

CULPPER HORRIE B

HORRIE B. CULPEPPER

LUCILLE S. CULPEPPER

HORRIE B. CULPEPPER

BUILDING CONTRACTOR

TALLAHASSEE, FLORIDA

April 19, 1952

Mr. William P. Foster,
Director of Music,
Florida A & M College
Tallahassee, Florida.

Dear Sir,

We wish to commend you and all who participated in the part played by the Florida A & M College in the Talent Bowl program last evening.

We thoroughly enjoyed every part of it, and considered it an outstanding performance.

Yours sincerely,

Mr. and Mrs. Horrie B. Culpepper

Copies to:

Mr. Arthur Mac Carthy
Dr. George W. Gore, jr.
Director of Public Relations,
Florida A & M College

PERSONAL DATA:

Name.....William Patrick Foster
Marital Status.....Married - Age 33.Years
No. of Children.....Two, ages eight and eleven

EDUCATION:

Diploma - 1937, Summer High School; Kansas City, Kansas
B M E Degree - 1941, University of Kansas; Lawrence, Kansas
M A Degree - 1950, Wayne University; Detroit, Michigan

ORGANIZATION, PUBLICATIONS AND HONORS:

Awarded scholarship for excellence in scholarship and leadership
upon graduation from high school in 1937
National Education Association
Music Educators National Conference
American Musicological Society
Listed in Who's Who in Music, 1951 edition
American Teachers Association
College Band Directors National Association
Florida State Teachers Association
Alpha Phi Alpha Fraternity & Masonic Lodge
Author of Article "The Influence of the Negro on Music in America"
in book "Music and Dance in the Southeastern States" edited by
Sigmund Spaeth-1952 Biography included
Author of the feature article in November, 1949 issue of the
School Musician Magazine. "Improve Your Band Through The Small
Ensemble"
Author of the book "Arranging for the Small Ensemble and Full Band"
(Unpublished)
Author of article "The Role of Instrumental Music in Television"
accepted for publication in the Instrumentalist Magazine
Adjudicator for the Georgia and Florida State Band Festivals
Founder of the Annual Florida A and M College Festival and Clinic
of Music
Awarded 1951 Achievement Award by Lionel Hampton for the develop-
ment of the famous 132 piece Marching Band and the nationally
acclaimed Symphonic Band of the Florida A and M College

EXPERIENCE:

Student Director of Band and Orchestra, Summer High School
Kansas City, Kansas; 1935-1937
Director of Band for all schools (City) during the Summer of 1936
in Kansas City, Kansas

Director of Music, Lincoln High School
Springfield, Missouri; 1941-1943
A Cappella Choir, Personnel of Seventy Voices
Band, Instrumentation of fifty-five
Girls' Glee Club and Boys' Glee Club

EXPERIENCE (CONT'D)

Director of Music Department, Fort Valley State College
Fort Valley, Georgia; 1943-1944

Conductor of College Choir

Director of Music for the half-hour weekly radio broadcasts,
Station WMAZ Macon, Georgia-Recipient of Alfred I Dupont Radio
Award

Director of Annual Folk Festival

Director of Band and Orchestra, Tuskegee Institute
Tuskegee Institute, Alabama; 1944-1946

Director of Band, Instrumentation of eighty

Director of Orchestra, Instrumentation of Thirty-six

Head of the Department of Music and Director of Bands
Florida A and M College, Tallahassee, Florida; 1946-

Director of the Nationally Famous Marching Band on 132 pieces.

Director of the Symphonic Band, Instrumentation sixty,
Record albums available for National Distribution

Director of the Annual State Music Festival held on the College Campus

611
THE DEVELOPMENT OF THE COLLEGE MARCHING

AND

SYMPHONIC BANDS

BY

WILLIAM P. FOSTER
HEAD, DEPARTMENT OF MUSIC
DIRECTOR OF BANDS
FLORIDA A AND M COLLEGE
TALLAHASSEE, FLORIDA

THE DEVELOPMENT OF THE COLLEGE MARCHING AND SYMPHONIC BANDS

INTRODUCTION

The mission of music

The Philosophy of the Marching Band

The Philosophy of the Symphonic Band

Facilities, Equipment and Instructional Staff

PART I

THE MARCHING BAND

I. THE MARCHING BAND FORMATION

Instrumentation

The line-up of various sized bands

Position of instruments

Carry

Play-rest

Uniforms and equipment

II. THE SCHOOL OF THE BANDSMEN-CONVENTIONAL AND NEW TREND

Position of attention

At ease

Rest

Forward march!

Band, halt! -long and short halt

Forward march and halt with baton signals

Facings and other individual

Movements

Right face

Left face

About face

Mark time

By the right flank, march!

By the left flank, march!

To the rear, march!

Double to the rear, march!

Marching step, cadence, tempo source, spacing

III. PRE-DRILL TECHNIQUES, PROCEDURES, ORGANIZATION, AND ESPRE DE CORP

IV. THE DRUM MAJOR AND THE PERCUSSION SECTION

The drum major

The selection

Importance of the Drum Major

A. Leadership

B. Musicianship

C. Showmanship

D. Conditioning

Voice commands

Signals

Strutting

The role and importance of the Percussion section

Balance and rehearsal of the Percussion section

V. BAND MANEUVERS

The line-up at increase and decrease front

To increase front

To decrease front

To countermarch- (Standard, single turn and box)

To play at a halt
 To cease playing
 To forward march and play
 To begin playing while marching
 To cease playing and halt
 Right turn
 Left turn
 The minstrel turn
 The wheel turn
 Left and right oblique movements
 Drum beat on rims
 Cease and resume beat
 To dismiss the band
 Changing music on the march
 Inspections

VI. ORGANIZATION OF THE MARCHING BAND

- A. Policies
- B. The quartermaster and staff
- C. The librarian and staff
- D. The rank sergeants
- E. Awards

VII. MUSICAL PERFORMANCE

Selecting and playing a parade march
 The march book or folio
 Arranging and selecting music to fit the show
 Arranging music for the Marching Band
 Cadence

VIII. PLANNING SPECIAL MANEUVERS

Entry to the field

Technique of planning maneuvers and formations for half-time band show pageants

Maneuvers -at night football games

Dance steps, moving and animated formations

IX. SPECIAL MANEUVERS AND FORMATIONS

X. PRE-GAME SHOWS

XI. HALF-TIME SHOWS

PART II

THE SYMPHONIC BAND

XII. THE SYMPHONIC BAND

XIII. MUSICAL PERFORMANCE

Tone

Technique

Articulation

Phrasing

Intonation

Interpretation

XIV. ENSEMBLE PLAYING

Blend

Balance

Expression

Dynamics

Staccato and Legato

- XV. REHEARSAL TECHNIQUES AND SCHEDULES
 - Musician's training period
- XVI. TREATMENT OF SOLO INSTRUMENTS AND SOLOS RENDERED AT VARIOUS PARTS OF A SELECTION
- XVII. PERFORMANCE IN THE CONCERT HALL
 - Stage decorum
 - Acoustical knowledge
- XVIII. PLANNING PROGRAMS
 - Variety
 - Unity
 - Effective arrangement
 - Appropriate length
 - Adaptability to audience
- XIX. INSTRUMENTS, INSTRUMENTATION AND SEATING PLANS FOR THE SYMPHONIC BAND
 - The Brasswind Instruments and their care
 - The Woodwind Instruments and their care
 - The Percussion Instruments and their care
- XX. THE LIBRARY AND SYMPHONIC BAND LITERATURE
- XXI. THE ORGANIZATION OF THE SYMPHONIC BAND
 - A. Policies
 - B. Sectional leaders
 - C. Officers
 - D. Awards
- XXII. SUMMARY

THE DEVELOPMENT OF THE COLLEGE MARCHING

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SYMPHONIC BANDS

BY

WILLIAM P. FOSTER
HEAD, DEPARTMENT OF MUSIC
DIRECTOR OF BANDS
FLORIDA A AND M COLLEGE
TALLAHASSEE, FLORIDA

SEP 5

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C. The Librarian and Staff

D. The rank sargeants

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XXII. SUMMARY

Morris Brown College
Atlanta 14, Georgia

OFFICE OF THE BUSINESS MANAGER

May 22, 1962

Dr. William P. Foster
Band Director
Florida A & M University
Tallahassee, Florida

Dear Dr. Foster:

On October 13, 1962 the Florida A & M University football team is scheduled to meet our football team here in Atlanta for the annual football game.

We are writing to inquire as to the possibility of the Florida A & M University Marching Band accompanying the team for this particular event. As you know, the Famu band is always a big hit in Atlanta as elsewhere and we would be very pleased to have them appear in our stadium on this particular date.

Please advise as to the conditions under which these arrangements can be made. It is our hope that arrangements similar to those which we have had in previous years can be retained for the 1962 season.

With kindest regards, I am

Very truly yours,

C. W. Moore
C. W. Moore
Business Manager

CWM:ibj



June 12, 1962

Mr. C. W. Moore
Business Manager
Morris Brown College
Atlanta 14, Georgia

Dear Mr. Moore:

This communication comes to acknowledge and to express appreciation for your letter of May 22, 1962.

It is my pleasure to inform you that the FAMU Marching Band is available and it would be delighted to perform Pre-Game Show and Half-Time Pageant on the occasion of the Morris Brown College -- Florida A and M University Football Game on Saturday, October 13, 1962.

The obligations of Morris Brown College as sponsor - promoter are as follows:

1. **TRANSPORTATION** - Four (4) thirty-nine (39) Greyhound Traveler Buses based on 259 miles one way and 518 miles roundtrip (Tallahassee - Atlanta) at \$.60 per mile amounts to \$310.80 per bus and a total cost of \$1,243.20 for four buses.

If desirable, you may make the contractual arrangements and agreement with Greyhound Bus Manager in Atlanta. It is necessary, however, that we have buses seating at least 156.

2. **THREE MEALS** - Breakfast at 6:45 a.m.; lunch at 11:00 a.m.; and Supper at 5:00 p.m. on Saturday, October 13 for band personnel of 156.

3. **MAINTENANCE FEE** - \$300.00

This fee is charged and necessary for the purpose of financing the cost of cleaning band uniforms, replacing drum heads, reeds, valve and slide oil, drum sticks and slings, emergency work on instruments and uniforms, etc.

Mr. C. W. Moore

Page 2

June 12, 1962

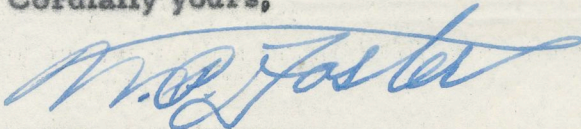
The FAMU Marching Band averages an expenditure of \$300.00 to \$500.00 per one day performance for expendible supplies, accessories, equipment and services.

4. OTHER CONSIDERATIONS

- a. Use of gymnasium for housing -(dressing and changing) and assembly facility. 156 chairs arranged in five rows requested.
- b. Housing accommodations for seven male members of the band faculty.
- c. Reserve seating section in stadium consisting of 23 seats in width and 15 rows in depth.
- d. Assignment of security - police officer at band housing - assembly facility from 6:00 a.m., Saturday, October 13 until departure at approximately 2:00 a.m., Sunday, October 14.

I trust that the considerations herewith presented are acceptable and satisfactory.

Cordially yours,



William P. Foster,
Director of Bands

WPF/dlw

cc: Dr. George W. Gore, Jr.
Mr. H. R. Partridge
Mr. Alonzo S. Gaither

June 14, 1962

Dr. W F Foster
Florida A and M University
Campus

Dear Dr. Foster:

I am approving your request that all performance engagements by the Florida A. and M. University Marching Band are approved by you and that the sponsors are charged a minimum of \$300 for maintenance.

Yours very truly,

George W. Gore, Jr.

/h

Florida Agricultural and Mechanical University

Tallahassee, Florida



GEORGE W. GORE JR., PRESIDENT

LYCEUM COMMITTEE

June 11, 1962

Dr. George W. Gore, Jr.
President
Florida A and M University
Tallahassee, Florida

Dear Dr. Gore:

This comes to ask that I, as Director, approve conditions of agreement regarding acceptance of performance engagements of the Florida A and M University Marching Band.

In order that expendable items of maintenance can be financed for replacement, it is necessary that the marching band charge all sponsors the amount of \$300.00. This sum is in addition to cost of transportation, meals at the place of performanc, and meals enroute to and from the place of engagement.

With appreciation for your understanding of this matter, I am

Sincerely yours,

A handwritten signature in blue ink, which appears to read "W. P. Foster".

William P. Foster, Head
Department of Music

WPF/dlw

June 21, 1962

Dr. W P Foster
Florida A and M University
Campus

Dear Dr. Foster:

I am approving your request to hold an Instrumental
Music Clinic at the University on September 18 and 19,
1962, under the direction of Mr. Reginald Kell of New
York.

Yours very truly,

George W. Gore, Jr.

/h

cc: Dean H M Efferson

Florida Agricultural and Mechanical University

TALLAHASSEE, FLORIDA



GEORGE W. GORE JR., PRESIDENT

COLLEGE OF ARTS AND SCIENCES

June 15, 1962

Dr. George W. Gore, Jr.
President
FloridaA and M University
Tallahassee, Florida

Dear Dr. Gore:

This comes to seek your approval for Mr. Reginald Kell, Education Director for C. Bruno and Son, Inc. of New York to hold an Instrumental Music Clinic at the University on September 18 or 19, 1962. There would be no financial responsibilities to the University for Mr. Reginald Kell's services.

With appreciation for your reaction and decision, I am

Sincerely yours,

A handwritten signature in blue ink, which appears to read "W.P. Foster".

William P. Foster, Head
Department of Music

A handwritten mark or signature in blue ink, possibly initials, located to the right of the typed name.

WPF/dlw

Florida Agricultural and Mechanical University

Tallahassee, Florida



GEORGE W. GORE, JR., PRESIDENT

LYCEUM COMMITTEE

June 22, 1962

Dr. George W. Gore, Jr.
President
Florida A and M University
Tallahassee, Florida

Dear Dr. Gore:

This comes in response to your inquiry regarding leave of absence request by Mrs. Rebecca W. Steele for the 1962-63 academic year.

Due to the fact that we have approximately five persons on study leaves for 1962-63 school year and the late date of request, I do not recommend request by Mrs. Steele. I would, however, favor recommending a study leave of absence for Mrs. Rebecca W. Steele for the 1963-64 academic year.

Sincerely yours,

A handwritten signature in blue ink, which appears to read "W. P. Foster".

William P. Foster, Head
Department of Music

WPF/dlw

Florida Agricultural and Mechanical University

Tallahassee, Florida

GEORGE W. GORE, JR., PRESIDENT

COLLEGE OF ARTS AND SCIENCES

Box 15	28
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FAMU
September 5, 1962

Att

Dr. George W. Gore, Jr.
President
Florida A and M University
Tallahassee, Florida

Dear Dr. Gore:

I am herewith attaching invitation to the University Marching Band for a performance on December 16, 1962. This comes to seek your reaction and decision prior to obtaining the opinions of the band personnel. Since our students are not accustomed to extreme cold weather, we would need to consider this matter.

Please permit me to also call your attention to the fact that the Diamond Anniversary Christmas Convocation is scheduled for December 16, 1962.

In view of the several factors mentioned, especially the weather in December, it might be advisable to make a counter offer to accept an engagement in late September or October of 1963.

Sincerely,

W. P. Foster

William P. Foster
Director of Bands

WPF/dlw

Enclosure:

September 17, 1962

Dr. W. P. Foster
Florida A and M University
Campus

Dear Dr. Foster:

I hereby agree with your recommendation with respect to accepting the invitation of the Baltimore Colts. I would suggest that you write to them making a counter offer.

Yours very truly,

George W. Gore, Jr.

GWGjr/gle

Enclosure

Florida Agricultural and Mechanical University

Tallahassee, Florida



GEORGE W. GORE, JR., PRESIDENT

COLLEGE OF ARTS AND SCIENCES

October 15, 1962

Dr. George W. Gore, Jr.
President
Florida A and M University
Tallahassee, Florida

Dear Dr. Gore:

I am delighted to inform you that 45 RPM records of "God of Our Fathers" and The Battle Hymn of the Republic" were just received from Fidelity Sound, Inc.

Under separate cover please find twenty-five records for your distribution.

Sincerely yours,

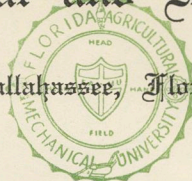
A handwritten signature in blue ink, which appears to read "W.P. Foster".

William P. Foster, Head
Department of Music

WPF/dlw

Florida Agricultural and Mechanical University

Tallahassee, Florida



GEORGE W. GORE, JR., PRESIDENT

COLLEGE OF ARTS AND SCIENCES

October 18, 1962

Dr. George W. Gore, Jr.
President
Florida A and M University
Tallahassee, Florida

Dear Dr. Gore:

This letter comes to request lodging and boarding accommodations for the following faculty members accompanying the Tennessee State Band to Tallahassee for the Tennessee--Florida Football Game on Saturday, October 27, 1962. They will arrive at 2:00 p.m., Friday, October 26 and depart at 9:00 a.m., Sunday, October 28.

Herewith attached is letter from Mr. Frank T. Greer, Band Director at Tennessee State, stating faculty personnel to accompany the band. I have written Dean Calhoun with respect to housing of four single women faculty members and sixteen female band students.

For the other faculty members, I am requesting housing accommodations in the Guest House. Four rooms will be needed to take care of housing for four single male faculty members and two couples.

In this same connection, please arrange for me to pick up twelve (12) faculty meal tickets to cover period - supper on Friday, October 26; three meals on Saturday, October 27 and breakfast, Sunday, October 28.

In addition, I would appreciate your arranging for me to secure one hundred and forty four student meal tickets for the same period of meals as stated above for faculty. Finally, one hundred and fifty-six sack lunches are requested to be picked up at Dining Hall on Sunday, October 28 at 8:30 a.m.

With appreciation for your early consideration, I am

Sincerely,


William P. Foster
Director of Bands

Enclosures:

TENNESSEE AGRICULTURAL AND INDUSTRIAL STATE UNIVERSITY

NASHVILLE, TENNESSEE

September 24, 1962



Director of Bands

Dr. William P. Foster, Head
Department of Music
Florida A. & M. University
Tallahassee, Florida

Dear Dr. Foster:

Mr. Benjamin Butler and I have an opportunity to visit your campus on October 5-6 when you play Lincoln University. We would be grateful if you can provide housing and meals for us. Our only game here before November is this Saturday night, September 29, 1962. We would like to have you and any of your assistants come up and visit us. Should you manage to do so please let us know and I shall arrange for housing and meals.

I had the opportunity to visit A. & T. College in Greensboro this past weekend for the game. They beat us, but I must say that both teams played a fine game. This was my first opportunity to see the A. & T. band and I could readily see your influence on their style.

In a few day I will send you a complete roster of our personnel who will participate in our game there on October 27, 1962. It is my understanding at this time that the R.O.T.C. drill team is planning to come and, if so, they will take the time that you have allotted for our band at pregame activities. I imagine that Lt. Col. Howard Baugh will contact your chief R.O.T.C. officer regarding their plans.

Give my regards to everyone there and especially to Lou Bowden. Mr. Butler and I plan to arrive there on Friday evening, October 5th with the coaches who will be scouting the teams.

Sincerely yours

Frank T. Greer
Frank T. Greer
Director of Bands

October 18, 1962

Miss Edna Calhoun
Associate Dean of Students
Florida A and M University
Tallahassee, Florida

Dear Dean Calhoun:

In connection with the Tennessee State--Florida Football Game in Tallahassee on Saturday, October 27, the Tennessee Band will participate in the Pre-Game and Half-Time activities.

There are sixteen women members of the Tennessee Band for whom I am requesting housing in the Women's dormitories. In addition, there are four faculty women with the band who also require housing accommodations.

Mr. Frank T. Greer, Band Director at Tennessee State, has informed me that they plan to arrive at 2:00 p. m., Friday, October 26 and to depart at 9:00 a. m., Sunday, October 28.

We will be grateful for your assistance in making housing accommodations for these sixteen women students and four women faculty members from Tennessee A and I State University.

At your earliest convenience, please inform me of the buildings and room numbers of their assignment.

With grateful appreciation for your consideration, I am

Sincerely,

William P. Foster
Director of Bands

WPF/dlw

October 18, 1962

Dr. Charles U. Smith, Chairman
Athletic Fiscal Committee
Florida A and M University
Tallahassee, Florida

Dear Dr. Smith:

This comes to request thirteen complimentary tickets for faculty personnel with the Tennessee Band for the Tennessee--Florida Football Game on Saturday, October 27, 1962. The other three members of the faculty will be in band uniforms and therefore they can be admitted thru gate with the Tennessee State Band members.

Herewith attached is a copy of communication from Mr. Frank T. Greer, Band Director of Tennessee State University.

With appreciation for your consideration, I am

Sincerely,

William P. Foster
Director of Bands

WPF/dlw

October 18, 1962

Mr. Ralph G. Coleman
Properties Supervisor
Florida A and M University
Tallahassee, Florida

Dear Mr. Coleman:

In connection with the Tennessee State--Florida Football Game on Saturday, October 27, the Tennessee Band and R. O. T. C. Drill Team will participate in the Pre-Game and Half-Time activities.

Colonel Albert J. Parker has approved the use of the Howard Hall Auditorium as their lodging quarters from their arrival at 2:00 p. m., Friday, October 26 thru their departure at 9:00 a. m., Sunday, October 28.

I am asking that you supply and set up cots with mattresses for one hundred twenty eight (128) male band members and thrity five (35) male R. O. T. C. Drill Team members.

We will be grateful for your assistance in making housing accommodations for these one hundred and sixty three male students in the auditorium of Howard Hall.

At your earliest convenience, please inform me of confirmation regarding this request. I will also appreciate your having one key by Wednesday, October 24 which can be turned over to Mr. Frank T. Greer, Director of Tennessee State Band, for their use in securing the auditorium of Howard Hall.

With gratitude for your assistance and cooperation, I am

Very truly yours,

William P. Foster
Director of Bands

WPF/dlw

MISSISSIPPI AGRICULTURAL AND INDUSTRIAL STATE UNIVERSITY

MUSIC DEPARTMENT
Nashville, Tennessee

Office of the Band Director

October 10, 1962

Dr. J. A. Payne
Dean of Students
Mississippi A & I State University
Nashville, Tennessee

Dear Dr. Payne:

The Mississippi State University Marching Band is scheduled to go to Tallahassee, Florida in connection with the football game to be played there on October 27, 1962.

Dr. William P. Foster, head of the music department at Florida A & M, has requested that we send a complete roster of our personnel to the Dean of Students and one for the business manager. It is mandatory that we make it clear that all accommodations and services be on a reciprocal basis so that they will know what to expect when they come here next fall.

For your information and guidance the following data regarding our entire party and our schedule is submitted:

1. Personnel and Housing

a. Students

(1) Women 19
(2) Men 124

b. Faculty

(1) Women (single) 4
(2) Men (single) 5
(3) Married couples (2) 4

Total Personnel 156

2. Food Service (Arriving 4:00 p.m. October 26, 1962)

			<u>Meals</u>	<u>Per</u>	<u>Person</u>
Friday	-	Supper	156	Persons	1
Saturday	-	Three Meals	156	Persons	3
Sunday	-	Breakfast	156	Persons	1
Sunday	-	Bag or Box Lunch	156	Persons	1
Total Meals for 156 Persons					6

It was my understanding with Dr. Foster that the half-time of the game could be extended five minutes making it a total of twenty minutes, provided the coaches agree.

Dr. J. A. Payne

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October 10, 1962

Our coach and our Athletic Director have given their approval and I am asking you to notify Dr. Foster so that he can clear the matter with coach Gaither at Florida A & M. Please ask Dr. Foster to give us the exact time that we will be allotted for half-time and pre-game.

I am under the impression that our R. O. T. C. Drill team is planning to make the trip. If this is true, we will gladly surrender our pre-game time (six minutes) to them; however, it is urgent that we know whether or not they will go. If they do not go, we are expected to present a pre-game show prior to the National Anthem.

A complete roster of our personnel will be sent to you at least one week before our departure. Please tell me to whom the insurance roster should be sent. Since I do not handle funds, it is assumed that the Bursar will purchase the insurance for our party.

Finally, Dr. Foster stated that it was very urgent that all information regarding our entire party be in the proper office at Florida A & M not later than Saturday, October 13, 1962. They like to complete all arrangements at least two weeks prior to a football game.

Sincerely yours,

Frank T. Greer
Director of Bands

FTG:jc

cc: Dr. William P. Foster, Head
Department of Music
Florida A & M University
Tallahassee, Florida

Dr. B. C. Lewis, Head
Department of Music
Campus

Florida Agricultural and Mechanical University

Tallahassee, Florida



GEORGE W. GORE, JR., PRESIDENT

COLLEGE OF ARTS AND SCIENCES

December 6, 1962

Dr. George W. Gore, Jr.
President
Florida A and M University
Tallahassee, Florida

Dear Dr. Gore:

I am herewith attaching contract for Julian "Cannonball" Adderley and Sextet Lyceum Attraction to appear at the University at 8:00 p.m., Wednesday, December 12, Lee Hall Auditorium. Please sign five copies and enclose them in attached envelope as per request by Mr. Oscar Cohen.

Sincerely,

A handwritten signature in dark ink, appearing to read "W. P. Foster", is written over a horizontal line.

William P. Foster, Chairman
Lyceum Committee

WPF/dlw

cc: Mr. H. R. Partridge



Associated Booking Corp.

JOSEPH G. GLASER, PRESIDENT

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Cable Address: Starbook, New York

From New York Office

November 27, 1962

Dr. William P. Foster,
Chairman of Lyceum Committee
Florida A & M University
Tallahassee, Florida

Dear Dr. Foster:

Enclosed please find a contract covering the proposed appearance of JULIAN "CANNONBALL" ADDERLEY at Florida A & M University on December 12, 1962.

Kindly sign all the copies and return them to me in the enclosed self-addressed envelope, in order that I may forward same to the artist for his signature and approval.

You will note there is a 50% deposit required upon the signing of the contract and I would appreciate your sending me a check for this amount made payable to Associated Booking Corporation, along with the signed contract.

Under separate cover, I have sent you pictures and publicity material.

Sincerely,

OSCAR COHEN

oc/lee
enc.