M E M O R A N D U M

DATE: September 9, 2005

TO: Darlene Jackson, Tammy Bettersen

FROM: Innis Shoemaker

SUBJECT: Instructions for students in ARTH 501-302

I plan to give the Admissions Desk personnel at the Philadelphia Museum of Art a list of students enrolled in my course so that they may obtain a button whenever they need to visit the Museum during this semester.

When students arrive for the first class they should give their names either to the guard at the door or to the admissions desk and get a button. The guard can tell them where to find the entrance to the Department of Prints, Drawings, and Photographs. If they have any problems obtaining a button or locating the door to the department, they may call extension 7660 and someone will be able to help them.