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Tourism and Resort Series List of Publications 1955

Michigan State University Extension

Tourism Resort Series Bulletin

N.A.

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SITE DEVELOPMENT, BUILDING PLANNING, AND CONSTRUCTION

<u>Pub. No.</u>	<u>Title</u>	<u>No. of Pages</u>	<u>Price*</u>
R-302	Planning Better Motels	28	\$.25
31-0	Sketches of Motels and Cabins	8	.40
31-1	What's New in Motel Planning	7	.10
31-2	Planning Suggestions for a 50-Unit Motel	5	.10
32-0	Sketches of Cottages and Resorts	8	.40
R-304	Planning Better Vacation Accommodations	36	.30
Reprint	Well-Planned Tourist Cottages	2	.10
71-1	Electric Outlets for Cabins and Cottages	2	.10
73-1	Odor Control	2	.10
73-2	Heating Tourist Accommodations	8	.10
74-4	Pipe Sizes	2	.10
74-5	Water Problems in Motels and Resorts	6	.10
80-1	Sound Insulation	2	.10
81-2	Finishes for Rustic Structures	4	.10
91-1	Suggested Plants for Landscaping	16	.10
93-2	Floor Maintenance	3	.10
E-118	Septic Tanks for Rural and Suburban Areas	36	.20
R-201	Weed Control in Resort Areas	4	.15
R-202	Signs and Entrances	8	.20
R-301	How To Prevent and Control Fire	8	.15

INSTITUTION ADMINISTRATION - QUANTITY FOOD SERVICE

<u>Title</u>	<u>No. of Pages</u>	<u>Price</u>
<u>Bibliographies</u>		
Bibliography-Quantity Food Service Publications (annotated, free and low cost literature)	24	.10
Bibliography-Quantity Food Service References (annotated, includes recipe books, organization, management, equipment)	6	.10
Bibliography-Camp Cookery (annotated, free as well as good reference books on camp cookery)	4	.10
<u>Food Planning, Purchasing, and Storage</u>		
Menu Planning Guides	2	.10
Good Purchasing Practices	1	.10
Good Food Purchasing Guides	2	.10
Table of Equivalents and Substitutions	2	.10
Rules for Cold Storage	2	.10
Guide for Dry Storage	2	.10
Rules for Dry Storage of Food Supplies (Poster)	1	.10
<u>Food Preparation and Service</u>		
Salad Preparation and Suggestions	4	.10
Rules for Cooking Fresh and Frozen Vegetables	2	.10
Time Table for Fresh and Frozen Vegetable Cookery	2	.10
Meat Selection, Care, and Preparation	5	.10

*No charge is made to Michigan residents except for the Account Book which is 30 cents.
 Prices for items listed apply to out-of-state requests.

_____	Time Table for Meat and Poultry Cookery	2	.10
_____	Fish-Selection, Care, and Preparation	2	.10
_____	Rules for Deep Fat Frying	2	.10
_____	Are Your Sandwiches The Best?	2	.10
<u>Portion and Cost Control</u>			
_____	Waste Less (ways to lower food and operation losses)	3	.10
_____	Sample Standardized Recipe-Mashed Potatoes	1	.10
_____	Food Service Operation Percentages	2	.10
_____	Guide To Portion Size	1	.10
_____	Guide To Menu Pricing	1	.10
_____	Cost Aid-Staples, Dairy Products, Misc. (aid to figuring costs of recipes)	5	.10
_____	Cost Aid-Fresh Vegetables (aid to figuring cost of vegetables)	6	.10
_____	Standard Portion Chart-Beverages, Appetizers, Desserts	2	.10
_____	Standard Portion Chart-Fruits	2	.10
_____	Standard Portion Chart-Meats, Poultry, Fish	2	.10
_____	Standard Portion Chart-Vegetables	2	.10
<u>Management</u>			
_____	Personnel Guide Chart	1	.10
_____	Chart of Organization & Job Description - Small Operations	2	.10
_____	Sample Work or Time Schedule	1	.10
_____	Payroll Guides	2	.10
_____	How Much Are You Paying For Walking?	1	.10
_____	Ways To Increase Customer Satisfaction	2	.10
_____	You Are A Sales Person	2	.10
_____	Simplify Your Work	2	.10
_____	Employee Training	12	.10
<u>Sanitation and Safety</u>			
_____	Practice Clean Work Habits	1	.10
_____	Habits of Personal Cleanliness	1	.10
_____	Housekeeping Check List-Food Service Operations	2	.10
_____	Sanitation Guide for Food Service Operators	2	.10
_____	Efficient Hand Dishwashing	4	.10
_____	Watch Those Accidents	2	.10
<u>Layout, Equipment, and Furnishings</u>			
_____	Layout Guides for Efficient Production	4	.10
_____	Equipment Planning and Purchasing Guides	7	.10
_____	Large Equipment List for:		
_____	Drive-In	1	.10
_____	Lunchroom	2	.10
_____	Small Restaurant	2	.10
_____	Small Resort	5	.10
_____	Small Equipment List for Drive-In, Lunchroom, Small Restaurant, and Small Resort	5	.10
_____	Color and Lighting in Your Establishment	2	.10
_____	Guides for Purchasing Sheets, Pillowcases, & Towels	4	.10
<u>Equipment Sketches</u>			
_____	Sink-Hand Dishwashing	1	.10
_____	Utility Cart on Casters	1	.10
_____	Work Table on Casters	1	.10
_____	Truck on Casters	1	.10

BUSINESS MANAGEMENT

<u>Pub. No.</u>	<u>Title</u>	<u>No. of Pages</u>	<u>Price</u>	
_____ R-602	Business Methods for Motels	20	\$.25	
_____ R-603	Business Methods for Cottage Resorts	20	.25	
_____	Account Book for Small Tourist and Resort Businesses	49	.50	.30 Mich.
_____ Reprint	Understanding Depreciation	2	.10	
_____	Examples of Depreciation Methods	2	.10	
_____	Selected References on Motel and Resort Business Management	1	n/c	
_____	Analysis of Financial Returns from Housekeeping Cottages	7	.10	

GUEST ENTERTAINMENT

_____ R-701	Outdoor Games for Guest Entertainment	16	.20	
_____ R-702	Children's Games and Play Equipment	16	.20	
_____ R-703	Nature Trails for Resorts and Camps	8	.20	
_____ R-704	Evening Programs for Resorts	16	.20	

MISCELLANEOUS

_____ Reprint	Geographic Influences on Michigan's Resorts	8	.10	
_____ 101-1	Sketch of Information Booth w/restrooms	1	.10	
_____	Boat Houses and Docks	14	n/c	
_____	Boat Liveries, Bait Sales, and Motor Rentals	2	.10	

DATE

These publications can be obtained from the office of your Cooperative County Extension Agent, who is the representative of Michigan State University in your county, or from the Tourist and Resort Service, Department of Land and Water Conservation, 409 Agriculture Hall, Michigan State University, East Lansing, Michigan.

Name _____

Address _____
