

History and Heritage Committee



The American Society of  
Mechanical Engineers

Founded in 1971

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13 JULY 87

July 10, 1987

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43614

~~SEVEN'S CONCERN, FIVEGUA~~  
~~(F. C. M. C. P.)~~  
~~1-000-000-0110~~

Dear Mr. Anderson,

Enclosed are some handouts on ASME and the History program for the Buckeye Steam Ditcher people. We are currently updating our planning guide for history and heritage activities, which is how I got sidetracked. In response to your key concerns, I've enclosed a copy of our policy and some of the our documents such as the Regional List of Landmarks.

Budgeting. The ASME History and Heritage Committee will provide the bronze plaque (12 x 18-inch, back mounting) and will assist the division with printing expenses for the brochure, invitations, and programs. We can do this by reimbursing some of these costs or by publishing them in New York.

Selecting a date. An event planned for next May should provide no problem for national officers, and therefore I would consider the availability of local people who are interested in attending the ceremony. A few ASME technical conferences are taking place during the first week of May, and you may wish not to conflict with them. Consult the curator, the Section chairperson, and if you can the Regional Director. Consider inviting supporting groups such as the Maumee Valley Historical Society.

Is there a local event in May that you want to connect with? Or is there an anniversary date to make it more of a splash? For instance, the Icing Research Tunnel in Cleveland held their ceremony on the anniversary of Lindberg's flight.

Arthur Ebeling should be kept up-to-date as your plans come together. He's gone through quite a few landmarks, and he may be helpful during planning meetings. The ASME Midwest Regional Office is Randhurst, Suite 72, Rand and Elmhurst Roads, Mt. Prospect, IL 60056; 312-392-8876.

JK:CH

Guests to Invite. You may wish to consider who, if anyone, you want to have as special guests (such as the 74-year-old man you spoke of). Whether they speak on the program or not, it can make the ceremony even more special. ASME's Lockport people invited President Reagan and received a nice reply when he declined.

You may want to discuss inviting state officials, city or county officials, university people, historical and civic groups, other engineering societies, and people who have been interested in steam ditchers.

I will provide you with an invitation list closer to the time you will send out invitations. It will include about 100 people, most of which will not attend. These are national, regional and section officers.

Program. Plan a 30-45 minute ceremony, unless you plan some special entertainment such a film. The general format is:

- Welcome and introduction of guests
- Explanation of the Landmarks Program by National H&H Committee Member
- History of the Landmark, by nominator or sponsor
- Presentation of the Plaque by ASME President or his representative
- Acceptance of Plaque
- Special remarks by a guest, perhaps state or local government officials or even a designer or family member
- Closing, usually by an ASME H & H person or welcomer

Tours and entertainment. If the ceremony takes place inside or near the landmark, try to plan a tour to see the ditcher. People love to see the landmark and related items. Someone, however, should be prepared to explain it to guests. Refreshments or luncheon or dinner arrangements are optional depending on the sponsor and Section. ASME does not provide funds for this. Charging ASME members for the ceremony is not usually done, unless the ceremony is held in conjunction to a regularly paid event.

Brochure. Guidelines are now available and enclosed. Please make this one of your priorities since the Committee requires about a month to review it properly. We can help you with printing costs, especially since we require 1000 to be sent to New York for distribution.

Samples of a brochure, invitation, and program are enclosed.

FINALLY,

I've enclosed an agenda for your meeting, in case you want it. And a general time frame with which to work. These are very general and I only provide them to get the ball rolling.

Sincerely,



Diane Kaylor  
Public Information  
enc.