Boyer</b>
<b>Dr. C. A. Wood</b>	<b>Dr. J. W. Echols</b>
<b>Dr. T. R. Solomon</b>	<b>Dr. R. W. Lewis</b>

**Committee Assignments - Duties**

**I. Theme Committee -----Mr. L. C. McMillan, Chairman**  
**Dr. R. W. Lewis, Co-Chairman**

- 1. Select appropriate theme - Commensurate with orientation theme.**
- 2. Submit selected theme to Public Relations Office**
- 3. Follow through with dissemination of theme - with Public Relations Office**

**II. Courtesy Committee ----- Dr. S. W. Collins - Chairman**  
**Miss Arlene Pierce - Co-Chairman**

- 1. Coordinate student courtesy activities - (clubs, etc.)**
- 2. Provide assistance (ushers, checkers) at Vesper Program, Alumni Dance and Information Booth**
- 3. Special efforts on part of student and staff to share where need be and extend special courtesy during this week.**
- 4. Asking staff on and off Campus to invite guest to their homes - The invitation is extended by keeping porch lights on.**
- 5. Prepare an information kit to passed out at information booth.**

**III. Housing -----Mrs. R. L. Bland Evans, Chairman  
Dean H. E. Fuller - Co-Chairman**

1. Provide housing - By reservation procedures
2. Check availability on housing for re-union classes and other guest with staff members, in particular class mates.

**IV. Dining Facilities ---- Dr. T. R. Solomon, Chairman  
Mr. J. L. Boyer, Co-Chairman**

1. Check the availability of securing meals at designated hours at the Memorial Center Cafeteria and Dining Hall Cafeteria.
2. Supply Information Office with time and rates.
3. Coordinate schedule, program and availability of meals.

**V. Transportation ----- Dean C. L. Wilson - Chairman  
Mr. J. E. Hill- Co-Chairman**

1. Provide transportation from bus and train facilities
2. Make known and provide transportation from airport.
3. Post bus schedule at Information Booth.

**VI. Breakfast Dance -----Mr. Samuel Montgomery - Chairman  
Mr. U. S. Wallace - Co-Chairman**

1. Completely organize breakfast dance activities (sale of tickets, securing band, time, etc.)
2. Send schedule pertaining to time and rates to Information Office.
3. Supply Alumni Office with special announcement to club presidents.

**VII. Miss Homecoming Committee -----Dr. John Murphy - Chairman  
1953 Class representative - Co-Chairman**

1. Give needed assistance in the selection of Miss Homecoming.
2. Purchase flowers - other ornamental necessities.
3. Make arrangements and prepare budget for the entertainment.
4. Make necessary housing arrangement with Housing Committee.
5. Prepare budget.

**VIII. Float and Parade Committee - Mr. J. J. Woods, Chairman, Dr. E. M. Norris, Co-Chairman, Mr. Eric Johnson, Marshall of Parade, Mr. Luther Francis, Consultant on float specifications**

1. Coordinate parade activities
2. Select judges
3. Communicate with clubs and participants in the parade on minimum requirements, time, place, etc.

**IX. Half Time Activities -----Dr. J. W. Echols, Chairman  
Mr. A. G. Hilliard- Co-Chairman  
Mr. Samuel Montgomery**

1. Secure transportation for the following: President Evans, Mr. Hilliard, The Chairman of the Board and Miss Homecoming.
2. Prepare program for half time activities
3. Have program printed and disseminated.
4. Follow through program with presentation at halftime.
5. Check for certain - to have only one program of activities printed representing the college.

**X. Decorations -----Mr. Joe Phillips, Chairman  
Mr. A. E. LeBeaux, Co-Chairman**

1. Construct and install appropriate welcome sign.
2. Construct and install information booth.
3. Communicate with building supervisor pertaining to cleaning and decorating buildings.
4. Make inventory and prepare budget.

**XI. Campus beautification -----Mr. H. E. Perkins, Chairman  
Mr. Claude Clark, Co-Chairman**

1. Clean campus before and after Homecoming.
2. Beautify Campus
3. Place appropriate signs, pennants from entrance to Highway.
4. Contact Highway Department in regard to mowing entrance from the Highway.

**XII. Sunday Activities Committee -----Mr. O. J. Thomas Chairman**  
**Mrs. R. L. Bland Evans, Co-Chairman**

1. Select appropriate entertainment
2. Coordinate activities (meals, housing, transportation, special equipment and supplies needed).
3. Submit budget.

**XIII. Public Relation and Publicity - Dr. C. A. Wood, Chairman**  
**Mrs. L. C. McMillan, Co-Chairman**

1. Print announcements
2. Dedicate November issue of Standard to Alumni Association
3. Send announcements, schedules, etc. to all clubs and members.
4. Disseminate in September and October issue of Standard, information pertaining to Homecoming.

**XIV. Announcement on Field - Commandant Fearing, Chairman**  
**Mr. L. Weatherspoon - Co-Chairman**

1. Announce Game
2. Give information on seating

**XV. Traffic and parking -----Mr. J. E. Hill, Chairman, Military Department, Mr. Scott McKinzie, Mr. V. L. Freeman, assistants**

**XVI. Budget Committee -----Dr. E. W. Owens, Chairman**  
**Dr. J. L. Brown, Co-Chairman**  
**Homecoming Planning Committee**