

UNIVERSITY OF MINNESOTA

Process for ordering invitations for University award presentations: OAA, Honorary Degree, Award of Distinction, and Alumni Service Award (See invitation samples on pages 2 and 3 of this pdf.)

1. Submit order form to Bob Swoverland at Printing Services by fax (612-626-9500).
2. Printing Services will send a pdf proof within two working days.
3. After proof is okayed, Printing Services will produce and deliver invitations within three working days. (An assembled invitation will be enclosed so the client will know how to put it together.)
4. Client may want to ask Addressing and Mailing to inkjet the return address and mailing address on envelopes for \$75 (approximate price for up to 1,000 envelopes). Call A&M at 626-0222.

Contact info:

Contact name _____ Order date _____
Dept. or college _____
CUFS number and billing address _____
Phone _____ E-mail (for pdf proof) _____

Invitation copy:

Award recipient name _____
Name of award _____
College _____
Time and date of event _____
Event venue and address _____
R.S.V.P. date _____
R.S.V.P. contact (name, phone, e-mail?) _____
Contact name and number for disability accommodations _____

Need a map or insert?

- No map Coffman, McNamara, Northrop, or Weisman Eastcliff Ted Mann
 Custom map (extra charge and time required; call Bob for more information, 625-1518)
 Optional insert (no extra charge if chosen instead of map)

Quantity at \$1.50 per invitation _____ Total \$ _____

Each set includes: invitation, translucent sheet, envelope, and insert (map or other insert)

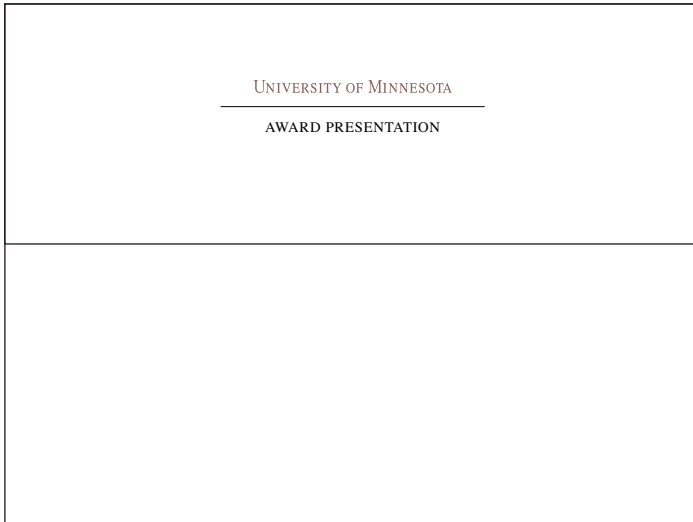
Delivery info:

Name _____
Address _____

Invitation, envelope, and translucent insert



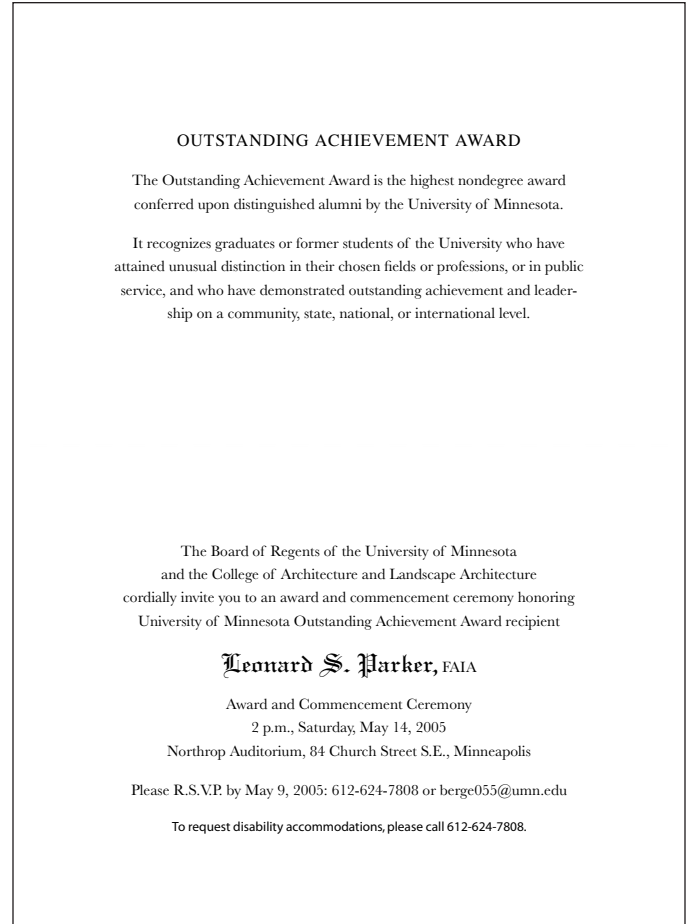
Invitation—folded



Envelope



Translucent insert



Invitation—inside

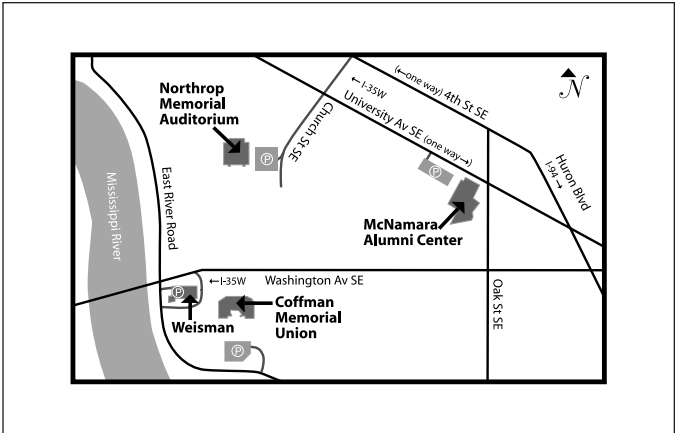
*Optional inserts (one insert or map is included in the \$1.50 per set price.
Call Bob for pricing on two inserts or a custom map.*

In addition to honoring Leonard S. Parker, FAIA, the College of Architecture and Landscape Architecture celebrates and honors the accomplishments and contributions to the University and the community made by CALA's award recipients.

Stanford O. Anderson, B.A. '57, Alumni Achievement Award
Beverly Hauschild-Baron, Outstanding Service Award
J. Stephen Weeks, Frederick Mann Award for Disciplinary Service
Laura Musacchio, Roy Jones Award for Outstanding Research/Creative Practice
Richard Murphy, Ralph Rapson Award for Distinguished Teaching
Nina Archabal, Commencement Speaker

See invitation to CALA Luncheon on back.

Optional insert—side one



Map—Coffman, McNamara, Northrop, or Weisman

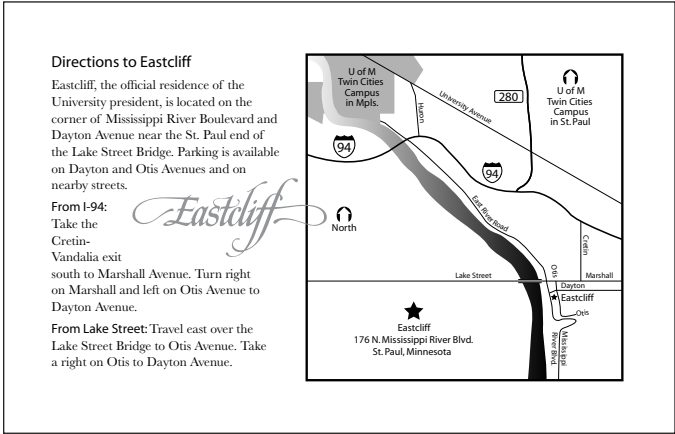
College of Architecture and Landscape Architecture
 Dean Tom Fisher invites you to

CALA Luncheon
 Noon, Saturday, May 14, 2005
 Library (2nd floor of the addition), Ralph Rapson Hall, 89 Church Street S.E.

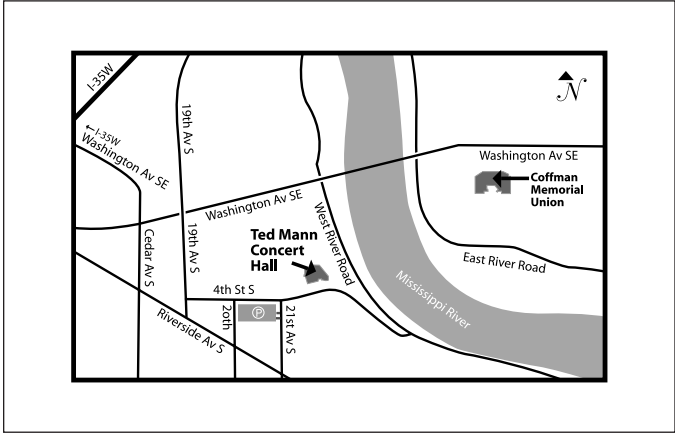
Please R.S.V.P. by May 9, 2005: 612-624-7808 or berge055@umn.edu

Award and Commencement Ceremony immediately follows the luncheon
 2 p.m., Northrop Auditorium

Optional insert—side two



Map—Eastcliff



Map—Ted Mann Concert Hall