

facsimile transmittal

TO: Ralph Carr

FAX: DATE: 12-10-99

FROM: CATRIONA GLAZEBROOK # PAGES:

RE: Dec. 17th Mtg w/ Ft. Worth Chapter

☐ Urgent ☐ For Review ☐ Please Comment ☐ Please Reply ☐ Please Receive

Notes:

Ralph, I will be in Ft. Worth on Dec. 17th, for a meeting with the Ft. Worth Audubon Chapter at 12:45 pm and would like to extend an ~~open~~ invitation to you to join us at the meeting.

Please, respond to invitation at (512) 396-0225. Ask for Sandy Cimo, my assistant and she will give me the details.
Thank you, Catriona

FROM : TX AUDUBON SOCIETY

PHONE NO. : 5123060235

Dec. 13 1998 12:10PM P1

OFFICE
2525 Wallingwood Drive, Suite 301
Austin, Texas 78746-6922
512.306.0235
512.306.0235 Facsimile

facsimile transmittal

TO: Ralph Carr
TO: (817) 732-5148
FAX: Event Position DATE 12/10/98
FROM: Pam McCloskey PAGES: 3
RE:

☐ Urgent ☒ For Review ☐ Please Comment ☐ Please Reply ☐ Please Recycle

Notes: _____

Pamela McCroskery

From: cglazabr@aio.com
Sent: Wednesday, December 09, 1998 10:22 AM
To: pmccrosk@aio.com
Subject: Ralph Carr - Important Fax today to him please



Ralph Carr.doc

TO: Ralph Carr
FROM: Catriona Glazebrook
RE: Event Planning Position
Fax : (817) 732-5448

Dear Ralph:

Texas Audubon Society will pay you \$18 an hour for approximately 15 hours per week of work to assist in planning the events related to the 100th anniversary.

Here is a general listing of work that we would look to you to accomplish. You would also work closely with staff and chapter leaders.

1. Bass Hall Event

Event preparations, assisting with timing and running of event, including overseeing getting auction items and working with Main and local chapter leaders to do so, the arrangement of the Hall and logistics that evening. Arranging decorations for the Hall, getting people on our invitation list - calling key people to make sure that they will be coming. Assist with fundraising and sponsorship ideas for the event. Meet with potential sponsors of the event (development) and get press coverage.

2. Traveling Exhibit

Overseeing museums, and travel of exhibit and storage, and invite list in association with Audubon chapters. Opening receptions at certain locations. Making sure contracts are signed.

Stuart Gentling, a role:

1. Auction item - an elephant tusk
2. Create a poster specifically for the Event (perhaps the Mockingbird in the night sky)
3. Appear at certain openings/receptions of the traveling exhibit - including Brownsville, opening
4. Give a private tour of the exhibit on the afternoon, evening of 5th for high end donors
5. Be a speaker during the event and discuss creation of the Hall and the new book

If the above is agreeable to you - will enter into a contract.

I also wanted to let you know that I am coming to Fort Worth on the 17th to meet with the chapter. Could you join me?

FROM : TX AUDUBON SOCIETY

PHONE NO. : 5123060235

Dec. 10 1996 12:11PM P3

Catriona Glazebrook
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