# Simon Fraser University Archives and Records Management Department

# **Finding Aid - Ceremonies and Events Office fonds (F-91)**

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# **Ceremonies and Events Office fonds**

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# **Summary information**

**Repository:** Simon Fraser University Archives and Records Management

Department

**Title:** Ceremonies and Events Office fonds

**ID:** F-91

**Date:** 1963-2019, predominant 1963-1995 (date of creation)

**Physical description:** 3.41 m of textual records

**Dates of creation,** Finding aid prepared by Frances Fournier, Enid Britt, Annemarie

**revision and deletion:** Crawford (April 2003). Updated by Frances Fournier (November 2004);

Lisa Beitel (January 2006); Frances Fournier (November 2006); Frances

Fournier (October 2007); Richard Dancy (May 2009); and Marcia

Beacham Fuller (2011).

Note [generalNote]:

DATES OF CREATION

The predominant dates are 1963-1995. The only records that post-date 1995 are the Convocation booklets that are received twice

yearly by the Archives and added to the fonds.

# Administrative history / Biographical sketch

#### Note

The Ceremonies and Events Office manages and produces Simon Fraser University's ceremonial, social, fundraising and special events and maintains SFU's traditions and protocol. It is the main office (along with the Registrar's Office) responsible for Spring and Fall Convocation ceremonies.

The Office coordinates many other events throughout the year, primarily for the President's Office, University Advancement and Alumni Relations. The office responsibilities include formal university events such as building openings; ceremonies such as SFU Remembers; donor recognition events; staff/employee recognition and awards events.

Prior to 1982, the Registrar's Office was responsible for convocation ceremonies, while the President's Office organized other ceremonial functions. Over the years, the title "Ceremonies Officer" was used by various university staff in the Registrar's Office.

In February 1982 the position of Director of Ceremonies was formally created when Donna Laws, assumed this position in addition to her role as Secretary to the Board of Governors. She held both positions until her retirement in 1993, when she was succeeded as Director of Ceremonies by her long-time associate, Marilyn Pankratz. The position of Secretary to the Board of Governors was taken over by another university staff member.

The Director of Ceremonies reported to the Vice-President, University Development until 1987, when the reporting relationship changed to the Vice-President for SFU at Harbour Centre (1987-1992), Vice-

President Harbour Centre and External Relations (1992-1994), Office of the President (1994-2002), and the Vice-President, University Advancement (2002-).

Chief officers:

- \* Donna Laws, Director, 1982 1993
- \* Marilyn Pankratz, Director, 1993 2004
- \* Holli Edgelow, Director, 2004 -

# **Scope and content**

Fonds consists of records relating to University ceremonies created by the Office of Ceremonies since 1982, and before that time, by the Registrar's Office and the President's Office. Activities and topics documented include the opening ceremonies for SFU in 1965, convocations, awards ceremonies, building and room openings and dedications, donor recognition events, staff recognition events, installations of presidents and chancellors, university anniversaries, and other special ceremonies.

Records include programs, books of words (order of proceedings), invitations, guest lists, correspondence, notes, press clippings, news releases, publications, photographic material, and other documents.

# **Notes**

#### Title notes

• Source of title proper: Title of the fonds is based on the name of its creator.

# Immediate source of acquisition

The records were acquired from the Ceremonies and Events Office in a number of accessions.

# Arrangement

The records were arranged by the archivist.

# **Restrictions on access**

Access to some files within this fonds is restricted in accordance with Freedom of Information and Protection of Privacy legislation. Please consult the series descriptions, the unit lists, and the archivist for further details.

#### **Accruals**

Further accruals are expected.

# Other notes

- **Publication status**: published
- **Level of detail**: Full

• Status description: Revised

# **Access points**

- Pankratz, Marilyn (subject)
- Laws, Donna (subject)
- Edgelow, Holli (subject)
- Events and celebrations (subject)

# **Series descriptions**

# Series F-91-1: SFU Opening ceremonies files

Date: 1963 - 1965 (date of creation)

# Scope and content:

Series consists of records relating to the opening ceremonies of Simon Fraser University on September 9, 1965. Activities documented include the planning of the ceremonies. Records include programs, correspondence, notes, news clippings, publications, sheet music, charter student certificate, and other documents.

Physical description: 9 cm of textual records

#### Arrangement:

Some of the files in this series were originally in the fonds of the Office of the President and were placed in the Ceremonies Fonds by previous archives staff.

Files were arranged by the archivist.

### Restrictions on access:

Access to files containing third-party personal information may be restricted. Please see the file list and consult with the archivist for more details.

#### Finding aids:

A file list is available.

#### Accruals:

No further accruals are expected.

#### **Publication status:**

published				
File / item list				
Ref code	Title	Dates	Access status	Container
F-91-1-0-0-1	File - Opening of SFU - newsclippings, vol. 1	1963 - 1965	Open	91-1
F-91-1-0-0-2	File - Opening of SFU - newsclippings, vol. 2	1963 - 1965	Open	91-1
F-91-1-0-0-3	File - Opening ceremonies - program	1965	Open	91-1
F-91-1-0-0-3-1	Item - SFU opening ceremonies program book	1965	Open	
F-91-1-0-0-4	File - Opening ceremonies - correspondence, vol. 1	1964 - 1965	Pending review	91-1
F-91-1-0-0-5	File - Opening ceremonies - correspondence, vol. 2	1964 - 1965	Pending review	91-1
F-91-1-0-0-6	File - Opening ceremonies - music (Paul Reif)	1965	Open	91-1
F-91-1-0-0-7	File - Opening ceremonies - Charter Student certificates	1965	Open	91-1
F-91-1-0-0-8	File - Opening ceremonies - Lord Lovat	1965	Open	91-1

### Series F-91-2: Installation ceremonies files

<u>Date</u>: 1965 - 1983 (date of creation)

### Scope and content:

Series consists of records relating to the installation of the Presidents and Chancellors of SFU including Patrick Mc-Taggart Cowan as President and Gordon Shrum as Chancellor (1965); Pauline Jewett as President (1974) and William Saywell as President (1983). Records include programs, invitations, guest lists, books of words (order of proceedings), timetables, correspondence, notes, publications, press releases, news clippings, speeches, minutes, photographs, and other documents.

Physical description: 12 cm of textual records

#### **Arrangement:**

Files were arranged by the archivist.

#### Restrictions on access:

Access to files containing third-party personal information may be restricted. Please see the file list and consult with the archivist for more details.

### Finding aids:

A file list is available.

#### Related material:

For information on the installations of John Stubbs as President and Joseph Segal as Chancellor in 1993, see the October 1993 Fall Convocation file. For information on the installation of Milton Wong as Chancellor in 1999 see the October 1999 Fall Convocation File.

#### Accruals:

Further accruals are expected.

#### **Publication status:**

published

File / item list				
Ref code	Title	Dates	Access status	Container
F-91-2-0-0-1	File - Installation ceremonies - McTaggart-Cowan, Shrum; program	1965	Pending review	91-1
F-91-2-0-0-1-1	Item - SFU installation ceremonies program book	1965	Open	
F-91-2-0-0-2	File - Installation ceremonies - McTaggart-Cowan, Shrum; correspondence	1965	Pending review	91-1
F-91-2-0-0-3	File - Installation ceremony - Jewett, vol. 1	1974	Pending review	91-1
F-91-2-0-0-4	File - Installation ceremony - Jewett, vol. 2	1974	Pending review	91-2
F-91-2-0-0-5	File - Installation ceremony - Saywell, vol. 1	1983	Pending review	91-2
F-91-2-0-0-6	File - Installation ceremony - Saywell, vol. 2	1983	Pending review	91-2
F-91-2-0-0-7	File - Installation ceremony - Saywell, vol. 3	1983	Pending review	91-2

# Series F-91-3: Convocation files

Date: 2015 (reproduction) (date of creation)

Date: 1967-2019 (date of creation)

#### Scope and content:

Series consists of records relating to the convocation ceremonies held at SFU to award undergraduate, graduate, and honorary degrees. Records include Convocation booklet, programs, invitations, guest lists, books of words (order of proceedings), timetables, correspondence, notes, publications, press releases, news clippings, speeches, and other documents.

Note that files from 1990s onwards contain fewer document types, often only the Convocation booklet and book of words; and from 2006 only the Convocation booklet. The format of the booklet changed little from 1967 to 2005. Since ca. 2006, the booklet has been produced by Communication Services, a unit of Student Services (the Spring 2006 booklet is the first to credit Student Services).

Physical description: 1.69 m of textual records

Language of the material:

# English

#### Access points:

- Archives and Records Management Department
- Textual record (documentary form)
- Records in electronic form (digitized) (documentary form)

### Arrangement:

Files were arranged by the archivist.

#### Alternative form available:

Convocation booklets are available in both hardcopy and PDF. The Archives digitized the run of hardcopies from 1967 to 2014; these are directly available in SFU AtoM. From 2015 onwards, the Archives receives both the hardcopy and a PDF directly from Student Services.

#### Restrictions on access:

Access to files containing third-party personal information may be restricted. Please see the file list and consult with the archivist for more details.

### Finding aids:

A file list is available.

#### Accruals:

Further accruals are expected.

#### Publication status:

File / item list				
Ref code	Title	Dates	Access status	Container
F-91-3-0-0-1	File - Convocation May 1967	1967	Open	91-2
F-91-3-0-0-1-1	Item - 1967 May 20 convocation program		Open	
F-91-3-0-0-2	File - Convocation May 1968	1968	Pending review	91-2
F-91-3-0-0-2-1	Item - 1968 May 11 convocation program		Open	
F-91-3-0-0-3	File - Convocation May 1969	1969	Pending review	91-3
F-91-3-0-0-3-1	Item - 1969 May 24 convocation program		Open	
F-91-3-0-0-4	File - Convocation May 1970	1970	Pending review	91-3
F-91-3-0-0-4-1	Item - 1970 May 23 convocation program		Open	
F-91-3-0-0-5	File - Convocation May 1971	1971	Pending review	91-3

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F-91-3-0-0-5-1	Item - 1971 May 29 convocation program	1971	Open	
F-91-3-0-0-6	File - Convocation May 1972	1972	Pending review	91-3
F-91-3-0-0-6-1	Item - 1972 May 27 convocation	_	Open	
	program			
F-91-3-0-0-7	File - Convocation May 1973	1973	Pending review	91-3
F-91-3-0-0-7-1	Item - 1973 May 26 convocation		Open	,
	program		•	
F-91-3-0-0-8	File - Convocation May 1974	1974	Pending review	91-3
F-91-3-0-0-8-1	Item - 1974 May 25 convocation		Open	
	program		_	
F-91-3-0-0-9	File - Convocation May 1975	1975	Pending review	91-3
F-91-3-0-0-9-1	Item - 1975 May 24 convocation		Open	
	program		_	
F-91-3-0-0-10	File - Convocation May 1976	1976	Pending review	91-4
F-91-3-0-0-10-1	Item - Convocation, Saturday May 29,		Open	
	1976		•	
F-91-3-0-0-11	File - Convocation May 1977	1977	Pending review	91-4
F-91-3-0-0-11-1	Item - Convocation, Saturday May 28,		Open	-
	1977		•	
F-91-3-0-0-12	File - Convocation May 1978	1978	Pending review	91-4
F-91-3-0-0-12-1	Item - Convocation, Saturday May 27,		Open	,
	1978		•	
F-91-3-0-0-13	File - Convocation June 1979	1979	Pending review	91-4
F-91-3-0-0-13-1	Item - 1979 June 2 convocation program	1979	Open	
F-91-3-0-0-14	File - Convocation June 1980	1980	Pending review	91-4
F-91-3-0-0-14-1	Item - 1980 June 7 convocation program	1980	Open	
F-91-3-0-0-15	File - Convocation June 1981	1981	Pending review	91-5
F-91-3-0-0-15-1	Item - 1981 June 6 convocation program	1981	Open	,
F-91-3-0-0-16	File - Convocation June 1982	1982	Pending review	91-5
F-91-3-0-0-16-1	Item - 1982 June 5 convocation program	1982	Open	
F-91-3-0-0-17	File - Convocation June 1983	1983	Pending review	91-5
F-91-3-0-0-17-1	Item - 1983 June 4 convocation program	1983	Open	
F-91-3-0-0-18	File - Convocation June 1984	1984	Pending review	91-5
F-91-3-0-0-18-1	Item - 1984 June 9 convocation program	1984	Open	
F-91-3-0-0-19	File - Convocation June 1985, vol. 1	1985	Pending review	91-5
F-91-3-0-0-19-1	Item - 1985 June 7-8 convocation	1985	Open	71.5
1 71 3 0 0 17 1	program	1703	Орен	
F-91-3-0-0-20	File - Convocation June 1985, vol. 2	1985	Pending review	91-5
F-91-3-0-0-21	File - Convocation June 1986	1986	Pending review	91-6
F-91-3-0-0-21-1	Item - 1986 June 6-7 convocation	1986	Open	71 0
1 71 5 0 0 21 1	program	1700	Орен	
F-91-3-0-0-22	File - Convocation June 1987	1987	Pending review	91-6
F-91-3-0-0-22-1	Item - 1987 June 4-5 convocation	1987	Open	
1 71 5 0 0 22 1	program	1707	Орен	
F-91-3-0-0-23	File - Convocation June 1988, vol. 1	1988	Pending review	91-6
F-91-3-0-0-23-1	Item - 1988 June 2-3 convocation	1988	Open	<i></i>
1 /1 5 0 0 45-1	program	1700	Орен	
F-91-3-0-0-24	File - Convocation June 1988, vol. 2	1988	Pending review	91-6
F-91-3-0-0-25	File - Convocation June 1989	1989	Pending review	91-7
F-91-3-0-0-25-1	Item - 1989 June 8-9 convocation	1989	Open	)1-1
1 /1-3-0-0-43-1	program	1709	Орен	
F-91-3-0-0-26	File - Convocation June 1990	1990	Pending review	91-7
1-71-3-0-0-20	THE - CONVOCATION JUNE 1990	1220	1 chang feview	71-1

F-91-3-0-0-26-1	Item - 1990 June 7-8 convocation program	1990	Open	
F-91-3-0-0-27	File - Convocation October 1990	1990	Pending review	91-7
F-91-3-0-0-27-1	Item - 1990 Oct 12 convocation program	1990	Open	
F-91-3-0-0-28	File - Convocation June 1991	1991	Pending review	91-7
F-91-3-0-0-28-1	Item - 1991 June convocation program	1991	Open	
F-91-3-0-0-29	File - Convocation October 1991	1991	Pending review	91-7
F-91-3-0-0-29-1	Item - 1991 Oct convocation program	1991	Open	
F-91-3-0-0-30	File - Convocation June 1992	1992	Pending review	91-8
F-91-3-0-0-30-1	Item - 1992 June convocation program	1992	Open	
F-91-3-0-0-31	File - Convocation October 1992	1992	Pending review	91-8
F-91-3-0-0-31-1	Item - 1992 Oct convocation program	1992	Open	
F-91-3-0-0-32	File - Convocation June 1993, vol. 1	1993	Pending review	91-8
F-91-3-0-0-32-1	Item - 1993 June convocation program	1993	Open	71.0
F-91-3-0-0-33	File - Convocation June 1993, vol. 2	1993	Pending review	91-8
F-91-3-0-0-34	File - Convocation October 1993, vol. 2	1993	Pending review	91-8
F-91-3-0-0-34-1	Item - 1993 Oct convocation program	1993	Open	
F-91-3-0-0-35	File - Convocation October 1993, vol. 2	1993	Pending review	91-8
F-91-3-0-0-36	File - Convocation June 1994, vol. 1	1994	Pending review	91-9
F-91-3-0-0-38-1	Item - 1994 June convocation program	1994	Open	71-7
F-91-3-0-0-37	File - Convocation June 1994, vol. 2	1994	Pending review	91-9
F-91-3-0-0-37	File - Convocation October 1994	1994	Pending review	91-9
F-91-3-0-0-38-2		1994		91-9
F-91-3-0-0-39	Item - 1994 Oct convocation program File - Convocation June 1995	1994	Open	91-9
			Pending review	91-9
F-91-3-0-0-39-1	Item - 1995 June convocation program	1995	Open	01.0
F-91-3-0-0-40	File - Convocation October 1995	1995	Pending review	91-9
F-91-3-0-0-40-1	Item - 1995 Oct convocation program	1995	Open	01.10
F-91-3-0-0-41	File - Convocation June 1996	1996	Pending review	91-10
F-91-3-0-0-41-1	Item - 1996 June convocation program	1996	Open	01.10
F-91-3-0-0-42	File - Convocation October 1996	1996	Pending review	91-10
F-91-3-0-0-42-1	Item - 1996 Oct convocation program	1996	Open	
F-91-3-0-0-43	File - Convocation June 1997	1997	Pending review	91-10
F-91-3-0-0-43-1	Item - 1997 June convocation program	1997	Open	
F-91-3-0-0-44	File - Convocation October 1997	1997	Pending review	91-10
F-91-3-0-0-44-1	Item - 1997 Oct convocation program	1997	Open	
F-91-3-0-0-45	File - Convocation June 1998	1998	Pending review	91-10
F-91-3-0-0-45-1	Item - 1998 June convocation program	1998	Open	
F-91-3-0-0-46	File - Convocation October 1998	1998	Pending review	91-11
F-91-3-0-0-46-1	Item - 1998 Oct convocation program	1998	Open	
F-91-3-0-0-47	File - Convocation June 1999	1999	Pending review	91-11
F-91-3-0-0-47-1	Item - 1999 June convocation program	1999	Open	
F-91-3-0-0-48	File - Convocation October 1999	1999	Pending review	91-11
F-91-3-0-0-48-1	Item - 1999 Oct convocation program	1999	Open	
F-91-3-0-0-49	File - Convocation June 2000	2000	Pending review	91-11
F-91-3-0-0-49-1	Item - 2000 June convocation program	2000	Open	
F-91-3-0-0-50	File - Convocation October 2000	2000	Pending review	91-12
F-91-3-0-0-50-1	Item - 2000 Oct convocation program	2000	Open	,
F-91-3-0-0-51	File - Convocation June 2001	2001	Pending review	91-12
F-91-3-0-0-51-1	Item - 2001 June convocation program	2001	Open	,
F-91-3-0-0-52	File - Convocation October 2001	2001	Pending review	91-12
F-91-3-0-0-52-1	Item - 2001 Oct convocaton program	2001	Open	
F-91-3-0-0-53	File - Convocation June 2002	2002	Pending review	91-12

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F-91-3-0-0-53-1	Item - 2002 June convocation program	2002	Open	
F-91-3-0-0-54	File - Convocation October 2002	2002	Pending review	91-12
F-91-3-0-0-54-1	Item - 2002 Oct convocation program	2002	Open	
F-91-3-0-0-55	File - Convocation, June 2003, vol. 1	2003	Pending review	91-24
F-91-3-0-0-55-1	Item - 2003 June convocation program	2003	Open	
F-91-3-0-0-56	File - Convocation, June 2003, vol. 2	2003	Pending review	91-24
F-91-3-0-0-57	File - Convocation, October 2003, vol. 1	2003	Pending review	91-24
F-91-3-0-0-57-1	Item - 2003 Oct convocation program	2003	Open	
F-91-3-0-0-58	File - Convocation, October 2003, vol. 2	2003	Pending review	91-24
F-91-3-0-0-59	File - Convocation, June 2004, vol. 1	2004	Pending review	91-24
F-91-3-0-0-59-1	Item - 2004 June convocation program	2004	Open	
F-91-3-0-0-60	File - Convocation, June 2004, vol. 2	2004	Pending review	91-24
F-91-3-0-0-61	File - Convocation, October 2004, vol. 1	2004	Pending review	91-25
F-91-3-0-0-61-1	Item - 2004 Oct convocation program	2004	Open	
F-91-3-0-0-62	File - Convocation, October 2004, vol. 2	2004	Pending review	91-25
F-91-3-0-0-63	File - Convocation, June 2005, vol. 1	2005	Open	91-25
F-91-3-0-0-63-1	Item - 2005 June convocation program	2005	Open	
F-91-3-0-0-64	File - Convocation, June 2005, vol. 2	2005	Pending review	91-25
F-91-3-0-0-65	File - Convocation, October 2005, vol. 1	2005	Pending review	91-25
F-91-3-0-0-65-1	Item - 2005 Oct convocation program	2005	Open	
F-91-3-0-0-66	File - Convocation, October 2005, vol. 2	2005	Open	91-25
F-91-3-0-0-67	File - Convocation, June 2006	2006	Open	91-25
F-91-3-0-0-67-1	Item - 2006 June convocation program	2006	Open	
F-91-3-0-0-68	File - Convocation, October 2006	2006	Open	91-25
F-91-3-0-0-68-1	Item - 2006 Oct convocation program	2006	Open	7
F-91-3-0-0-69	File - Convocation, June 2007	2007	Open	91-28
F-91-3-0-0-69-1	Item - 2007 June convocation program	2007	Open	
F-91-3-0-0-70	File - Convocation, October 2007	2007	Open	91-28
F-91-3-0-0-70-1	Item - 2007 Oct convocation program	2007	Open	
F-91-3-0-0-71	File - Convocation, June 2008	2008	Open	91-28
F-91-3-0-0-71-1	Item - 2008 June convocation program	2008	Open	
F-91-3-0-0-72	File - Convocation, October 2008	2008	Open	91-28
F-91-3-0-0-72-1	Item - 2008 Oct convocation program	2008	Open	
F-91-3-0-0-73	File - Convocation, June 2009	2009	Open	91-28
F-91-3-0-0-73-1	Item - 2009 June convocation program	2009	Open	
F-91-3-0-0-74	File - Convocation, October 2009	2009	Open	91-28
F-91-3-0-0-74-1	Item - 2009 Oct convocation program	2009	Open	
F-91-3-0-0-75	File - Convocation, June 2010	2010	Open	91-29
F-91-3-0-0-75-1	Item - 2010 June convocation program	2010	Open	
F-91-3-0-0-76	File - Convocation, October 2010	2010	Open	91-29
F-91-3-0-0-76-1	Item - 2010 Oct convocation program	2010	Open	
F-91-3-0-0-77	File - Convocation, June 2011	2011	Open	91-29
F-91-3-0-0-77-1	Item - 2011 June convocation program	2011	Open	
F-91-3-0-0-78	File - Convocation, October 2011	2011	Open	91-29
F-91-3-0-0-78-1	Item - 2011 Oct convocation program	2011	Open	
F-91-3-0-0-79	File - Convocation, June 2012	2012	Open	91-29
F-91-3-0-0-79-1	Item - 2012 June convocation program	2012	Open	
F-91-3-0-0-80	File - Convocation, October 2012	2012	Open	91-29
F-91-3-0-0-80-1	Item - 2012 Oct convocation program	2012	Open	
F-91-3-0-0-81	File - Convocation, June 2013	2013	Open	91-29
F-91-3-0-0-81-1	Item - 2013 June convocation program	2013	Open	
F-91-3-0-0-82	File - Convocation, October 2013	2013	Open	91-29

F-91-3-0-0-82-1	Item - 2013 Oct convocation program	2013	Open	
F-91-3-0-0-83	File - Convocation, June 2014	2014	Open	91-29
F-91-3-0-0-83-1	Item - 2014 spring convocation program	2014	Open	,
F-91-3-0-0-84	File - Convocation, October 2014	2014	Open	91-29
F-91-3-0-0-84-1	Item - Fall Convocation 2014	2014	Open	
F-91-3-0-0-85	File - Convocation, June 2015	2015	Open	91-30
F-91-3-0-0-85-1	Item - Spring Convocation 2015		Open	
F-91-3-0-0-86	File - Convocation, October 2015	2015	Open	91-30
F-91-3-0-0-86-1	Item - Fall Convocation 2015	2015	Open	
F-91-3-0-0-87	File - Convocation, June 2016	2016	Open	91-30
F-91-3-0-0-87-1	Item - Spring Convocation 2016		Open	
F-91-3-0-0-88	File - Convocation, October 2016	2016	Open	91-30
F-91-3-0-0-88-1	Item - Fall Convocation 2016		Open	
F-91-3-0-0-89	File - Convocation, June 2017	2017	Open	91-30
F-91-3-0-0-89-1	Item - Simon Fraser University Convocation Spring 2017		Open	
F-91-3-0-0-90	File - Convocation, October 2017	2017	Open	91-30
F-91-3-0-0-90-1	Item - Simon Fraser University Convocation Fall 2017			
F-91-3-0-0-91	File - Convocation, June 2018	2018	Open	91-30
f-91-3-0-0-91-1	Item - Simon Fraser University Convocation June 2018			
F-91-3-0-0-92	File - Convocation, Fall 2018	2018	Open	91-31
F-91-3-0-0-92-1	Item - Simon Fraser University Convocation Fall 2018			
F-91-3-0-0-93	File - Convocation, Spring 2019	2019	Open	
F-91-3-0-0-93-1	Item - SFU Spring 2019 Convocation			

# Series F-91-4: General ceremonies and events files

<u>Date</u>: 1965 - 1994 (date of creation)

#### Scope and content:

Series consists of records relating to a variety of ceremonies and events organized by the Ceremonies Office. Activities documented include dinners, receptions, memorial services, exhibitions and other special occasions held to honor students, staff, faculty, alumni, and distinguished visitors. Records include programs, invitations, guest lists, books of words (order of proceedings), correspondence, notes, publications, brochures, and other documents.

Physical description: 64 cm of textual records

#### **Arrangement:**

Files were arranged by the archivist.

#### Restrictions on access:

Access to files containing third-party personal information may be restricted. Please see the file list and consult with the archivist for more details.

# Finding aids:

A file list is available.

# Accruals:

Further accruals are expected.

# **Publication status:**

File / item list				
Ref code	Title	Dates	Access status	Container
F-91-4-0-0-1	File - BC Scottish Festival	1982	Pending review	91-13
F-91-4-0-0-2	File - Business Administration	1982	Pending review	91-13
	Ceremonies Committee			
F-91-4-0-0-3	File - Faculty and staff retirement dinner	1982	Pending review	91-13
F-91-4-0-0-4	File - Stephen Hinchcliffe memorial	1982	Open	91-13
	service			
F-91-4-0-0-5	File - Ted Sinnott plaque unveiling	1982	Open	91-13
F-91-4-0-0-6	File - An afternoon of visual arts - The	1983	Open	91-13
	Native Sons of B.C.			
F-91-4-0-0-7	File - Dinner for Ivany and Saywell /	1983	Pending review	91-13
	Cotes reception for Saywell			
F-91-4-0-0-8	File - Display - letters patent	1983	Pending review	91-13
F-91-4-0-0-9	File - Miscellaneous events	1983	Pending review	91-13
F-91-4-0-0-10	File - Miscellaneous events	1983 - 1984	Pending review	91-13
F-91-4-0-0-11	File - Board retirement dinner	1984	Pending review	91-13
F-91-4-0-0-12	File - Miscellaneous events	1984	Pending review	91-13
F-91-4-0-0-13	File - Reception for Harry Evans	1984	Pending review	91-13
F-91-4-0-0-14	File - Reception for Olympic athletes	1984	Pending review	91-13
F-91-4-0-0-15	File - Faculty and staff retirement dinner	1984	Pending review	91-13
F-91-4-0-0-16	File - Miscellaneous events	1985	Pending review	91-13
F-91-4-0-0-17	File - Nehru exhibition	1985	Pending review	91-13
F-91-4-0-0-18	File - Shrum memorial service	1985	Restricted in part	91-13
F-91-4-0-0-19	File - Miscellaneous events	1986	Pending review	91-13
F-91-4-0-0-20	File - President's Club dinner	1986	Pending review	91-13
F-91-4-0-0-21	File - Reception - Woodward Chair and	1986	Pending review	91-13
	tenth anniversary of Women's Studies			
	program			
F-91-4-0-0-22	File - Faculty and staff retirement	1986	Pending review	91-13
	reception			
F-91-4-0-0-23	File - Shrum book party	1986	Pending review	91-13
F-91-4-0-0-24	File - Shrum Scholars reception	1986	Pending review	91-14
F-91-4-0-0-25	File - Miscellaneous events	1987	Pending review	91-14
F-91-4-0-0-26	File - President's Club dinner	1987	Pending review	91-14
F-91-4-0-0-27	File - Faculty and staff retirement	1987	Pending review	91-14
	reception			
F-91-4-0-0-28	File - Women's Studies Reception -	1987	Pending review	91-14
	Woodward Chair			
F-91-4-0-0-29	File - Miscellaneous events	1988	Pending review	91-14
F-91-4-0-0-30	File - President's Club dinner	1988	Pending review	91-14

F-91-4-0-0-31	File - Miscellaneous events	1989	Pending review	91-14
F-91-4-0-0-32	File - President's Club dinner	1989	Pending review	91-14
F-91-4-0-0-33	File - Reception - 25th Anniversary Committee	1989	Pending review	91-14
F-91-4-0-0-34	File - Faculty and staff retirement reception	1989	Pending review	91-14
F-91-4-0-0-35	File - Thelma Finlayson Society (donors) dinner	1989	Pending review	91-14
F-91-4-0-0-36	File - Dean's reception - certificate and diploma ceremony	1989 - 1990	Pending review	91-14
F-91-4-0-0-37	File - George Halpern memorial service	1990	Pending review	91-14
F-91-4-0-0-38	File - Board of Trade governor's banquet	1990	Pending review	91-14
F-91-4-0-0-39	File - Thelma Finlyson Society reception	1990	Pending review	91-14
F-91-4-0-0-40	File - J. S. Woodsworth Chair	1990	Pending review	91-14
F-91-4-0-0-41	File - Miscellaneous events	1990	Pending review	91-14
F-91-4-0-0-42	File - President's Club dinner	1990	Pending review	91-14
F-91-4-0-0-43	File - Miscellaneous events	1990 - 1991	Pending review	91-15
F-91-4-0-0-44	File - Faculty and staff retirement reception	1990	Pending review	91-15
F-91-4-0-0-45	File - Twenty-five year employee reception	1990	Pending review	91-15
F-91-4-0-0-46	File - Thailand Princess visit	1990 - 1991	Pending review	91-15
F-91-4-0-0-47	File - Convocation - University College of the Cariboo	1991	Pending review	91-15
F-91-4-0-0-48	File - Dean's reception - certificate and diploma ceremony	1991	Pending review	91-15
F-91-4-0-0-49	File - Thelma Finlayson Society reception	1991	Pending review	91-15
F-91-4-0-0-50	File - President's Club dinner	1991	Pending review	91-15
F-91-4-0-0-51	File - Faculty and staff retirement reception	1991	Pending review	91-15
F-91-4-0-0-52	File - Twenty-five year employee reception	1991	Pending review	91-15
F-91-4-0-0-53	File - Hong Kong alumni dinner, vol. 1	1991 - 1992	Pending review	91-15
F-91-4-0-0-54	File - Hong Kong alumni dinner, vol. 2	1991 - 1992	Pending review	91-15
F-91-4-0-0-55	File - Hong Kong alumni dinner, vol. 3	1991 - 1992	Pending review	91-15
F-91-4-0-0-56	File - Dean's reception - certificate and diploma ceremony	1992	Pending review	91-15
F-91-4-0-0-57	File - Thelma Finlayson Society reception	1992	Open	91-15
F-91-4-0-0-58	File - Founders and friends reception	1992	Pending review	91-15
F-91-4-0-0-59	File - Miscellaneous events	1992	Pending review	91-15
F-91-4-0-0-60	File - President's Club dinner	1992	Pending review	91-16
F-91-4-0-0-61	File - Faculty and staff retirement reception	1992	Pending review	91-16
F-91-4-0-0-62	File - Twenty-five year employee reception	1992	Pending review	91-16
F-91-4-0-0-63	File - Convocation - University College of the Cariboo	1992 - 1993	Pending review	91-16
F-91-4-0-0-64	File - Donna Laws luncheon and farewell reception	1993	Pending review	91-16
F-91-4-0-0-65	File - Thelma Finlayson Society reception	1993	Pending review	91-16
F-91-4-0-0-66	File - Miscellaneous events	1993	Pending review	91-16

F-91-4-0-0-67	File - President's Club dinner	1993	Pending review	91-16
F-91-4-0-0-68	File - Faculty and staff retirement reception	1993	Pending review	91-16
F-91-4-0-0-69	File - Saywell's farewell dinner	1993	Pending review	91-16
F-91-4-0-0-70	File - Saywell's farewell party	1993	Pending review	91-16
F-91-4-0-0-71	File - Twenty-five year employee reception	1993	Pending review	91-16
F-91-4-0-0-72	File - Simon Fraser University Pipe Band	1993 - 1994	Pending review	91-16
F-91-4-0-0-73	File - Dean's reception - certificate and diploma ceremony	1994	Pending review	91-16
F-91-4-0-0-74	File - Thelma Finlyason Society reception	1994	Pending review	91-16
F-91-4-0-0-75	File - Miscellaneous events	1994	Pending review	91-16
F-91-4-0-0-76	File - Faculty and staff retirement reception	1994	Pending review	91-16
F-91-4-0-0-77	File - Convocation -Secwepemc Cultural Education Centre, Kamloops	1994	Pending review	91-16
F-91-4-0-0-78	File - Twenty-five year employee reception	1994	Pending review	91-16
F-91-4-0-0-79	File - Convocation - University College of the Cariboo	1994	Pending review	91-16
F-91-4-0-0-80	File - Convocation - University College of the Fraser Valley	1994	Pending review	91-16
F-91-4-0-0-81	File - Correspondence—Donna Laws	1982 - 1992	Pending review	91-16
F-91-4-0-0-82	File - Gala dinner to honour Dr. Gordon Shrum, vol. 1	19 November 1983	Pending review	91-26
F-91-4-0-0-83	File - Gala dinner to honour Dr. Gordon Shrum, vol. 2	19 November 1983	Pending review	91-26
F-91-4-0-0-84	File - Historical postcards	1965 - 1980	Open	91-27
F-91-4-0-0-85	File - Simon Fraser University Song	[196-?]	Open	

# Series F-91-5: Awards ceremony files

Date: 1983 - 1994 (date of creation)

### Scope and content:

Series consists of records relating to the production of the annual Awards Ceremony and the Honour Roll Reception. Records include programs, books of words correspondence, publications, advisory committee minutes and other documents.

Physical description: 25 cm of textual records

#### Arrangement:

Files were arranged by the archivist.

#### Restrictions on access:

Access to files containing third-party personal information may be restricted. Please see the file list and consult with the archivist for more details.

# Finding aids:

A file list is available.

### Accruals:

Further accruals are expected.

# Publication status:

published

File / item list				
Ref code	Title	Dates	Access status	Container
F-91-5-0-0-1	File - Awards Ceremony	1983	Pending review	91-17
F-91-5-0-0-2	File - Awards Ceremony	1984	Pending review	91-17
F-91-5-0-0-3	File - Awards Ceremony	1985	Pending review	91-17
F-91-5-0-0-4	File - Awards Ceremony - Advisory committee	1985 - 1986	Pending review	91-17
F-91-5-0-0-5	File - Awards Ceremony	1986	Pending review	91-17
F-91-5-0-0-6	File - Awards Ceremony - Advisory committee	1986 - 1987	Pending review	91-17
F-91-5-0-0-7	File - Awards Ceremony	1987	Pending review	91-17
F-91-5-0-0-8	File - Awards Ceremony - Advisory committee	1987 - 1988	Pending review	91-17
F-91-5-0-0-9	File - Awards Ceremony	1988	Pending review	91-17
F-91-5-0-0-10	File - Honour Roll Reception	1988	Pending review	91-17
F-91-5-0-0-11	File - Awards Ceremony - Advisory committee	1988 - 1989	Pending review	91-18
F-91-5-0-0-12	File - Awards Ceremony	1989	Pending review	91-18
F-91-5-0-0-13	File - Honour Roll Reception	1989	Pending review	91-18
F-91-5-0-0-14	File - Awards Ceremony	1990	Pending review	91-18
F-91-5-0-0-15	File - Honour Roll Reception	1990	Pending review	91-18
F-91-5-0-0-16	File - Awards Ceremony	1991	Pending review	91-18
F-91-5-0-0-17	File - Honour Roll Reception	1991	Pending review	91-18
F-91-5-0-0-18	File - Awards Ceremony	1992	Pending review	91-18
F-91-5-0-0-19	File - Honour Roll Reception	1992	Pending review	91-18
F-91-5-0-0-20	File - Awards Ceremony	1993	Pending review	91-18
F-91-5-0-0-21	File - Awards Ceremony - Advisory committee	1993	Pending review	91-18
F-91-5-0-0-22	File - Honour Roll Reception	1993	Pending review	91-18
F-91-5-0-0-23	File - Honour Roll Reception	1993	Pending review	91-18
F-91-5-0-0-24	File - Awards Ceremony	1994	Pending review	91-18
F-91-5-0-0-25	File - Honour Roll Reception	1994	Pending review	91-18

# Series F-91-6: Openings and dedication--Burnaby files

<u>Date</u>: 1982 - 1994 (date of creation)

Scope and content:

Series consists of records relating to the opening, naming and dedication of buildings and facilities at the Burnaby campus, and the openings of the Faculties of Business Administration and Engineering

Science. Records include invitations, guest lists, programs, books of words (order of proceedings), correspondence, news releases, publications, photographs, and other documents.

Physical description: 18 cm of textual records

### Access points:

• Photographic material (documentary form)

### Arrangement:

Files were arranged by the archivist.

### Restrictions on access:

Access to files containing third-party personal information may be restricted. Please see the file list and consult with the archivist for more details.

### Finding aids:

A file list is available.

#### Accruals:

Further accruals are expected.

#### Publication status:

File / item list					
Ref code	Title	Dates	Access status	Container	
F-91-6-0-0-1	File - Bennett Library naming; dedication of Shrum Science Centre	1982	Open	91-19	
F-91-6-0-0-2	File - Ceremony to name Klaus Rieckhoff Hall	1982	Pending review	91-19	
F-91-6-0-0-3	File - Convocation - to inaugurate the Faculty of Business Administration	1982	Pending review	91-19	
F-91-6-0-0-4	File - Jack and Sadie Diamond University Club dedication dinner	1982	Pending review	91-19	
F-91-6-0-0-5	File - Official opening ceremony - Faculty of Engineering Science	1984	Pending review	91-19	
F-91-6-0-0-6	File - Margaret and Patrick McTaggart- Cowan Hall dedication	1986	Pending review	91-19	
F-91-6-0-0-7	File - Terry Fox Field dedication	1986	Open	91-19	
F-91-6-0-0-8	File - Frank Allison Linville Hall dedication	1987	Pending review	91-19	
F-91-6-0-0-9	File - E.R. Loftus and C.B. Riley dedication ceremony	1987	Pending review	91-19	
F-91-6-0-0-10	File - George and Ida Halpern Centre official opening	1989	Pending review	91-19	

F-91-6-0-0-11	File - Applied Sciences Building official opening	1990	Pending review	91-19
F-91-6-0-0-12	File - Jack and Sadie Diamond Building dedication	1992	Pending review	91-19
F-91-6-0-0-13	File - Earl and Jennie Lohn Business Centre sod turning ceremony	1992	Open	91-20
F-91-6-0-0-14	File - William and Ruth Hamilton Hall dedication	1992	Pending review	91-20
F-91-6-0-0-15	File - Earl and Jennie Lohn Building dedication	1992 - 1994	Open	91-20
F-91-6-0-0-16	File - South Science Building official opening ceremony	1993	Pending review	91-20
F-91-6-0-0-17	File - Gordon M. Shrum Chair reception; Centre for Experimental and Constructive Mathematics opening	1993	Pending review	91-20
F-91-6-0-0-18	File - Jack and Sadie Diamond Building opening	1994	Pending review	91-20
F-91-6-0-0-19	File - David See-Chai Lam Graduate Research Centre opening	1994	Pending review	91-20

# Series F-91-7: Openings and dedication--Harbour Centre files

Date: 1988 - 1995 (date of creation)

# Scope and content:

Series consists of records relating to the opening of the Harbour Centre Campus. Activities documented include the planning and production of the official opening ceremonies, celebration dinner, faculty and staff reception, and public open house, as well as the openings, dedications, and namings of individual rooms and facilities within Harbour Centre. Records include invitations, guest lists, programs, books of words (order of proceedings), correspondence, news releases, publications, briefing notes, photographs, and other documents.

Physical description: 36 cm of textual records

#### **Arrangement:**

Files were arranged by the archivist.

#### Restrictions on access:

Access to files containing third-party personal information may be restricted. Please see the file list and consult with the archivist for more details.

#### Finding aids:

A file list is available.

#### Accruals:

Further accruals are expected.

#### **Publication status:**

	File / item list				
Ref code	Title	Dates	Access status	Container	
F-91-7-0-0-1	File - Harbour Centre Opening - general information	1988 - 1989	Pending review	91-20	
F-91-7-0-0-2	File - Harbour Centre Opening - planning	1988 - 1989	Pending review	91-20	
F-91-7-0-0-3	File - Harbour Centre Opening - correspondence	1988 - 1989	Pending review	91-20	
F-91-7-0-0-4	File - Harbour Centre Opening - invitations	1989	Pending review	91-20	
F-91-7-0-0-5	File - Harbour Centre Opening - program	1988 - 1989	Pending review	91-20	
F-91-7-0-0-6	File - Harbour Centre official opening ceremony	1988 - 1989	Pending review	91-20	
F-91-7-0-0-7	File - Alan and Margaret Eyre Board Room reception	1988 - 1989	Pending review	91-20	
F-91-7-0-0-8	File - BCE Development Lecture Room	1988 - 1989	Pending review	91-20	
F-91-7-0-0-9	File - Canfor Policy Room	1988 - 1989	Pending review	91-21	
F-91-7-0-0-10	File - E.J. Safarik, Sr. Conference Room	1988 - 1989	Pending review	91-21	
F-91-7-0-0-11	File - Harbour Centre celebration dinner	1989	Pending review	91-21	
F-91-7-0-0-12	File - Dedication - CIBC Lecture Room	1989	Pending review	91-21	
F-91-7-0-0-13	File - Cominco Policy Room	1988 - 1989	Pending review	91-21	
F-91-7-0-0-14	File - Diamond Alumni Centre	1989	Pending review	91-21	
F-91-7-0-0-15	File - Bentall Lecture Room	1989	Pending review	91-21	
F-91-7-0-0-16	File - Fletcher Challenge Theatre dedication	1989	Pending review	91-21	
F-91-7-0-0-17	File - IBM Interaction Lab	1989	Pending review	91-21	
F-91-7-0-0-18	File - Joseph and Rosalie Segal Centre	1989	Pending review	91-21	
F-91-7-0-0-19	File - Paperboard Industries Language Lab	1989	Pending review	91-21	
F-91-7-0-0-20	File - Pemberton Securities Meeting Room	1989	Pending review	91-21	
F-91-7-0-0-21	File - Placer Dome Lecture Room	1989	Pending review	91-21	
F-91-7-0-0-22	File - Harbour Centre Opening reception	1989	Pending review	91-21	
F-91-7-0-0-23	File - Repap Policy Room dedication	1989	Pending review	91-21	
F-91-7-0-0-24	File - Royal Bank Computing Centre	1989	Pending review	91-21	
F-91-7-0-0-25	File - Russell and DuMoulin Seminar Room	1989	Pending review	91-21	
F-91-7-0-0-26	File - Samuel and Frances Belzberg Library	1989	Pending review	91-21	
F-91-7-0-0-27	File - ScotiaMcLeod Conference Room	1989	Pending review	91-21	
F-91-7-0-0-28	File - Scotiabank Lecture Room	1989	Pending review	91-22	
F-91-7-0-0-29	File - Teck Gallery Lounge	1989	Pending review	91-22	
F-91-7-0-0-30	File - Tree Island Industries Conference Room	1989	Pending review	91-22	
F-91-7-0-0-31	File - Weldwood of Canada Limited plaque unveiling	1989	Open	91-22	
F-91-7-0-0-32	File - Westcoast Energy Executive Meeting Room	1989	Pending review	91-22	
F-91-7-0-0-33	File - Xerox Conference Room	1989	Pending review	91-22	
F-91-7-0-0-34	File - BC Gas Trans Mountain Pipe Line Cinema	1990	Open	91-22	

F-91-7-0-0-35	File - Harbour Centre Room dedications	1989 - 1990	Pending review	91-22
	and naming ceremonies - general			
F-91-7-0-0-36	File - Labatt Hall	1989 - 1990	Pending review	91-22
F-91-7-0-0-37	File - David Lam Centre for International Communication	1989 - 1990	Pending review	91-22
F-91-7-0-0-38	File - Madge Hogarth Trumbull Reading Room	1989 - 1990	Pending review	91-22
F-91-7-0-0-39	File - Seaboard Life Seminar Room	1989 - 1990	Pending review	91-22
F-91-7-0-0-40	File - McCarthy Tetrault Lecture Room	1990	Pending review	91-22
F-91-7-0-0-41	File - Microsoft Canada Inc plaque unveiling	1990	Open	91-22
F-91-7-0-0-42	File - BC Sugar - donation of piano	1989 - 1990	Pending review	91-22
F-91-7-0-0-43	File - Brenda and David McLean Management Studies Lab	1992	Pending review	91-22
F-91-7-0-0-44	File - David See-Chai Lam Centre of International Communication official opening	1992	Pending review	91-22
F-91-7-0-0-45	File - Tenth Anniversary celebration and official opening of the new offices of the Gerontology Research Centre	1992	Pending review	91-22
F-91-7-0-0-46	File - Grosvernor International Conference Room	1992	Pending review	91-22
F-91-7-0-0-47	File - Hemlock Printers Seminar Room	1992	Pending review	91-22
F-91-7-0-0-48	File - Himie Koshevoy Publishing Lab	1992	Pending review	91-22
F-91-7-0-0-49	File - Laurentian Group Conference Room	1992	Pending review	91-23
F-91-7-0-0-50	File - Hy Aisenstat Contemporary Arts Studio	1992 - 1993	Pending review	91-23
F-91-7-0-0-51	File - Geraldine and Tong Louie Human Performance Centre	1993	Pending review	91-23
F-91-7-0-0-52	File - Reader's Digest Foundation of Canada Conference Room	1995	Pending review	91-23
F-91-7-0-0-53	File - AXA Pacific Conference Room	1995	Pending review	91-23
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# Series F-91-8: Anniversaries files

Date: 1975 - 1990 (date of creation)

#### Scope and content:

Series consists of records relating to the celebration of SFU's 10th, 20th and 25th anniversaries. Activities documented include receptions, dinners, and a Convocation Mall celebration. Records include guest lists, invitations, programs, memorabilia, correspondence, proposals, publications, and other documents.

Physical description: 8 cm of textual records

#### **Arrangement:**

Files were arranged by the archivist.

Restrictions on access:

Access to files containing third-party personal information may be restricted. Please see the file list and consult with the archivist for more details.

# Finding aids:

A file list is available.

### Accruals:

Further accruals are expected.

#### **Publication status:**

published

File / item list					
Ref code	Title	Dates	Access status	Container	
F-91-8-0-0-1	File - Tenth Anniversary brochure	1975	Open	91-23	
F-91-8-0-0-2	File - Twentieth Anniversary Committee	1984 - 1985	Pending review	91-23	
F-91-8-0-0-3	File - Twentieth Anniversary Convocation Founders' dinner, vol. 1	1985	Open	91-23	
F-91-8-0-0-4	File - Twentieth Anniversary Convocation Founders' dinner, vol. 2	1985	Pending review	91-23	
F-91-8-0-0-5	File - Twentieth Anniversary reception for charter faculty and staff	1985	Pending review	91-23	
F-91-8-0-0-6	File - Twentieth Anniversary reception and dinner	1985	Pending review	91-23	
F-91-8-0-0-7	File - Twenty-fifth Anniversary - miscellaneous	1989 - 1990	Pending review	91-23	
F-91-8-0-0-8	File - Twenty-fifth Anniversary - publications and memorabilia	1990	Open	91-23	
F-91-8-0-0-9	File - Twenty-fifth Anniversary dinner	1990	Pending review	91-23	
F-91-8-0-0-10	File - Twenty-fifth Anniversary - Voyage of Discovery (school curriculum)	1990	Pending review	91-23	

# Series F-91-9: Artifacts

Date: 2005 (date of creation)

Scope and content:

Series consists of four banners used during SFU's fourtieth anniversary celebrations.

Physical description: 4 items

Immediate source of acquisition:

Banners were received from the Ceremonies Office in 2007.

Arrangement:

The arrangement was provided by the archivist.

# Restrictions on access:

The records are open with no restrictions.

# Finding aids:

Item lists are available.

# Accruals:

Further accruals are expected.

# Publication status:

File / item list				
Ref code	Title	Dates	Access status	Container
F-91-9-0-0-1	Item - Fourtieth Anniversary Banner, vinyl	2005	Open	
F-91-9-0-0-2	Item - Fourtieth Anniversary Banner, vinyl	2005	Open	
F-91-9-0-0-3	Item - Fourtieth Anniversary Banner, cloth	2005	Open	
F-91-9-0-0-4	Item - Fourtieth Anniversary Banner, cloth	2005	Open	