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# FOIA MARKER

**This is not a textual record. This is used as an administrative marker by the George Bush Presidential Library Staff.**

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**Record Group/Collection:** George H.W. Bush Presidential Records  
**Collection/Office of Origin:** Speechwriting, White House Office of  
**Series:** Administrative Files  
**Subseries:** Alpha File, 1989-1993

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**OA/ID Number:** 13906  
**Folder ID Number:** 13906-001

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**Folder Title:**  
Intern Packet, 8/90-9/90

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Stack:	Row:	Section:	Shelf:	Position:
<b>G</b>	<b>18</b>	<b>29</b>	<b>3</b>	<b>3</b>

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August 1, 1990

MEMORANDUM FOR ALL COMMUNICATIONS INTERNS

FROM: John Flippen<sup>JAF</sup> and Clayton Hill<sup>CH</sup>

RE: "HOW TO BE AN INTERN" Packet

The first few days (and even weeks) of one's internship can often be a frustrating time for newcomers in Communications. Everyone can remember how nice it was to receive helpful hints on procedures around the office.

Therefore, in order to help not only the future interns, but also the staff members, we have decided to put together a pamphlet containing all the different tidbits of information one needs to know to operate in your office. Every office's interns should get together and list all the daily and weekly jobs (including how to perform them), as well as any specifics on how to operate/answer the phone. Another big help might be any specific hints about how different staff members like things done.

The contact people for this project will be Clayton Hill and John Flippen. We need this information by this FRIDAY, AUGUST 3. We will be around to collect it, or you can bring it by. Any questions, contact us at x2930.

August 3, 1990

MEMORANDUM TO JOHN FLIPPEN AND CLAYTON HILL

FROM: Stephanie Van Meter<sup>SM</sup> and Liz Brinkley<sup>LB</sup>

RE: "How to be an Intern" Packet

The Office of Research. In the Research office you help check facts, quotes, and statistics, or you find interesting information on a subject for a Presidential speech. You assist the Research Assistants in their work.

Here are some suggestions to help make an internship in the Office of Research start off on the right foot.

1. Don't wait for someone to ask you to do something. Always offer assistance in any way. Do it with a smile, no matter how mundane the task may be. Always ask, but don't become bothersome.
2. Use the Librarians in the Library. They are always willing to help you locate the information you are after.
3. Keep the office as neat as possible. Put the newspapers on their proper shelves at the end of the day. Save newspapers for approximately a month, then throw them in the recycling can. Keep magazines in their proper places also. But don't throw away old magazines until they begin to overcome the shelves.
4. If something goes wrong with the Nexis/Lexis machine call the company. The numbers are listed on top of the machine, and you can usually fix it from their instructions over the phone.
- \* 5. Interns are responsible for answering the phones. Always say "Good Morning", or "Good Afternoon, Research".
6. At least one Intern should try, if at all possible, to be in the office at all times. If at least one Intern cannot be in the office, make sure you tell someone so they know to answer the phones.
5. Most important, have FUN! The most rewarding part is being able to hear your research in a speech given by the President.

1. Ice
2. Papers ~~att/x~~ on  
 Wash Post WSJ NYT  
 "Times USA Today
3. Make off, look pretty
4. Take previous day's papers  
 to recycling bin in restroom
5. Copy schedules - line by line  
 block calendar Take to  
 /
6. Change sign out sheet to  
 next correct date.



Answer phone "Good morning  
 or afternoon communications"  
 Ask who is calling  
 and what it's regarding.  
 If it's for Chriss use the  
 intercom to buzz her at ext 21.

It's for Dirie transfer  
it to her office, say who

It's

Anyone from the press calls transfer  
it to Media Relations 7150

### Supply Room

Go to supply room  
two times a day 10 + 4

usually, There is a supply list  
in Dirie's Office.

There should always be a

large supply of paper, Bond  
Letterhead, Regular ~~Black~~ paper

~~As in Am 12a,~~

There are spears that need  
to be filed in D.S.'s office  
label ~~them~~. She also has

a green project folder that  
should not have anything in it  
at the end of the day

Also, try to let us know who is on the line.

"good morning" research

"good afternoon, research"

TIPS FOR RESEARCH INTERNS

--The phones are the most important in this office. If you need to leave, make sure the phones are covered by another intern. In the last resort, call 122 and have them flip on the switch till you get back.

All of the researchers get a LOT of phone calls and this will be especially true during the busy fall season. Please take the message in the pink message books, filling it out completely. Then leave it on the persons chair.

If the caller needs to talk to us immediately, the places to look for us are: Room 122 (X2930)  
our speechwriters  
the library (X7000)

--If you are asked to go to the library to find an article or a quote or something, you need to :  
Xerox the title page of the book  
Xerox the page(s) with the material on it.

--If you can, please keep us in supply of paper for the printer. It's kept on top of the file cabinets in the Research hallway: regular Xerox paper  
bond paper, plain  
letterhead  
speechcards

--It would be really great if you could help us keep track of Nexis machine printouts. ((Wait till this comes up and we'll show you how.))

~~Main Research #s: X 7750  
X 7751  
~~X 7750~~~~

We are: Peggy Dooley  
Bob Simon  
Carolyn Cowley  
Carol Blymire  
Ted Garmey  
Jennifer Grossman

\* Most calls will come in on these; put them on hold, tell us, or transfer the call.

ADD

August 6, 1990

**PUBLIC AFFAIRS INTERN GUIDELINES**

**PHONES** Answer phones and take detailed messages on pink slips. We only handle questions from the public. If there are calls regarding the following transfer them to corresponding office:

Media.....Media Relations  
Complaints/Comments.....Comments  
Interest Groups.....Public Liason  
Bills, Proclamations, Etc.....Clerk  
Past Speeches/Pres. Remarks...Publications\*  
Constituents.....Intergovernmental

\*Many of the recent speeches may be obtained from Media Relations

**NEWSPAPERS** Bring The Washington Post and New York Times from Room 122 to Barrie each morning. Then, clip pertinent articles for the newspaper file. Be sure to xerox and date them.

**VIDEOTAPES** Log the new videos on the computer (under VIDEOPRES and VIDEOMISC.) on the C hard drive under the directory MISCELL. Then assign a number and place a red dot on the case of the tape.

**CREDENZA** Keep the Credenza full of Soft Drinks. When running low, send a memo to Ron Jackson in room 404. Food Services will call from the basement when they are ready.

**CONTACT LISTS** The contact list needs to be updated on a regular basis correcting titles, phone numbers, FAX numbers, and addresses.

**WEEKLY PACKAGE** Assist Kristen with Weekly Package, gathering newspaper articles, memos, speeches, etc. Take completed packet Monday morning to Printing room 15. Then, take completed version with KT49 Labels to mail room 55.

**PHOTOS** Fill out Photo/Mailing request forms and direct them to Mary Ingals room 94 in Correspondence Ext. 7610.

**BRIEFINGS** Assist in organization and production of special interest briefings.

**SUPPLIES** Reorder supplies through Drucie in room 122. Make sure FAX sheets are xeroxed from original when running low.

[191]

Lindsey Caren Rozberg

To the lucky public liaison<sup>intern</sup>, assigned to Sarah De Camp and Jeff Vogt in room 191 I leave these parting words:

- ① Rejoice! You are the only Public Liaison intern with your own desk, phone & typewriter.
- ② you are assigned to two very busy assistant Directors, Sarah De Camp, whose responsibilities include Jewish, Women's and Education issues, and Jeff Vogt, whose main concern is <sup>the</sup> business community.
- ③ you can expect to do a great deal of work ~~in~~ setting up briefings and photo-ops for both Sarah & Jeff. This will include a ton of phone work extending invitations to 50-250 guests, as well as creating briefing packets and agendas for the briefings themselves. You may be surprised by both how little warning time you are given to set-up any given briefing, and at how well even ~~the~~ a last-minute arrangement will turn out. ~~always remember~~ that you are working w/ pros
- ④ In the wake of such events & briefings you will find a trail of photographs to be requested, signed and mailed. although this may be ~~an~~ tedious work, it must be done.

⑤ When not ~~engaged~~ in ~~put~~ wrap-up in briefings preparation you will probably be drafting and typing letters ~~for~~ for Sarah & Jeff. They both receive a relatively high volume of "blue-sheets" (especially Sarah), which should be completed ASAP. Don't be afraid to ask Sarah & Jeff questions if you have any. The Publications office will be one of your best resources as you can obtain any of the President's issue and event related statements from them.

⑦ ⑤ Enjoy yourself & Sarah & Jeff. They are wonderful to work for! It may get lonely down the hall in 191 so feel free to go visit the interns in 129 and 128. as long as the work gets done you will have a great deal of flexibility.

⑥ When times are really slow, both Sarah & Jeff can be counted upon to ask ~~to~~ you to file a multitude of interesting tid-bits. Sarah uses binders & filing drawers while Jeff remains loyal to filing drawers exclusively.

Public Liaison Room 128.

- 1) NEVER EVER take anything from Susan Denniston's desk. If you need something - ask, use it, and immediately return it. She marks her pens + pencils by twisting a rubber band around it.
- 2) Bobbie Kilberg has 5 children:  
John (15), Sarah (13), Gillian (11?),  
Cameron (10), and Andrew (2 1/2)  
Always let her know when one of them calls, she'll almost always take the call.
- 3) Sichan (S<sup>2</sup>) always wants to know (specifically) who is calling for him - name, organization, + why they're calling - and then he usually says "take a message" 😊
- 4) If you have a question + can't find an answer - ask Charles - he probably knows. (usually does)
- 5) First person in can put newspapers on reading table + S<sup>2</sup> office - for coffee table -  
2 Washington Posts, 1 New York Times  
1 Washington Times, 1 USA Today, +  
1 Wall Street Journal.  
S<sup>2</sup> gets 1 Post, 1 NY Times, + 1 Wall St. Journal

## Phones

7140 & 7141 are main numbers for 128  
7142 & 7143 are Doug Meads #'s Rm 193  
7120 & 7121 are S<sup>2</sup> + Charles  
7900 & 7901 are Bobbie & Helen  
7559 is Susan

Always be polite - if the phones are ringing and whoever usually answers them is busy - answer it.

6. Always tell someone where you are when you leave the office - esp. whoever is on phones - so you can be found easily.
7. The first day or two can be frightening, but don't get overwhelmed. It gets easier and can be fun.

**TRANSFER SHEET**  
**BUSH PRESIDENTIAL MATERIALS PROJECT**

COLLECTION

ACC.NO:

The following material was withdrawn from this segment of the collection and transferred to the \_\_\_\_\_ AUDIOVISUAL COLLECTION  
\_\_\_\_\_ BOOK COLLECTION \_\_\_\_\_ MUSEUM COLLECTION  
OTHER (SPECIFY: diskette)

**DESCRIPTION:**

*Diskette containing final intern packet  
8/17/90*

SERIES	BOX NO.
<i>Office of Speechwriting - Administrative Files</i>	<i>Box 2</i>
FILE FOLDER TITLE:	
<i>Intern Packet, 8/90 - 9/90 [OA 8484]</i>	
TRANSFERRED BY:	DATE OF TRANSFER:
<i>[Signature]</i>	<i>7/3/96</i>
RECEIVED BY:	DATE RECEIVED
<i>[Signature]</i>	<i>7/3/96</i>

THE WHITE HOUSE

WASHINGTON

September 24, 1990

MEMORANDUM FOR HEATHER ACHESON  
BRITT ANDERSON  
MARK BURSTEIN  
ALFRED GARESCHE  
JULIE HARRY  
CAREY JARVIS  
WENDY GALE  
STEPHEN MC GREEVY  
MAGGIE MINOGUE  
CALISE MUNOZ  
HEIDI OTTLEY  
SCOTT ROSENBAUM  
WENDI SHARRIT  
SCOTT SILVERMAN  
STEPHANIE SMITH  
LORY SULLIVAN  
MARIA YAO

FROM: Drucie Scaling <sup>SS</sup>  
Communications Administrative Officer

RE: Briefing

Tomorrow, September 25, 1990 at 11 am, David Demarest, Assistant to the President for Communications, will brief the interns from the Office of Communications. Also at this time you will have your picture taken with him.

This briefing will be held in Room 476 OEOB. If you have any questions please call me.

Looking forward to seeing you at 11 am tomorrow morning.

THE WHITE HOUSE

WASHINGTON

Communications Interns,

WELCOME TO THE WHITE HOUSE! Congratulations, as you have been honored to be one of the chosen few to work in what is the most exciting and interesting department in the President's Executive Office. No one needs to tell you, though, that the first few days can be frustrating and nerve-wracking. Every intern experiences this period, so to help you get through it, and to help the staff during your orientation period, the SUMMER 1990 interns prepared this informational packet for you. Contained in this packet are procedures and helpful hints to guide you through your time here.

Good luck! Enjoy your time here, as much as we did in the Summer of 1990, and it will truly be the experience of a lifetime.

-SUMMER 1990 Interns

Packet Prepared by : John Flippen and Clayton Hill

RESEARCH Room 111.5

-prepared by Jaylene Hobrecht, Liz Brinkley, and Stephanie Van Meter

1. The Research Address for all correspondence is :  
Old Executive Office Building, Room 111.5  
Washington, D.C. 20500

The FAX number is (202) 456-6218. Faxes come into Room 122. Check periodically the basket on the windowsill of 122 for any faxes and bring them down to the appropriate people in Research.

2. Phones lines 7750 and 7751 are answered "Research" The others are personal lines. Please answer those if they ring a few times and the researcher is not in. Answer "Hello, (Peggy Dooley's) office."

All of the researchers get a LOT of phone calls. Please take the message in the pink message books, filling it out completely. Leave it on the person's chair.

3. To dial out on the phone,  
LOCALLY: 9+number  
LONG DISTANCE: 8+number  
WITHIN BUILDING: four digits of extension (written  
x7150)  
NO INTERNATIONAL CALLS
4. Always let someone know where you're going to be if you will be gone long.
5. If you are asked to go to the Library to find an article or a quote or something, you need to:
  - a. Xerox the title page of the book
  - b. Xerox the pages with pertinent material.
6. Keep Research's paper supply full. It is kept on top of the file cabinets in the Research hallway. Keep:
  - a. Regular Xerox paper
  - b. Plain Bond paper
  - c. Letterhead
  - d. Speechcard
7. Use the Librarians in room 308. They are always willing to help you.
8. Keep the office as neat as possible. Put newspapers in their proper shelf at the end of the day. Save the papers for approximately one month, then put them in the recycling bin. Keep magazines on the shelves as well. But, do not throw them away until they begin to overcome the shelves.

9. It would be really great if you could help keep track of the Nexis machine printouts (a researcher will show you how to do this) If something should go wrong with the machine, call the company. The numbers are listed on top of the machines, and you can usually fix it from their instruction over the phone.
10. At least one intern should try, if at all possible, to be in the office at all times. If not possible, make sure you ask someone else to answer the phones. If no one is available, have the front office(Room 122) answer them.
11. Most important, **Have Fun.**

PUBLIC LIAISON Room 128

-prepared by Shelley Henley

1. NEVER take ANYTHING from Susan Denniston's desk. If you need something , ask, use it, and immediately return it. She marks her pens and pencils by twisting a rubber band around them.
  2. Bobbie Kilberg has five children: John, Sarah, Gillian, Cameron, and Andrea. Always let her know when one of them calls, she will almost always take the call.
  3. Sichan Siv (S2) always wants to know specifically who is calling for him-name, organization, and why they are calling- and then he usually will have you take a message.
  4. If you have a question and can't find an answer, ask Charles Bacarisse, he knows everything.
  5. The first person in the office should put newspapers on the reading table and in Sichan's office. On the coffee table put: 2 Washington Posts, 1 New York Times, 1 Washington Times, 1 USA Today, and 1 Wall Street Journal. Sichan gets: 1 Post, 1 NY Times, 1 Wall Street Journal.
  6. OPL-128 phones are as follows:  
  
7140 and 7141 are main numbers for 128.  
7142 and 7143 are Leigh Ann Metzger's numbers in Room 193.  
7120 and 7121 are Sichan's and Charles' numbers  
7900 and 7901 are Bobbie's and helen's  
7559 is Susan's
- ALWAYS be polite. If the phones are ringing and whoever usually answers them is busy, ANSWER IT.
7. Always tell someone where you are when you leave the office. Especially whoever is working the phones, so that you can easily be found.

8. The first day or two can be frightening, but do not get overwhelmed. It gets easier and can be fun.

OPL-191

-prepared by Lindsey Kozberg

To the lucky Public Liaison intern assigned to Sarah DeCamp and Jeff Vogt in Room 191:

1. Rejoice! you are the only Public Liaison intern with your own desk, phone and typewriter.
2. You are assigned to two very busy assistant directors: Sarah DeCamp, whose responsibilities include Jewish, Women's and Education issues; and Jeff Vogt, whose main concern is the business community.
3. You can expect to do a great deal of work setting up briefings and photo-opportunities for both Sarah and Jeff. This will include a ton of phone work extending invitations to 50-250 guests, as well as creating briefing packets and agendas for the briefings themselves. You may be surprised by both how little time you are given to set up any given briefing, and at how well even a last-minute arrangement will turn out.
4. In the wake of such events and briefings you will find a trail of photographs to be requested, signed and mailed. Although this may be tedious work, it must be done.
5. When not wrapped up in briefing preparation, you will probably be drafting and typing letters for Sarah and Jeff. They both receive a relatively high volume of "Blue Sheets" which should be done ASAP. Do not be afraid to ask Sarah and Jeff questions if you have any. The publications office (7332) will be one of your best resources as you can obtain any of the President's issues and event related statements from them.
6. When times are really slow, both Sarah and Jeff can be counted upon to ask you to file a multitude of interesting tid bits. Sarah uses binders and filing drawers, while Jeff remains loyal to filing drawers exclusively.
7. Enjoy yourself and Sarah and Jeff. They are wonderful to work for. It may get lonely down the hall in 191, so fell free to go visit the other interns. As long as the work gets done, you will have great flexibility.

FRONT OFFICE Room 122

-prepared by John Flippen and Clayton Hill

1. First thing every morning, you need to get the ice bucket out of Chriss' room, empty the melted ice and retrieve a fresh bucket from the back of the cafeteria on the first floor. (located in the back, through the doors). It is always wise to check it around 2:45 pm and replenish for the rest of the afternoon and evening before the cafeteria closes.
2. Next, go through the papers dropped on the small cabinet next to the water dispenser. Put a copy of the Washington Post, the Washington Times, the Wall Street Journal, The New York Times, and USA today on Chriss' table against the wall in her office. Also, place a copy of all the news magazines and People that come on Mondays and Tuesdays. Make sure that there are plenty of Diet Coke in her refrigerator.
3. Straighten up Chriss' office (chairs, throw away old drink cans, etc.)
4. Take the previous day's papers to the recycling bins located in the bathrooms.
5. Copy the President's schedule (called the line-by-line) daily and the President's long range schedule (called the block schedule) when it comes into the office. Then distribute the 10 copies to (and one original) to:
  - Barrie Tron (195)
  - Kristen Gear (195)
  - Leigh Ann Metzger (193)
  - Charles Bacarisse (for Sichan Siv) (128)
  - Helen Mobley (for Bobbie Kilberg) (128)
  - Deb Amend (121)
  - Kristin Taylor (121)
  - Christina Martin (122)
  - Nancy Benson (122)
  - Drucie Scaling (122)
  - Chriss Winston (give to Nancy) (122)
6. Change the date on the sign out sheet located on the intern desk.
7. Answer the phones "Good Morning (Good Afternoon), Communications" After the caller requests someone, ask who is calling and what it regards.
  - a. If it is for Chriss and her door is shut or she looks busy, ask Nancy about the call. You may have to buzz her on the intercom (line #21). If you take a message for Chriss, ALWAYS get the caller's phone number, even if they say Chriss has it, and record what the call is regarding.

- b. If it is for Drucie, transfer it to her office and inform her who it is. Then, let the call go through.
  - c. If it is for Deb Amend (who is part of the communications department although she is located in Media Relations), ask who it is, then transfer it over and tell her who is on the line. If Deb is not there, take a message, immediately run it over to Room 121 and place in her message bin.
  - d. If it is for anyone else, transfer or take a message. Always write messages on the pink slips. Fill the slip out completely (including your name as message taker) and put in the proper slot on the mantle.
  - e. If anyone from the press calls, transfer to Media Relations. Anyone from an organization, transfer to Public Liaison.
8. An important part of working in this office is the twice daily supply runs. Go down to the supply room at 10 am and 4pm. The list will be in Drucie's office, but also check around for whatever is low in the supply area (i.e. pens, paper, folders). These things probably will not be on the list, but if they ran out when someone needed them, it would not be a good thing.
  9. There must always be an ample supply of bond and White House letterhead in Chriss' office (the filing cabinet closet). More importantly, keep packages of bond and letterhead in Drucie's cabinet, and a smaller amount in the files next to the computer. Put the plain Xerox paper under the computer. DO NOT let the paper supply get low. Check the Xerox paper in the computer rooms (rooms 125 and 121) and tell Drucie when they are down to 1 case of paper.
  10. There are speeches that need to be filed in Drucie's office. She also has a green project folder on her desk. It will be filled with all kinds of filing and memos to be run around. DO IT DAILY! Don't go home if the project file has something in it unless you check with Drucie.
  11. Change the water cooler bottle when it is empty. Refill bottles are in Chriss' closet.
  12. As faxes come in, gather them up and staple each complete fax. Place the ones for people outside the office in the bin on the windowsill.
  13. As the mail comes in, separate it and place mail in the slots on the mantle for the speechwriters. Take Deb Amend's over to her office and put in her IN box. Place Chriss' in the box on Nancy's desk. Drucie's goes to her IN box, and Christina's on her desk. Any incoming comments on speeches

should get the time stamped on it, and then give it to Nancy.

14. Make sure that Drucie knows when we are low on any type of sodas, particularly Diet Coke.

**PUBLIC AFFAIRS INTERN GUIDELINES**

The Office of Public Affairs staff:

Barrie Tron, *Director*  
Kristen Gear, *Associate Director*  
Paul Luthringer, *Associate Director*  
Terri Woods, *Staff Assistant*  
456-2483  
room 195

The following are basic duties expected on a daily and semi-daily basis.

**PHONES** Answer phones and take detailed messages on pink slips. We only handle questions from the public. If there are calls regarding the following transfer them to corresponding office:

Media.....Media Relations  
Complaints/Comments.....Comments  
Interest Groups.....Public Liaison  
Bills, Proclamations, Etc.....Clerk  
Past Speeches/Pres. Remarks...Publications\*  
Constituents.....Intergovernmental

\*Many of the recent speeches may be obtained from the office of Media Relations across the hall from 122.

**NEWSPAPERS** Each morning put **The Washington Post** and **New York Times** in Barrie's office. Then, clip pertinent articles for the newspaper file. Be sure to xerox and date them.

**VIDEOTAPES** Log the new videos on the computer (under VIDEOPRES and VIDEOMISC.) on the C hard drive under the directory MISCELL. Then assign a number and place a red dot on the case of the tape. There is a more detailed explanation of the procedure under VDEOMEMO in the directory MISCELL on the C drive.

**CREDENZA** Keep the Credenza full of Soft Drinks. When the supply is running low, send a memo to Tony Mauro in room 404. Food Services will call from the basement when they are ready to be picked up.

**CONTACT  
LISTS**

The Public Affairs Contact List needs to be updated on a regular basis correcting titles, phone numbers, FAX numbers, and addresses; check with Kristen Gear.

**WEEKLY  
PACKAGE**

Assist Kristen with Weekly Package, gathering newspaper articles, memos, speeches, etc. Take completed packet Monday morning to Printing room 15. Then, take completed version with KT49 Labels to mail room 55.

**PHOTOS**

Fill out Photo/Mailing request forms and direct them to Mary Ingals room 94 in Correspondence Ext. 7610; she is very meticulous so do it right the first time.

**BRIEFINGS**

Assist in organization and production of special interest briefings.

**SUPPLIES**

Reorder supplies through Drucie in room 122. Make sure FAX sheets are xeroxed from original when running low.

INTERN SURVIVAL GUIDE FOR THE OFFICE OF MEDIA RELATIONS

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PRESS BRIEFINGS:

- Reserve room and elevators- Fran ext. 2500
- Create invite list and deliver to WAVES 24 hours before event
- Confirm receipt of list with WAVES day before event- ext. 4311
- Arrange for a stenographer- Peggy ext. 2690
- Call security morning of the event to alert them about the security sweep- 395-6340

FOLLOW-UP AFTER THE EVENT:

- Make clip package for POTUS
- Get transcripts and deliver as needed  
(stenographers office room 20 ext. 2690)

ROUND-TABLE INTERVIEWS:

- Create invite list and deliver to WAVES 24 hours before event
- Confirm receipt of list with WAVES day before event- ext. 4311
- Reserve room- Fran ext. 2500
- Alert West Lobby (Karl) to arrival time and number of quests- 395-4011
- Order place cards- Bill ext. 2510

FOLLOW-UP AFTER EVENT:

- Make clip package for POTUS
- Get transcripts and deliver as needed  
(stenographers office room 20 ext. 2690)

THE WHITE HOUSE

WASHINGTON

TO: ALL MEDIA RELATIONS INTERNS  
FROM: MARIA

Please use the following procedures when you have been assigned to assist on an event.

- ✓ 1) Ask Cheryl or Maria which Assistant to the President the event falls under.
- ✓ 2) Contact the general office for that Assistant to the President and find out who the program officer is.
- ✓ 3) Call the program officer and tell them you are assisting Cheryl or Maria with the event and would like to:
  - get a list of the participants with their home towns so we can begin arranging for one-on-one interviews with the press.
  - impress on them the importance of getting this information to us as soon as possible in advance of the event. If we get the names the day before it does us almost no good.
  - ask for a copy of the briefing memo when it is done.
  - ask them to keep in touch on any changes in the event
- 4) Work with Cheryl or Maria to draft a media advisory as soon as possible.

Note: When events involve a very large number of participants (over 60) we will generally ask the public affairs people of the Agency/Department/Company coordinating the event to assist us in arranging for special one-on-one interviews following the event.

- ✓ 5) Do a fax out of the media advisory once it has been approved by Cheryl or Maria and Kristin. You will generally have to clear the list with the Agency/Department/Company arranging the event and the program officer in house.
- ✓ 6) Begin compiling a WAVES list as soon as possible. Make sure to tell all people that the type of coverage is tentative. Make sure to get their phone number and function (i.e. reporter, cameraman, etc.).
- ✓ 7) In consultation with Cheryl or Maria decide whether your event would involve a mailing and if special media should be contacted to cover the event.
- ✓ 8) The night before the event, meet with Cheryl or Maria to go over everything you have done for the event in detail for troubleshooting purposes. Ideally this should be done before the 5:00 meeting.

9) After the event, put together a labeled complete file on the event with all paperwork and give it to Jeff for filing.

**Special Notes:**

If nobody has been assigned to an event that you receive a call on, consult with Cheryl or Maria or just take a message.

**Remember that we cannot confirm events or coverage until they are announced. Whenever you speak to the press always remind them, all information you give them is tentative.**

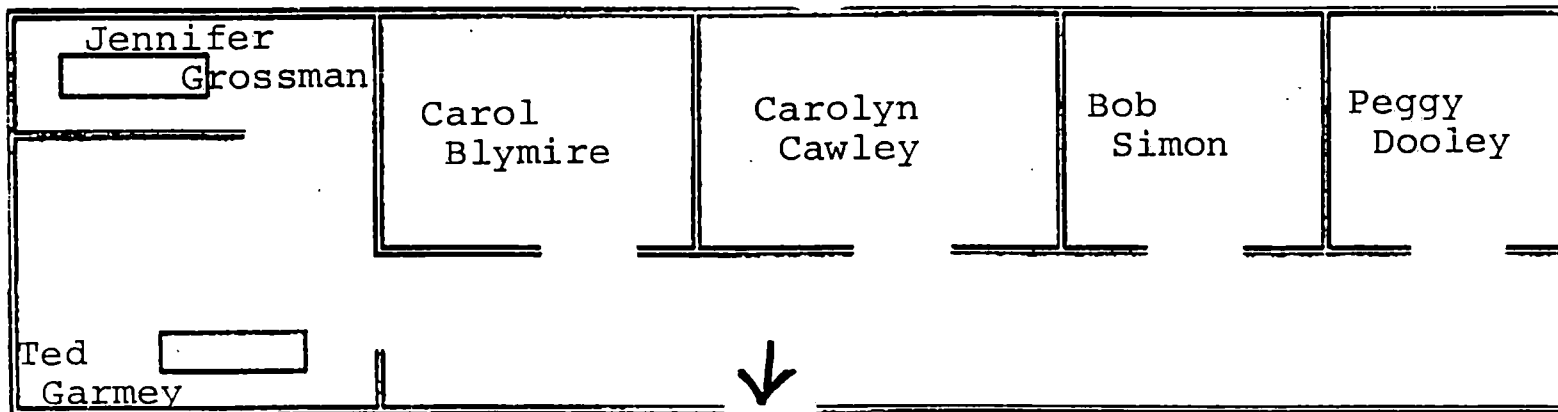
Just because you are not specifically helping out on an event, doesn't mean you can't take calls and help out. The Cheryl or Maria and the assisting intern should keep all staff generally aware of the developments of all events.

**YOU SHOULD USE THIS AS A CHECKLIST AS YOU WORK ON EVENTS.**

6/15/90

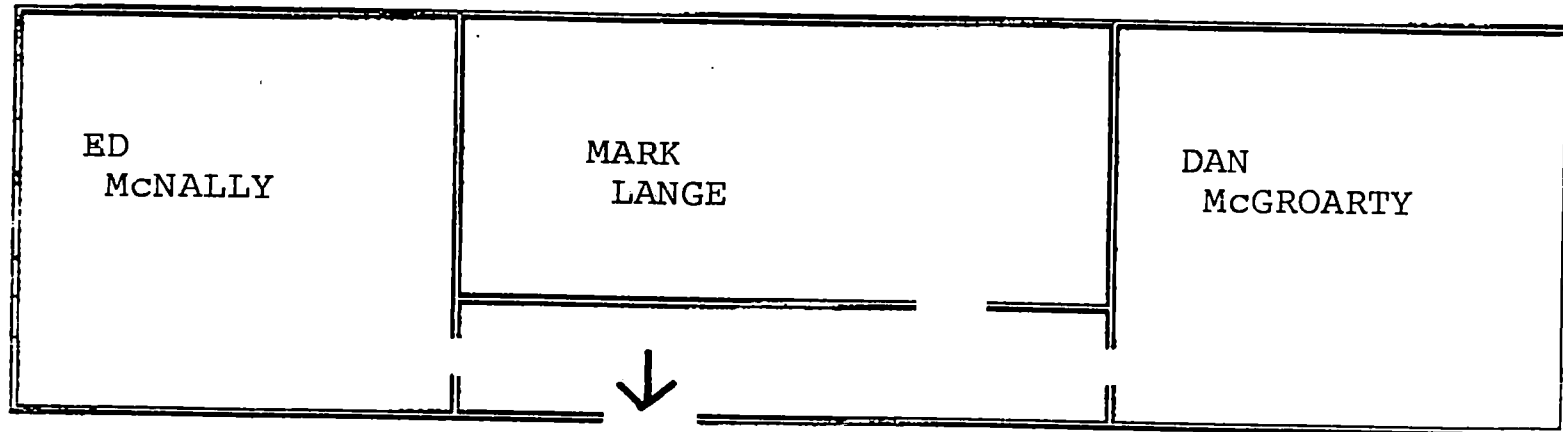
OFTEN, ONE OF THE MOST CONFUSING ASPECTS OF THE NEW INTERNSHIP IN COMMUNICATIONS IS PUTTING PEOPLE WITH OFFICES, AND PLACING WHERE EACH PERSON'S OFFICE IS WITHIN THE ROOMS. TO HELP YOU OUT, HERE ARE MAPS OF THE MORE COMPLEX OFFICES. THE ROOMS ARE NOT DRAWN IN PROPER PROPORTION, BUT THEY SHOULD BE MORE HELPFUL NONETHELESS.

Room 111 ½



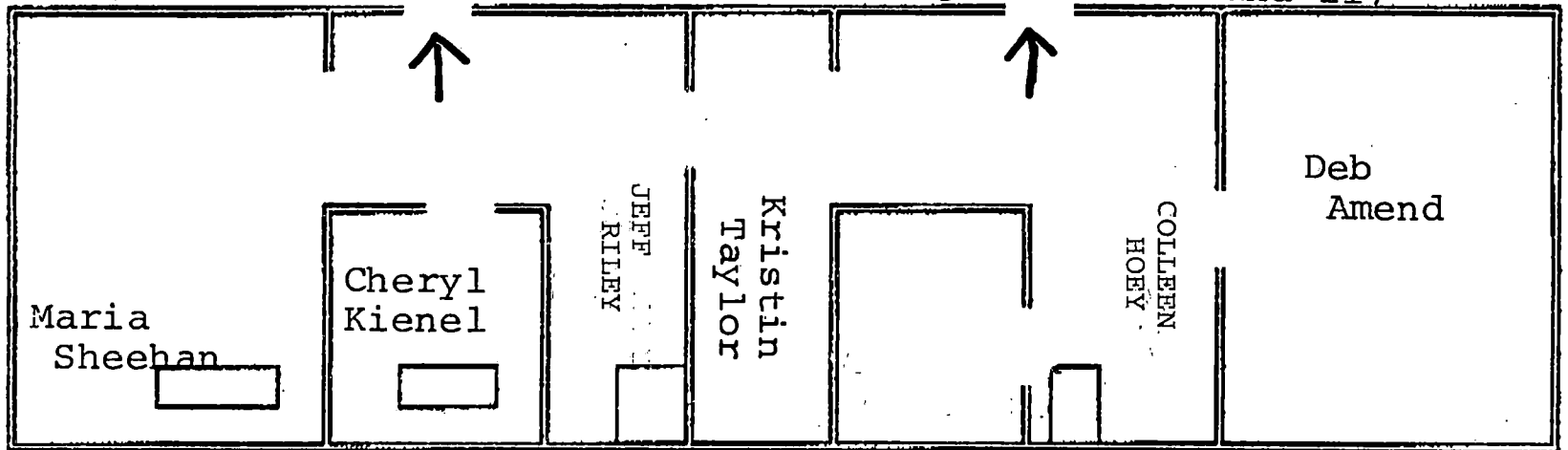
Office of Research: Enter through 111½

Room 116-118

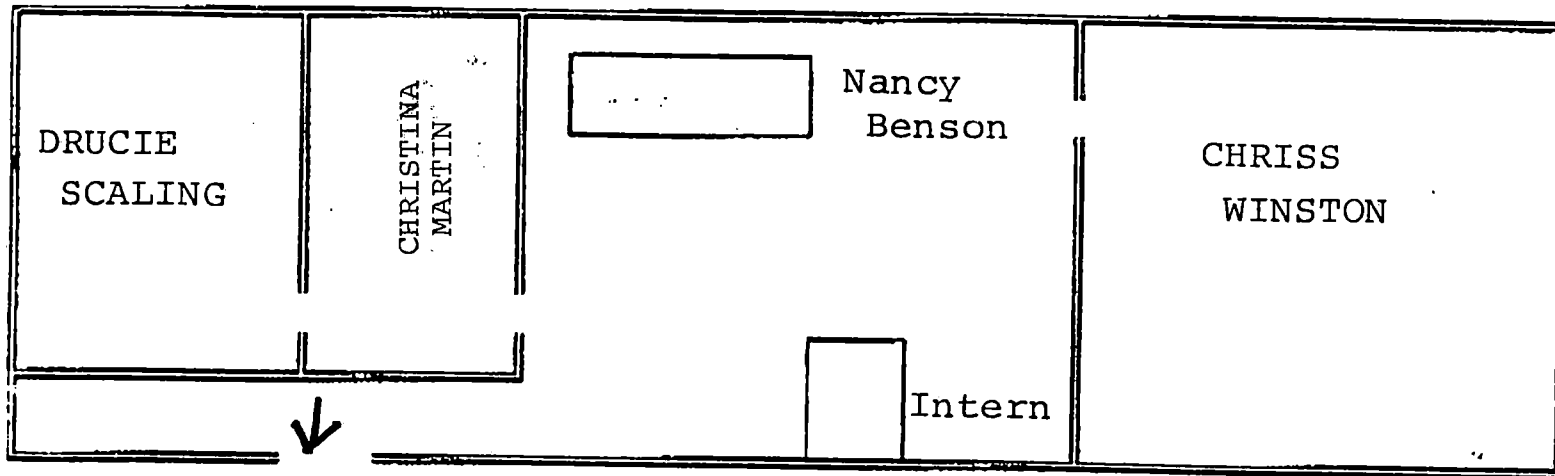


Speechwriting: Enter through Room 116

Room 121 Media Relations -enter through Room 122 and 117

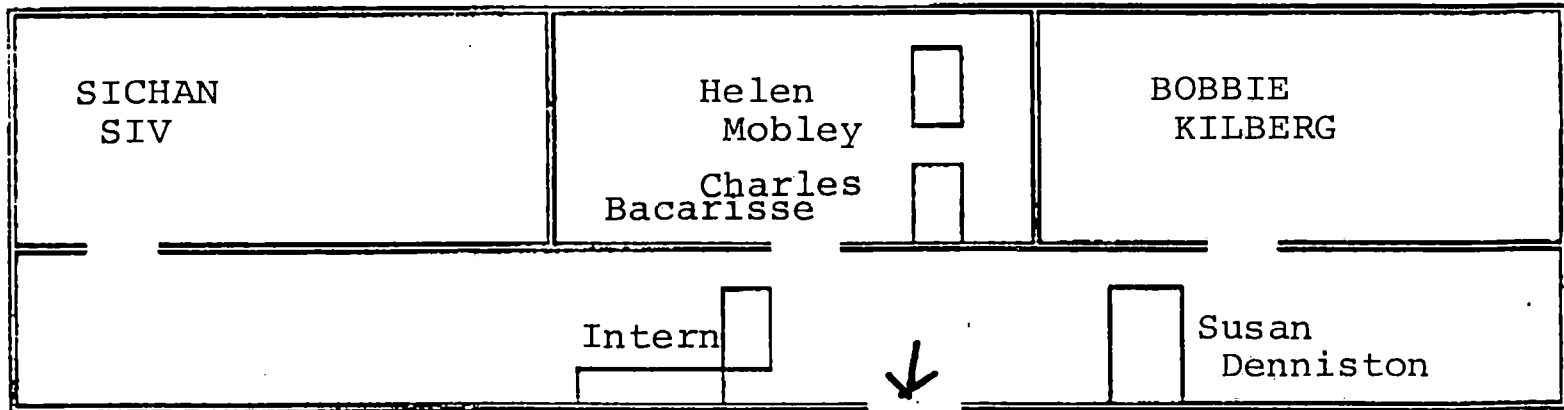


Room 122



Communications/ Front Office: Enter through Room 122

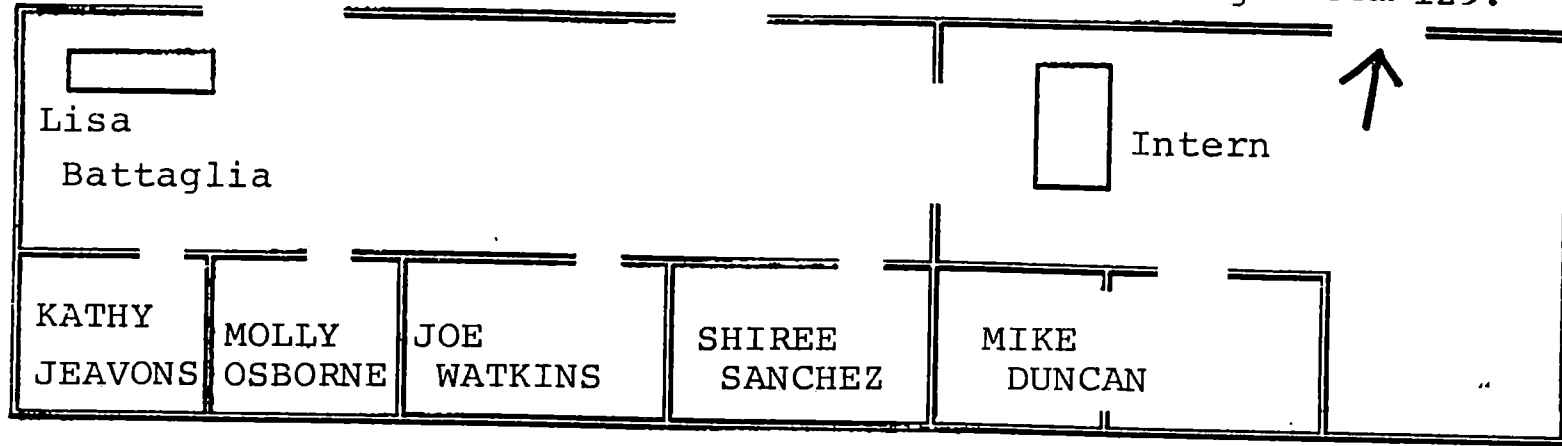
Room 128



Office of Public Liaison: Enter through Room 128

Room 129

Office of Public Liaison: Enter through Room 129.



Room 195

Office of Public Affairs: Enter Through Room 195

