

MEMO TO: Dedication Planning Committee

DATE: 20 February 1967

FROM: Edwin L. Wolff

SUBJECT: NCAR Dedication - 10 May 1967

Dedication Day is less than three months away, and it seems a good time to have a meeting of the full Dedication Committee to bring you up to date on planning, and to agree on how to set the necessary time-tables and to get information to you on which you can draw up your plans.

The meeting will take place on Tuesday, February 28, at 2 p.m. in the Director's Conference Room (#215). I'd appreciate your letting Anne Scott know immediately whether or not you can attend.

Functions and Responsibilities

As a first step in organizing the Dedication task force, we've made the following assignments of responsibility for the various functions, more or less along the lines agreed upon at the last meeting:

John Kennedy:	Over-all Coordination
Nancy Wright:	Invitation List
Henry Lansford:	Invitation Design and Production Program Design and Production Press Room
Ed Wolff:	Invitation Text Program Text
Anne Scott:	Return Card Design Envelope Typing and mailing Record Keeping Hotel Reservations Dedication Luncheon
Gary Johnson:	Platform Parking
Bob Brown:	PA System and Tape Recording Transportation 9 May Reception and Dinner Photography
Virginia Cofer:	Information Desks-Harvest House & Stapleton Guides for Tours
John Schlegel:	Ushers

Purpose of the Meeting

At the meeting, it is our plan to review the over-all plan for the Dedication and associated events; to get your suggestions and ideas; to find out how many people you will need to help carry out the functions for which you have responsibility; to discuss the manner in which these people should be recruited; to agree on how a plan for following through on each function should be formulated and monitored; and perhaps most important, to get you to tell us what decisions, in addition to those already made, you require so that you can go ahead and get your work done.

Our aim is to let you run your own shows, checking back only when you think necessary. I'd guess that if things go right, this will mean we won't have to have too many more meetings of the full committee!

Between now and meeting time, we'll be getting in touch with each person who is responsible for a specific function to talk about his particular area(s) of responsibility.

What's Been Done to Date?

Schedule: A tentative schedule is attached.

Invitations: The invitation list is now firm (except for the usual last-minute additions!); the invitation and return cards are now being prepared by Tech Illustrating. Samples will be available at the planning session meeting. Deadline on printing is scheduled for 1 March. Suzie Woodworth will be back with us to prepare the envelopes and help with the stuffing; mailing is scheduled for 8 March. Jack McCormick is helping us put the master mailing list on punch cards. From the punch cards multiple lists and card files of various kinds can be made.

Hotel Reservations: Rooms have been reserved at the Golden Buff, Harvest House, Highlander Motel and Holiday Inn. Anne will make the reservations for some of the attendees (VIP types); others will engage their own accommodations directly with the motels (information on motel accommodations will be included with the invitations).

9 May Reception and Dinner: Formal dedication of the Damon Room will take place at the reception; with dinner following in NCAR's cafeteria. Attendees will be mostly UCAR family and Damon family. 75 to 125 expected to attend.

Dedication Luncheon: The Horizon Room (East and West) of the Harvest House has been reserved for the afternoon of 10 May. The main dedication address will be given at the luncheon, which directly follows the Mesa ceremony. 200-250 expected to attend.

Platform: Ceremony will take place in the circle drive at 10:30 a.m. A maximum of 40 will be on the platform. Gary Johnson will be asked to submit building plans for the platform. 400 folding chairs (100 padded, 300 plain) have been reserved for the ceremony seating, from A/B Rentals in Boulder.

PA System: Bob Brown will hire an outside contractor to install the PA system for dedication area (both outside and inside), and for the cafeteria area. Taping requirements will also be handled by the sound company for all events.

Stapleton Airport Information Desk: To be set up at the airport Baggage Claim Area to handle transportation requirements of the attendees.

Harvest House Information Desk: To be set up in lobby area to handle any requirements of the attendees.

Parking: Problems in this area. If staff is allowed to use the lot, parking area will be 3/4 full. Possible solution is to have the staff park in Table Mesa Shopping Center lot and run a shuttle bus service to the Mesa. Attendees will also be brought to the Mesa via shuttle bus or shuttle car service. Local people will most likely drive up in their own cars.

Photography: NCAR photography staff to handle. Still coverage of all events (9 May reception and dinner, and dedication ceremony and luncheon on 10 May) plus movie coverage of the ceremony.

Press Room: To be set up in Director's Conference Room as an area where press personnel can interview, and get story material for news coverage.

Ushers: To seat attendees at the dedication ceremony, and to handle crowd in case of inside ceremony.

Guides for Tours: Tours to be available to the attendees prior to the ceremony and following the dedication luncheon.

Transportation: Cars will be available to pickup people at Stapleton (UCAR Trustee types). A few people will have a car and driver assigned to them for their entire stay in Boulder. The NCAR scientific staff will be assigned to "taxi" these people. Others will get to Boulder on their own (Stapleton Information Desk will assist with transportation needs). In-Boulder to Mesa transportation to be handled by shuttle bus or shuttle car service, except for a few people who will have the special cars and those local people who will drive their own cars.

Programs: Design is presently being prepared and text to be written. Programs to be given out on day of ceremony.

Copies to: Bob Brown
Virginia Cofer
Gary Johnson
John Kennedy
Henry Lansford
John Schlegel
Anne Scott
Nancy Wright

Ann Day
Bill Jones
Charles Palmer
Fred Roecker
Keith Watson

SCHEDULE OF EVENTS

Tuesday, 9 May 1967

- 9:00 a.m. Meeting of the retiring UCAR Board of Trustees
Main Seminar Room
- 10:00 a.m. Meeting of the Members' Representatives
Main Seminar Room
- 12:30 p.m. Lunch
- 3:00 p.m. Meeting of the new UCAR Board of Trustees
Main Seminar Room
- 6:00 p.m. Reception - Damon Room Dedication
Damon Room
- 7:00 p.m. Dinner
NCAR Cafeteria

Wednesday, 10 May 1967

- 10:30 a.m. Dedication Ceremony
Circle Driveway, NCAR Laboratory
- 12:30 p.m. Dedication Luncheon
Horizon Room, Harvest House Hotel

Thursday and Friday, 11 and 12 May 1967

- All Day Meeting of the Interdepartmental Committee for
Atmospheric Sciences (ICAS)
Main Seminar Room