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PUBLICITY & PUBLIC RELATIONS DEPARTMENT

La Salle College
Philadelphia 41., Pa.

MEMO

April 7, 1960

To: Administration and Faculty
From: Publicity and Public Relations Department
Subj: Publication Dates of Faculty Bulletin

The Faculty Bulletin will continue to be published twice-monthly, but in the future it will, in addition, be distributed promptly on the 15th and 30th of each month in the academic year, or on the school day nearest to these dates.

Since the Bulletin was distributed just last week, and due to the absence of faculty members from the campus during next week's retreat, the next issue will be ready on Friday, April 29.

With the future prompt and efficient publication of the Bulletin in mind, the following schedule of its publication dates--and respective deadlines--for the remainder of the academic year, is outlined below.

DATE OF PUBLICATION	DEADLINE FOR MATERIAL
April 29	April 27
May 17	May 13
May 27	May 25

Please retain this memo both to remind you to forward to this office items of interest, and of the deadline for each issue. Thank you.

Respectfully,

Ralph W. Howard
Director