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30th Anniversary Salute  
Subcommittee on Printing/Awards/Memorabilia  
Progress Report

Date: 9/19/90

Subcommittee Members

Toni D. O'Neal, Co-Chair  
Dwaune Pete, Student Co-Chair  
Tina Dunkley, Art Gallery Curator, CAU  
Lev Mills, Chair, Fine Arts, Spelman (not active)  
Art Robinson, Project Officer, CDC (not active)

Award Design Competition

The graphic design submitted by Georgette Baker was accepted as the official logo for the event.

Georgia Power has agreed to handle the following printed items: the invitation package, which includes a four-fold invite, imprinted outer envelope, response card, and imprinted response envelope; award banquet program (8-page including cover); and the community leader's frameable award.

The invitation copy has been delivered to Georgia Power. Delivery date for the envelopes is no later than October 1; the rest of the invitation package will be delivered no later than October 3.

The copy for the program must be at Georgia Power no later than October 1. Delivery date is no later than November 7, 1990.

The artwork and copy for the award will be submitted to Georgia Power Tuesday, September 25. The award will be delivered for framing no later than October 19. The delivery date for the framer is no later than November 7. (A framer must still be selected; suggestions or recommendations are welcomed.)

Shelia Banks, Georgia Power's coordinator on this project, has made an excellent suggestion for addressing the envelopes. All envelopes for dignitaries and honorees can be hand addressed by volunteers from sororities. (The sororities can count this as a civic project.) The rest of the invitations can be labeled.



Copy for all other programs and invitations to be handled in the Clark Atlanta University Print Shop should be delivered to Toni O'Neal, Trevor Arnett Hall, 2nd floor, no later than Monday, October 1. Time must be allowed for typesetting, layout and design and proofing at several stages. Even if all of your information has not been confirmed submit the copy that you have with dummy names or information.

Charnell Holloway in Spelman's Fine Arts Department was asked to submit a design (sculpture in metal) for the honoree's awards. She was unable to attend today's meeting, but has been sent a package of information on the event.

Kathy Haper, a local glass blower, has submitted several concepts for review. The designs have been given to Mrs. Cole for review. Ms. Harper also submitted a quote for fabricating the designs (quote was inclusive of every aspect of the production except the cost of engraving the plate on the base of the award.

#### Memorabilia/Printing

Again, according to our timetable, it is time to submit rough draft copy and ideas for all printed materials, i.e., recognition certificates, posters, banner, invitations and programs.

#### Unresolved Matters

Budget - The subcommittee is still waiting to receive a budget for designing and production of awards and memorabilia, and the printing of invitations and programs.