

DEMOCRATIC NATIONAL COMMITTEE

Elizabeth R. Smith
212 Sutter Street
San Francisco 8 California

DOuglas 2-7020

M E M O R A N D U M

If you have not already received it, you may expect to have your invitation to the Inauguration Ceremonies in hand in the next day or two.

In order that we can provide the Inaugural Committee with necessary information, it is important that you fill out the enclosed card and return it to us at once.

Please examine the envelope in which you received this letter. Your invitation will be sent to you as we have addressed you here. If there is any change as to name, address or number of invitations required PLEASE LET US KNOW AT ONCE.

Also .. if you are planning to attend the Inaugural and have not made your housing arrangements PLEASE COMMUNICATE AT YOUR EARLIEST CONVENIENCE WITH

Mrs. Polly Schackelton
Inaugural Housing Committee
Liberty Loan Building
14th and D Streets, S.W.
Washington 25, D. C.

You will receive an additional communication from the Washington office advising you that parade tickets are \$3.00, \$5.00, \$6.00, \$8.00, \$10.00, \$12.00, \$15.00, and \$25.00, the \$25.00 figure being price per seat in boxes opposite the Presidential reviewing stand. On the enclosed card there is a line on which you should indicate whether you would like any of the higher priced seats and, if so, how many. This is for information purposes only, AND IS NOT A RESERVATION. ALL RESERVATIONS MUST BE MADE BY YOU, PERSONALLY, WITH THE INAUGURAL COMMITTEE IN WASHINGTON.

Please call Mrs. Cyr Copertini at DOuglas 2-7020 in San Francisco with any inquiries you may have.

Elizabeth Smith