

November 13, 1969

Dr. Alfred M. Freedman
Department of Psychiatry
New York Medical College
New York, New York

Dear Al,

In making the arrangements for the president's reception we are faced with certain decisions and I would like your judgment.

A cash bar will require each guest to pay \$1.65/drink. Our charge would be \$35 for each bartender and I am requesting two bartenders be available.

Canapes may be purchased in one of two ways - a fixed fee of \$6.50 per person for a two hour cocktail party; or our purchasing a quantity of food that we think is adequate at varying costs per tray. A copy of their costs is enclosed. The management suggests sixteen pieces per person as a reasonable average, especially at that time of day and for a two hour period.

I am unsure as to the number of people who might attend but estimate 80 to 100. If we accept the number of 1500 pieces and use the minimum costs, I come to \$700-\$800.

If we take a fixed cost per person we are then dependent on the management providing enough food. If we do it by the tray, I believe I can request the managment to deliver more trays within a short while if the demand requires. I would like to request a variety of hors d'oeuvres initially on the basis of 1200 pieces (12 pieces/person) with the proviso that we order more as necessary (and funds allow).

Sincerely yours,

Max Fink, M.D.
Professor of Psychiatry
Secretary

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