The Hon. Herbert H. Lehman
Governor of New York
Albany, New York

My dear Governor Lehman,

I write now to give you specific details about your lecture at Columbia Wednesday evening, February 14. The place is McMillin Academic Theater, a University auditorium at the northeast corner of Broadway and 116th Street. The time is eight-fifteen. As you know, President Butler plans to be here that evening and to present you to your audience.

From the President's office I understand that you plan to come down from Albany just in time for this lecture, and I am wondering if it would add to your convenience if we should send an escort to meet you. This we would be very glad to do, of course. On the other hand, you may prefer some arrangement of your own, and we want you to feel perfectly free to choose the more agreeable plan.

There is no special speakers' entrance to McMillin, but if you should come to the 116th Street side of the building (just west of the open plaza in front of the Library) we would have an attendant there to guide you backstage to the Speakers Room. That would avoid taking you through the crowded lobby in front.

I am glad you expect to speak quite informally. That is by all means the most satisfactory way with an audience such as ours. I have told you before, I believe, that this audience is a rather general cross-section of New York in its middle brackets. It is not at all an academic audience, nor is it a student audience, although both groups are represented. Our members are, for the most part, doctors, lawyers, teachers, business people, bookkeepers, stenographers, retired elderly people, and so on. You will find them sympathetic and alert and very much interested in what you say. And if you have no special objection, we would like to follow our usual custom of following your talk with a short discussion period, with questions from the audience.

One other detail comes to mind, in case you are a bit in doubt--black tie is rather the custom here.

Please let me know if I have overlooked anything which might make for your comfort and convenience. Of course we want to reserve seats for any guests you may bring. We hope Mrs. Lehman plans to come with you.

Sincerely yours,

[Signature]

Columbia University in the City of New York
UNIVERSITY EXTENSION
THE INSTITUTE OF ARTS AND SCIENCES
February 9, 1940