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FRANK H. HITCHCOCK, SECRETARY

Inaugural Committee

THE NEW WILLARD

WASHINGTON

Committee on Public Comfort

ROOM 309 CORCORAN BUILDING
15TH STREET, OPPOSITE U. S. TREASURY

M. I. WELLER, CHAIRMAN
J. F. HOOD, VICE CHAIRMAN
H. K. SIMPSON, SECRETARY
C. A. MCCARTHY, CLERK

February 15 1905.

Dear Sir:

I am in receipt of your acceptance of Chairmanship of the Auxiliary Committee in your City and in reply I send you the following instructions a strict observance of which will make you an efficient aid to the Central Committee.

- 1.- Persons intending to visit the City during the Inaugural ceremonies and desiring the assistance of this Committee in securing accommodations will make known their intentions to you at the earliest possible moment before the time set for their departure and you will transmit the same without delay to this office from which we will endeavor to locate them before their leaving home
- 2.- Always transmit names, relations, addresses, sex, color, number of persons and local reputation with the application for accommodation.
- 3.- A strict observance of the instructions given above will insure freedom from annoyance and mistakes in locating persons and any departure therefrom often subjects the Central Committee to embarrassing criticism.

Very truly yours,

Samuel Murray
Chairman Sub-Committee, Public Comfort.

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