Originally Processed With FOIA(s): **FOIA Number:**
S

FOIA MARKER

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

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

OA/ID Number: 13906
Folder ID Number: 13906-012

Folder Title:
Memos-Rose Zamaria, 2/89-8/92

Stack:	Row:	Section:	Shelf:	Position:
G	18	29	3	3

THE WHITE HOUSE

WASHINGTON

COPY

February 14, 1989

TO: Bonnie Newman

FROM: David Demarest

RE: Speechwriter

Today we were able to obtain the services of another speechwriter for the Communications department. Please note the following information.

Mark W. Davis	($35,000)
Formerly wrote for:	Assistant Press Secretary - US Senate Copy Editor/Feature Writer - **Dallas Morning News** Reporter - **The Greenville Herald-Banner**
Presently writes for:	Republican National Committee

Thank you.

THE WHITE HOUSE

WASHINGTON

COPY

February 21, 1989

TO: Rose Zamaria

FROM: David Demarest

RE: Ed McNally

We have contacted Murry Dickman, head of Personnel at the Justice Department requesting that Ed McNally be detailed to the President's speechwriting staff in Communications. Mr. Dickman has indicated that he thought that it will be possible to detail him to us. We have also talked to Mr. McNally and he is willing to make this change.

He will primarily be writing in the areas of drugs, crime and civil rights. Not only is he a writer, but he is also a lawyer. I feel that this would be an excellent addition that would help round out the speechwriting staff.

I would appreciate it if you would initiate the paper work for Mr. McNally. Thank you for your help in making this happen.

THE WHITE HOUSE

WASHINGTON

COPY

February 21, 1989

TO: Rose Zamaria

FROM: David Demarest

RE: White House Pass

Sara Maltby has now been permanently assigned to my West Wing staff in charge of a series of special assignments. Will you please assign her a White House pass for her use.

Thank you for your help.

Approved

COPY

THE WHITE HOUSE

WASHINGTON

March 7, 1989

TO: Bonnie Newman

FROM: David Demarest

RE: Personnel

After our recent meeting with Andy Card, I have put together a "formal" request for the positions we discussed.

They follow:

Four Conversion Detailees --

Jeff Vogt	Commerce
Joe Watkins	Education
Sarah DeCamp	HHS
Shiree Sanchez	Labor

One New Detailee --

Ed McNally	Justice

Two Current Detailees --

Scott Sutherland	Commerce (change from Agriculture)
Kathy Jeavons	EPA

Three Clerical --

Clerical	Speechwriters
Correspondence/ Clerical	Public Liaison
Clerical	Public Affairs

Thank you for your help in this matter.

Withdrawal/Redaction Sheet
(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
01. Memo	J. Bonnie Newman to David Demarest, re: Personnel Actions. (1 pp.)	03/20/89	(b)(2)	

Collection:

Record Group: Bush Presidential Records
Office: Speechwriting, White House Office of
Series: Subject File
Subseries:
WHORM Cat.:
File Location: Memos - Rose Zamaria, 2/89 - 8/92

Date Closed: 12/29/2004	**OA/ID Number:** 08484
FOIA/SYS Case #:	
Re-review Case #: 2005-0569-S	
P-2/P-5 Review Case #:	
MR Case #:	**Appeal Case #:**
MR Disposition:	**Appeal Disposition:**
Disposition Date:	**Disposition Date:**

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

P-1 National Security Classified Information [(a)(1) of the PRA]
P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
P-3 Release would violate a Federal statute [(a)(3) of the PRA]
P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
P-5 Release would disclose confidential advise between the President and his advisors, or between such advisors [a)(5) of the PRA]
P-6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

Freedom of Information Act - [5 U.S.C. 552(b)]

(b)(1) National security classified information [(b)(1) of the FOIA]
(b)(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
(b)(3) Release would violate a Federal statute [(b)(3) of the FOIA]
(b)(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
(b)(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
(b)(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
(b)(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
(b)(9) Release would disclose geological or geophysical information

THE WHITE HOUSE

WASHINGTON

April 20, 1989

COPY

TO: Rose Zamaria

FROM: Chriss Winston

THRU: David Demarest

RE: Trip

The Office of Communications feels that it would be very beneficial to have Ed McNally go on the trip scheduled for April 24 to 27.

Ed is one of the Speechwriters for the President. Due to the length and unpredictability of the trip, he will be available to write or rewrite new speeches should the need arise.

Thank you for your help in making this happen.

THE WHITE HOUSE

WASHINGTON

COPY

AIR FORCE ONE AND BACK-UP PLANE MANIFEST REQUEST

INFORMATION FORM

Trip Date: April 24-27

Requested Traveler: Edward E. McNally

Title/Position: Speechwriter for the President

Requested by: David Demarest

Requested Legs to travel
(Example: Roundtrip or
Andrews AFB to (city): Roundtrip

Respond to: Kristen Gear or Drucie Scaling

ext. 2930

Questions Contact: Jay Parmer/Peggy Hazelrigg
Presidential Advance Office
Room 185 1/2
ext. 7565

THE WHITE HOUSE

WASHINGTON

April 20, 1989

COPY

TO: Rose Zamaria

FROM: Chriss Winston

THRU: David Demarest

RE: Trip

The Office of Communications feels that it would be very beneficial to have Stephanie Rodemeyer on the trip that is scheduled for April 24 to 27.

Stephanie is the clerical for the Office of Speechwriting. Should there be any changes in the President's speeches, new speeches, etc., she would be able to type them and prepare the cards that the President uses.

Given the fact that this will be the first time that Stephanie will be working with the equipment that is taken on trips and the trouble that we have had with this equipment on previous trips, we would suggest that Kathy Rice from the IRM division of Administration be taken on this trip too.

Thank you for your help in taking care of this matter.

THE WHITE HOUSE

WASHINGTON

COPY

May 3, 1989

MEMORANDUM TO ROSE ZAMARIA

FROM: David Demarest

RE: White House passes

Per our previous conversation, will you please issue White House passes to the following eight people.

Shiree Sanchez	Public Liaison
Sarah DeCamp	Public Liaison
Jeff Vogt	Public Liaison
Molly Osborne	Public Liaison
Paul Luthringer	Media Relations
Stephanie Rodemeyer	Public Affairs
Kristen Gear	Public Affairs
Mary Kate Grant	Public Affairs

Thank you for your help in making this happen.

THE WHITE HOUSE

WASHINGTON

COPY

April 11, 1989

TO: Rose Zamaria

FROM: David Demarest

RE: White House passes

With the passage of time and our activities increasing more every day, we have again reviewed the people who have access to the White House. It is more and more difficult for us to operate with the "Community" Blue and Orange passes. There never seems to be enough of these passes at the right time and is continually causing delays.

Many times we are put in the position of not being able to go to the West Wing until someone comes back with the pass. If someone who has borrowed a pass from another division doesn't bring it back immediately, or if a situation arises that we did not anticipate, we have to come get another one from you. This is counter-productive.

We have tried to use the "Red Dot" messenger service, but have not found this totally satisfactory. When we need to get something to the West Wing, it is delayed in many cases for more than an hour.

Below is a list of people that we would appreciate having a White House pass.

Kristen Gear
Mary Kate Grant
Drucie Scaling
Holly Williamson
Stephanie Rodemeyer
Kim Newsom

The above go to the West Wing on business with either Dave Demarest's or Jim Cicconi's office an average of 5 to 6 times a day.

Les Csorba
Molly Osborne
Sarah DeCamp
Jeff Vogt
Shiree Sanchez

Each of the above are in Public Liaison. In dealing with all of the "interest groups" they continually need to be in the West Wing either to escort and attend ceremonies. They also take many of these people on tours during the evening.

Paul Luthringer
Cheryl Kienel

Both of these are in Media Relations. They have to attend Media events and briefings at the White House on a daily basis.

We have another situation with our Speechwriters -- 2 have White House passes and 3 do not. This is also causing a problem. They will often go to see the President to discuss his speeches with him. They also need to go to hear their own speeches and those of the other writers here in the department. The 3 that do not have a White House pass are:

Dan McGroarty
Mark Lange
Ed McNally

Thank you for your help with this matter.

THE WHITE HOUSE

WASHINGTON

COPY

April 20, 1989

Bonnie

TO: Rose Zamaria

FROM: Chriss Winston

THRU: David Demarest

RE: Trip

The Office of Communications feels that it would be very beneficial to have Ed McNally go on the trip scheduled for April 24 to 27.

Ed is one of the Speechwriters for the President. Due to the length and unpredictability of the trip, he will be available to write or rewrite new speeches should the need arise.

Thank you for your help in making this happen.

approved
4-21-89
g Bonnie Newman

THE WHITE HOUSE

WASHINGTON

COPY

May 3, 1989

MEMORANDUM TO BONNIE NEWMAN

FROM: David Demarest

RE: Personal pagers

This past weekend the Office of Communications had a very difficult time using our "community" pagers. Drucie Scaling called the numbers on the pagers and the name of the person that the pager would be used by to "Signal" around 7:45 pm before she left on Friday evening. When we tried to page any of the people that they were assigned to over the weekend we were told that they couldn't be paged due to the people at "Signal" not having the numbers and names. On Monday morning when Drucie called them, they had all of the numbers and names the way she had given them.

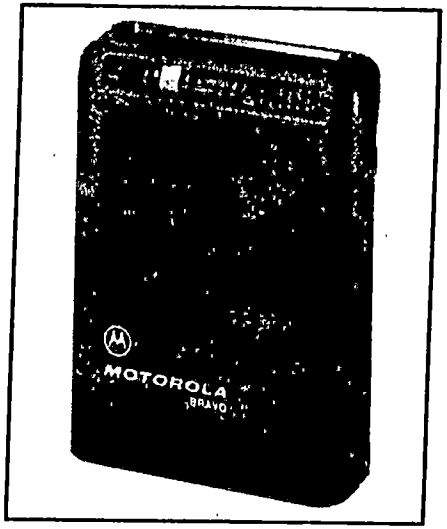
As you can see, this system did not work this past weekend. During the month of May alone, the Office of Communications is writing at least forty sets of remarks that the President will be giving. It would be most helpful if we could please have five (5) more personal pagers. This would allow each of the Researchers and Speechwriters to be assigned a permanent number.

It is extremely important for me to be in constant touch with each of our Researchers and Speechwriters. Thank you for your help with this matter.

MOTOROLA

BRAVO

Alphanumeric Display Pager



TO BE PAGED AT A TRIP SITE

STEP 1: Dial the Trip Site paging terminal phone number. The Paging Terminal will answer, "PLEASE ENTER THE PAGER NUMBER".

STEP 2: Enter the pager number assigned to the person you want to reach. The paging terminal will ring, then responds, "PLEASE ENTER THE DISPLAYED DIGIT" (you have 10 seconds to input the number to be displayed after it is requested).

STEP 3: Using the telephone number pad, enter the number that you wish to display on the pager. The Pager Terminal will beep, then replies, "PAGE ACCEPTED. THANK YOU".

NOTE: You are not required to wait for the "PAGE IS ACCEPTED" message before hanging up.

WHITE HOUSE COMMUNICATIONS AGENCY PAGING SYSTEM

TO BE PAGED IN THE WASHINGTON AREA

STEP 1: Dial the Washington, DC paging terminal phone number (202-395-6661). The Paging Terminal will answer, "ENTER PAGER NUMBER".

STEP 2: Enter the pager number assigned to the person you want to reach. The paging terminal responds, "ENTER NUMBER TO BE DISPLAYED" (you have 10 seconds to input the number to be displayed after it is requested).

STEP 3: Using the telephone number pad, enter the number that you wish to display on the pager. The Paging Terminal replies, "PAGE IS ACCEPTED. THANK YOU. PLEASE HANG UP".

NOTE: You are not required to wait for the "PAGE IS ACCEPTED" message before hanging up.

Thank you for choosing the BRAVO Alphanumeric Pager. Your pager has been designed and manufactured to meet the high quality and performance standards you have come to expect from Motorola products.

This compact unit receives and stores up to sixteen messages made up of numbers and letters. To take advantage of all the features your new pager offers, please take a few minutes to read this booklet.

SWITCHES AND CONTROLS

The BRAVO Alphanumeric Pager has switches, buttons, and indicators to control its functions. Refer to the Operation section of this manual for a full description of each function.

Power/Light Switch — This is a three-position slide-action and push-button switch that performs the following functions (the symbols pictured here appear on the pager's display):

- When moved from OFF (display blank) to MEM-O-LERT (🔔) position, it places the pager in the silent mode of operation.
- When moved to the ON (🔊) position, it places the pager in normal operation.

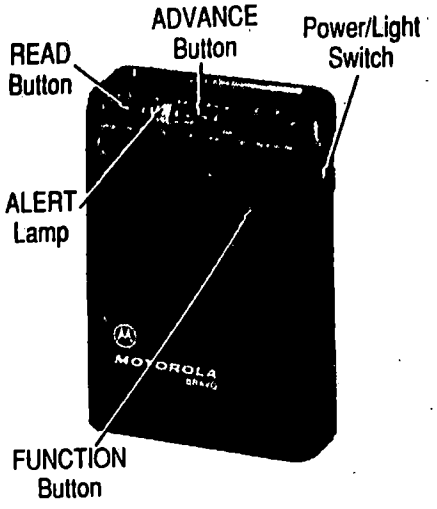
- When the screen is blanked, pressing the switch button once will show the status display screen (if the screen has been blanked out); the second press will turn on the light to illuminate the display screen for viewing in poor lighting conditions. A third press returns the pager to the status screen.

Read Button — This button is used to read a particular message.

Alert Lamp — The alert lamp provides a visual indication when a message is received.

Advance — This button is used to select the desired message, either by previewing the first line of each message or by scrolling through the memory slots on the status screen. When used in conjunction with the function button, you can lock and delete messages.

Function — This button is used to access the Lock and Delete functions.

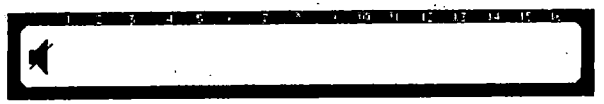


When the slide switch is moved to either the ON ( ) or MEM-O-LERT ( ) position, the pager tests its operation as shown below:

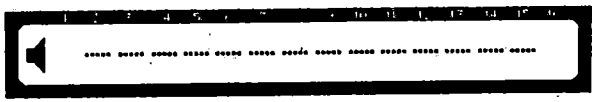
Full Segment Display (2 seconds)

Speaker-On Display (Audible Alert)

No Messages Display (6 seconds)



Speaker-Off Display (Silent or MEM-O-LERT)



International No-Messages Display

The speaker symbol indicates that the pager will give an audible alert. The crossed-out speaker symbol indicates that the pager is in MEM-O-LERT and will either silently alert, vibrate, or chirp. One of these symbols will always appear so you can tell at a glance that the pager is on and in the desired mode.

RECEIVING A PAGE

The alerts sounded when a page is received are shown below. Press any button to cancel the alert.

MODELS WITHOUT VIBRATOR

Pager Mode	WHEN PAGE IS RECEIVED:	2-MIN REMINDER FOR UNREAD PAGES:	15-SEC. REMINDER WHEN MEMORY IS FULL:
ON	12-Sec. Audible	Single Chirp	Single Chirp
MEM-O-LERT	Single Chirp	Single Chirp	Single Chirp

MODELS WITH VIBRATOR

Pager Mode	WHEN PAGE IS RECEIVED:	2-MIN REMINDER FOR UNREAD PAGES:	15-SEC. REMINDER WHEN MEMORY IS FULL:
ON	12-Sec. Audible	Single Chirp	Single Chirp
MEM-O-LERT	12-Sec. Vibrate	2-Sec. Vibrate	2-Sec. Vibrate

TO READ A MESSAGE

Unread messages are indicated by flashing symbols. The full arrow designates the active memory slot.

One Unread Message

Press the READ button (▼) to display the message that is in the memory slot with the full arrow. The pager will automatically scroll through the message. To manually scroll through the message, press the read button again to hold each screen, and again to advance to the next screen of the message.

First Screen of Message

Second Screen of Message

ADDITIONAL MESSAGES

Two Messages (One Unread)

When additional messages are received, the flashing full arrow will point to the memory slot of the most recent message. You can advance to the other memory slots by pressing the ADVANCE button (▶).

Three Messages

Advance Button Pressed Once

While reading a message, you can preview the first line of the additional messages in memory by pressing the ADVANCE button (▶). The first line of each message will be preceeded by a number and a colon (1: to 16:) to indicate the memory slot for that message.

First Screen of Message 1

First Screen of Message 2

Messages will time out and the screen will blank after 6 seconds. If the screen is blanked, press any button to display the status screen.

First Screen of Message 3

FUNCTION BUTTON

The FUNCTION button can be used to lock an important message to prevent it from being overwritten by a new message. It is also used to unlock a previously locked message or to delete a message.

A message can be locked, unlocked, or deleted while the pager is in the read mode, or while the arrow is pointing to the message memory slot on the status screen.

Lock Prompt

To Lock Or Unlock A Message:

Press the FUNCTION button (■).
LOCK will appear on the screen.

International Lock Prompt

If the message has already been locked, UNLOCK will appear.

Unlock Prompt

Press the advance button (▶) to lock or unlock the desired message.

International Unlock Prompt

A lock symbol will replace the full arrow to show that the message has been locked.

One Locked Message

To Delete A Message:

Press the FUNCTION button (■) twice. DELETE will appear on the screen.

Delete Prompt

NOTE: If the message has been locked, DELETE will not appear; a locked message cannot be deleted. You will be prompted to unlock the message first.

Press the ADVANCE button (▶) to delete the desired message.

International Delete Prompt

Priority Alert — One or more of eight telephone numbers can be selected as a priority number. A page received from that source will always respond with an audible alert even when the pager is in the silent (MEM-O-LERT) mode.

Out-Of-Range — When the pager has been out of range of the transmitter continuously for approximately six minutes, the display will show an OUT OF RANGE message in the standby mode. As soon as the pager is back in range, the display will return to the standard standby screen, ( ) or ( ).

Out-Of-Range Display

International Out-Of-Range Display

STANDARD FEATURES

Memory Full — If there are 16 messages, or more than 1984 characters, contained in memory, an incoming message could cause the earliest unlocked message to be dropped from the pager's memory. A "MEMORY FULL" warning on the display alerts you that a message may be pushed out of memory by a new incoming page.

Memory-Full Display

International Memory-Full Display

OPTIONS

The BRAVO Alphanumeric Pager is available with GROUP CALL, INFORMATION SERVICES, SOURCE IDENTIFIER PRIORITY ALERT or OUT-OF-RANGE options. Their operation is as follows:

Last Screen of Group Call Message

Group Call — Up to 8 group calls are possible if the BRAVO pager has this option. A group call will have an unique audible alert. The last screen of a Group Call message will contain a group number (1 - 8).

Unread Mail-Drop Message

Information Services — Four Information Services are possible with this option. Information Services updates will not have an audible alert.

An unread mail-drop page will be designated by a blinking "i" to indicate an Information Service update.

Pointing To Unread Mail-Drop Message

When the cursor is pointing to the unread mail-drop message slot. the "i" will be replaced by a full arrow to indicate the active memory slot.

Duplicate Message Detection — The BRAVO pager will compare every incoming message to the messages already stored in memory to detect duplication. If duplication is detected, a duplicate message indicator will appear prior to the message to indicate that the message has been received more than once.

Duplicate Message Indication

International Duplicate Indication

Source Identifier — The BRAVO pager responds to up to eight different telephone numbers. At the end of each data message, a source indicator (1-8) will be displayed to denote which source was used to page you.

Source Identifier (Address 2)

Low Battery — When the pager is turned on and detects a low battery, a four-second LOW BATTERY alert and display will occur after the power-up alert and NO MESSAGES screen. If the pager is already on when it detects a low battery, it will audibly alert and display the LOW BATTERY screen. If the pager is in the MEM-O-LERT mode, no audible alert will sound.

Low-Battery Indication

International Low-Battery Indication

BATTERY INFORMATION

Battery Type — Your BRAVO Alphanumeric Pager is designed to operate with a single AA alkaline battery. Install or replace the battery as follows:

Battery Installation:

1) Locate the ribbed lock on the back of the pager, near the end of the belt clip.

2) Slide the lock up, toward the display.

3) Press on the ribbed-circle area of the battery door and slide the door in the direction of the arrow, allowing the door to lift open.

NOTE: The door is not removable — do not try to detach it.

4) Insert the AA battery according to the polarity (+ and –) diagram on the back cover next to the door lock.

5) Press down on the ribbed circle until the door is flush with the housing. Slide the door to its fully closed position.

6) Slide the door lock toward the bottom of the pager to lock the door.

THE WHITE HOUSE

WASHINGTON

COPY

May 15, 1989

MEMORANDUM TO ROSE ZAMARIA

FROM: Chriss Winston

THRU: David Demarest

RE: Personal Pagers

I want to thank you for the use of your pager this past weekend. We would have had great difficulty if you had not been so generous. Per your conversation with Drucie Scaling on Friday evening, here is the list of the people that would be using the pagers. They are:

Mark Davis	Speechwriter
Christina Martin	Researcher
Mark Lange	Speechwriter
Rett Wallace	Researcher
Dan McGroarty	Speechwriter
Peggy Dooley	Researcher
Ed McNally	Speechwriter
Bob Simon	Researcher
Curt Smith	Speechwriter
Stephanie Blessey	Researcher

On a separate memo, we had requested that Stephanie Rodemeyer have her own pager. Stephanie is the clerical that is responsible for the speech cards and hard copy that goes to the President. This is most important as she is "on call" for the Office of Communications at all times. There are few weekends that she isn't called in at some time.

If you need any more information, please call Drucie Scaling at Ext. 2170. Thank you for all of your help.

THE WHITE HOUSE
WASHINGTON

COPY

October 20, 1989

MEMORANDUM TO BONNIE NEWMAN

FROM: David F. Demarest, Jr.

RE: Interface Video Systems, Inc.

This is to certify that the enclosed invoice is proper for payment. This firm was used to produce the graphics and other specialized effects for the President's speech on Drugs on September 5, 1989.

Thank you for your help with this matter.

Interface Video Systems, Inc.
1233 20th Street, N.W.
Washington, D.C. 20036
202-861-0500
FAX 202-296-4492

The White House
Ex.Off.of the President
Room 123/Barrie Tron
Wash,DC 20500

INVOICE NR: 00012507
INVOICE DATE: 09/14/89

TITLE: Drug speech graphics

JOB #: J-9-09-102 PO NR:

QUANTITY	DESCRIPTION	PRICE	TOTAL
09/05/89			
6.00	hrs paintbox w/ designer	200.00	1,200.00
1.50	hrs. HARRY	300.00	450.00
7.50	hrs. paintbox personnel o.t.	50.00	375.00
.50	hrs. ADO 1000	200.00	100.00
40.00	mins 1" stock	2.50	100.00
2.00	plastic reel	2.25	4.50
1.00	60-min 1/2" video cassette	6.00	6.00
1.00	20-min 3/4" cassette	13.75	13.75
8.00	die transfer print	5.00	40.00
3.00	poloroid film for duns (each)	10.00	30.00
.50	hrs. HARRY	300.00	150.00
.50	hrs. paintbox personnel o.t.	50.00	25.00
16.00	mins 1" stock	2.50	40.00
2.00	plastic reel	2.25	4.50
1.00	60-min 1/2" video cassette	6.00	6.00

TAX ID: government
SUB: 2,544.75 TAX: .00 TOTAL 2,544.75

TERMS: 2% DISCOUNT IF INVOICE IS PAID IN 10 DAYS
// NORMAL TERMS NET 30 //
1.5% INTEREST CHARGE ASSESSED ON BALANCES OVER 30 DAYS

THE WHITE HOUSE

WASHINGTON

COPY

March 5, 1990

MEMORANDUM TO ROSE ZAMARIA

FROM: Chriss Winston
Deputy Assistant to the
President for Communications
and Director of Speechwriting

THRU: David F. Demarest, Jr.
Assistant to the President
for Communications

RE: Hanukkah Event

Attached, please find an invoice that is proper for payment and a list of attendees. This event was held by the Office of Public Liaison during Hanukkah this past December. Being a Jewish holiday event, they needed to serve Kosher baked cookies. This is the reason for the higher cost of the cookies.

Bobbie Kilberg has already paid Marshall J. Breger. Therefore, please make the check to:

Bobbie Kilberg
Deputy Assistant to the President
for Public Liaison
Room 128

Thank you for your help with this matter.

ADMINISTRATIVE CONFERENCE OF THE UNITED STATES
2120 L STREET, N.W., SUITE 500
WASHINGTON, D.C. 20037

To Druce
From Bob Bee

January 5, 1990

OFFICE OF
THE CHAIRMAN

Ms. Sarah DeCamp
Assistant Director
Office of Public Liaison
OEOB, Room 129
Washington, DC 20501

Dear Sarah:

The cost for the food for the Hannukah party was $145.80. The increase in price resulted from our raising the number to 120, as discussed the evening previous. I misplaced the original bill from The Wooden Shoe in Silver Spring, but I hope this letter suffices for your records.

Thank you for your help.

Very truly yours,

Marshall J. Breger
Chairman

MJB/kk

THE WHITE HOUSE

WASHINGTON

COPY

March 5, 1990

MEMORANDUM TO ROSE ZAMARIA

FROM: Chriss Winston
Deputy Assistant to the President
for Communications and Director of
Speechwriting

THRU: David F. Demarest, Jr.
Assistant to the President
for Communications

RE: Jewish Coalition Lunch

Bobbie Kilberg, Deputy Assistant to the President for Public Liaison, met with a group from the National Jewish Coalition during lunch on November 8, 1989. Attached is a list of the people that attended this meeting and the invoice on which the amount for the lunch is highlighted.

The highlighted amount is proper for payment. Thank you for your help with this matter.

WHITE HOUSE STAFF MESS
THE WHITE HOUSE
WASHINGTON, D.C. 20500

12/14/89

BOBBIE KILBERG
ROOM 128
OEOB

SPECIAL ACCOUNT # KILB01

SEQ # 0696

PLEASE MAKE ALL CHECKS PAYABLE TO: 'WHITE HOUSE STAFF MESS'
AND FORWARD to 404-EOB
PLEASE DETACH AND RETURN WITH REMITTANCE

Charges for Special Account Nov 89

DATE	SERVICE	DESCRIPTION	AMOUNT
Nov 03	AIR FORCE ONE	FOOD/ANDREWS-RICHMOND,VA	1.00
Nov 03	AIR FORCE ONE	FOOD/RICHMOND-NORFOLK,VA	6.00
Nov 03	AIR FORCE ONE	FOOD/NEWARK-ANDREWS(C-137)	3.50
Nov 08	SPECIAL FUNCTION	WARDRM LUNCH/10P/MOLLIE	81.20
		FINANCE CHARGE	.00

PREVIOUS BALANCE	PAYMENTS	CURRENT CHARGES	AMOUNT DUE
154.10	.00	91.70	245.80

NATIONAL JEWISH COALITION

NJC Attendees at Luncheon
With Bobbie Kilberg

Matthew Brooks — 547-7701
National Jewish Coalition
415 Second St, NE
Washington, DC 20002

Ben Waldman — 547-7701
National Jewish Coalition
415 Second St, NE
Washington, DC 20002

Stuart Bernstein — 955-1400
The Bernstein Companies
1050 Connecticut Ave NW/Suite 360
Washington, DC 20036

Philip E. Hixon — 961-6705
Synder-Hixon
7200 Wisconsin Ave, NW/6th Fl
Bethesda, MD 20814

Michael David Epstein — 783-2030
1424 K St, NW
Washington, DC 20005

Elizabeth Dubin — 654-2477
5309 Audubon Road
Bethesda, MD 20814

Albert Small — 296-5780
7116 Glenbrook Road
Bethesda, MD 20814

THE WHITE HOUSE

WASHINGTON

COPY
3-7-90

March 6, 1990

MEMORANDUM TO ROSE ZAMARIA

FROM: Chriss Winston
Deputy Assistant to the President
for Communications

THRU: David F. Demarest, Jr.
Assistant to the President
for Communications

RE: Personal Pager

With the ever increasing amount of written material and speeches for the President, Mary Kate Grant, the Senior Writer for Public Affairs, is now being assigned speeches. Therefore, we need to be able to reach her immediately when she is away from the building and on weekends.

I would like to request a personal pager for her use. Thank you for your help in making this happen.

THE WHITE HOUSE

WASHINGTON

March 6, 1990

COPY
3-7-90

MEMORANDUM TO ROSE ZAMARIA

FROM: Bobbie Kilberg BK
Deputy Assistant to the President
for Public Liaison

THRU: David F. Demarest, Jr.
Assistant to the President
for Communications

RE: Jewish Coalition Lunch

Bobbie Kilberg, Deputy Assistant to the President for Public Liaison, met with a group from the National Jewish Coalition during lunch on November 8, 1989. Attached is a list of the people that attended this meeting and the invoice on which the amount for the lunch is highlighted.

The highlighted amount of $81.20 is proper for payment. Thank you for your help with this matter.

WHITE HOUSE STAFF MESS
THE WHITE HOUSE
WASHINGTON, D.C. 20500

12/14/89

BOBBIE KILBERG
ROOM 128
OEOB

SPECIAL ACCOUNT # KILB01

SEQ # 0696

PLEASE MAKE ALL CHECKS PAYABLE TO: 'WHITE HOUSE STAFF MESS'
AND FORWARD to 404-EOB
PLEASE DETACH AND RETURN WITH REMITTANCE

Charges for Special Account Nov 89

DATE	SERVICE	DESCRIPTION	AMOUNT
Nov 03	AIR FORCE ONE	FOOD/ANDREWS-RICHMOND, VA	1.00
Nov 03	AIR FORCE ONE	FOOD/RICHMOND-NORFOLK, VA	6.00
Nov 03	AIR FORCE ONE	FOOD/NEWARK-ANDREWS(C-137)	3.50
Nov 08	SPECIAL FUNCTION	WARDRM LUNCH/IOP/MOLLIE, [redacted]	81.20
		FINANCE CHARGE	.00

PREVIOUS BALANCE	PAYMENTS	CURRENT CHARGES	AMOUNT DUE
154.10	.00	91.70	245.80

NATIONAL JEWISH COALITION

NJC Attendees at Luncheon With Bobbie Kilberg

Matthew Brooks National Jewish Coalition 415 Second St, NE Washington, DC 20002	547-7701
Ben Waldman National Jewish Coalition 415 Second St, NE Washington, DC 20002	547-7701
Stuart Bernstein The Bernstein Companies 1050 Connecticut Ave NW/Suite 360 Washington, DC 20036	955-1400
Philip E. Hixon Synder-Hixon 7200 Wisconsin Ave, NW/6th Fl Bethesda, MD 20814	961-6705
Michael David Epstein 1424 K St, NW Washington, DC 20005	783-2030
Elizabeth Dubin 5309 Audubon Road Bethesda, MD 20814	654-2477
Albert Small 7116 Glenbrook Road Bethesda, MD 20814	296-5780

(202) 547-7701
415 SECOND STREET, N.E.
SUITE 100
WASHINGTON, DC 20002

THE WHITE HOUSE

WASHINGTON

March 6, 1990

COPY
3-7-90

MEMORANDUM TO ROSE ZAMARIA

FROM: Bobbie Kilberg BK
Deputy Assistant to the
President for Public Liaison

THRU: David F. Demarest, Jr.
Assistant to the President
for Communications

RE: Hanukkah Event

Attached, please find an invoice that is proper for payment and a list of attendees. This event was held by the Office of Public Liaison during Hanukkah this past December. Being a Jewish holiday event, we needed to serve Kosher cookies. This is the reason for the higher cost of the cookies.

I have already paid Marshall J. Breger. Therefore, please make the check payable to me.

Thank you for your help with this matter.

ADMINISTRATIVE CONFERENCE OF THE UNITED STATES
2120 L STREET, N.W., SUITE 500
WASHINGTON, D.C. 20037

To Druie
From Barbee

January 5, 1990

OFFICE OF
THE CHAIRMAN

Ms. Sarah DeCamp
Assistant Director
Office of Public Liaison
OEOB, Room 129
Washington, DC 20501

Dear Sarah:

The cost for the food for the Hannukah party was $145.80. The increase in price resulted from our raising the number to 120, as discussed the evening previous. I misplaced the original bill from The Wooden Shoe in Silver Spring, but I hope this letter suffices for your records.

Thank you for your help.

Very truly yours,

Marshall J. Breger
Chairman

MJB/kk

THE WHITE HOUSE

WASHINGTON

COPY

March 9, 1990

MEMORANDUM FOR ROSE ZAMARIA

FROM: David F. Demarest, Jr.
Assistant to the President
for Communications

RE: Make-up for TV

Enclosed, please find two invoices from Lois Ann Cassano. She provided make-up for the President for two separate video sessions.

The first session on January 22, 1990, was for the interview with the Black Entertainment Network. The second one on February 1, 1990, was for PBS's World Health interview.

Each time Ms. Cassano provided make-up, she charged $80.00. The total amount that is owed is $160.00. Both of these invoices are proper for payment. Thank you for your help with this matter.

Went to Rose 3/12

SB

LOIS ANN CASSANO
7820 Roundabout Way
Springfield, Virginia 22153
(703) 644-1445

Dec 7, 1990

The White House

Peter Maria Sheehan

(Make up for PBS (World Health in the ...))

Dec 1 10 am - 12 noon

2 hrs @ 40 hr

Total
$ 80 —

LOIS ANN CASSANO
7820 Roundabout Way
Springfield, Virginia 22153
(703) 644-1445

Feb 7, 1990

The White House

Attn Maria Hsieh

Making up for BET - interview (Black History Month)

Jan 22 10 AM - 12 AM

3 hrs @ 40 hr

Total
$ 80 —

THE WHITE HOUSE

WASHINGTON

March 20, 1990

MEMORANDUM TO ROSE ZAMARIA

FROM: Chriss Winston
Deputy Assistant to the President
for Communications and Director of
Speechwriting

THRU: David F. Demarest, Jr.
Assistant to the President
for Communications

RE: Television Set

Deborah Amend, our newest commissioned officer, needs a television set for her office. Her duties require that she know what is being said about the Administration in all areas of the media.

Thank you for your help with this matter. It is most appreciated.

Bruce,
went to Rose
3/26

Please file
Rose Zamaria
file

SB

THE WHITE HOUSE

WASHINGTON

April 2, 1990

MEMORANDUM TO ROSE ZAMARIA

FROM: David F. Demarest, Jr.
Assistant to the President
for Communications

RE: Doug Gamble

This is to certify that the attached invoice is proper for payment. Doug Gamble is writing humorous material to be inserted into the President's speeches.

Thank you for your help.

Went to Rose 4/2

SB

DOUG GAMBLE

424 - 36th Place
Manhattan Beach, CA 90266
(213) 546-6409

I N V O I C E

March 31/90

Dept. of Communications
Room 122
The White House
Washington, D.C. 20501

ATTN: DRUCIE SCALLING

Writing of humor and other specialized material
for use by President Bush during MARCH, 1990:

$1500.00

THE WHITE HOUSE

WASHINGTON

COPY

March 5, 1990

MEMORANDUM TO ROSE ZAMARIA

FROM: David F. Demarest, Jr.
Assistant to the President
for Communications

RE: Doug Gamble

This is to certify that the attached invoice is proper for payment. Doug Gamble is writing humorous material to be inserted into the President's speeches.

Thank you for your help.

went to Rose
3/6

SB

DOUG GAMBLE

424 - 36th Place
Manhattan Beach, CA 90266
(213) 546-6409

I N V O I C E

Feb. 28/90

Dept. of Communications
Room 122
The White House
Washington, D.C. 20501

ATTN: DRUCIE SCALLING

Writing of humor and other specialized material
for use by President Bush during FEBRUARY, 1990:

$1500.00

THE WHITE HOUSE

WASHINGTON

April 23, 1990

MEMORANDUM FOR ROSE ZAMARIA

FROM: Chriss Winston CW
Deputy Assistant to the President
for Communications and Director
of Speechwriting

THRU: David F. Demarest, Jr.
Assistant to the President
for Communications

RE: Document Tracking

Due to the large amount of Blue C-Track sheets that the Office of Communications receives weekly, we would like to request some type of document tracking data base for our computers. It is our understanding that there may be this type of software already in existence.

Thank you for your help with this matter.

THE WHITE HOUSE

WASHINGTON

April 25, 1990

MEMORANDUM FOR ROSE ZAMARIA

FROM: David F. Demarest, Jr.
Assistant to the President
for Communications

RE: Reception for The National Association of Independent Schools

The Office of Communications has agreed to brief the members of the National Association of Independent Schools on May 2, 1990 for 3:30-5:30 pm. Other than the approximately 100 members attending, we are expecting Secretary Cavazos, Roger Porter, Hollis McGlaughlin (Assistant Secretary, Department of Education), and Bill Diefenderfer (Deputy Director, OMB).

After the briefing, we want to have a reception at 5:30 pm in the dome area outside of the Indian Treaty Room on the 5th floor. The Department of Education had planned to host this reception. However, today we were informed that it would not be possible due to some members of NAIS receive funding from the Department of Education even though they are 501C-3 organizations.

At this reception we would serve a champagne punch, cheese and crackers. Ron Jackson has said that this will cost approximately $150.00.

Thank you for your help in making this happen.

This turned out to be $75 more than anticipated i.e. linens, set-up, clean-up + attendant

THE WHITE HOUSE

WASHINGTON

APRIL 23, 1990

MEMORANDUM FOR DRUCIE SCALING

FROM: SARAH DECAMP SD

SUBJECT: RECEPTION FOR THE NATIONAL ASSOCIATION OF INDEPENDENT SCHOOLS; DOME OUTSIDE OF INDIAN TREATY ROOM 5:30 P.M. -- MAY 2

As per our conversation, the National Association of Independent Schools will be here for a briefing on May 2 from 3:30-5:30 p.m. Secretary Cavazos, Roger Porter, Hollis McGlauglin (Assistant Secretary, Department of Education), and Bill Diefenderfer (Deputy Director, OMB) have agreed to brief the group and I am still waiting to hear if the President will be able to stop by and make brief remarks.

This is an important organization because it represents a significant segment of the independent private school community in this country. NAIS is not represented on the President's Education Advisory Committee and feels it has been excluded, to a degree, from the education dialogue in which the Administration has engaged since the President took office. I, therefore, strongly recommend that we host a reception for this group following their briefing. I have checked with Ron Jackson and if we serve champagne punch, crackers, and cheese for 100 people the total cost for the reception will be around $150.

This is a late request because the Department of Education just informed me today that, in spite of the fact that NAIS is a 501c-3 organization, the Department cannot act as a funding vehicle for NAIS to reimburse the White House Mess for the reception.

I appreciate all you can do on this.

Lisa Battaglia will be working on this briefing in my absence.

THE WHITE HOUSE

WASHINGTON

May 21, 1990

MEMORANDUM FOR ROSE ZAMARIA

FROM: Chriss Winston
Deputy Assistant to the President
for Communications and Director of
Speechwriting

THRU: David F. Demarest, Jr.
Assistant to the President
for Communications

RE: Parking Pass

We now have another speechwriter for the President and need a parking permit for her. All of the other Presidential speechwriters have Ellipse permits and we would appreciate it if you would arrange for her to have one.

Thank you for your help with this matter.

Denise
261 Place
over.
now on
Ellipse

went to Rose
5/23

SB

THE WHITE HOUSE

WASHINGTON

May 23, 1990

MEMORANDUM FOR ROSE ZAMARIA

FROM: David F. Demarest, Jr.
Assistant to the President
for Communications

RE: "Signer"

At the recent event held by Media Relations for members of the handicapped press, we had tried to get a volunteer "signer" for the hearing impaired. At the very last, we were not able to get a volunteer and needed to employ the services of Sign Language Associates, Inc. Therefore, this invoice is proper for payment.

Thank you for your help with this matter.

went to Rose 5/23

SB

INVOICE
Page 1

SIGN LANGUAGE ASSOCIATES, INC.
1010 WAYNE AVE. SUITE 420
SILVER SPRING, MD 20910
EIN-52-1267-212
301-588-7591

Sale Invoice
Terms: Net 30
Invoice # 15927

Transaction Date: 05/11/90
Due Date: 06/10/90

Sold To:
THE WHITE HOUSE
OFFICE OF COMMUNICATIONS
WASHINGTON, DC 20500
ATTN: DRUCIE SEALING

Ship To:
THE WHITE HOUSE
OFFICE OF COMMUNICATIONS
WASHINGTON, DC 20500
ATTN: DRUCIE SEALING

Item ID	Description	Qty	UM	Price	Extension
INTERPRETING SERVICES	5/1/90 GENERAL 10:45-11:45AM LB	1.00		65.00	65.00
FARE METRO		1.00		3.00	3.00

Subtotal	68.00
Total Invoice	68.00
Net Due	68.00

THE WHITE HOUSE

WASHINGTON

April 26, 2990

MEMORANDUM FOR ROSE ZAMARIA

FROM: David F. Demarest, Jr.
Assistant to the President
for Communications

RE: Signer for Disabled Media Interview

On Tuesday, May 1, 1990, the President will meet with 13 members of the disabled media for a roundtable interview. Several of the participants will be hearing impaired.

We will need to hire a "signer" for this event. The cost of a "signer" from the Sign Language Association is $65.00 for up to two hours.

Thank you for your help in making this happen.

THE WHITE HOUSE

WASHINGTON

June 18, 1990

COPY

MEMORANDUM FOR CHRIS VEIN VIEN

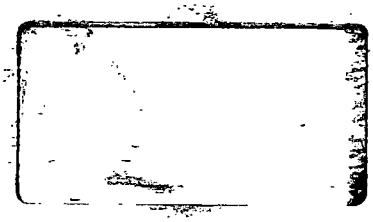
FROM: Drucie Scaling
Communications Administrative Officer
Room 122, Ext. 2170

RE: Message Pads

Attached, please find a sample of the message pads that I need to have printed. If you have any questions, please call. I appreciate your help with this matter.

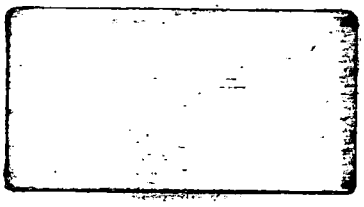
Thank you!

THE WHITE HOUSE
WASHINGTON



TO:

FROM: CHRISTINA M. MARTIN
Deputy to the
Special Assistant for Communications
Room 121, Ext. 7152



Requests
~~Facilities~~

COPY

THE WHITE HOUSE

WASHINGTON

June 21, 1990

MEMORANDUM FOR CHRIS VEIN

FROM: Drucie Scaling DS
Communications Administrative Officer
Room 122, Ext. 2170

RE: Message Pads

Attached, please find a sample of the message pads that I need to have printed. If you have any questions, please call. I appreciate your help with this matter.

Thank you!

Check out the spelling!
DS

THE WHITE HOUSE
WASHINGTON

MEMORANDUM FOR

FROM: PAUL LUTHRINGER
Associate Director of Public Affairs
Room 197, Ext. 2483

Withdrawal/Redaction Sheet
(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
02. Memo	David Demarest to Bonnie Newman, re: Raises. (1 pp.)	06/27/90	(b)(2)	

Collection:

Record Group: Bush Presidential Records
Office: Speechwriting, White House Office of
Series: Subject File
Subseries:
WHORM Cat.:
File Location: Memos - Rose Zamaria, 2/89 - 8/92

Date Closed: 12/29/2004	**OA/ID Number:** 08484
FOIA/SYS Case #:	
Re-review Case #: 2005-0569-S	
P-2/P-5 Review Case #:	
MR Case #:	**Appeal Case #:**
MR Disposition:	**Appeal Disposition:**
Disposition Date:	**Disposition Date:**

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

P-1 National Security Classified Information [(a)(1) of the PRA]
P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
P-3 Release would violate a Federal statute [(a)(3) of the PRA]
P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
P-5 Release would disclose confidential advise between the President and his advisors, or between such advisors [a)(5) of the PRA]
P-6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

Freedom of Information Act - [5 U.S.C. 552(b)]

(b)(1) National security classified information [(b)(1) of the FOIA]
(b)(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
(b)(3) Release would violate a Federal statute [(b)(3) of the FOIA]
(b)(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
(b)(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
(b)(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
(b)(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
(b)(9) Release would disclose geological or geophysical information

went to Rose 7/3

SB

FROM: Chriss Winston
Deputy Assistant to the
President for Communications
and Director of Speechwriting

THRU David F. Demarest, Jr.
Assistant to the President
for Communications

RE: Telephones

As you know, the Office of Communications has recently reorganized. As a result, we need some additions and modifications to our telephone system.

Problem Number 1.

In the reorganization, Jeff Riley was hired to fill a staff assistant/receptionist position. Jeff is expected to answer all lines in Media Relations as well as Deb Amend's office lines. He was located in Room 121 in order to carry out these duties. However, there is no phone in 121 to enable Jeff to answer Deb's and Kristin's lines. Also, Deb has only a private line and, as a result, if she is on it, incoming calls for her ring busy and cannot be answered. The point is that Jeff was hired for this specific purpose and with approval of the Office of Administration. It does little good to have a staff person who lacks the equipment needed for him to do the job.

The Office of Media Relations also receives many complaints that their lines are always busy and everyone from Andy Card to the media have not been able to get through. This is a particularly serious problem when the media is unable to get through in order to be cleared for a Presidential event.

In fact, what needs to be done is to reorganize the lines that presently exist in this area. We will also need three phones in the reception area where Jeff Riley and several interns are located that are capable of handling all of Deb Amend's and Media Relations' lines.

Problem Number 2.

The Office of Public Liaison also receives far too many complaints that their constituents can never get through because of their constantly busy lines. I can tell you from personal experience that getting through is a real problem. Again, we need to reorganize the lines that presently exist and add another telephone that will be capable of answering all of the lines coming into that area.

I understand that you are under budgetary constraints and we have attempted to help alleviate the limited line problem by giving up private lines. These offices work constantly with the public. It reflects poorly not just on our operations but the President himself if we are unable to meet the needs of constituents - needs sometimes as simple as answering a question by phone. In order to do right by the President and those we serve, we must have the equipment to do the job.

Thank you for your help with this matter.

Went to Rose 7/3

SB

MEMORANDUM FOR ROSE ZAMARIA

FROM: Chriss Winston CW
Deputy Assistant to the
President for Communications
and Director of Speechwriting

THRU: David F. Demarest, Jr.
Assistant to the President
for Communications

RE: Computers

The new computers that have been received by our staff are most appreciated. However, we had not realized that we would not be able to keep our other machines, i.e. the XT's and AT's. To have kept them would have enabled us to alleviate a major shortage of equipment.

Due to the expansion and reorganization of the Office of Communications, the acute need for more computers has been brought to my attention. Part of the reason for our reorganization was to begin producing more informational materials particularly through Public Affairs and Media Relations. As a result, computers for writing purposes are desperately needed.

We are not asking for the newest PC's. We will be more than happy to have either the AT or XT computers. At the present time we would like to request nine (9) more PC's. Two of the computers will go to Commissioned Officers - Bobbie Kilberg and Doug Wead - who do not currently have them. This will not completely solve our problems, since we will still have a shortage in our Research office but it certainly will help.

Thank you for your assistance with this matter.

THE WHITE HOUSE

WASHINGTON

July 2, 1990

MEMORANDUM FOR PAUL BATEMAN

FROM: Chriss Winston cw
Deputy Assistant to the
President for Communications
and Director of Speechwriting

THROUGH: David F. Demarest, Jr.
Assistant to the President
for Communications

RE: Blue Pass

Due to our reorganization, Media Relations now only has two of their people with Blue Passes. As you know, only people with Blue Passes can clear in the Media.

There are times when all three of the people in Media Relations need to be at an event to help escort the press. It is most frustrating to be "hurrying" the Press to a "stakeout" or event and be stopped by Security and questioned for having a "JJ" pass. This happens all too frequently.

It will be most appreciated if you will change Cheryl Kienel's Orange pass to a Blue one. This will help alleviate some of the problems that they have been having.

Thank you for your help with this matter.

THE WHITE HOUSE

WASHINGTON

COPY

July 20, 1990

MEMORANDUM FOR CHRIS VEIN

FROM: Drucie Scaling
Communications Administrative Officer
Room 122, Ext. 2170

RE: Note Pads

I would appreciate it if you would have the following two (2) orders of White House note pads printed. They are to read:

1. TO:

   FROM: BARRIE TRON
   Director of Public Affairs
   Room 195 OEOB, Ext. 2483

2. TO:

   FROM: OFFICE OF PUBLIC AFFAIRS
   Room 195 OEOB, Ext. 2483

Thank you for your help in making this happen.

THE WHITE HOUSE

WASHINGTON

July 19, 1990

MEMORANDUM FOR DRUCIE SCALING

FROM: TERRI WOODS TW

SUBJECT: NOTE PADS

The Office of Public Affairs would like to request the following (see attached):

1) White House pads which read
   TO:
   FROM: BARRIE TRON
   Director of Public Affairs
   195 OEOB, Ext. 2483

2) White House pads which read
   TO:
   FROM: OFFICE OF PUBLIC AFFAIRS
   195 OEOB, Ext. 2483

Thank you for your consideration.

THE WHITE HOUSE
WASHINGTON

TO:

FROM: **BARRIE TRON** Public Affairs
~~**Deputy Director of Media Relations**~~
~~**121 OEOB, Ext. 7150**~~
195 OEOB, Ext. 2483

THE WHITE HOUSE

WASHINGTON

July 20, 1990

MEMORANDUM FOR CHRIS VEIN

FROM: Drucie Scaling
Communications Administrative Officer
Room 122, Ext. 2170

RE: Note Pads

I would appreciate it if you would have the following two (2) orders of White House note pads printed. They are to read:

1. TO:

FROM: BARRIE TRON
Director of Public Affairs
Room 195 OEOB, Ext. 2483

2. TO:

FROM: OFFICE OF PUBLIC AFFAIRS
Room 195 OEOB, Ext. 2483

Thank you for your help in making this happen.

THE WHITE HOUSE

WASHINGTON

August 22, 1990

MEMORANDUM FOR ROSE ZAMARIA

FROM: Drucie Scaling
Communications Administrative officer
Room 122 OEOB, Ext. 2930

RE: Paris Telephone Call

I received this check from Michelle Barmazel today. This was for a phone call she made to Paris, France from my telephone. Will you please forward it to the proper authorities.

Thank you for your patience and help with this matter.

Withdrawal/Redaction Sheet
(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
03. Check	Photocopy of check from Michelle R. Barmazel. (1 pp.)	08/05/90	P-6, (b)(6)	

Collection:

Record Group: Bush Presidential Records
Office: Speechwriting, White House Office of
Series: Subject File
Subseries:
WHORM Cat.:
File Location: Memos - Rose Zamaria, 2/89 - 8/92

Date Closed: 12/29/2004	**OA/ID Number:** 08484
FOIA/SYS Case #:	
Re-review Case #: 2005-0569-S	
P-2/P-5 Review Case #:	
MR Case #:	**Appeal Case #:**
MR Disposition:	**Appeal Disposition:**
Disposition Date:	**Disposition Date:**

RESTRICTION CODES

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P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
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P-6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

Freedom of Information Act - [5 U.S.C. 552(b)]

(b)(1) National security classified information [(b)(1) of the FOIA]
(b)(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
(b)(3) Release would violate a Federal statute [(b)(3) of the FOIA]
(b)(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
(b)(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
(b)(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
(b)(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
(b)(9) Release would disclose geological or geophysical information

Dulcie,

Here, at last is the check for the phone call. My wallet was stolen right after we last spoke about this and it completely slipped my mind.

I am sorry for the inconvenience.

Sincerely,
Michelle Barnes

THE WHITE HOUSE

WASHINGTON

COPY

September 11, 1990

MEMORANDUM FOR ROSE ZAMARIA

FROM: David F. Demarest, Jr.
Assistant to the President
for Communications

RE: Television Taping

Tomorrow, September 12, 1990, at 7:30 am, President Bush will be taping his message for Iraqi television. The President will need to have make-up for this address. Kathy Greene has been called and her fee is $250.00.

Thank you for your help in making this happen.

THE WHITE HOUSE

WASHINGTON

COPY

September 13, 1990

MEMORANDUM FOR ROSE ZAMARIA

FROM: David F. Demarest, Jr.
Assistant to the President
for Communications

RE: Regional Press Briefing

On Monday, September 17, 1990, Media Relations in the Office of Communications will hold a regional press briefing. The President will participate in this event.

We would like to serve light refreshments to approximately 70 people at the estimated cost of $190.00. This reception will be held between 11:00 am and 12:15 pm under the blue dome on the fifth floor of the Old Executive Office Building.

We appreciate your help in making this happen.

THE WHITE HOUSE

WASHINGTON

September 13, 1990

MEMO TO DAVE DEMAREST

THROUGH: CHRISS WINSTON

FROM: KRISTIN TAYLOR/CHERYL KIENEL

SUBJ: MENU FOR REGIONAL MEDIA RECEPTION

Following is the proposed menu for the reception prior to the briefing for regional media on Monday.

Eggrolls with mustard and sweet & sour sauce
Chips with nacho dip and salsa dip
Cheese and crackers
Pretzels and nuts
Soft Drinks

Estimated cost is $190. This is based on approximately 70 people attending the reception.

✓ Approve

_____ Disapprove--suggested changes _____

_____

_____

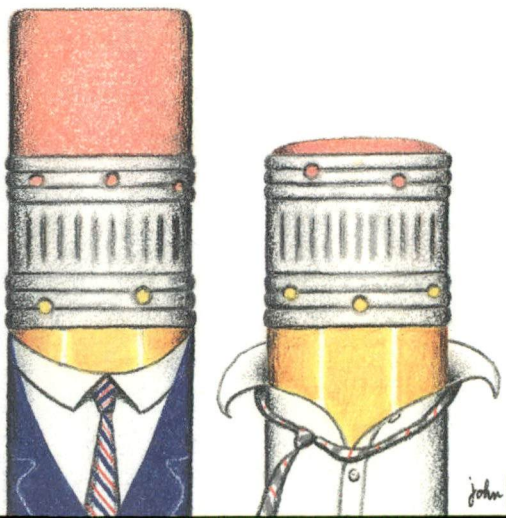
cc: Drucie Scaling

A HARD DAY AT THE OFFICE

9/14

Dracie;
Went to "the Rose" at 9:24 a.m. today.

Sara



NP021
Maine Line Co., Rockport, Me. 04856 Printed in USA
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THE WHITE HOUSE

WASHINGTON

COPY

September 13, 1990

MEMORANDUM FOR ROSE ZAMARIA

FROM: Chriss Winston
Deputy Assistant to the President
for Communications and Director of
Speechwriting
Room 122 OEOB, Ext. 2930

THRU: David F. Demarest, Jr.
Assistant to the President
for Communications

RE: Personal Pager

Jennifer Grossman has recently joined the Office of Communications as a Research Assistant. Like the other Research Assistants, she needs to have a personal pager in order to be reached at all times.

I would appreciate your help in the assignment of a pager for her. Thank you.

THE WHITE HOUSE

WASHINGTON

COPY

September 13, 1990

MEMORANDUM FOR ROSE ZAMARIA

FROM: Chriss Winston
Deputy Assistant to the President
for Communications and Director of
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Room 122 OEOB, Ext. 2930

THRU: David F. Demarest, Jr.
Assistant to the President
for Communications

RE: Personal Pager

Jennifer Grossman has recently joined the Office of Communications as a Research Assistant. Like the other Research Assistants, she needs to have a personal pager in order to be reached at all times.

I would appreciate your help in the assignment of a pager for her. Thank you.

THE WHITE HOUSE

WASHINGTON

September 19, 1990

MEMORANDUM FOR ROSE ZAMARIA

FROM: David F. Demarest, Jr.
Assistant to the President
for Communications

RE: Coffee for Episcopal Bishops

Wednesday morning, September 19, 1990, at 8:30 am in the Indian Treaty Room and Room 450, the Office of Public Liaison hosted approximately 200 to 225 bishops plus their wives from the Episcopal church for briefings. Refreshments were served to only the bishops. Their wives were being briefed simultaneously in Room 450 and no refreshments were served.

The Mess quoted $1.25 per person for the refreshments. The approximate cost of this event will be $281.25.

Thank you for your help with this matter.

THE WHITE HOUSE

WASHINGTON

COPY

October 2, 1990

MEMORANDUM FOR ROSE ZAMARIA

FROM: Chriss Winston CW
Deputy Assistant to the President
for Communications and Director
of Speechwriting

THRU: David F. Demarest, Jr.
Assistant to the President
for Communications

RE: Regional Press Briefing

On Monday October 1, 1990, Media Relations in the Office of Communications was asked by Governor Sununu to hold a briefing for regional reporters and editors on Wednesday, October 3, 1990. This event will be held in the Indian Treaty Room at 8:30 am. There will be approximately 85 people in attendance.

We would like to serve coffee, tea and danish rolls to this group given the hour they will have to arrive at the Old Executive Office Building in order to be cleared in for this meeting. The Mess has given us a cost of $2.50 per person. Therefore, the cost will be about $212.50.

Thank you for your help in making this happen.

THE WHITE HOUSE

WASHINGTON

October 2, 1990

MEMORANDUM TO DRUCIE SCALING

FROM: CHERYL KIENEL

SUBJ: RECEPTION FOR REGIONAL MEDIA ON OCTOBER 3

Media Relations is planning to have coffee, tea and danish served to the 85 reporters and editors in the Indian Treaty Room tomorrow at 8:30 a.m.

Tony Mauro gave me an estimate of 2.50 per person.

THE WHITE HOUSE

WASHINGTON

October 2, 1990

COPY

MEMORANDUM FOR ROSE ZAMARIA

FROM: David F. Demarest, Jr.
Assistant to the President
for Communications

RE: Oval Office Address

The President will be giving a televised Oval Office address this evening. We have contacted Lois Ann Cassano to do the make-up for this address. Her fee is $40.00 per hour and will probably be here two to three hours.

Thank you for your help with this matter.

THE WHITE HOUSE

WASHINGTON

October 5, 1990

COPY

MEMORANDUM FOR ROSE ZAMARIA

FROM: David F. Demarest, Jr.
Assistant to the President
for Communications

RE: German Unification Video

On September 26, 1990, the President made a video to be sent to Germany for use during the unification celebration. Kathy Greene was called to do the makeup for the President for this video. Her fee was $200.00.

The attached invoice is proper for payment. Thank you for your help with this matter.

KATHY GREENE
Styling Services
Film, Video & Print Production
(703) 273-1386

MAKEUP WARDROBE

9113 Hamilton Drive, Fairfax, Virginia 22031

Requisition Ref. # CU/26

INVOICE DATE	10-1-90
OUR ORDER NO.	# 9096
YOUR ORDER NO.	- WOP [redacted] 321
TERMS	30 days net
F.O.B.	
SALESMAN	

Office of Public Affairs
OEOB
The White House
Washington, D.C. 20500

SHIPPED TO attn: Paul

SHIPPED VIA

PPD. or COLL.

QUANTITY	DESCRIPTION	PRICE	AMOUNT
	provide makeup styling services for President Bush for German Reunification shoot		200.00
	Total Amount Due		$200.00

Thank You

THE WHITE HOUSE

WASHINGTON

COPY

October 5, 1990

MEMORANDUM TO ROSE ZAMARIA

FROM: David F. Demarest, Jr.
Assistant to the President
for Communications

RE: Doug Gamble

This is to certify that the attached invoice is proper for payment. Doug Gamble is writing humorous material to be inserted into the President's speeches.

Thank you for your help.

DOUG GAMBLE

424 - 36th Place
Manhattan Beach, CA 90266
(213) 546-6409

I N V O I C E

Oct. 1/90

Dept. of Communications
Room 122
The White House
Washington, D.C. 20501

ATTN: DRUCIE SCALLING

Writing of humor and other specialized material
for use by President Bush during SEPTEMBER, 1990:

$1500.00

THE WHITE HOUSE

WASHINGTON

COPY

October 17, 1990

MEMORANDUM FOR BETTY UBBENS

FROM: Drucie Scaling
Communications Administrative Officer
Room 122 OEOB, Ext. 2930

RE: Book Requests

I would like to request three new hard-bound books for the Office of Research. They are the following:

Public Papers of the President, 1988 Vol. II

Public Papers of the President, 1989 Vol. I

Cumulative index for Reagan;s public papers 1981-89

I believe that all of the above are available at this time with the possible exception of the last one. I would appreciate your help with this matter.

THE WHITE HOUSE

WASHINGTON

COPY

December 7, 1990

MEMORANDUM FOR ROSE ZAMARIA

THROUGH: David F. Demarest, Jr.
Assistant to the President
for Communications

FROM: Drucie Scaling
Communications Administrative Officer
Room 122 OEOB, Ext. 2930

RE: Hanukkah Event

Public Liaison in the Office of Communications will again this year host a Hanukkah event in the Indian Treaty Room on December 12, 1990. They will be serving cookies from a Kosher bakery and punch from the mess. They estimate the cost to be $300.00 for approximately 200 people.

Thank you for your help with this matter.

Talked to D² via Chriss on AF1
to get price straightened out -

H
file

THE WHITE HOUSE
WASHINGTON

12/6

Druc ie -

Sara M. called Bobbie to say that DD signed off on this.

The cost is the most likely going to be $250 - 300 total. Bobbie said if that's a problem, Rose Z. can bill her for the difference.

- Kathy J.

THE WHITE HOUSE

WASHINGTON

December 4, 1990

MEMORANDUM FOR DAVID DEMAREST

FROM: BOBBIE KILBERG BK
KATHY JEAVONS KJ

SUBJECT: Hanukkah Reception

We have planned to host a reception in the Indian Treaty Room following the Hanukkah event on Wednesday, December 12. As per last year, the White House Mess will provide beverages and we will arrange for a Kosher bakery to provide cookies, etc. The mess estimates their costs will run around $100.00, and the Kosher bakery goods will be at minimum $100.00.

May we have your approval to pay for the reception from our entertainment budget?

Thank you.

APPROVE _____ DISAPPROVE _____

THE WHITE HOUSE

WASHINGTON

COPY

December 17, 1990

MEMORANDUM FOR ROSE ZAMARIA

THROUGH: David F. Demarest, Jr.
Assistant to the President
for Communications

FROM: Drucie Scaling
Communications Administrative Officer
Room 122 OEOB, Ext. 2930

RE: Regional Press Luncheon

On Tuesday, December 18, 1990, the Media Relations office in the Office of Communications will host a regional press briefing and luncheon for 60 editors, reporters and White House senior staff. The Mess has quoted us a price of $25.00 per person for this luncheon. The total bill should be $1,500.

If you have further questions, please do not hesitate to call. Thank you for your help with this matter.

Completed

THE WHITE HOUSE

WASHINGTON

December 17, 1990

MEMORANDUM FOR ROSE ZAMARIA

THROUGH: David F. Demarest, Jr.
Assistant to the President
for Communications

Chriss Winston CW
Deputy Assistant to the President
for Communications and Director of
Speechwriting

FROM: Drucie Scaling DS
Communications Administrative Officer
Room 122 OEOB, Ext. 2930

RE: Telephones

When Kirstin Taylor left as Director of Media Relations, this area was reorganized. Deborah Amend, Special Assistant to the President for Communications, is now the Director.

When Deborah is working in the office by herself, she is unable to answer the Media Relations lines from her office and is continually having to go to the outer office to answer telephones.

Will you please take 456-7152 off of stations 97L and 97K. Then will you please add extensions 7150 and 7151 to the same stations. These stations are in room 123 OEOB.

If you have further questions about this matter, please do not hesitate to call me. Thank you for your help.

THE WHITE HOUSE

WASHINGTON

January 16, 1991

MEMORANDUM FOR ROSE ZAMARIA

THROUGH: David F. Demarest, Jr.
Assistant to the President
for Communications

FROM; Drucie Scaling DS
Communications Administrative Officer
Room 122 OEOB, Ext. 2930

RE: Squawk Box

Deborah Amend, Special Assistant to the President for Communications is now also the Director of Media Relations. Since she is serving in this capacity, she would like to have a Squawk Box installed in her office. It is most important that she be able to monitor any briefings or other events that are carried through this system.

I would appreciate your help with this matter.

Went to Rose 1/16
Reavests
SB

This was put on letterhead

COPY

January 24, 1991

MEMORANDUM FOR ROSE ZAMARIA

THROUGH: David F. Demarest, Jr.
Assistant to the President
for Communications

FROM: Drucie Scaling
Communications Administrative Officer
Room 122 OEOB, Ext. 2930

RE: C-SPAN Tape

On Wednesday, January 16, C-SPAN broadcasted (between 8:00 pm and 9:00 pm) a portion of the pre-set of the President's address to the people of the United States. This address was actually given at 9:00 pm EST. In this address the President told of the beginning of "Desert Storm."

This broadcast by C-SPAN is a serious pool violation. It could, in fact, be a national security risk.

WHCA does not tape C-SPAN. Therefore, we would like to purchase this one hour segment of C-SPAN's coverage at a cost of $100.00.

Thank you for your help with this matter.

THE WHITE HOUSE

WASHINGTON

January 18, 1991

MEMORANDUM FOR DRUCIE SCALING

FROM: TERRI WOODS TW

SUBJECT: C-SPAN'S COVERAGE OF THE PRESIDENT'S ADDRESS TO THE NATION

On Wednesday, January 16, C-SPAN broadcasted a portion of the pre-set (between 8:00 p.m.-9:00 p.m.) of the President's Address to the Nation. This is a serious pool violation and could, in fact, be a national security risk. We would like to purchase this one hour segment of C-SPAN's coverage at a cost of $100.00.

Thanks for your assistance in this matter.

THE WHITE HOUSE

WASHINGTON

January 24, 1991

MEMORANDUM FOR ROSE ZAMARIA

THROUGH: David F. Demarest, Jr.
Assistant to the President
for Communications

FROM: Drucie Scaling DS
Communications Administrative Officer
Room 122 OEOB, Ext. 2930

RE: C-SPAN Tape

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WHCA does not tape C-SPAN. Therefore, we would like to purchase this one hour segment of C-SPAN's coverage at a cost of $100.00.

Thank you for your help with this matter.

Sig Rogich decided he didn't want Barry to pursue. Please file w/ request as completed

1/25/91
OK
RZ

COPY

THE WHITE HOUSE

WASHINGTON

January 24, 1991

MEMORANDUM FOR ROSE ZAMARIA

THROUGH: David F. Demarest, Jr.
Assistant to the President
for Communications

FROM: Drucie Scaling
Communications Administrative Officer
Room 122 OEOB, Ext. 2930

RE: C-SPAN Tape

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THE WHITE HOUSE

WASHINGTON

COPY

January 24, 1991

MEMORANDUM FOR ROSE ZAMARIA

THROUGH: David F. Demarest, Jr.
Assistant to the President
for Communications

FROM: Drucie Scaling
Communications Administrative Officer
Room 122 OEOB, Ext. 2930

RE: Personal Pager

I would like to request a personal pager for Leigh Ann Metzger, Special Assistant to the President for Public Liaison. Due to the increased activity in the area she covers in the Office of Public Liaison, she has not been able to be reached at times when she is away from her office. It is most important that she can be reached at all times.

I will appreciate your help with this matter. Thank you.

Richard Paque
1-30-91

file
requests
completed

COPY

February 6, 1991

MEMORANDUM FOR ROSE ZAMARIA

FROM: Drucie Scaling
Communications Administrative Officer
Room 122 OEOB, Ext. 2930

RE: "Clear In" Permission

Per our conversation, within a short period of time, Media Relations will have only one person that will be able to "clear in" media for a period of a month or so. I would appreciate it if you will give the following names to Security so that they will be able to clear media onto the White House grounds. They are as follows:

Margaret Minogue

Paul McNeill

Thank you for your help with this matter.

COPY

March 4, 1991

MEMORANDUM FOR CHRIS VEIN

FROM: DRUCIE SCALING

SUBJECT: SUPPLY REQUESTS

Chris, would you please reorder another set of personalized pads for the three attached papers. Thank you.

THE WHITE HOUSE

WASHINGTON

February 25, 1991

MEMORANDUM FOR DRUCIE SCALING

FROM: TERRI WOODS MTW

SUBJECT: SUPPLY REQUEST

Drucie, we would like to reorder another set of personalized pads of paper used for office correspondence (see attached).

Thanks for your assistance in this matter.

THE WHITE HOUSE

WASHINGTON

February 21, 1991

MEMORANDUM FOR DRUCIE SCALING

FROM: TERRI WOODS

SUBJECT: SUPPLY REQUEST

Drucie, we would like to reorder two different personalized pads of paper used for office correspondence (see attached).

Thanks for your assistance in this matter.

CDS

THE WHITE HOUSE

WASHINGTON

March 28, 1991

MEMORANDUM FOR DRUCIE SCALING

FROM: KRISTEN GEAR KG

SUBJECT: PRESIDENTIAL TAPING SESSION

We have a videotaping session tomorrow morning. The videos we tape may be broadcast on network television. We are bringing in Lois Cassano as the make-up artist. She will probably be here for approximately **two hours.** Her rate is **$40.00/hour.** Just give me the purchase order number and I'll see that she receives it.

We are also taping a generic "welcome home" video message. We have had an overwhelming number of requests for messages for local ceremonies honoring returning troops. This video will be used to satisfy most of those requests. The production cost will be **$300.00.** Each organization will have to incur the cost of reproducing and mailing the tape, so you don't have to worry about that one coming up later. Again, thank you for your assistance.

80.00 Lois Cassano WIP153
300.00 Interface WIP154

Julie Interface

THE WHITE HOUSE

WASHINGTON

COPY

May 8, 1991

MEMORANDUM FOR ROSE ZAMARIA

THROUGH: DAVID F. DEMAREST, JR.
Assistant to the President
for Communications

FROM: Drucie Scaling DS
Communications Administrative Officer
Room 122 OEOB, Ext. 2930

RE: Hispanic Event

Tomorrow morning, May 9, 1991, 9:30 am to 10:30 am, the Office of Public Liaison will be hosting a breakfast for the Hispanic Alliance for Free Trade in the Indian Treaty Room. There will be approximately 80 people attending. The President will drop by this event.

The Mess has quoted a price of $2.50 per person. The total cost will be $200.00.

Thank you for your help.

THE WHITE HOUSE
WASHINGTON

Date: May 30, 1991

TO: Drucie Scaling

FROM: ROSE ZAMARIA
Deputy Assistant to the President and
Director of White House Operations

☒ Action

☐ Comment

☐ FYI

☐ Other

Please verify if these were official business call(s). If not, please make the checks payable to: U.S. Treasury, and return to me.

Thanks
Marcia

File Telephones
Rose

AT&T

1600 WILSON BLVD,ROOM 300,ARLINGTON,VIRGINIA 22209

AT&T LONG DISTANCE TELEPHONE SERVICE

THE WHITE HOUSE
ATTN:AL NAGY
OEOB RM 012
NAME 17TH & PA AV NW
WASH DC 20500

051 4561414 00002

AREA CODE 202 TELEPHONE NUMBER 456-1414 479

PERIOD ENDING 05-03-91

TELEPHONE NO.	DATE	FROM PLACE	PLACE CALLED	AREA	TELEPHONE NO.	AMOUNT	C/R	SETT	TYPE	CLASS	DIAL	MIN	RAO	CYCL	BATCH	CARD CONN. TIME	CUST	USE
456-2388	503	"DATA" OFC. OF	WAYNE MI	313	721-4985	.37			J	1	2*K	2.7	82			2049	23	W
	503	Communications OEOB Room 122	WAYNE MI	313	721-4985	3.42			J	1	2*K	24.8	82			2053	24	W
456-2931	426	OFC. OF Communications OEOB Room 122	FRANCE	33	145247420	2.11			N	1	P*4	1.4				0942	8	W
SUBTOTAL						2.11												

AT&T

1600 WILSON BLVD,ROOM 300,ARLINGTON,VIRGINIA 22209

AT&T

LONG DISTANCE TELEPHONE SERVICE

THE WHITE HOUSE
ATTN:AL NAGY
OEOB RM 012
NAME 17TH & PA AV NW
WASH DC 20500

051 4561414 00002

AREA CODE 202 TELEPHONE NUMBER 456-1414 479

PERIOD ENDING 05-03-91

TELEPHONE NO.	DATE	FROM PLACE	PLACE CALLED	AREA	TELEPHONE NO.	AMOUNT	C/R	STATE	TYPE	CLASS	DIAL	MIN	RAO	CYCLE	BATCH	CARD CONN. TIME	CUST
456-7140	4 18	PUBLIC	BOULDER CO	303	447-0631	.13			J	1	K*K	.5	32			093814W	
	4 18	LIAISON	JAPAN	81	3604930	21.70			N	1	F*J	24				103515W	
	4 18	OEOB Rm. 128	JAPAN	81	34417352	6.09			N	1	W*4	4.8				092316W	
SUBTOTAL						27.92											

Sichan

THE WHITE HOUSE

WASHINGTON

June 5, 1991

MEMORANDUM FOR ROSE ZAMARIA

THROUGH: DAVID F. DEMAREST, JR.
Assistant to the President
for Communications

FROM: DRUCIE SCALING
Communications Administrative Officer
Room 122 OEOB, Ext. 2930

RE: Alpha Mate Key Board

The Office of Communications would like to request an Alpha Mate Key Board to use in conjunction with our pagers. The key board would allow our staff use the page system to the maximum extent that it was designed.

A few of its features that are especially advantageous to our office are being able to relay the President's changes in speeches faster. (This is crucial in teleprompted speeches.) Relaying messages to our staff on walk-thrus, in meetings, and other remote locations without requiring them to go to a telephone and call the office. At the present time we have to go through Signal, dictate the message, confirm the message and then never really know if the right message was properly received.

There are more reasons why having a key board would be most beneficial for our office. If you have further questions, please do not hesitate to call.

Thank you for your consideration of this matter.

THE WHITE HOUSE

WASHINGTON

September 16, 1991

MEMORANDUM FOR ROSE ZAMARIA

THROUGH: David F. Demarest, Jr.
Assistant to the President
for Communications

FROM: Drucie Scaling DS
Communications Administrative Officer
Room 122 OEOB

RE: Coffee, September 26, 1991

The Public Liaison office in the Office of Communications will host a briefing on September 26, 1991 for Concerned Women for America. The meeting will be held in the Indian Treaty Room.

They would like to serve refreshments to this group of 40 women and have contacted Tony Mauro. He has given them an estimate of $2.75 per person which would be a total of $110.00. Will you please dedicate the money for this function.

Thank you for your help with this matter.

Went to Rose 9/17

SB

THE WHITE HOUSE

WASHINGTON

September 17, 1991

MEMORANDUM FOR ROSE ZAMARIA

THROUGH: David F. Demarest, Jr.
Assistant to the President
for Communications

FROM: Drucie Scaling
Communications Administrative Officer
Room 122 OEOB, Ext. 2930

RE: Personal Pagers

We have recently replaced one speechwriter and two researchers in the Office of Communications. Will you please have personal pagers issued to the following:

Joseph Duggan	Speechwriter
Jeannie Bunton	Researcher
Michele Nix	Researcher

Thank you for your help with this matter.

went to Rose 11/20 file RZ notes SB

THE WHITE HOUSE
WASHINGTON

November 20, 1991

MEMORANDUM FOR ROSE ZAMARIA

THROUGH: David F. Demarest, Jr.
Assistant to the President
for Communications

FROM: Drucie Scaling
Communications Administrative Officer
Room 122 OEOB, Ext. 2930

RE: Hanukkah Celebration

Public Liaison in the Office of Communications will again host a reception following the Hanukkah celebration on Monday, December 2, 1991. Beverages will be provided from the White House Mess and cookies will be have to be purchased from a Kosher bakery.

The total cost of this event should not be over $250.00. Will you please dedicate this amount of money for the event.

Thank you for your consideration of this matter.

THE WHITE HOUSE

WASHINGTON

November 19, 1991

MEMORANDUM FOR DAVID DEMAREST

FROM: BOBBIE KILBERG BK
KATHY JEAVONS KJ

SUBJECT: Hanukkah Reception

We have planned to host a reception immediately following the Hanukkah celebration on Monday, December 2, 1991. As per the past two years, the White House Mess will provide beverages and we will arrange for a Kosher bakery to provide cookies, etc. Total cost will be $250.00.

May we have your approval to pay for the reception from our entertainment budget?

APPROVE ✓ DISAPPROVE _____

cc: Drucie Scaling

Please attach this to the other Hanukkah memo I sent to Rose 2

THE WHITE HOUSE

WASHINGTON

January 24, 1992

COPY

MEMORANDUM FOR ROSE ZAMARIA

FROM: Drucie Scaling DS
Communications Administrative Officer
Room 122 OEOB, Ext. 2930

RE: IGA Telephones

The Office of Intergovernmental Affairs will soon be rearranging their offices in order to have a more efficient operation. They will need to have some telephone work done in their offices.

From time to time, all of the people in a section of this office will have to be out of the building. When this happens, the other offices take their calls. I would like to have all of the lines on each telephone.

Too, each staff person does not have access to a private line. I feel that with the upcoming year, this is most important.

I would appreciate it if you will please help this office with this project. Thank you for your consideration of this matter.

THE WHITE HOUSE

WASHINGTON

January 24, 1992

MEMORANDUM FOR ROSE ZAMARIA

FROM: Drucie Scaling DS
Communications Administrative Officer
Room 122 OEOB, Ext. 2930

RE: Sherrie Rollins

I would appreciate it if you will arrange for the new Assistant to the President for Public Liaison and Intergovernmental Affairs, Sherrie Rollins, to have a parking permit, personal pager, mess privileges and a commission book.

If you have any questions, please do not hesitate to call. Thank you for your help with this matter.

COPY

THE WHITE HOUSE

WASHINGTON

January 29, 1992

MEMORANDUM FOR ROSE ZAMARIA

FROM: Drucie Scaling DS
Communications Administrative Officer
Room 122 OEOB, Ext. 2930

RE: Dan McGroarty

I would appreciate it if you will arrange for the new Special Assistant to the President for Communications, Dan McGroarty, to have a West Executive parking permit, transportation, mess privileges and a commission book.

If you have any questions, please do not hesitate to call. Thank you for your help with this matter.

COPY

THE WHITE HOUSE

WASHINGTON

April 3, 1992

MEMORANDUM FOR ROSE ZAMARIA

FROM: DAVID F. DEMAREST, JR.
Assistant to the President
for Communications

RE: Staff Pin

Will you please issue the staff pin that will be used by the researchers to Sharon Botwin. Thank you for your help with this matter.

THE WHITE HOUSE

WASHINGTON

COPY

July 1, 1992

MEMORANDUM FOR ROSE ZAMARIA

THROUGH: David F. Demarest, Jr.
Assistant to the President
for Communications

FROM: Drucie Scaling
Communications Administrative Officer
Room 122 OEOB, Ext. 2930

RE: Personal Pagers

The Office of Communications now has another speechwriter and researcher on our staff. I would appreciate it if you will please have a personal pager issued to each one.

Michael Johns	Speechwriter
Ed Walters	Researcher

Thank you for your consideration and help with this matter.

Beepers assigned 7-7-92

THE WHITE HOUSE

WASHINGTON

July 1, 1992

COPY

MEMORANDUM FOR ROSE ZAMARIA

FROM: Drucie Scaling
Communications Administrative Officer
Room 122 OEOB, Ext. 2930

RE: Personal Pagers

The Office of Communications now has another speechwriter and researcher on our staff. I would appreciate it if you will please have a personal pager issued to each one.

Michael Johns	Speechwriter
Ed Walters	Researcher

Thank you for your consideration and help with this matter.

THE WHITE HOUSE

WASHINGTON

July 13, 1992

MEMORANDUM FOR ROSE ZAMARIA

THROUGH: STEVEN D. PROVOST
Assistant to the President
for Communications

FROM: Drucie Scaling DS
Communications Administrative Officer
2 FL/WW, Ext. 1125

RE: VCR

Would it be possible to request either a VCR or a Television with a VCR. This equipment will be used to view past and future speeches that the President has given or will be giving.

If you have any questions, please do not hesitate to call. Thank you for your help with this matter.

Received
4-17-92

THE WHITE HOUSE

WASHINGTON

July 13, 1992

MEMORANDUM FOR ROSE ZAMARIA

FROM: STEVEN D. PROVOST
Assistant to the President
for Communications

RE: Blue Pass

Drucie Scaling is now working for me here in the West Wing. Will it be possible to have a blue pass issued to her.

Thank you for your help with this matter.

Received

THE WHITE HOUSE

WASHINGTON

August 31, 1992

MEMORANDUM FOR ROSE ZAMARIA

THROUGH: STEVEN D. PROVOST SP
Assistant to the President
and Chief Speechwriter

FROM: Drucie Scaling DS
Administrative Officer
Room 116, Ext. 7702

RE: Personal Pager

Ken Askew is a new speechwriter in the Office of Speechwriting. I would appreciate it if you will please have a personal pager assigned to him.

Thank you for your consideration and help with this matter.