

POOF!

You're It! #6

November, 1991



MagiCon Committee Apa

OE: Tony Parker
1745 NW 4 Ave., #5
Boca Raton, FL 33432
(407) 391-4380
CompuServe 70376.542

Poof You're It! #6

The Quarterly Status Report of MagiCon Division Heads and Staff

November 1991

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"POOF YOU'RE IT"

The MagiCon Staff APA

* The deadline for receipt of submissions for Poof You're It! #7 is January 31. This will allow for distribution of the APA at Boskone.

* PLEASE NOTE THAT ALL SUBMISSIONS TO "Poof You're It" ARE CONSIDERED CONFIDENTIAL! "USE OR DISCLOSURE OF MATERIAL OUTSIDE THE MAGICON COMMITTEE IS CONSIDERED A NO-NO AND IS PUNISHABLE BY WHATEVER IS DEEMED NECESSARY BY THE CO-CHAIRMAN."

MagiCon Committee & Staff

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Notify Joe Siclari of changes, additions and corrections to this list.

GE=Genie

CIS=CompuServe

MagiCon Office

P. O. Box 621992
Orlando, FL 32862-1992 U. S. A.
407-859-8421
CIS

Clare Anderson

Exhibits: Art Show
8 Alma Ave.
Belmont, MA 02178-4405 U. S. A.
H: 617-489-2967 or 484-8439; W: 617-646-1000 or
641-4884

Janet Wilson Anderson

Programs: Costuming
3216 Villa Knolls Dr.
Pasadena, CA 91107 U. S. A.
818-791-9195
CIS 72437,674

Gail Bennett

Artist
624 W. Dayton Cir.
Fort Lauderdale, FL 33312
H: 305-583-8187; W: 305-587-0137

Patrick Bradley

Admin.: Office Staff
1951 Fern Ct.
Kissimmee, FL 34746 U. S. A.
407-933-0391

Linda Bushyager

Programs Staff
24 Leopard Rd.
Paoli, PA 19301

Cleen Cart

Admin.: Office Staff
8410 Singapore Ct.
Orlando, FL 32817 U. S. A.

Tom Claeson

Programs: Academic
2223 Friar Tuck Circle
Wooster, OH 44691
216-262-8261

Susan Cole

Administration: Division Head;
Pre-Con Registration
2007 Deborah Dr.
Orlando, FL 32817
407-275-1806

Eve Ackerman

Programs: Staff
2220 NW 14 Ave.
Gainesville, FL 32605
H-904-378-7771; W-904-378-1588

Dave Anderson

Exhibits: Art Show
8 Alma Ave.
Belmont, MA 02178-4405 U. S. A.
H: 617-489-2967 or 484-8439; W: 508-250-3215 or
467-5917

Nancy Atherton

Exhibits:
Fanzine History
57 Battery Ave., #36
Brooklyn, NY 11228

Terry Berry

Facilities:
Asst. Convention Center Liaison
394 South Bay St.
San Jose, CA 95134
408-945-7856
602-839-2543 ?

Richard Brandt

Publicity: Press Kits
4740 N. Mesa, #111
El Paso, TX 79912

Dave Cantor

Finance: Head Cashier
114 Daniel Webster Highway, #418
Nashua, NH 03060
H: 603-888-8133; W: 603-881-1113
>Internet:david.cantor@zxoimts.dec.com

Amanda Carter-Sheahan

Publicity: Staff
1439 Classic Oak Road West
Jacksonville, FL 32225

Don Cochran

Programs: Admin. Staff
5701 NE 3 Ave.
Fort Lauderdale, FL 33334 U. S. A.
305-772-0812
CIS 70541,2754

Don Cook

Programs: Staff
1660 Morgan Walk
Canton, GA 30114
404-345-2729

Justin Ackroyd

Administration: Australian Agent
GPO Box 2708X
Melbourne, Victoria 3001 Australia

Gary Anderson

Programs: Costuming
3216 Villa Knolls Dr.
Pasadena, CA 91107 U. S. A.
818-791-9195
CIS 72437,674

Judy Bemis

Finance:
Division Head
1745 N.W. 4 Ave., #5
Boca Raton, FL 33432
407-391-4380
CIS 70376,542

Clint Bigglestone

Programs: Staff
1384 Skyline Drive
Daly City, CA 94015 U. S. A.
H: 415-997-0559; W: 415-288-4717
Internet:Goodston@Well.com

Seth Breidbart

Events:
Feather Ceremony
P. O. Box 5157
New York, NY 10165
212-724-4154; W: 212-703-6107

Robbie Cantor

Services: C & C Dept. Head
11825 Gilmore St., #105
North Hollywood, CA 91606-2844
818-982-1746

Anton Chernoff

Facilities: Decorator Relations
22 Gates Ln.
Stow, MA 01775 U. S. A.
H: 508-897-3159; W: 617-890-1155

Steve Cole

Administration: Computer Wizard
Finance:
2007 Deborah Dr.
Orlando, FL 32817 U. S. A.
H: 407-275-1806; W: 407-841-1712

Todd Dashoff

Events: APA Editor & Food Functions
Exhibits: Artist Check-in
830 Barlow St.
Philadelphia, PA 19116
215-676-4194

MagiCon Committee & Staff

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Notify Joe Siclari of changes, additions and corrections to this list.

GE=GENie

CIS=CompuServe

Paul de Leeuw van Weenan
 Finance:
 Julianalan 39
 NL - 3761 D B S Soest, Netherlands

Robyn Douglas-Rubado
 Administration: Office Staff
 1217 Oranole Rd.
 Maitland, FL 32751
 407-830-0843

Fred Duarte
 Services: Daily Newsletter
 12917 Candlestick Pl.
 Austin, TX 78727 U. S. A.
 502-835-9304

John Ervin
 Admin.: Office Staff
 8410 Singapore Ct.
 Orlando, FL 32817 U. S. A.

Gary Feldbaum
 Events:
 Co-Division Head
 117 Alexis Ln.
 Philadelphia, PA 19115
 H: 1st 215-464-0157; 673-4044 (machine); W:
 215-563-2511 or 8308
 CIS 73517,1126

Terry Fowler
 Admin.: Registration Asst. Dept. Head
 #301 - 9180 Halston Ct.
 Burnaby, BC V3N 4L8 Canada
 >Internet:Terry_Fowler@cc.sfu.ca

Pamela Fremon
 Exhibits: SIG Tables
 1000 Lexington St. Apt. 41
 Waltham, MA 02154

Janice Gelb
 Programs: Staff
 1515 Alta Glen Dr., #20
 San Jose, CA 95125
 H: 408-267-3049; W: 408-927-5329
 CIS: 71570,3403

Joseph Green
 Programs:
 NASA Liaison
 Greenhouse
 1390 Holly Ave.
 Merritt Island, FL 32952
 407-452-8067

Gay Ellen Dennett
 Exhibits: Art Show Operations
 547 Central Ave.
 Needham, MA 02194
 617-444-6562

Frank Dowler
 Administration Office Staff
 2814 Corrine Drive
 Orlando, FL 32803
 (W)896-1701 or (H)677-0109

Jill Eastlake
 Events: Hugo Awards
 925 Dedham St.
 Newton Center, MA 02159
 H: 617-244-2679; w: 508-486-2298
 Internet:J_Eastlake@Ranger.enet.dec.com

Bruce Farr
 Finance: Budget Master
 1844 E. Sesame St
 Tempe, AZ 85283
 H: 602-470-0494; W: 602-470-0494

George Flynn
 Exhibits: Art Show staff
 P.O. Box 1069
 Kendall Square Station
 Cambridge, MA 02142

Steve Francis
 Exhibits: Dealers Room
 5503 Matterhorn Dr.
 Louisville, KY 40216 U. S. A.
 H: 502-448-6562

Penny Frierson
 Events: GoH Ceremony
 Programs: GoH Liaison
 3705 Woodvale Rd
 Birmingham, AL 35223
 CIS 73137,416

Mike Glycer
 Publications: Progress Report Editor
 File 770
 5828 Woodman Ave., #2
 Van Nuys, CA 91401
 H: 818-787-5061; W: 213-894-4680;
 CIS: 72557,1334

Dennis Greenlaw
 Publicity: Artist
 2138 Stewart Road
 Melbourne, FL 32835
 254-9506

Jim Dickey
 Administration:
 Hugo Balloting
 922 S. Washington St., #109
 Alexandria, VA 22314

Michael Drawdy
 Services: Logistics Asst.
 430 Reflections Cir., #109
 Caselberry, FL 32707
 H: 407-671-5041

Donald Eastlake III
 Facilities:
 Convention Center Liaison
 925 Dedham St.
 Newton Center, MA 02159
 H:617-244-2679; W:508-486-2358
 >Internet:DEE@Ranger.enet.dec.com

Gary Fehrman
 Administration: Office Staff
 P. O. Box 919
 Ocoee, FL 32761

Brad Foster
 Publications: Artist
 P. O. Box 165246
 Irving, TX 75016

Sue Francis
 Services: Con Suite Dept. Head
 5503 Matterhorn Dr.
 Louisville, KY 40216 U. S. A.
 H: 502-448-6562

Marty Gear
 Events: Masquerade
 6445 Cardinal Ln.
 Columbia, MD 21044

Sarah Goodman
 Programs: Science Fiction & Fantasy
 1384 Skyline Drive
 Daly City, CA 94015
 415-997-0559
 >Internet:Goodston@Well.uucp

Elizabeth Gross
 Programs: Science
 6878 Lakebrook Blvd.
 Columbus, OH 43235-2725
 614-889-0436

MagiCon Committee & Staff

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GE=GENie

CIS=CompuServe

Jon Gustafson

Publications: Program Book Editor
621 East "F" St.
Moscow, ID 83843 U. S. A.
208-882-3672

Jack C. Haldeman II

Programs: Consultant
P.O. Box 12123
Gainesville, FL 32604
904-495-2091

Stu Hellinger

Exhibits: Art Show Sales
Box 561
New York, NY 10150-0561 U. S. A.
718-438-0853
CIS 7042,1371

Chip Hitchcock

Exhibits:
63 Francis St.
Brookline, MA 02146 U. S. A.
H: 617-277-6252; W: 617-290-4990 x4472

John Humphrey

Admin.: Office Staff
5604 Long Iron Dr., #1915
Orlando, FL 32839 U. S. A.

Rick Katze

Exhibits: Staff
Box 760
Framingham, MA 01701-0760 U. S. A.
508-879-1624

Allan Kent

Exhibits: Art Show Set-Up & Tear-Down
15 Park Ave. Extension
Arlington, MA 02174-2632 U. S. A.
H: 617-646-7681; W: 508-952-3283

Alexis Layton

Services: Apa +
12 Goodman Rd.
Cambridge, MA 02139 U. S. A.
617-492-4915
>Internet:alex@xait.xerox.com

Jim Mann

Exhibits: Asst. Division Head
12 Shady Lane Avenue
Northborough, MA 01532-1729
H: 508-393-9492; W: 508-460-2592
Internet:JMANN@VINELAND.PUBS.STRATUS.COM
GE J.MANN15

Eric Guy

Services: Asst. to the Div. Head
22045 Logue
Warren, MI 48091 U. S. A.
H: 318-754-6775; W: 313-963-6011
CIS 72767,1212

Tom Hanlon

Publications: Pre-con Publications
Sub-Division Head
1307 Seaboard
Baton Rouge, LA 70810-6062
504-767-1432
CIS 73020,3043; GE T.Hanlon2

Melanie Herz

Chairman's Asst.
Services: Lounges
905 W. Espanola Way
Melbourne, FL 32901
H: 407-725-2383; W: 407-727-4766
CIS: 73540,273

John-Henri Holmberg

Administration: European Agent
Aldermansvaagen
S-260 40 Viken
, Sweden

Aleta Jackson

Programs:
1412 Potomac Ave. SE
Washington, DC 20003 U. S. A.
202-344-4905

Jerry Kaufman

Programs: Science Fiction & Fantasy
8738 1st Ave. NW
Seattle, WA 98117-3034

Deborah King

Finance: Office Manager
41 James St.
Arlington, MA 02174-1348 U. S. A.
H: 617-648-3795; W: 617-499-4414
>Internet:Debbie@xait.xerox.com

Tony Lewis

Exhibits:
Small Press
Box 429
Natick, MA 01760-0005
H: 508-653-7397

Laurie Mann

Publicity: Press Relations
12 Shady Lane Ave.
Northborough, MA 01532-1729
H: 508-393-9492
INTERNET:Magicon%JJMHome@M2C.M2C.ORG
GE L.MANN4

Cindy Haight

Administration Staff
7161 Knottypine Avenue
Winter Park, FL 32792
407-677-0109

Mary Hanson-Roberts

Staff Artist
1607 Queensway Road
Orlando, FL 32808
29804453

Ray Herz

Publicity: Division Head
905 W. Espanola Way
Melbourne, FL 32901
H: 407-725-2383; W: 407-984-6452
>Internet:rherz@jaguar.ess.harris.com
CIS: 73540,273

Andy Hooper

Programs: Fan
444 State Street
Madison, WI 53703

Joy Jakubaitis

Admin.: Office Staff
1951 Fern Ct.
Kissimmee, FL 34746 U. S. A.
407-933-0391

Cheri Kaylor

Admin.: At-con Computers
13732 Ruddy Mede
Van Nuys, CA 91405 U. S. A.

Dina Krause

Chairman's Asst.
1414 Elmwood St., #B3
Evanston, IL 60201

Bob Lidral

Services:
56 Lakeshore Dr.
Marlboro, MA 01752-4209 U. S. A.
508-481-1742
>Internet:BLIDRAL%GREYSTONE@uunet.uu.net

Gerald Masters

Staff
2719 Moss Grove Blvd.
Orlando, FL 32807
H: 407-657-0494; W: 407-425-1646

MagiCon Committee & Staff

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Joe Mayhew
Exhibits: Art Show Auctions & Judging
7 - S Research Rd.
Greenbelt, MD 20770 U. S. A.
301-474-2110

Harold Meridith
Finance:
285 NW 26 St.
Winter Haven, FL 33880 U. S. A.
H: 813-294-3330; W: 813-533-1121 x5625

Ben Miller
Finance:
P. O. Box 61118
Sunnyvale, CA 94088-1118
H: 408-739-2922
CIS 73157,3566 c/o Sasha

Judith Morman
Finance:
6802 Garden Ct.
Gilroy, CA 95020
408-848-1163 before 9:30 pm

Francine Mullen
Programs: Apa Editor
1611 SW 120 Ave.
Pembroke Pines, FL 33025
305-435-9572
CIS: 76137,3645

Lewis Murphy
Administration: Office Staff
1367 Orchid Ave.
Winter Park, FL 32789 U. S. A.
(407) 644-6826

Lynn Murphy
Programs: Children
Services: Babysitting
3206 Caulfield St.
Apopka, FL 32703
H: 407-862-3575

Ingrid Neitson
Exhibits: ASFA Liaison
1140 Woodland Ter.
Altmonte Springs, FL 32714
407-299-7275

Michael Nelson
Services: Logistics Dept. Head
4560 Metro Ct.
Annadale, VA 22003 U. S. A.
H: 703-750-3832; W: 202-447-0828
c/o Renner CIS 70511,603

Debbie Notkin
Programs Staff
674 66 St.
Oakland, CA 94609
415-658-7176

Mark Olson
Exhibits: Division Head
10 Shawmut Ter.
Framingham, MA 01701
H: 508-879-7581; W: 617-868-4330
>Internet: DIGILAB: mlo@smersh.cambridge.ma.us
GE M.Olson10

Priscilla Olson
Programs: Special Interest Groups;
Science Fiction & Fantasy
10 Shawmut Terr.
Framingham, MA 01701
508-879-7581
GE M.Olson10

Lee Orlando
Events: Dep. Masquerade Dir.
350 7 Ave.
Brooklyn, NY 11215

Bill Parker
Programs: Films & Video
10915 Silkwood
Houston, TX 77031-1706 U. S. A.
713-778-0140

Tony Parker
FANAC, Inc. Treasurer
1745 N.W. 4th Ave., #5
Boca Raton, FL 33432
391-4380; W: 443-5737
CIS 70376,542

Ross Pavlac
Staff
P.O. Box 816
Evanston, IL 60204-0816
312-463-7881
CIS 76636,1343

Peggy Rae Pavlat
Exhibits:
Fan History Exhibits
5709 Goucher Dr
College Park, MD 20740
301-345-6652
CIS: 70272,2763

Bruce Pelz
Historian
Administration: Business Meeting
Exhibits: History of Worldcons
15931 Kalisher St.
Granada Hills, CA 91344
H: 818-366-3827; W: 213-825-3509
>Internet: eczfpel%uclamvs.bitnet@cunyv.cuny.edu

Elayne Pelz
Facilities: Hotel Liaison
15931 Kalisher St.
Granada Hills, CA 91344
H: 818-366-3827

Becky D. Peters
Exhibits: Art Show;
DiFate Retrospective
1837 NE 15 Ave.
Fort Lauderdale, FL 33305
H: 305-563-5788; W: 305-791-1085(8)

John Platt
Services: Handicapped Access Dept. Head
8855 Eastern
Kansas City, MO 64138 U. S. A.
816-763-9335

Steve Poe
Exhibits: Dealers Room
, U. S. A.

Carol Porter
Pubs: Photographer
4200 Sheridan St., #153
Hollywood, FL 33021-3526
H: 305-961-4689; W: 305-623-2131

Anita Raj
Events: Production Mgr. & Timeline
334 Harvard St., #J-2
Cambridge, MA 02139
H: 617-868-2714; W: 617-861-5695
CIS 71020,2440

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Notify Joe Siclari of changes, additions and corrections to this list.

GE=GENie

CIS=CompuServe

Dave Ratti
 Publications:
 PR Production; FANAC Secretary
 12018 Pasteur Drive, #401
 Orlando, FL 32817
 407-282-2468
 CIS 72461,3615

Andy Robinson
 Programs:
 Co-Division Head
 Box 555
 Littleton, MA 01460-0555
 H: (603)888-9117, W: (508)486-7128
 CIS 70441,2412
 >Internet:robinson@delni.enet.dec.com

Ruth Sachter
 Exhibits: Hist. of SF Art
 6323 NE Mallory
 Portland, OR 97211
 H: 503-283-0802
 CIS 74007,3342
 GE J.Lorentz

Andi Schecter
 Programs:Staff
 8618 Linden Ave. North
 Seattle, WA 98103 U. S. A.
 206-522-1262

Charles Seelg
 Services: Info staff
 Box 752 only to 9/91
 Rowley, MA 01969 U. S. A.
 508-948-7110

Kurt Slegel
 Facilities & Exhibits: Fire Safety
 2109 Guilderland Ave.
 Schenectady, NY 12306-4402 U. S. A.
 CIS 7337,2454

Mark Stanfill
 Staff
 630 East Stanford
 Bartow, FL 33830
 (813) 533-1356

Greg Thokar
 Events:
 3 Strawberry Hill Rd.
 Natick, MA 01760
 H: 508-655-3719

Theresa Renner
 Services: Division Head
 P.O. Box 15430
 Washington, D.C. 20003-0430
 H: 703-521-7928; W: 202-433-4298
 CIS 70511,603

Jayne Rogers
 Administration: Office Manager
 Services: At-con Office
 1367 Orchid Ave.
 Winter Park, FL 32789
 (407) 644-6826

Drew Sanders
 Exhibits:
 13657 Rayen St.
 Arieta, CA 91331
 GE

Ellen Schuck
 Services: C & C staff
 518 N. 17 St.
 Noblesville, IN 46060 U. S. A.
 313-773-3927

Sandy Shriver
 Admin.: Office Staff
 P. O. Box 561140
 Orlando, FL 32856-1140 U. S. A.
 407-339-3415

Davey Snyder
 Events: Administration Asst. & Office Mgr.
 97 Chester St., #A-1
 Boston, MA 02134-2219
 H: 617-782-3418; W: 617-375-3733

Edle Stern
 Programs: Co-Division Head
 4599 NW 5 Ave.
 Boca Raton, FL 33431
 H: 407-392-6462; W: 407-443-8166 or 6465
 CIS 71450,171

Amy Thomson
 Programs: Staff
 4014 Latona Ave. NE
 Seattle, WA 98105
 H: 206-547-2564

Stephen Rice
 Services: Fan Lounge staff
 Kurt Schmacher Str. 4
 5060 Bergisch Gladbach 1
 , Germany

Larry Ruh
 Services: Tours & Information
 2817 Covington Rd.
 Silver Spring, MD 20910 U. S. A.
 301-588-2683
 >Internet:RUH@WRAIR-EMH1.ARMY.MIL

Sharon Sbarsky
 Services: Ribbons
 213 Webster Rd.
 Needham, MA 02194-2233 U. S. A.
 H: 617-444-7245; W: 617-455-2335

Joyce Scrivner
 Programs: Staff
 P.O. Box 7620
 Minneapolis, MN 55407

Joe Siclari
 Chairman
 Exhibits: History of Worldcon Bidding
 Exhibits: Fan Photos
 4599 NW 5 Ave.
 Boca Raton, FL 33431
 H: 407-392-6462; W: 407-241-0620
 CIS 71450,171

Dick Spelman
 Exhibits: Dealers' Room Dept. Head
 8111 Timbertree Way
 West Chester, OH 45069
 513-874-3342

Geri Sullivan
 Services: Fan Lounge Dept. Head
 3444 Blaisdell Ave. S.
 Minneapolis, MN 55408-4315
 H: 612-825-3558; W: 612-825-2292 (after 1200 only)

Becky Thomson
 Vice-Chairman
 Pubs: Div. Head
 6551 Chantry St. West
 Orlando, FL 32815-1548
 H: 407-299-0319
 CIS 73747,2622

MagiCon Committee & Staff

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GE=GENie

CIS=CompuServe

John Thomson
Administration Staff
6551 Chantry St. West
Orlando, FL 32815-1548
H: 407-299-0319

Trubie L. Turner II
Events: Asst. House Mgr.
34 Garewood
Morgantown, WV 26505 U. S. A.
H: 304-594-3740; W: 800-826-9526 x268

Pat Vandenberg
Exhibits: Staff
15 Park Ave. Extension
Arlington, MA 02174-2632 U. S. A.
H: 617-646-7681; W: 508-549-8091

Rick & Joy Waterson
Admin.: At-con Registration
1805 Schaumburg Rd.
Schaumburg, IL 60194 U. S. A.

Jackie Whitmore
Events:
Sales to Members
350 Old Paper Mill Rd.
Newark, DE 19711-3750
H: 302-368-1127

Rondinella Williams
Finance:
c/o Cat's Paw Merchants
P. O. Box 15082
Tucson, AZ 85708-0082 U. S. A.
602-790-0731

Ben Yalow
Facilities: Division Head
3242 Tibbett Ave.
Bronx, NY 10463
H: 212-543-7792; W: 212-903-3623
>Internet:ybmvcu@cunyvms.cuny.edu

Kimylie Tipton
Programs:
Orlando, FL U. S. A.
>Internet:kimi@ablnc.att.com

Stu Ulrich
Pubs: Photographer
Exhibits: Fan Photos
4200 Sheridan St., #153
Hollywood, FL 33021-3526 U. S. A.
H: 305-961-4689; W:

E. Thomas Veal
General Counsel
112 Roberts Court
Alexandria, VA 22314
703-548-5835; W: 202-879-5355
CIS 76050,1134

Patty Wells
Facilities: Asst. Division Head
819 SE 16th A.
Portland, OR 97214

Steve Whitmore
Events: Co-Division Head
350 Old Paper Mill Rd.
Newark, DE 19711-3750
H: 302-368-1127; W: 215-952-5635
CIS 72077,26

Bill Wilson
Finance: Paymaster
3242 Arthur Terrace
Hollywood, FL 33021-5018
H: 305-983-0749; W: 305-372-3187
CIS 71620,3557

Barry Zeiger
Exhibits: Art Show staff
3403 Hatton Rd.
Baltimore, MD 21208 U. S. A.

Leslie Turek
Chairman's Advisor
6 Malden St
Watertown, MA 02172
H: 617-926-2132, W: 617-492-8860

Kees Van Torn
Administration: European Agent
Postbus 3411
NL - 3003 AK
Rotterdam, Netherlands

Dalroy Ward
Events: Technical
Programs: Staff
1023 W. Barre St.
Baltimore, MD 21230
H: 301-783-0294; W: 301-953-2700;
CIS: 75036,317
>Internet:ydw@epavax.bitnet

Peter Weston
Administration: British Agent
14 St. Bernard's Road
Sutton, Coldfield B72 1LE United Kingdom

Perry Williams
Events:
P. O. Box 15082
Tucson, AZ 85708-0082
602-790-0731

Mary Wismer
Publications Staff
222 London Ave., Apt. 224
Metairie, LA 70005-2433

MagiCon Committee & Staff

Please do not call work phone numbers unless you have arranged it beforehand or it is absolutely necessary.

Notify Joe Siclari of changes, additions, and corrections to this list.

GE=GENie

As of 11/8/91

CIS=CompuServe

Addendum

Bonnie Atwood

Exhibits: Art Show & Exh Staff
6 Possum Hollow Lane
Natick, MA 01760

B. Shirley Avery

Exhibits: Art Show & Exh Staff
6142 Waterloo Road
Columbia, MD 21045

Ann Broomhead

Exhibits: GOH Exh Staff
17 Pequot Road
Wayland, MA 01778-3507
H:(508)358-4567; W:(508)635-8283

Dale Farmer

Events: Safety Advisor ceremonies
46 Green Hill Road
Sudbury, MA 01776

Barbara Higgins

Events: Filking
6814 Large Street
Philadelphia, PA 19194-2019

'Zanne Labonville

Exhibits: Setup Exh
Box 1431, Kendall Square Branch
Cambridge, MA 02142
H:(617)625-9317 W:(617)621-7416

Lori Meltzer

Exhibits: GOH Exh Staff
9 Surry Road
Arlington, MA 02174

Larry Proksch

Exhibits: Art Show & Exh Staff
3435 Saint Mary's Road
Lafayette, CA 94549

Roger Sims

Exhibits: Dealer Room Staff
34 Creekwood Square
Cincinnati, OH 45246

James Tollett

Exhibits: Dealer Room Staff
1706 Bennett Ave.
Chattanooga, TN 37404-4318

Diane Weinstein

Events: Meet the Pros

Deb Atwood

Exhibits: Art Show & Exh Staff
6 Possum Hollow Lane
Natick, MA 01760

Mike Benvenista

Exhibits: GOH Exh Staff

Joni Dashoff

Exhibits: Art Show Check In/Out
830 Batlow Street
Philadelphia, PA 19116

Pam Freeman

Exhibits: SIG Tables
1000 Lexington St.,#41
Waltham, MA 02154
H:(617)894-2583 W:(617)565-6968-9

Dan Hoey

Events: Hist. Exh Staff
6004 Quebec Street
Berwyn Heights, MD 20740
H:(301)220-2345; W:(202)767-2882

Holly Love

Exh: Art Show & Exh Staff
1 Annie J. Circle
Milford, MA 01757-1870
H:(508)478-4343

Karen Meschke

Exhibits: Vance GOH Exhibits
12917 Candlestick Place
Austin, TX 78727

Mark Richards

Exhibits: Art Show & Exh Staff
P.O. Box 1831
Brooklyn, NY 11202-0039

Tim Szczesuil

Exhibits: GOH Exh Staff
17 Pequot Road
Wayland, MA 01778

Sam Tomaino

Events: Asst. Sales to Members
P. O. Box 776
Plainsboro, NJ 08536

Beth Zipser

Exhibits: Portrait Gallery Staff

Ted Atwood

Exhibits: Art Show & Exh Staff
6 Possum Hollow Lane
Natick, MA 01760

Diana Bringardner

Publicity: Press Room Staff
616 Catawba Ave
Davidson, NC 28036

Martin Deutsch

Exhibits: Art Show & Exh Staff
6142 Waterloo Road
Columbia, MD 21045

Deb Geisler

Exhibits: Speaker to Mundanes
12 Chaneuf Street
Middleton, MA 01949
H:(508)777-3204

Bill Jensen

Exhibits: Hist Exh Staff
8331 Donoghue Drive
New Carrollton, MD 20784
H:(301)552-4786

Winton Matthews

Exhibits: Art Show & Exh Staff
333 2nd St. N.E.,#402
Washington, DC 20002

Angela Phillis

Exhibits: Art Show & Exh Staff

Lily Schneiderman

Exhibits: Art Show & Exh Staff
20 Chesterton Dr.,#118
Nepean, Ontario K2E 6Z7
Canada

Peggy Thokar

Events: Deputy Hugo Dir
3 Strawberry Hill Road
Natick, MA 01760

Christine Valada

Exhibits: Portrait Gallery
2192 Oakdale Road
Cleveland Heights, OH 44118

8A



MINUTES OF THE MAGICON OPERATING BOARD MEETING AUGUST 9-11, 1991

- prepared by Melanie Herz

MEMBERS PRESENT AT MEETING:

Judith C. Bemis	Finance Division Head
Susan A. Cole	Administration Division Head
Gary Feldbaum	Events Division Co-Division Head
Melanie Herz	FANAC Board Member
Ray Herz	Publicity Division Head
Mark Olson	Exhibits Division Head
Tony Parker	FANAC Treasurer
Dave Ratti	FANAC Secretary
Theresa Renner	Services Division Head
Andy Robinson	Programming Division Co-Division Head
Jayne Rogers	MagiCon Office Manager
Joe Siclari	Co-Chairman
Edie Stern	Programming Division Co-Division Head
Becky Thomson	Co-Chairman
Tom Veal	Admin. Coordinator/General Counsel
Steve Whitmore	Events Division Co-Division Head
Ben Yalow	Facilities & Fixed Functions Division Head

PUBLICATIONS DIVISION - REPORT BY BECKY THOMSON

1. What is the balance of the Publications Division Schedule?
 - Progress Report #5 is scheduled to be mailed to all MagiCon Members in December 91. All submission of any articles, reports, or other materials need to be sent to Mike Glycer no later than October 25, 1991.
 - Progress Report #6: To Be Determined (Estimate is Spring '92)
 - Progress Report #7: To Be Determined (Estimate is Late Summer '92, (August Timeframe))
2. List of Personnel Assigned to Publications Division
 - Mike Glycer - Progress Report Editor
 - Dave Ratti - Head of Production
 - Mike Brocha - Production Assistant
 - Terry Fowler - Production Assistant
 - Jon Gustufson - Editor of Program Book
 - (Note: Jon will handle all aspects of Program Book except selling Advertising.)
3. Discussion on Types of Publications to be scheduled for release at MagiCon. The following is a list of items suggested:
 - o Guest of Honor Publications
 - o Souvenir Book (Program Book)
 - o Pocket Program should include:
 - o Worldcon Daily Newszine
 - o Press Kits
 - o Masquerade/Hugo Programs
 - o Children's Program Book
 - o Hugo and Site Selection Reports
 - o Retrospective Catalog of the History of SF Art Exhibit
 - o Minneapolis '73 Memory Book
 - o Vance Bibliography
 - o Best of Hugo's Book (very unlikely)
 - o Memory Book (possible but only to be determined if surplus funds are available after the convention.)
 - o Difate Color Extravaganza (History Book)

(seems unlikely at this time)

EVENTS DIVISION REPORT - SUBMITTED BY STEVE WHITMORE

1. Sales to Members

- o Report submitted with estimated cost, profit and sale of various items for sales to members at MagiCon. All items were approved except for the Golf Balls.
- o Discussion occurred on whether MagiCon will accept pre-orders for sales to members.
- o It was decided that no pre-orders would be taken.
- o Discussion occurred on T-Shirts for MagiCon
 - T-Shirts should be procured in Florida

ACTION ITEM: EDIE STERN TO PROVIDE STEVE WHITMORE
THE ADDRESSES OF FLORIDA ARTISTS HOLLY BIRD
AND GAIL BENNETT FOR T-SHIRT DESIGNS AND
FOR T-SHIRT PROCUREMENT.

2. LUNCHEON

- o Discussion occurred on proposal by Don Eastlake to use Hall E in the OCCC for this luncheon.
- o Estimate of 1,000 - 1,200 tickets sold.
- o Discussion occurred on possible Guests/Speakers for Luncheon. Speakers are being arranged by NASA Liaison Joseph Green. No confirmations yet.

CHICON PREPARATION - JOE SICLARI

1. MagiCon Suite - Sharing with ConFrancisco for parties and any business meetings scheduled.
2. Progress Report, Hotel Guide and Housing Flyer will be available to all MagiCon members.
3. MagiCon will host Hugo Losers Party on Sunday Night. This party is being planned by Events Division. Rick Katze is coordinating and is procuring supplies for this party. Events Division also asked for help from all MagiCon Staff to help with party.
 - Party Theme will deal with "Florida"
 - Party will serve "an Orange" punch. Susan Cole suggested using the MagiCon Apprentice Punch. Recipe will be brought to Chicon.
 - Champagne will also be served.
4. Dead Dog Party will be held by MagiCon on Monday night in Suite. Procurement of supplies will be contingent on how much is left over from previous parties.
5. Saturday evening, Confrancisco will host their party in the Suite.
6. Discussion occurred on work schedule for MagiCon table. Melanie Herz passed out tentative schedule and asked everyone to take a shift. Melanie will also coordinate with Kevin Standlee (ConFrancisco) when meetings are scheduled in the MagiCon/Confrancisco Suite so we are not overlapping.

Business Meeting schedule at Chicon:

Fri 11 am - Mark & Reg
Fri 1-4 Prelim biz moot
Sat 10-1 Main biz moot
Sun 10-1 Final biz moot
Sun 2pm - Mark & Reg
Mon 10-1 Final biz moot (if needed)

Current MOB Meetings Scheduled:

Session View - Email

Thur 10 am - MagiCon Suite (Hyatt)

Mon 10 am - MagiCon Suite (Hyatt)

7. Discussion occurred on preparing I.D. for MagiCon Committee. More specifically - The Board of Directors and Division Heads. Suggestion made that Gail Bennett (Local Florida Artist) who already has a design made may be able to prepare badges and laminate them.

ACTION ITEM: JOE SICLARI TO CONTACT GAIL AND ASK HER TO MAKE UP BAGDES AND LAMINATE THEM.

ACTION ITEM: MELANIE HERZ TO REMIND JOE TO CONTACT GAIL WITHIN THE NEXT WEEK.

8. Items to bring to Chicon:

- a. MagiCon Flyers - Publicity Division
- b. Membership Materials - Administration Division
- c. PR's for New Members - Publications Division
- d. Party Pack - Publicity/Events Division

9. Passing of the Torch Ceremony (Chicon to MagiCon)
- Developed and Staged by Events Division
 - \$150 Authorized for the staging of this event.

10. WSFS Board Meeting

For all preliminary meetings, Ben Yalow is MagiCon Representative. For the Main meeting, Tom Veal, Ben Yalow, and Joe Siclari will be representatives. Judy Bemis will prepare copies of our financial statement for the meeting as requested.

11. Poof! You're It! - Division APA Discussion

1. Deadline for submittal of all articles is August 20th, 1991.
2. All articles need to be sent to Tony Parker. Tony Parker 70376,542
3. Items scheduled for the next "Poof" are:

- o Summary Minutes of MOB Meeting August 9-11, 1991
- o Chicon Schedule
 - o Updated Staffing List
 - o Updated Volunteer List
 - o Volunteer Forms for Working at Chicon.

11. Timeline

- Tom Veal reported that the next edition of timeline is scheduled to be ready by Chicon.

- The following timelines have been turned in:

Services Division
Publicity Division
Programming Division
Publication Division
Partial Events Division
Partial Admin Division

- The following timelines have NOT been received:

Balance of Events
Balance of Admin. Division
Facilities Division
Finance Division

STAFFING ANNOUNCEMENTS/STAFF AREA DISCUSSIONS

1. Becky Thomson announced that she is taking an indefinite leave of absence from her Chairman's office. She has relinquished all of her Chairman's duties to co-Chairman Joe D. Siclari.

2. Fred Duarte will handle the MagiCon Daily Newszine.

3. Discussion occurred on the Fan Lounge. It will be run by

the Services Div. and probably placed in the Exhibits area.

4..Photography at MagiCon Discussion

Should the Photography area be under Publications and have specific people appointed to specific pictures for memory book and any other publications we may do? Or...

Should we just have anyone photographer take pictures and ask for negatives?

Decision was made to have the Publications Division handle this and arrange for photography.

5. Discussion was made on whether we should have a MagiCon Historian. Do we want to do this? It is an independent function.

6. Video Recording - Do we want to do this? Also, what do we record besides the major events.

Ideas for video taping: An Oral History of Fandom and Science Fiction in general.
Interview several authors, etc.

This discussion was placed on hold.

MISCELLANEOUS DISCUSSIONS

1. Discussion occurred on Florida's Good Samaritan Laws. Kurt Siegel has already researched the Good Samaritan laws from other areas. He will be asked to summarize his research and send to MagiCon.

ACTION ITEM: Tom Veal was asked to gather additional data on Florida's Good Samaritan Laws and review.

2. Discussion occurred on Insurance - Presented by Susan Cole Administration Division.

- Local Insurance Expert is requested
- "Show" insurance is requested
- Research needs to be completed ASAP!
- Gary Feldbaum suggested MagiCon look for a policy to cover FANAC/MAGICON for whole year. (A General Liability Insurance Policy)

ACTION ITEM: Gary Feldbaum and Mark Olson will meet with Susan Cole and make some type of recommendation

3. Press Policy - Ray Herz, Publicity Division
Ray will work up a press policy for discussion at the Chicon Board Meeting.

ACTION ITEM: Ray will write-up the press policy and e-mail to MOB members before the con if possible.

SPACE ALLOCATIONS DISCUSSION

- Ben Yalow to continue to coordinate with Facilities

NOTE: ACCESS TO CONVENTION CENTER IS: SET-UP TUESDAY for Halls B & C only: SEPTEMBER 1, 1991 AT 9:00 AM.

TEAR DOWN MUST BE COMPLETE
BY Close of Business TUESDAY SEPTEMBER 8, 1991

Current Space Allocations are as follows:

OCCC (Orange County Convention and Civic Center)

- o Hall A - Events Division
- o Hall B - Exhibits Division
- o Hall B - Events Division will use a small portion of this room for Masquerade Set-up
- o Hall C - Exhibits
- o Rooms 13C and 13D - Secure/Technical Office Space for Events Division
- o Gallery Area - on hold (possible location for Press Room)
Use of smaller press room for interviews on first floor.
- DISCUSSION ON SPACE ALLOCATION FOR PUBLICITY DIVISION WAS TABLED AT THIS TIME.
- o Two secure rooms requested for Administration/Finance Division. These rooms are located in "Registration Area across from Courtyard. One extra room was also requested, however this was placed on hold for the moment.
- o Finance Division will share office area with Administration Division. Also, Finance Division will be using a portion of the "Show Offices" upstairs in the OCCC.
- o Services Division requested use of "Show offices" in OCCC. Control and Communication (C&C) groups may utilize space in the Exhibits area of Hall C or B. This will be defined later.
- o Hall B was also discussed as possible area for Staff Lounge.
- o Programming Division has been given priority for the use of the all other rooms in the OCCC at this time. Including:
Room 10, 11, 12, 13A, 13B, 20, 21, 22, and 23.
- o Staff/Gopher Lounge will be in OCCC.

CLARION HOTEL

- o 2 or 3 small Rooms - Exhibits Division. Rooms 15, 16, 17, 18 are allocated for non-programming rooms.
This will be used by other groups for meetings, parties etc.
- o Rooms 3 and 4 - Events Division (Use for Gaming)
- o Discussion occurred on what to do with the 26,000 sq.ft. of Ballroom space. (Halls A, B, C, and D).
Possible ideas: Hall A is Open Gaming
Rooms 3 and 4 is a smaller gaming area.
- o Programming Division has first priority on all other rooms in Clarion.

PEOBODY HOTEL

- o Hall D is allocated for use of Film Programming
- o 3/4 of Banquet space (Halls D, E, F, G, and H) has been allocated for use of Friday afternoon luncheon (if held in Peabody). This is an alternate room allocation to the OCCC Hall E.
- o Orlando Room 1 and 3 Has been allocated for Filking.
Orlando room 2 is empty. This is for the evening only.
- o Exhibits, Administration, Publicity, and Publications have no requirements at this time for space in Peabody hotel.
- o Meet the Pros Party is currently scheduled to be held around the pool area. If a rain delay occurs, party will be rescheduled for Halls E, F, G, and H.
- o Convoy Room and Fairview rooms have been requested by the Services Division.
- o Florida Ballroom (Rooms 1, 2, and 3) have been allocated to serve as Main Consuite - Services Division.
- o Committee Den has been scheduled to be held in Peabody. No

- Specifications on room at this time.
- Finance Division - No space allocated in Peobody at this time.
- Peobody Board Room - Allocated for Daily Chairman/Division Head meetings. Proposed schedule is that a luncheon meeting will take place everyday except on Friday at the same time.
- Facilities Division requested a corner of Services Division office in Peobody. Room to be determined at later time.
- Programming Division will receive balance of rooms in Peobody.

MISCELLANEOUS SPACE ALLOCATION DISCUSSIONS

1. Babysitting - Report By Lynn Murphy
 - Magicon needs to find out who the exclusive carrier is for babysitting contracts in the Peobody and Clarion.

ACTION ITEM: BEN YALOW TO INVESTIGATE WITH HOTELS AND REPORT

- Possible space allocation: Daytime use Clarion hotel
Nighttime use the Peobody

2. SITE SELECTION DISCUSSION - Presented By Tom Veal
 - Site Selection Bidders survey to be written and sent to '95 bidders before PR5 is sent. Preferably at Chicon.
 - Bidders requested to return survey no later than October 25, 1991.
 - Tom will work up survey and send via E-Mail to all MagiCon Division Heads for review and changes.

MISCELLANEOUS DISCUSSIONS - SUNDAY, AUGUST 11, 1991

- Discussion occurred on a special committee award for excellent service - no decision at this time.
- Chairman requested each Division Head work up an outline for their at-con schedules (Preliminary).
- VIP Block of Rooms
 - All rooms blocked will be handled by Housing Bureau
 - MagiCon needs to keep track of all rooms blocked in hotels.
 - Suites for other groups need to be reserved in case of last minutes plans.

ACTION ITEM: BEN YALOW AND EDIE STERN TO DETERMINE HOW MANY ROOMS TO BE RESERVED.

- Encourage membership to reserve rooms in Peobody (Main Party Hotel)
- Hugo Voters
 - Discussion occurred on how to address problem of getting more people to vote on the Hugos.
Possible Ideas: Prepare nominations early.
Secure mailing lists of other Worldcon members and send out reminders asking them to vote. All data must be placed on disk.

ACTION ITEM: RAY HERZ (PUBLICITY) TO MAIL HUGO BALLOTS, MAGICON FLYERS, BY END OF YEAR.

- Hugo Awards -SubCommittee Discussion
Gary Feldbaum made a motion to create a Hugo Award Sub-Committee (pursuant to the rules set by WSFS) to administer Hugo Award ballots.

MOTION WAS SECONDED BY MARK OLSON. - Discussion followed
Vote taken: Motion was approved by all members except Steve Whitmore.
Joe Siclari then appointed Tom Veal to head the Hugo Award Sub-Committee.

- Discussion occurred on preliminary Articles for PR #6
No action at this time.

EXHIBITS DIVISION REPORT

- o Solicit Freebies from local theme parks (i.e. Disney) - handled by Deb Geissler.
- o Sharon Sbarsky will handle Art Show Ribbons.

ADMINISTRATION DIVISION REPORT - Susan Cole

1. Equipment Requests

- o Collator for copier machine
- o Postal meter
- o Phone data link

2. Building Problem

- o MagiCon's office is located in a part of the Investors Square building that has a leaky roof.
- o Administration has written several notices to building landlord about this problem. To date, building has not as yet been repaired.
- o Discussion occurred on how to handle this problem.
- o Administration suggested we move to another office.

3. VISA Card for MagiCon

Purpose: to use for opening and maintaining MagiCon compuserve account. Alternative: Money for Compuserve is taken out of MagiCon checking account.

MOTION WAS MADE TO APPROVE TO PROCURE A CREDIT CARD FOR USE IN OPENING AND MAINTAINING A MAGICON COMPUSERVE ACCOUNT TO BE HELD BY THE FINANCE DIV.

MOTION WAS MADE BY MARK OLSON, SECONDED BY THERESA RENNER AND APPROVED BY BOARD WITH ONE NAY VOTE.

4. A Formal Corporate resolution was stated to add Bill Wilson to the NCNB Money Market account as an additional signatory. Motion was made by Judy Bemis and seconded by Edie Stern. The Board passed this resolution.

M E M O R A N D U M

TO: ALL MOB MEMBERS
FROM: BECKY THOMSON [73747,2622]
DATE: OCTOBER 19, 1991

As you all know, I have been on an indefinite leave of absence for some time due to health reasons. After extensive discussions with Joe Siclari, I have decided that it would be in the best interests of both myself and the convention if I were to assume the position of Vice Chairman of MagiCon rather than return to the Co-Chairmanship. This becomes effective immediately. I will continue to hold the position of Co-Chairman in FANAC.

In addition to the traditional duties expected of a vice chairman, I will be working on special projects assigned by Joe, especially ones which do not fall clearly into any particular division. I will also be continuing until further notice as the De Facto Chairman of the Publications Division, although I am seeking a strong assistant to this post who might eventually be able to take over the division.

Since Joe has already held authority as sole Chairman during my leave, and as I have continued working with him on various projects during this time, we don't anticipate any major changes in our current operating procedures. I have every confidence that this transition can take place smoothly with no negative effects on our convention.

MagiCon Press Release

For Immediate Distribution

MagiCon PO Box 621992 Orlando, FL 32862-1992 USA
The Fiftieth World Science Fiction Convention

August 28, 1991

Price Increases

Effective September 30, 1991, the price for an attending membership for MagiCon rises to \$95 from the present \$85. A child's membership rate rises to \$45 from the present \$25. Kids-in-tow memberships (for children born after September 3, 1986) are free. These rates remain in effect until March 31, 1992. Supporting (non-attending) memberships remain at \$25 until July 15, 1992.

Membership Statistics

As of August 20, 1991, MagiCon had a total of 3152 members. MagiCon had 2766 attending memberships, 256 supporting memberships, and 115 children's memberships. MagiCon has issued 8 guest memberships, and 7 kids-in-tow memberships.

New European Agent

MagiCon is pleased to announce that Kees van Toorn, chairman of the 1990 Worldcon, has come on board as the continental European agent. Kees can be reached at:

Postbus 4311, NL - 3003 AK Rotterdam, NETHERLANDS, phone: NL - 78-197098

Kees joins our British agent, Peter Weston, and our Swedish agent, John-Henri Holmberg.

Progress Report 4

MagiCon is publishing Progress Report 4 for Chicon, and will mail it to all attending and supporting members in September.

New Hotel to Open

Joining the Peabody, our headquarters hotel, is the Clarion Hotel. Adjacent to the Orange County Convention and Civic Center, the Clarion is due to open September 15. The hotel features 800 rooms and 14 check-in lines. One of the first conventions to be hosted by the Clarion will be a comics convention.

Get Out the Vote!

MagiCon will be sponsoring a "Get Out the Vote!" campaign in an effort to increase awareness about the Hugo Awards and why fans should nominate and vote for the awards. The Hugo nominating ballots will be distributed in late 1991. Progress Report 5 and future press releases will go into greater detail on awards and the voting process.

Calling MagiCon

MagiCon has a phone number: 407-859-8421. There's an answering machine attached to it, so you can leave MagiCon a message.

Please forward this to other networks. E-mail to magicon%jjmhome@m2c.m2c.org

Laurie Mann for MagiCon

The Golf Game
August 10, 1991

Players:

Team One

Judy
Edie
Dan
Ben

Team Two

Mark
Tony
Steve

Team Three

Joe
Ray
Melanie

Scores

Hole	Par	JB	DS	BY	ES	MO	TP	ST	RH	MH	JS
1	2	1	3	3	5	2	2	2	3	3	3
2	2	4	6	3	2	2	2	3	3	2	2
3	2	2	2	3	4	2	2	2	2	2	2
4	2	3	2	2	3	3	3	4	3	3	3
5	2	1	1	2	1	2	1	2	3	1	2
6	2	2	4	2	4	1	2	4	2	2	2
7	2	2	3	1	1	1	3	1	3	1	2
8	2	3	1	2	2	2	2	4	4	2	2
9	3	2	2	2	3	1	2	2	3	2	2
10	2	2	1	2	4	2	3	2	2	2	2
11	3	6	4	2	2	2	2	4	2	4	3
12	2	3	6	2	4	3	2	2	2	4	4
13	2	2	2	2	1	4	2	4	3	4	3
14	2	3	3	2	4	3	3	3	3	4	2
15	2	2	3	1	2	2	2	3	2	2	1
16	3	2	3	2	3	2	1	2	3	3	3
17	2	4	3	4	2	2	2	3	2	3	2
18	3	3	3	3	3	3	2	2	3	2	2
--	--	--	--	--	--	--	--	--	--	--	--
TOTAL	40	47	52	40	50	39	37	49	48	46	42

1995 Site Selection Ballot

Voting Instructions

DRAFT

1. You must be an attending or supporting member of MagiCon to be eligible to vote for the site of the 1995 World Science Fiction Convention. You may purchase a membership with this ballot by completing the appropriate information and sending a check for the membership fee.
2. Complete the information requested on the other side of this ballot. Be sure to provide the address that you would like the winning bid to have in its files.
3. Voting is by the "single transferable ballot" system. Place a "1" beside your first choice, "2" beside your second choice, and so on. You do not have to indicate any preference beyond first. Voters who are not natural persons (for example, clubs, companies or pets for which memberships have been purchased) may vote only for "No Preference".
4. The ballot lists those bid committees that filed acceptable qualification papers by the close of the 1991 World Science Fiction Convention. Also listed are "No Preference" and "No Award", and a line is provided for write-in votes. "No Preference" is equivalent to an abstention; its does not count for or against any other choice. "No Award" is treated as a candidate; if it wins, the site of the 1995 World Science Fiction Convention will be decided at the World Science Fiction Society business meeting held at MagiCon. Write-in votes are counted as cast for candidates, but a write-in committee can win only if it files acceptable qualification papers by the close of balloting at MagiCon.
5. To help preserve the secrecy of your vote, fold your ballot in accordance with the directions on the other side of this form.
6. You must enclose the voting fee (\$20.00 (U.S.), £12 sterling or the local equivalent). Make your check payable to "The 53rd World Science Fiction Convention". Do not send a check payable to MagiCon or to either of the bid committees. Payment of this fee entitles you to vote and makes you a supporting member of the 1995 Worldcon, regardless of where it is held. Ballots submitted without the proper voting fee will not be counted.
7. You may purchase an attending membership in the 1995 Worldcon with this ballot. See the "Joint Statement of the Bid Committees" below for details.

8. You may cast your ballot by mail or at MagiCon. The polls will be open at MagiCon until 6:00 p.m. on September 5, 1992. Mail-in ballots should be sent to -

MagiCon
 Site Selection Voting
 P. O. Box 25045
 Alexandria, Virginia 22313

Overseas members may mail their ballots to MagiCon's European agent:

Kees van Toorn
 Postbus 3411
 NL - 3003 AK Rotterdam
 The Netherlands

Do not send ballots to MagiCon's post office box in Orlando. Mail-in ballots must be received by August 15, 1992, to ensure that they will be counted.

Joint Statement of the Bid Committees

The Atlanta and Glasgow bid committees have agreed to the following joint statement:

Both 1995 Worldcon Bids have agreed not to raise the Site Selection voting fees above the current \$20 US or £12 sterling rate. The bids have also jointly agreed that the conversion rate for those who vote will be \$40 US or £25 sterling, regardless of who wins. If you convert at the time of voting and have already purchased a pre-anything from the winning bid, you will be mailed the appropriate refund by the selected 1995 Worldcon.

You may also elect not to pay the conversion fee at the time of voting. The winning bid will be available at Orlando on Sunday and Monday to handle conversions and credit you with any refunds due. The conversion rate is the same by mail for at least 90 days after the voting. Check with the winning bid for more details after that time.

 After folding ballot as instructed on other side, tape or staple here.

Ballot

_____ Committee: Atlanta in 1995
 3277 Roswell Road, Suite 1995
 Atlanta, Georgia 30305
 Location: Atlanta, Georgia
 Facilities: Atlanta Marriott Marquis,
 Atlanta Hilton & Towers,
 Hyatt Regency Atlanta

Committee Members:

Don Cook (Chair), Alex Lucyshyn (Treasurer), Teri Lucyshyn (Secretary),
 Penny Frierson, Charlotte Proctor, Avery Davis, Terry Fowler, Ken Garrison,
 Tom Hanlon, Samanda Jeude, Daniel Taylor, Caran Wilbanks, Kurt Cagle,
 Bill Francis, Carolyn Francis, Ken Spivey, Rob Sommers, Sue Phillips

_____ Committee: Glasgow in 95
 Cape Hill, Smethwick, Warley
 West Midlands B66 4SH
 United Kingdom
 Location: Glasgow, Scotland
 Facilities: Scottish Exhibition and Conference Centre,
 Moat House Hotel

Committee Members:

Members: Vince Docherty (Co-Chair), Tim Illingworth (Co-Chair),
 KIM Campbell (Finance Head), Mark Meenan, Karen Kelly, Kathy Westhead,
 Theresa Renner, Henry Balen, Martin Easterbrook

_____ Committee: (Write in) _____
 Location: _____

(Write-in bid committees must file acceptable qualification papers by the close of site selection balloting, 6:00 p.m. EDT, September 5, 1991. If you write in a committee and it does not file on time, your vote will be counted for your next choice.)

_____ Committee: None of the Above
 Location: As determined by the World Science
 Fiction Society Business Meeting,
 September 6, 1991

_____ Committee: No Preference
 Location: Anywhere (equivalent to abstention)

RECEIPT FOR VOTING FEE/CONVERSION 1995 SITE SELECTION

DRAFT

Received From: _____

- Voting fee (supporting membership in 1995 Worldcon): SUS20 / £UK12
- Conversion (attending membership in 1995 Worldcon): SUS40 / £UK25

\$/£

The Amount Of: _____ US Dollars/UK Pounds

Paid by: Cash Traveler's Check Check _____ Money Order

Received by, for the 53rd World Science Fiction Convention On the date of _____

Cut Receipt Here

Please provide the following information:

Name _____

Address _____

Signature _____

Eligibility (please check one):

- I am a member of MagiCon. Membership number (if known): _____
- I enclose payment for an attending membership in MagiCon. (See Rates Below, Please make membership payment separate from the voting fee)
- I enclose \$25.00 (£19 sterling or hfl 50) for a supporting membership in MagiCon. (Please make membership payment separate from the voting fee) Supporting memberships may be purchased at any time through the close of balloting.

Voting fee/Conversion (please check one):

- I enclose \$20.00 (£12 sterling) for the site selection voting fee and a supporting membership in the 53rd World Science Fiction Convention.
- I enclose \$60.00 (£37 sterling) for the site selection voting fee and an attending membership in the 53rd World Science Fiction Convention.

MagiCon Membership Rates:

Supporting:	— — —	SUS 25	£UK 19	hfl 50
Attending:	Through 3/31/92	SUS 95	£UK 60	hfl 200
	3/31/92 - 7/15/92	SUS 110	£UK 70	hfl 220

Rates not listed were not available when this ballot was printed. See MagiCon flyers for the amounts.

Make checks payable to: To Join Magicon To Pay the Voting Fee:
MagiCon The 53rd World Science Fiction Convention

Send ballots to: MagiCon, Site Selection Voting, P. O. Box 25045, Alexandria, Virginia 22313

Do not send ballots to MagiCon's post office box in Orlando.

Mail-in ballots must be received by August 15, 1992, to ensure that they will be counted.

To keep your vote secret, fold on the line below so that your ballot is concealed. Then tape or staple the ballot closed.

Identifying information will be detached from the ballot before it is opened and counted.

Fold here to cover information on opposite side of page. Tape or staple closed.

1992 HUGO AWARDS NOMINATING BALLOT

DRAFT

Instructions

Please read these instructions carefully before casting your ballot.

This is the nominating ballot for the 1992 Science Fiction Achievement Awards (the "Hugo Awards"). These awards cover the year 1991.

Eligibility to Vote

You are eligible to cast a ballot if you either (i) were an attending or supporting member of Chicon V (the 1990 World Science Fiction Convention) or (ii) become an attending or supporting member of MagiCon (the 1991 World Science Fiction Convention) by **January 31, 1992**.

You may purchase a membership in MagiCon by completing the appropriate information on page 4 of this ballot and sending a check for the membership fee. If you are already a Chicon or MagiCon member, you need not send any money with your ballot. Just fill in the requested information so that we can verify your membership. Please print or type all information. *What we can't read may mutate strangely.*

Deadline

Ballots must be postmarked by **March 31, 1992**, and received by **April 6, 1992**, to ensure that they will be counted.

Filling in the Ballot

You may nominate up to five persons or works in each category. You may nominate fewer than five in any category and are not required (or even encouraged) to vote in every category. The order in which you list your nominations has no effect on the outcome. Some categories ask for "source" (e. g., the magazine or anthology in which a story appeared). Including the source is not mandatory but makes it easier for us to identify the work for which you intend to vote.

Don't bother to nominate "No Award" (unless you want to vote for a story with that title). "No Award" automatically appears as a choice in every category on the final ballot.

The five top vote getters in each category (more in case of ties, fewer if not many nominating ballots are cast in that category) will appear on the final Hugo Awards ballot, which will be distributed with MagiCon Progress Report No. 6 (scheduled for publication in May 1992). Only members of MagiCon (including those who join after January 31, 1992) will be eligible to vote on the final ballot.

Year of Eligibility

- Books are considered to have been published on the "publication date" indicated by the publisher. This date usually appears with the copyright information on the back of the title page. If there is no stated publication date, the copyright date will be used instead.
- A dated periodical is considered to have been published on the cover date, regardless of when it really was placed on sale.
- Serialized stories or dramatic presentations are eligible in the year in which the last installment appears.
- A work that first appeared in a language other than English is eligible in both the year of its original appearance and in the year in which it first appears in English translation.

Further Information

The rules governing the Hugo Awards are set forth in Article II of the Constitution of the World Science Fiction Society, which is reprinted in MagiCon Progress Report No. 4. Copies of the WSFS Constitution and Standing Rules may be obtained by sending a written request to:

MagiCon
Attention: General Counsel
P.O. Box 621992
Orlando, Florida 32862.

Please read the instructions carefully before you vote.

1992 HUGO AWARDS NOMINATING BALLOT

DRAFT

Best Novel (40,000 or more words)

A science fiction or fantasy story of 40,000 words or longer that appeared for the first time in 1991. (See "Year of Eligibility" above.)

	Title	Author	Publisher
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Best Novella (17,500 - 40,000 words)

A science fiction or fantasy story between 17,500 and 40,000 words in length that appeared for the first time in 1991.

	Title	Author	Source
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Best Novelette (7,500 - 17,500 words)

A science fiction or fantasy story between 7,500 and 17,500 words in length that appeared for the first time in 1991.

	Title	Author	Source
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Best Short Story (Under 7,500 words)

A science fiction or fantasy story of less than 7,500 words that appeared for the first time in 1991.

	Title	Author	Source
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Best Non-Fiction Book

A non-fiction work whose subject is the field of science fiction, fantasy or fandom that appeared in book form for the first time in 1991.

	Title	Author/Editor	Publisher
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Best Original Artwork

An original piece of science fiction or fantasy artwork first published in 1991.

	Title	Artist	Source
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

1992 HUGO AWARDS NOMINATING BALLOT

DRAFT

Best Dramatic Presentation

A production in any medium of dramatized science fiction or fantasy that was publicly presented in its present dramatic form for the first time in 1991. Individual programs in a series, or a set of programs that form installments of a single dramatic unit, may be nominated, but a series as a whole is not eligible. (For example, Star Trek was never eligible for a Hugo, but several episodes were Hugo nominees.)

- 1.
2.
3.
4.
5.

Best Professional Editor

The editor of any professional publication devoted primarily to science fiction or fantasy that appeared in 1991. (A "professional publication" is one that had an average press run of at least 10,000 copies per issue.)

- 1.
2.
3.
4.
5.

Best Professional Artist

An illustrator whose work appeared in a professional publication in the field of science fiction or fantasy during 1991.

- 1.
2.
3.
4.
5.

Best Semiprozine

A generally available non-professional publication (average print run of fewer than 10,000 copies per issue) devoted to science fiction or fantasy that published at least one issue in 1991, has published at least four issues during its existence and met at least two of the following criteria in 1991:

- (i) had an average press run of at least 1,000 copies per issue,
(ii) paid its contributors or staff (disregarding payments made in the form of copies of the publication),
(iii) provided at least half of the income of at least one person,
(iv) had at least 15 percent of its total space occupied by advertising, or
(v) announced itself to be a "semiprozine".

- 1.
2.
3.
4.
5.

Best Fanzine

A generally available non-professional publication that published at least one issue in 1991, has published at least four issues during its existence, and does not qualify as a semiprozine.

- 1.
2.
3.
4.
5.

Best Fan Writer

A person whose writing has appeared in semiprozines or fanzines.

- 1.
2.
3.
4.
5.

Best Fan Artist

An artist or cartoonist whose work appeared in semiprozines or fanzines, or was publicly displayed, in 1991.

- 1.
2.
3.
4.
5.

John W. Campbell Award (not a Hugo)

The John W. Campbell Award for Best New Writer, sponsored by Davis Publications, is not a Hugo Award but does appear on the Hugo ballot. It is open to any writer whose first professionally published work of science fiction or fantasy appeared during 1990 or 1991. Date of publication is determined under the same rules as for the Hugo Awards. A work is considered to have been "professionally published" if it had a press run of at least 10,000 copies.

- 1.
2.
3.
4.
5.

1992 HUGO AWARDS NOMINATING BALLOT

DRAFT

Please read the instructions on the first page of this ballot before voting.

You are eligible to cast a ballot if you either:

- (i) were an attending or supporting member of Chicon V (the 1990 World Science Fiction Convention), or
- (ii) become an attending or supporting member of MagiCon (the 1991 World Science Fiction Convention) by January 31, 1992.

You may purchase an attending or supporting membership in MagiCon with this ballot. If you wish to do so, please enclose a check for the proper membership fee. If you are already a MagiCon or Chicon V attending or supporting member, you may vote without paying any fee.

Ballot security: In response to many requests, MagiCon will attempt to maintain the secrecy of Hugo ballots. Please staple or tape your ballot so that pages 2 and 3 are not visible. After your eligibility to vote is verified, the identifying information below will be masked, so that it will not be seen by the persons who open and count the ballots.

Name: _____

Address: _____

Signature: _____

Please check one:

- I am a member of MagiCon. Membership number (if known): _____
- I am not a member of MagiCon but was a member of Chicon V. Chicon V membership number (if known): _____
- I enclose \$95.00 (£60 sterling or hfl 200) for an attending membership in MagiCon.
(If you select this option, your ballot must be postmarked by January 31, 1992.)
- I enclose \$25.00 (£19 sterling or hfl 50) for a supporting membership in MagiCon.
(If you select this option, your ballot must be postmarked by January 31, 1992.)

Send your ballot to:

Overseas ballots may be sent to MagiCon's European agent:

MagiCon
Hugo Voting
P. O. Box 25045
Alexandria, Virginia 22313

Kees van Toorn
Postbus 3411
NL - 3003 AK Rotterdam
The Netherlands

Do not send ballots to MagiCon's post office box in Orlando.

Ballots must be postmarked by March 31, 1992, and received by April 6, 1992, to ensure that they will be counted.

Reproduction and distribution of this ballot are permitted and encouraged, provided that it is reproduced verbatim (including voting instructions), with no additional material other than the name of the person or publication responsible for the reproduction.

Some Thoughts in General about Confederation - or Why Did I Do This?!

Susan Carson Isaacs

These are some observations that were made by me at Confederation. I came down to do some work in Program Operations, which turned out to be a little bit more than I expected. This was mostly because they were understaffed (Joe Siclari was unable to make it), and I ended up as a Committee member. I was not very involved with precon stuff.

As far as parties go, we should remember that serving alcoholic beverages is not necessarily the best of ideas. Sober people are much nicer, as well as less nauseating. Besides, if we're not careful, we could get in trouble over this. Keep this type of thing to a minimum.

While we're on the subject of parties, I noticed alot of people worked very hard at the MCFI suite, but I don't remember who. Pam Fremon, Gay Ellen Dennett, and Laurie Mann are three that do spring to mind. Sue Hammond and I spent numerous hours running around in costume, getting people to come up to visit. One word of caution: If one has eaten chocolate and wishes to hug an unsuspecting victim, it is unfair to not tell this person before getting handprints all over their nice clothes. Think people! This is one reason people leave their really nice clothes at home. I'll start after this convention to do the same.

A snake is a weapon.

The Atlanta Committee was disorganized, didn't have enough redundancy as far as equipment goes, and didn't check enough backup outside services. They neither took nor asked for outside advice, though it would have been willingly given. This may not have been intentional on their part, but I did notice it seemed to be quite a prevalent attitude.

As I was quite busy during the Convention, running back and forth between hotels, I had the opportunity of seeing those people who worked in certain places at certain times. Dale Farmer was everywhere, doing good deeds for everyone in general. Every time I walked by the conversion table, I noticed Pam Fremon working her fingers to the bone. I saw Sharon there most of the time, too. Debbie King was also quite a visible worker.

For the most part, the committee's collective heart was in the right place, but when one member's wasn't, it made things rough. What bothered me the most about this convention was that there were so many bent and dented hearts near the end. We don't need too many of this kind of walking wounded. Many things can be forgiven, and a lousy con, with good people is one of them.

Fandom has such a large pool of people willing to work on conventions anywhere, that a convention never has to staff only from its local area - and I don't just mean Boston fans, either.

Flakes aren't helpful at cons. If you're going to flake out, say so, and go ahead. There is usually someone willing to cover for you for a short time.

Make sure that all track and program managers realize they need room managers for each program item. When handicapped access necessitates moving furniture around, or sitting in specific locations, it should be made as easy and pleasant as possible for the person requesting the special arrangement. Room managers must be aware of this.

(26)

People should be told to take showers and rest, when they seem to have forgotten about these things for more than 3 or 4 days. People should not use the swimming pool as a bath! (Nor the jacuzzi, for that matter, it ends up being like leper stew).

There should be some sort of policy, one that's enforceable, about people who do rotten things while drunk, or otherwise influenced, like forcing their attentions on unwilling recipients. It might be a warning the first time, and being thrown out the second. Of course, if they do something really heinous, they should be disposed of in a dishonorable manner, say, by having their faces licked raw by a very passionate goat.

Blood Drives are a nice idea ... but, they are most likely to be attended by committee members - those who can least afford to give. Giving should be limited to people who are really just attendees, or not really working. This gives them alot of egoboo, sympathy, and they feel like they really did participate heavily. We don't need any dead or comatose bodies in positions of responsibility.

Rule to live by: When leaving a room, don't depend on someone else to make sure it's secure if it needs to be. Especially if you're supposed to be the last one out.

Michael Nelson
4560 Metro Court
Annandale, VA 22003

(703) 750-3832 (H)
(202) 447-0828 (W)

Tony Parker
1745 Northwest 4th Ave., # 5
Boca Raton, FL 33432
(407) 391-4380

September 10, 1991

An article for the staff APA:



Hello, my name is Michael Nelson. You killed my mouse. Prepare to read my fannish history.

TR has asked me to be in charge of Logistics for Magicon. Since my contact with fandom has primarily been at Northeastern cons with very little Worldcon work experience, I thought it would be a good idea to introduce myself.

I live in Annandale, Virginia and I'm a chemist at the Bureau of Engraving & Printing (We make money the old fashioned way). I'm 38 and divorced. I live near my three kids and may bring my son George, who will 17 at that time, to Magicon. I'm very quiet, mostly harmless, and it takes me a while to make friends so don't get discouraged.

Sometime in my childhood in the wilds of Massachusetts, I had learned that reading books from a certain section of the town library brought me pleasure. But prior to Noreascon II in 1980, science fiction had been a solitary vice for me. There, I discovered fandom and also managed to get my first volunteer experience recorded in the Noreascon II Memory Book.

I had arrived at the con on Thursday night and foolishly asked, "Do you need any help?" I recall being herded through many back rooms and service areas where strange looking people, dressed in t-shirts bearing numerous buttons, performed arcane tasks. At one point we passed through a dimly-lit room where Kermit, Miss Piggy and other Muppets stared at us from a dark corner (Ever notice how their eyes follow you across a room, especially that frog with those weird eyes?).

We finally arrived at a loading dock somewhere in the lower regions of the building. There we were greeted by two gorillas in trucker's clothing, who were unloading a large fancy electric organ from a truck. They deposited it into our keeping with the warning, "It's brand new, don't scratch it." This organ would be used Sunday night to provide the music for a silent movie. It took six of us to carry that thing to the storage area since it was going where no fork lift truck had ever gone before. So I guess I could say that large organ got me where I am today in fandom... but I won't.

Aside from the usual door guard, et cetera volunteer stuff, I ran the consuite for URCon III and I ran the art show and slept with the chairperson (I was married to her at the time) for URCon IV at the University of Rochester. I ran registration for Esotericon (Witches, pagans and New Agers, Oh My !) for several years. I was the assistant manager of volunteer staffing at last year's Philcon and will be so again this year. And for Lunacon, I have run Logistics and I was co-manager of the Green Room for this year and will be so again next year. As far as Worldcons are concerned, the most I have done has been to create one of the five party rooms (the Map Room) for the "Boxboro Fandom presents Louis Wu's 200th Birthday Extravaganza" at Noreascon III.

I must make one thing clear. Running Logistics for Lunacon consisted of renting the truck on Thursday, picking up the con stuff from the storeroom in Manhattan and trucking it to the hotel in Westchester and then reversing the process on Sunday night (Let me tell you about the former New York City bus driver I got to drive the truck... as long as you don't tell any of the Lunerians).

So I'm begging everyone who will be needing anything from Logistics for Magicon to please talk to me. I don't know most of you, I am not a mind reader, and I don't have the experience to guess what you will need. Talk to Theresa Renner or myself (I know who to pass the "buck" to, I work for the Government! Or as we say at the BEP, "The buck starts here.") if you have questions about who has responsibility for any of the needs of your division.

My home phone number is (703) 750-3832. Try to call between 5 PM & 10 PM since I've got to get up at 5:30 AM. I share the phone and answering machine with two house mates so be patient and leave clear messages. If necessary, you can call me at work at (202) 447-0828 from 7:30 AM to 3:30 PM. I have no computer (and I must scream), so send Compuserve stuff to TR, who lives in the next town over from me.

MAGICON
LOGISTICS:
We also
stock bars.

MAGICON
LOGISTICS:
We'll move the Earth
if you give us a big
enough pizza and
a place to
eat it.

MAGICON
LOGISTICS:
Out To Lunch-
Be Back on
Tuesday.

August 1991

MAGICON CON (HOSPITALITY) SUITE

To my knowledge, the Consuite location has not yet been determined. I have two plans of operation.

If the Consuite is located in a function area of a hotel, I would like the room to have as warm an atmosphere as possible. I have a drawing which gives an idea of how I would place furniture in the room for conversation pits. It would be nice to have plenty of lamps available in the room placed on end tables near the sofas. Potted plants would give an additional feeling of comfort.

I would like to have one area of the room set up as a reading section, with shelves of donated books, possibly some library discards. By having donated books a member could take the book with them to finish reading and hopefully return it or another book.

An area with several zigsaw puzzles might be set up so people could work on them over the weekend when they have a few minutes for relaxation.

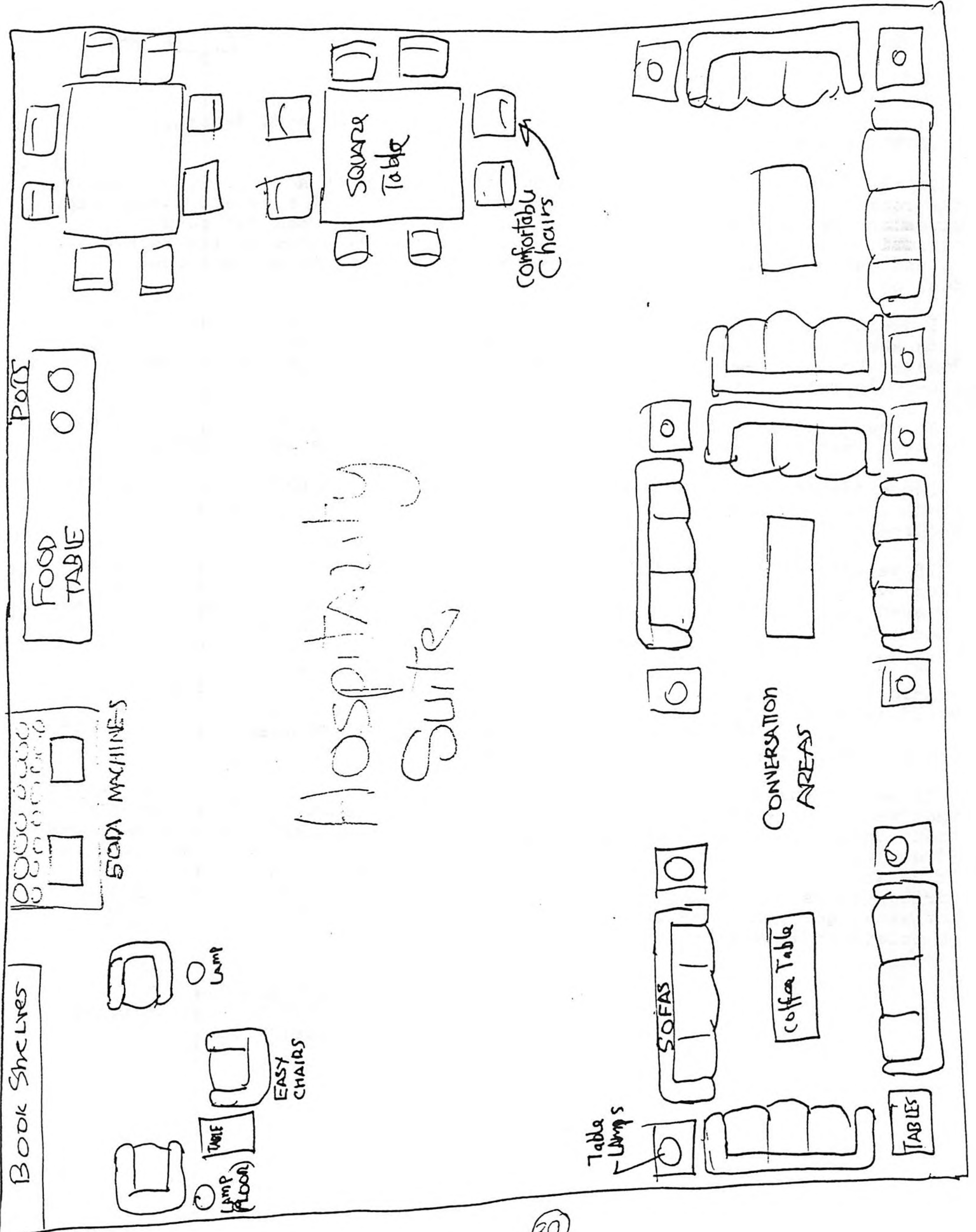
These are just a few ideas of what I would like to have in the room. If smoking is to be permitted, there would need to be two rooms available for smoking and non-smoking areas.

If we will be serving food, and if we have the consuite in a function room, we will need to try to get that room exempted from having to be catered entirely by the hotel. Some hotels will allow this so it will save wear and tear on the elevators if the con suite is located in a function room on a lower level. I would like to have sodas to serve. It would be best if we could use the machines with the tanks. If we have the refrigerated units, it would cut down greatly on the amount of ice that we would need. I would like to have plenty of munchies to serve, such as pretzels, potato chips, tortilla chips, fritos, fresh vegetables, cookies and whatever else the budget will allow.

If we use suites in the hotel, we will need at least 2 very large ones so that we can have one for smoking and one for non-smoking. I have noticed that non-smoking rooms are beginning to be more popular than smoking rooms. If we are allowed to use only one room, I would like it to be non-smoking. If we are in a suite, then we could possibly have some hot snacks at various times of the day. I would like to keep a coffee pot and a pot of hot water going all day for fans to have a cup of coffee, tea, or hot chocolate if they wish.

Sue Francis
5503 Matterhorn Drive
Louisville, KY 40216

Hospitality Suite



Target	Division	Department	Activity Description
14-Mar-91	ADMIN	Site Vote	Mail notice to bidders
1-May-91	SERVICES		Determine where gophers live
1-May-91	SERVICES		Submit draft budget to Chairman
1-May-91	SERVICES		Submit draft timeline to Chairman
1-May-91	SERVICES	Con Suite	Determine nature of suite
1-May-91	SERVICES	Con Suite	Determine venue
1-May-91	SERVICES	Lounge	Determine number of lounges
19-May-91	ADMIN	Site Vote	Go/no-go on bidders' survey [go]
1-Jun-91	EXHIBITS	DiFate	Obtain preliminary insurance information
1-Jun-91	SERVICES		Appoint area heads
1-Jun-91	SERVICES	Special needs	Complete draft budget
1-Jun-91	SERVICES	Special needs	Complete draft questionnaire
1-Jun-91	SERVICES	Special needs	Complete text for Progress Report
21-Jul-91	EVENTS	Hugo Awards	Order special Hugo awards
31-Jul-91	PUBLICATIONS	FR's	FR#4 Deadline for submitting articles to Editor
1-Aug-91	PUBLICITY	Printing	Print 1991 (v.2) flyer [3000]
1-Aug-91	SERVICES		Areas submit draft IO's
3-Aug-91	PUBLICATIONS	FR's	FR#4 Deliver text to Production
10-Aug-91	BOARD		Go/no-go on special Hugo category [no go]
10-Aug-91	ADMIN	Hugo Vote	Go/no-go on special Hugo category [no go]
14-Aug-91	PUBLICATIONS	FR's	FR#4 Deliver copy to printer
15-Aug-91	ADMIN	Site Vote	Deadline for receipt of mail-in ballots
15-Aug-91	EXHIBITS	Art Show	Contact ASFA about print shop
15-Aug-91	EXHIBITS	Theme Park	Make initial contacts with Orlando publicity depts
15-Aug-91	PUBLICITY	Press	Issue press release
15-Aug-91	SERVICES	APA	Submission deadline
15-Aug-91	FINANCE		Photograph MagiCon office for credit card vendor
16-Aug-91	PUBLICATIONS	FR's	FR#4 Complete hotel flyer
16-Aug-91	FINANCE		Submit completed application to credit card vendor
19-Aug-91	ADMIN	Insurance	Begin insurance search
19-Aug-91	ADMIN	Office	Send General Counsel information about leaky roof
22-Aug-91	BOARD	Counsel	Write office landlord about roof problem
23-Aug-91	PUBLICATIONS	FR's	FR#4 Submit hotel flyer to housing bureau
24-Aug-91	PUBLICATIONS	FR's	FR#4 Give hotel flyer to printer
26-Aug-91	EXHIBITS		Deadline for receipt of decorators' proposals
26-Aug-91	FACILITIES	OCCC	Deadline for receipt of decorators' proposals
26-Aug-91	PUBLICATIONS	FR's	FR#4 Deliver FR's to Chicon (via van)
26-Aug-91	PUBLICATIONS	FR's	FR#4 Receive FR's from printer
26-Aug-91	PUBLICATIONS	FR's	FR#4 Receive hotel flyer from printer
27-Aug-91	PUBLICATIONS	FR's	FR#4 Stuff hotel flyers into PR (en route to Chicon)
27-Aug-91	ADMIN	Site Vote	Prepare draft bidders' survey
28-Aug-91	EXHIBITS		Staff meeting at Chicon
29-Aug-91	BOARD		Meeting at Chicon
29-Aug-91	BOARD	Counsel	Present draft memorandum on Warhoon 28 purchase
29-Aug-91	PUBLICATIONS	FR's	FR#4 Distribute FR's at Chicon
29-Aug-91	PUBLICITY	Press	Present preliminary press policy to Board
29-Aug-91	SERVICES	APA	Distribute at Chicon
1-Sep-91	ADMIN	Hugo Vote	Arrange for use of Chicon V mailing list
1-Sep-91	EXHIBITS	Art Show	Set art show policies
1-Sep-91	EXHIBITS	DiFate	Obtain Orlando-area drayage information
1-Sep-91	EXHIBITS	Hucksters	Complete preliminary layout
1-Sep-91	EXHIBITS	Theme Park	Go/no-go on Drew Sanders' proposal
1-Sep-91	PROGRAMMING		Begin compiling address/phone lists
1-Sep-91	PROGRAMMING	Pro Liaison	Contact SFWA, ASFA, HWA to learn their demands
1-Sep-91	PUBLICITY	Adverts	Chattacon Progress Report
1-Sep-91	PUBLICITY	Adverts	Necronomicon Program Book
1-Sep-91	PUBLICITY	Adverts	Philcon Program Book
1-Sep-91	SERVICES		Set space allocation
1-Sep-91	FINANCE		First payment due to OCCC
1-Sep-91	FINANCE		Submit financial report to WSFS at Chicon
1-Sep-91	ADMIN	Hugo Vote	Begin arrangements for vote counting software

Target	Division	Department	Activity	Description
1-Sep-91	ADMIN	Site Vote		Finish preparation of bidders' survey
1-Sep-91	ADMIN	Site Vote		Meet with bidders re voting procedures
1-Sep-91	FINANCE			Complete arrangements for European credit cards
1-Sep-91	FINANCE			Division meeting at Chicon
2-Sep-91	BOARD			Meeting at Chicon
2-Sep-91	ADMIN	WSFS		Verify current version of WSFS constitution
2-Sep-91	EXHIBITS	Art Show		Submit rate proposal to Chairman
2-Sep-91	FACILITIES	OCCC		Select decorator
2-Sep-91	PUBLICITY	Parties		Chicon V
2-Sep-91	ADMIN	Site Vote		Give survey to bid committees
2-Sep-91	ADMIN	Site Vote		Deadline for receipt of bids
7-Sep-91	ADMIN	Mail Room	PR#4	Begin mailing PR's
7-Sep-91	PUBLICATIONS	PR's	PR#4	Begin mailing PR's
7-Sep-91	ADMIN	Mail Room	PR#4	Ship European PR's to Kees van Toorn
7-Sep-91	ADMIN	Mail Room	PR#4	Ship U.K. PR's to Peter Weston
7-Sep-91	PUBLICATIONS	PR's	PR#4	Ship European PR's to Kees van Toorn
7-Sep-91	PUBLICATIONS	PR's	PR#4	Ship U.K. PR's to Peter Weston
9-Sep-91	BOARD	Chairman		Submit corrected timeline to Admin. Coordinator
9-Sep-91	{Holiday}			Rosh Hashanah
9-Sep-91	FINANCE			Submit corrected timeline to Admin. Coordinator
9-Sep-91	PUBLICATIONS			Submit corrected timeline to Admin. Coordinator
9-Sep-91	PUBLICITY			Submit corrected timeline to Admin. Coordinator
10-Sep-91	EXHIBITS	Hucksters		Submit layout to Fire Marshal
12-Sep-91	PROGRAMMING	GoH Liaison		Reserve Guest of Honor suites in Peabody
15-Sep-91	BOARD	Chairman		Approve art show rate proposal
15-Sep-91	ADMIN	Office		Deadline for response from landlord re roof
15-Sep-91	EXHIBITS	Theme Park		Determine display technology
15-Sep-91	PROGRAMMING			Prepare initial space allocation plan
15-Sep-91	PROGRAMMING			Prepare list of first-choice program participants
16-Sep-91	ADMIN	Mail Room	PR#4	Complete mailing of PR's
16-Sep-91	PUBLICATIONS	PR's	PR#4	Complete mailing of PR's
18-Sep-91	{Holiday}			Yom Kippur
20-Sep-91	{Con}			Moscon, Moscow ID
25-Sep-91	PUBLICATIONS	PR's	PR#5	Determine contents of PR
30-Sep-91	FINANCE			Mail check request copies to Division heads
1-Oct-91	ADMIN	Hugo Vote		Complete appointment of staff
1-Oct-91	ADMIN	Insurance		Identify potential insurance sources
1-Oct-91	ADMIN	Registration		Rate increase: \$95 attending
1-Oct-91	EXHIBITS	APA		Mail APA
1-Oct-91	EXHIBITS	Art Show		Go/no-go on ASFA print shop
1-Oct-91	EXHIBITS	Art Show		Obtain approval to borrow hangings
1-Oct-91	EXHIBITS	DiFate		Go/no-go on exhibition catalogue
1-Oct-91	EXHIBITS	Theme Park		Draft floor plan
1-Oct-91	EXHIBITS	Theme Park		Draft golf course proposal
1-Oct-91	EXHIBITS	Theme Park		Identify local source for flats
1-Oct-91	EXHIBITS	Theme Park		Prepare preliminary furniture order
1-Oct-91	PROGRAMMING			Establish SIG program policies
1-Oct-91	PROGRAMMING			Prepare draft mailing to first-choice participants
1-Oct-91	PROGRAMMING			Prepare draft mailing to invited SIG's
1-Oct-91	PROGRAMMING			Prepare form responses to program wannabes
1-Oct-91	PROGRAMMING			Prepare form responses to SIG program wannabes
1-Oct-91	PUBLICATIONS	Vance Book		Determine form of book
1-Oct-91	PUBLICATIONS	DiFate Book		Go/no-go on portfolio
1-Oct-91	SERVICES	Technical		Begin search for sound, video, film, comm vendors
1-Oct-91	ADMIN	Hugo Vote		Obtain post office box
1-Oct-91	ADMIN	Site Vote		Obtain post office box
5-Oct-91	ADMIN	Insurance		Determine insurance coverage desired
11-Oct-91	FINANCE			Recruit at Necronomicon
11-Oct-91	{Con}			Necronomicon, Tampa FL
12-Oct-91	ADMIN	Mail Room		Send invitations to program participants
12-Oct-91	ADMIN	Mail Room		Send invitations to special interest groups
12-Oct-91	PROGRAMMING			Mailing to first-choice program participants
12-Oct-91	PROGRAMMING			Mailing to invited SIG's
15-Oct-91	ADMIN	Office		Go/no-go on seeking new office
15-Oct-91	EXHIBITS	DiFate		Determine how art will be received in Orlando

Target	Division	Department	Activity Description
15-Oct-91	PUBLICATIONS	DiFate Book	Begin printer search
15-Oct-91	SERVICES	Child Care	Put child care survey into final form
18-Oct-91	{Con}		MileHiCon, Denver CO
20-Oct-91	FINANCE	Taxes	Florida sales tax quarterly return
25-Oct-91	FINANCE		Go/no-go on credit cards for site selection voting
25-Oct-91	FINANCE		Submit financial report to PR#5
25-Oct-91	SERVICES	Child Care	Submit child care survey to Publications for PR#5
25-Oct-91	SERVICES	Special needs	Submit questionnaire to PR#5
25-Oct-91	{Con}		Maplecon, Ottawa
25-Oct-91	{Con}		World Fantasy Con, Tucson AZ
25-Oct-91	ADMIN	Site Vote	Deadline for bidders' decision on voting fee
25-Oct-91	ADMIN	Site Vote	Deadline for receipt of bidders' survey
27-Oct-91	{Holiday}		Daylight Saving Time ends
28-Oct-91	ADMIN	Site Vote	Complete editing of bidders' survey
31-Oct-91	FACILITIES	OCCC	Sign contract with decorator
1-Nov-91	BOARD		Set dates for 1992 operating board meetings
1-Nov-91	ADMIN	Insurance	Complete negotiation of insurance policy
1-Nov-91	ADMIN	Registration	Begin development of at-con registration software
1-Nov-91	EXHIBITS	Art Show	Prepare draft of first mailing to artists
1-Nov-91	EXHIBITS	Hucksters	Begin table assignments
1-Nov-91	EXHIBITS	Theme Park	Go/no-go on golf course
1-Nov-91	PUBLICATIONS	Vance Book	Appoint editor
1-Nov-91	PUBLICATIONS	DiFate Book	Send draft contract to DiFate
1-Nov-91	PUBLICITY	Adverts	ConFrancisco Progress Report
1-Nov-91	PUBLICITY	Adverts	Tropicon Program Book
1-Nov-91	ADMIN	Hugo Vote	Circulate draft nominating ballot
1-Nov-91	ADMIN	Site Vote	Circulate draft ballot
6-Nov-91	{Con}		Coppercon, Phoenix AZ
8-Nov-91	{Con}		Orycon, Portland OR
8-Nov-91	{Con}		Windycon, Chicago IL
15-Nov-91	ADMIN	Registration	Select badge/ribbon designer
15-Nov-91	PUBLICATIONS	Vance Book	Complete necessary contractual arrangements
15-Nov-91	{Con}		Philcon, Philadelphia PA
16-Nov-91	ADMIN	Mail Room	Send first mailing to artists
16-Nov-91	FINANCE		Division meeting at Philcon
18-Nov-91	ADMIN	Hugo Vote	Submit nomination ballot to Publications
18-Nov-91	ADMIN	Site Vote	Submit ballot to Publications
18-Nov-91	EVENTS		Submit PR#5 text to Publications
18-Nov-91	EXHIBITS		Submit PR#5 text to Publications
18-Nov-91	EXHIBITS	Art Show	Submit PR#5 text to Publications
18-Nov-91	EXHIBITS	DiFate	Submit PR#5 text to Publications
18-Nov-91	EXHIBITS	Hucksters	Submit PR#5 text to Publications
18-Nov-91	PUBLICATIONS	PR's	Ad reservation deadline
18-Nov-91	PUBLICATIONS	PR's	Deadline for submitting articles to Editor
22-Nov-91	ADMIN		Submit corrected timeline to Admin. Coordinator
22-Nov-91	EVENTS		Submit corrected timeline to Admin. Coordinator
22-Nov-91	EXHIBITS		Submit corrected timeline to Admin. Coordinator
22-Nov-91	FACILITIES		Submit corrected timeline to Admin. Coordinator
22-Nov-91	FINANCE		Submit corrected timeline to Admin. Coordinator
22-Nov-91	PROGRAMMING		Submit corrected timeline to Admin. Coordinator
22-Nov-91	PUBLICATIONS		Submit corrected timeline to Admin. Coordinator
22-Nov-91	PUBLICITY		Submit corrected timeline to Admin. Coordinator
22-Nov-91	SERVICES		Submit corrected timeline to Admin. Coordinator
22-Nov-91	{Con}		Beneluxcon, Rotterdam
22-Nov-91	{Con}		Vulkon, St. Petersburg FL
23-Nov-91	{Holiday}		Thanksgiving
25-Nov-91	ADMIN	WSFS	Transmit WSFS constitution to PR#5 for reprinting
25-Nov-91	PUBLICATIONS	PR's	Deliver text to Production
29-Nov-91	{Con}		Chambanacon, Champaign IL
29-Nov-91	{Con}		Loscon, Los Angeles CA
29-Nov-91	{Con}		Silicon, San Jose CA
1-Dec-91	BOARD	Counsel	Present opinion on Warhoon 28 purchase
1-Dec-91	ADMIN	Hugo Vote	Compile cons and clubs to receive ballots
1-Dec-91	EXHIBITS	Art Show	Send first mailing to artists

Target	Division	Department	Activity	Description
1-Dec-91	PROGRAMMING	GoH Liaison		Complete Guest of Honor travel plans
1-Dec-91	PROGRAMMING	Pro Liaison		Send out SFWA/ASFA, etc. policies for complaints
1-Dec-91	PUBLICATIONS	Vance Book		Sign production contract
1-Dec-91	PUBLICITY			Compile cons and clubs to receive Hugo ballots
1-Dec-91	PUBLICITY	Adverts		Chattacon Program Book
1-Dec-91	PUBLICITY	Printing		Reprint 1991 (v.2) flyer [3000] for mailing
1-Dec-91	SERVICES			Appoint department heads
1-Dec-91	SERVICES			Areas submit budget revisions
2-Dec-91	PUBLICATIONS	PR's	PR#5	Camera-ready ad copy deadline
5-Dec-91	PUBLICATIONS	PR's	PR#5	Deliver copy to printer
6-Dec-91	{Con}			Tropicon, Fort Lauderdale FL
10-Dec-91	PUBLICATIONS	Willis Book		Go/no-go on Warhoon 28 purchase
15-Dec-91	ADMIN	Site Vote		Open Virginia bank account to hold voting fees
15-Dec-91	PUBLICATIONS	DiFate Book		Select printer
15-Dec-91	PUBLICITY			Complete table & flyer schedule through 3/31/92
15-Dec-91	PUBLICITY	Adverts		Boskone Program Book
15-Dec-91	PUBLICITY	Press		Issue press release
25-Dec-91	{Holiday}			Christmas (Wednesday)
28-Dec-91	ADMIN	Hugo Vote		Air mail nomination ballots to non-N.A. members
28-Dec-91	ADMIN	Mail Room		Air mail nomination ballots to non-N.A. members
28-Dec-91	ADMIN	Mail Room	PR#5	Begin mailing PR's
28-Dec-91	ADMIN	Mail Room	PR#5	Ship European PR's to Kees van Toorn
28-Dec-91	ADMIN	Mail Room	PR#5	Ship U.K. PR's to Peter Weston
28-Dec-91	PUBLICATIONS	PR's	PR#5	Begin mailing PR's
28-Dec-91	PUBLICATIONS	PR's	PR#5	Ship European PR's to Kees van Toorn
28-Dec-91	PUBLICATIONS	PR's	PR#5	Ship U.K. PR's to Peter Weston
30-Dec-91	ADMIN	Hugo Vote		Mail nomination ballots to cons and clubs
31-Dec-91	ADMIN	WSFS		Complete appointment of podium staff
31-Dec-91	FINANCE			Begin accepting U.S. Visa/Mastercard
31-Dec-91	PUBLICATIONS	DiFate Book		Complete contract negotiations
31-Dec-91	PUBLICATIONS	Willis Book		Go/no-go on special slipcover
1-Jan-92	EVENTS	Keynote		Determine desired speakers & panelists
1-Jan-92	EXHIBITS	Art Show		Set at-con schedule
1-Jan-92	EXHIBITS	Hucksters		Set at-con schedule
1-Jan-92	EXHIBITS	Theme Park		Set at-con schedule
1-Jan-92	FINANCE	Taxes		Begin preparation of 1991 Form 990
1-Jan-92	PUBLICATIONS	Pocket Prog.		Appoint editor
1-Jan-92	PUBLICITY	Adverts		Canadian Progress Report
1-Jan-92	PUBLICITY	Adverts		Cracker Con Program Book
1-Jan-92	SERVICES	Child Care		Begin analysis of survey responses
1-Jan-92	{Holiday}			New Year's Day (Wednesday)
2-Jan-92	EVENTS	Keynote		Mail invitations to speakers & panelists
3-Jan-92	{Con}			Arisia, Boston MA
3-Jan-92	{Con}			Evecon, Washington DC
6-Jan-92	ADMIN	Mail Room	PR#5	Complete mailing of PR's
6-Jan-92	PUBLICATIONS	PR's	PR#5	Complete mailing of PR's
13-Jan-92	ADMIN	Mail Room		Mail Hugo nominating ballots to Chicon V members
13-Jan-92	PUBLICITY	Mailings		Mail flyer & Hugo ballots to Chicon V members
15-Jan-92	BOARD	Chairman		Prepare budget for nondivisional activities
15-Jan-92	ADMIN			Submit revised budget to Chairman
15-Jan-92	ADMIN	Registration		Complete badge and ribbon design
15-Jan-92	EVENTS			Submit revised budget to Chairman
15-Jan-92	EVENTS	Sales		Complete selection of vendors
15-Jan-92	EXHIBITS			Submit revised budget to Chairman
15-Jan-92	FACILITIES			Submit revised budget to Chairman
15-Jan-92	FINANCE			Submit revised budget to Chairman
15-Jan-92	FINANCE	APA		Deadline for submissions to APA#2
15-Jan-92	PROGRAMMING			Submit revised budget to Chairman
15-Jan-92	PROGRAMMING	Scheduling		Complete data entry of questionnaire responses
15-Jan-92	PUBLICATIONS			Submit revised budget to Chairman
15-Jan-92	PUBLICATIONS	DiFate Book		Complete selection of pieces for portfolio
15-Jan-92	PUBLICITY			Submit revised budget to Chairman
15-Jan-92	SERVICES			Submit revised budget to Chairman
17-Jan-92	BOARD			Determine Guest of Honor perquisites
17-Jan-92	BOARD			Meeting in Orlando

Target	Division	Department	Activity	Description
17-Jan-92	BOARD			Set policy on gopher crash space
17-Jan-92	{Con}			Chattacon, Chattanooga TN
17-Jan-92	{Con}			Rustycon, Seattle WA
20-Jan-92	FINANCE	Taxes		Florida sales tax quarterly return
24-Jan-92	{Con}			Confusion, Detroit MI
31-Jan-92	ADMIN	Hugo Vote		Complete arrangements for vote counting software
31-Jan-92	ADMIN	Hugo Vote		Deadline for nominators' purchase of membership
31-Jan-92	FINANCE	APA		Mail APA#2
1-Feb-92	ADMIN	Office		Sign new lease
1-Feb-92	ADMIN	Registration		Finish development of at-con registration software
1-Feb-92	ADMIN	Registration		Set registration process for program participants
1-Feb-92	EVENTS			Go/no-go on "The Capture" and "400 Years Out"
1-Feb-92	EVENTS	Hugo Awards		Approve procurement of Hugo rockets
1-Feb-92	EVENTS	Hugo Awards		Set design of Hugo bases
1-Feb-92	EVENTS	Keynote		Follow up on invitations
1-Feb-92	EXHIBITS	Art Show		Obtain OCCC approval of layout and materials
1-Feb-92	EXHIBITS	DiFate		Obtain OCCC approval of layout and materials
1-Feb-92	EXHIBITS	Hucksters		Establish move-in rules
1-Feb-92	EXHIBITS	Hucksters		Obtain OCCC approval of layout and materials
1-Feb-92	EXHIBITS	Theme Park		Obtain OCCC approval of layout and materials
1-Feb-92	FACILITIES	OCCC		Obtain approval of DiFate exhibit layout/materials
1-Feb-92	FACILITIES	OCCC		Obtain approval of art show layout/materials
1-Feb-92	FACILITIES	OCCC		Obtain approval of dealers' room layout/materials
1-Feb-92	FACILITIES	OCCC		Obtain approval of theme park layout/materials
1-Feb-92	PROGRAMMING			Set registration process for program participants
1-Feb-92	PROGRAMMING	GoH Liaison		Submit recommended GoH prerequisites to Board
1-Feb-92	PROGRAMMING	Pro Liaison		Establish SFWA/ASFA, etc. policies
1-Feb-92	PROGRAMMING	Scheduling		Present analysis of questionnaires to Board
1-Feb-92	SERVICES	Child Care		Present survey results to Board
3-Feb-92	EVENTS	Hugo Awards		Place order for Hugo rockets
3-Feb-92	PUBLICATIONS	Pocket Prog.		Begin search for printer
10-Feb-92	EVENTS	Keynote		Send invitations to alternative speakers/panelists
14-Feb-92	PUBLICITY	Parties		Boskone
14-Feb-92	{Con}			Boskone, Springfield MA
15-Feb-92	EVENTS	Masquerade		Complete specifications for Hall A stage
15-Feb-92	EXHIBITS			Staff meeting at Boskone
15-Feb-92	EXHIBITS	Hucksters		Prepare first draft of dealers' info package
15-Feb-92	FINANCE			Division meeting at Boskone
15-Feb-92	PUBLICATIONS	DiFate Book		Place order with printer
15-Feb-92	PUBLICATIONS	Willis Book		Place order for slipcovers
15-Feb-92	PUBLICATIONS	PR's	PR#6	Determine contents of PR
15-Feb-92	PUBLICITY	Press		Establish press access policy
15-Feb-92	PUBLICITY	Press		Issue press release
20-Feb-92	{Con}			Capricon, Chicago IL
26-Feb-92	{Con}			Uppersouthclave, Park City KY
28-Feb-92	ADMIN	Office		Lease expires
28-Feb-92	{Con}			Corflu, Los Angeles CA
1-Mar-92	ADMIN	Hugo Vote		Appoint persons to contact nominees
1-Mar-92	ADMIN	Registration		Order badge materials
1-Mar-92	EVENTS	Hugo Awards		Identify vendor for Hugo bases
1-Mar-92	EVENTS	Keynote		Go/no-go on use of Hall E for luncheon
1-Mar-92	FINANCE	Taxes		Determine whether Form 990-T should be filed
1-Mar-92	PUBLICATIONS	Willis Book		Complete slipcover design
1-Mar-92	PUBLICATIONS	Program Book		Deadline for specifications and budget
1-Mar-92	SERVICES	Child Care		Sign contracts with professional sitters
1-Mar-92	SERVICES	Technical		Select sound, video, film, communications vendors
13-Mar-92	FINANCE			Crackercon - Recruit staff
13-Mar-92	{Con}			Crackercon, Jacksonville FL
15-Mar-92	EVENTS	Keynote		Confirm keynote luncheon speakers
15-Mar-92	EVENTS	Sales		Complete design of all items for sale
15-Mar-92	PUBLICITY	Printing		Print "last" version of flyer
15-Mar-92	SERVICES	APA		Submission deadline
20-Mar-92	{Con}			Aggiecon, College Station TX
20-Mar-92	{Con}			Lunacon, New York NY

Target	Division	Department	Activity	Description
25-Mar-92	{Con}			Intl. Conf. on the Fantastic, Fort Lauderdale FL
26-Mar-92	{Con}			Magnum Opus Con, Greenville SC
26-Mar-92	{Con}			Norwescon, Tacoma WA
1-Apr-92	ADMIN	Registration		Finish testing of at-con registration software
1-Apr-92	ADMIN	Registration		Rate increase: \$110 attending, \$65 child's
1-Apr-92	EVENTS	Masquerade		Complete draft of costume entry forms
1-Apr-92	EVENTS	Masquerade		Complete draft of photo area reservation forms
1-Apr-92	EVENTS	Sales		Place orders with vendors
1-Apr-92	EXHIBITS			Go/no-go on air conditioning during setup/teardown
1-Apr-92	EXHIBITS	Hucksters		Put dealers' info package into final form
1-Apr-92	PUBLICATIONS	Program Book		Approve specifications and budget
1-Apr-92	PUBLICITY	Adverts		ConFrancisco Progress Report
1-Apr-92	PUBLICITY	Adverts		Oasis Program Book
1-Apr-92	SERVICES	APA		Distribute by mail
1-Apr-92	SERVICES	C&C		Set equipment requirements
1-Apr-92	SERVICES	Con Suite		Set equipment requirements
1-Apr-92	SERVICES	Con Suite		Set food/beverage requirements
1-Apr-92	SERVICES	Lounge		Set food/beverage requirements
4-Apr-92	ADMIN	Mail Room		Send letters to nonresponding program participants
4-Apr-92	PROGRAMMING	Scheduling		Send follow-up letters to non-responders
5-Apr-92	{Holiday}			Daylight Saving Time begins
6-Apr-92	ADMIN	Hugo Vote		Deadline for receipt of nomination ballots
10-Apr-92	PUBLICATIONS	Vance Book		Finish ad copy
10-Apr-92	PUBLICATIONS	DiFate Book		Finish ad copy
10-Apr-92	PUBLICATIONS	Willis Book		Finish ad copy
11-Apr-92	ADMIN	Hugo Vote		Count nomination ballots
15-Apr-92	EVENTS			Transmit resume information to Facilities
15-Apr-92	EVENTS	Keynote		Submit text and reservation form to Publications
15-Apr-92	EVENTS	Sales		Submit text to Publications for PR#6
15-Apr-92	EXHIBITS			Transmit resume information to Facilities
15-Apr-92	EXHIBITS	Art Show		Submit text on bidding and awards for PR#6
15-Apr-92	EXHIBITS	OCCC		Prepare proposal for use of open OCCC space
15-Apr-92	FINANCE			Submit financial report to PR#6
15-Apr-92	FINANCE	APA		Deadline for submissions to APA#3
15-Apr-92	PROGRAMMING	Scheduling		Transmit resume information to Facilities
15-Apr-92	PUBLICATIONS	PR's	PR#6	Ad reservation deadline
15-Apr-92	PUBLICATIONS	PR's	PR#6	Deadline for submitting articles to Editor
17-Apr-92	{Con}			Australian National Con, Sydney
17-Apr-92	{Con}			Balticon, Baltimore MD
17-Apr-92	{Con}			Minicon, Minneapolis MN
18-Apr-92	ADMIN	Hugo Vote		Deadline for obtaining nominees' consents
18-Apr-92	EVENTS	Masquerade		Submit costume entry form to Publications for PR#6
18-Apr-92	EVENTS	Masquerade		Submit photo area reservation form to PR#6
18-Apr-92	PUBLICATIONS	PR's	PR#6	Deliver text to Production
18-Apr-92	{Holiday}			Passover
19-Apr-92	ADMIN	Hugo Vote		Obtain approval of press release
19-Apr-92	{Holiday}			Western Easter
20-Apr-92	ADMIN	Hugo Vote		Issue press release announcing nominees
20-Apr-92	FINANCE	Taxes		Florida sales tax quarterly return
22-Apr-92	ADMIN	Hugo Vote		Finish preparation of final ballot
23-Apr-92	ADMIN	Hugo Vote		Deliver final ballot to Publications for PR#6
25-Apr-92	PUBLICATIONS	Vance Book		Submit ad copy and order form to PR#6
25-Apr-92	PUBLICATIONS	DiFate Book		Submit ad copy and order form to PR#6
25-Apr-92	PUBLICATIONS	Willis Book		Submit ad copy and order form to PR#6
25-Apr-92	PUBLICATIONS	PR's	PR#6	Camera-ready ad copy deadline
26-Apr-92	{Holiday}			Orthodox Easter
27-Apr-92	PUBLICATIONS	PR's	PR#6	Deliver copy to printer
30-Apr-92	FINANCE	APA		Mail APA#3
1-May-92	EVENTS			Submit technical equipment requests to Services
1-May-92	EVENTS	Ceremonies	Close	Appoint Closing Ceremonies scriptwriter
1-May-92	EVENTS	Hugo Awards		Confirm Hugonots party with Confrancisco
1-May-92	EVENTS	Hugo Awards		Identify vendor for Hugo plaques
1-May-92	EXHIBITS			Submit technical equipment requests to Services
1-May-92	EXHIBITS	Art Show		Order award ribbons

Target	Division	Department	Activity	Description
1-May-92	EXHIBITS	OCCC		Set use of open OCCC space
1-May-92	FACILITIES			Submit technical equipment requests to Services
1-May-92	FINANCE	Taxes		Submit Form 990 to General Counsel for review
1-May-92	PROGRAMMING			Submit technical equipment requests to Services
1-May-92	PROGRAMMING	Scheduling		Prepare preliminary program schedule
1-May-92	PROGRAMMING	Scheduling		Program frenzy (Orlando or Boca Raton or Boston)
1-May-92	PUBLICATIONS	Vance Book		Send book to printer
1-May-92	PUBLICITY	Adverts		Canadian Progress Report
1-May-92	PUBLICITY	Adverts		Westercon Progress Report
1-May-92	SERVICES	Signs		Notify other divisions of sign request deadline
1-May-92	SERVICES	Technical		Due date for preliminary equipment requirements
1-May-92	SERVICES	Technical		Sign equipment rental contracts
1-May-92	{Con}			Deepsouthcon, Atlanta GA
2-May-92	ADMIN	Hugo Vote		Air mail ballot to non-N.A. members
2-May-92	ADMIN	Mail Room		Air mail Hugo ballot to non-N.A. members
2-May-92	ADMIN	Mail Room		Send final mailing to dealers
2-May-92	EXHIBITS	Hucksters		Send out dealers' info package
4-May-92	PROGRAMMING	Scheduling		Begin preparation of schedule mailing
11-May-92	ADMIN	Hugo Vote		Begin sending ballots first class to new members
11-May-92	ADMIN	Mail Room	PR#6	Begin mailing PR's
11-May-92	ADMIN	Mail Room	PR#6	Ship European PR's to Kees van Toorn
11-May-92	ADMIN	Mail Room	PR#6	Ship U.K. PR's to Peter Weston
11-May-92	PUBLICATIONS	PR's	PR#6	Begin mailing PR's
11-May-92	PUBLICATIONS	PR's	PR#6	Ship European PR's to Kees van Toorn
11-May-92	PUBLICATIONS	PR's	PR#6	Ship U.K. PR's to Peter Weston
15-May-92	EXHIBITS	Art Show		Finish design of bid sheet
15-May-92	FACILITIES	Hotels		Prepare preliminary resumes
15-May-92	FACILITIES	OCCC		Prepare preliminary resume
15-May-92	FINANCE			Division meeting/facilities tour at Oasis[?]
15-May-92	FINANCE	Taxes		Form 990 filing deadline
15-May-92	PUBLICATIONS	Program Book		Ad reservation deadline
15-May-92	SERVICES	Special needs		Establish special needs registration procedures
15-May-92	{Con}			Kubla Khan, Nashville TN
15-May-92	{Con}			Oasis, Orlando FL
16-May-92	ADMIN	Mail Room		Mail preliminary schedules to program participants
16-May-92	PROGRAMMING	Scheduling		Mail preliminary schedules to program participants
18-May-92	ADMIN	Mail Room	PR#6	Complete mailing of PR's
18-May-92	PUBLICATIONS	PR's	PR#6	Complete mailing of PR's
20-May-92	SERVICES	Technical		Transmit comments on equipment requests to divs
21-May-92	PUBLICATIONS	Pocket Prog.		Select printer
22-May-92	EVENTS	Ceremonies	Open	Set outline of Opening Ceremonies
22-May-92	{Con}			Baycon, San Jose CA
22-May-92	{Con}			Costumecon, Lincoln NE
22-May-92	{Con}			Disclave, Washington DC
22-May-92	{Con}			Marcon, Columbus OH
22-May-92	{Con}			Space Development Conference, Washington DC
23-May-92	PUBLICATIONS	Memory Book		Go/no-go on taping program items
25-May-92	{Holiday}			Memorial Day
28-May-92	EXHIBITS			Staff meeting at Disclave
1-Jun-92	ADMIN	Site Vote		Mail volunteer request to bid committees
1-Jun-92	EVENTS	Ceremonies	Close	Draft Closing Ceremonies script due
1-Jun-92	EVENTS	Keynote		Complete arrangements with facility
1-Jun-92	EVENTS	Masquerade		Appoint judges
1-Jun-92	EXHIBITS	Art Show		Set policies for Art Show awards
1-Jun-92	FACILITIES	Hotels		Finish resumes
1-Jun-92	FACILITIES	OCCC		Finish resume
1-Jun-92	FINANCE	Taxes		Florida Form FL-1120 (if required)
1-Jun-92	PROGRAMMING	Scheduling		Begin final schedule revision
1-Jun-92	SERVICES	C&C		Distribute ops guidelines to Committee
1-Jun-92	SERVICES	C&C		Publish operational guidelines
1-Jun-92	SERVICES	Daily zine		Begin search for printer
1-Jun-92	SERVICES	Signs		Deadline for sign requests
1-Jun-92	SERVICES	Special needs		Send mailing to known handicapped members
1-Jun-92	SERVICES	Technical		Deadline for final equipment requirements
5-Jun-92	{Con}			Ad Astra, Toronto

Target	Division	Department	Activity	Description
5-Jun-92	{Con}			Science Fiction & Fantasy Festival, New Orleans LA
10-Jun-92	ADMIN	Registration		Begin badge production
10-Jun-92	SERVICES	Technical		Begin placing equipment orders
13-Jun-92	BOARD			Meeting in Orlando
13-Jun-92	BOARD			Go/no-go on Committee Awards at Hugos
13-Jun-92	ADMIN	Hugo Vote		Go/no-go on Committee Awards at Hugos
13-Jun-92	ADMIN	Mail Room		Mail bid sheets to artists
15-Jun-92	EVENTS	Hugo Awards		Determine design of special committee awards
15-Jun-92	FACILITIES	Hotels		Submit resumes to facilities
15-Jun-92	FACILITIES	OCCC		Submit resume to facility
15-Jun-92	PROGRAMMING	Scheduling		Determine which second-tier participants to invite
15-Jun-92	PUBLICATIONS	Memory Book		Determine potential contents of book
15-Jun-92	PUBLICATIONS	Program Book		Camera-ready ad copy deadline
15-Jun-92	PUBLICITY	Press		Issue press release
20-Jun-92	ADMIN	Mail Room		Send "final" schedules to program participants
20-Jun-92	ADMIN	Mail Room		Send letters to second-tier program participants
20-Jun-92	PROGRAMMING	Scheduling		Send "final" schedules to program participants
20-Jun-92	PROGRAMMING	Scheduling		Send acceptance/regrets letters to wannabes
22-Jun-92	PUBLICATIONS	Program Book		Send book to printer
30-Jun-92	BOARD			Submit on-site cash request to Finance
30-Jun-92	ADMIN			Submit on-site cash request to Finance
30-Jun-92	EVENTS			Submit on-site cash request to Finance
30-Jun-92	EXHIBITS			Submit on-site cash request to Finance
30-Jun-92	FACILITIES			Submit on-site cash request to Finance
30-Jun-92	FINANCE			Deadline for receipt of on-site cash requests
30-Jun-92	FINANCE	Taxes		Florida Intangibles Tax return (if required)
30-Jun-92	PROGRAMMING			Submit on-site cash request to Finance
30-Jun-92	PUBLICATIONS			Submit on-site cash request to Finance
30-Jun-92	PUBLICITY			Submit on-site cash request to Finance
30-Jun-92	SERVICES			Submit on-site cash request to Finance
1-Jul-92	EXHIBITS	Art Show		Appoint Art Show judges
1-Jul-92	EXHIBITS	Art Show		Appoint driver for hangings truck
1-Jul-92	EXHIBITS	Hucksters		Complete assignment of locations
1-Jul-92	FINANCE	APA		Deadline for submissions to APA#4
1-Jul-92	PROGRAMMING			Order program participants' ribbons
1-Jul-92	PROGRAMMING	GoH Liaison		Prepare GoH bios, photos, etc. for press kit
1-Jul-92	PROGRAMMING	Scheduling		Determine format for schedule change announcements
1-Jul-92	SERVICES	Child Care		Prepare mailing to known child attendees
1-Jul-92	SERVICES	Con Suite		Set schedule
1-Jul-92	SERVICES	Daily zine		Select printer
2-Jul-92	{Con}			Westercon, Phoenix AZ
3-Jul-92	{Con}			Inconjunction, Indianapolis IN
3-Jul-92	{Holiday}			Fourth of July observed
10-Jul-92	EXHIBITS	Hucksters		Prepare follow-up mailing to dealers
10-Jul-92	{Con}			Archon, St. Louis MO
11-Jul-92	ADMIN	Mail Room		Send mailing to known child attendees
11-Jul-92	SERVICES	Child Care		Send mailing to known child attendees
15-Jul-92	ADMIN	WSFS		Set business meeting schedule
15-Jul-92	EVENTS	Ceremonies	Close	Confirm Closing Ceremonies script w/Confrancisco
15-Jul-92	EVENTS	Ceremonies	Open	Complete script for Opening Ceremonies
15-Jul-92	EXHIBITS	Art Show		Mail bid sheets to artists
15-Jul-92	FINANCE			Establish plan for on-site money handling
15-Jul-92	FINANCE	APA		Mail APA#4
15-Jul-92	PROGRAMMING			Determine at-con food/beverage requirements
15-Jul-92	PROGRAMMING			Transmit food/beverage requirements to Services
15-Jul-92	PUBLICATIONS	PR's	PR#7	Determine contents of PR
15-Jul-92	PUBLICATIONS	Pocket Prog.		Determine contents
15-Jul-92	PUBLICITY	Adverts	Local	Complete contingency plan for local advertising
15-Jul-92	PUBLICITY	Press		Prepare draft press kit
15-Jul-92	SERVICES	APA		Submission deadline
15-Jul-92	SERVICES	Daily zine		Set editorial/production/circulation policies
17-Jul-92	{Con}			Dragon Con, Atlanta GA
18-Jul-92	ADMIN	Mail Room		Send follow-up mailing to dealers
18-Jul-92	EXHIBITS	Hucksters		Send follow-up mailing to dealers
20-Jul-92	FINANCE	Taxes		Florida sales tax quarterly return

Target	Division	Department	Activity	Description
27-Jul-92	EVENTS	Hugo Awards		Order engraved invitations to ceremony
30-Jul-92	EVENTS	Keynote		Deadline for receipt of reservations
30-Jul-92	EXHIBITS	Art Show		Send mailings to staff and helpers
31-Jul-92	ADMIN	Hugo Vote		Deadline for receipt of ballots
31-Jul-92	ADMIN	Registration		Deadline for mail-in registration
31-Jul-92	EVENTS	Masquerade		Deadline for costume entries
31-Jul-92	EVENTS	Masquerade		Deadline for photo area reservations
31-Jul-92	{Con}			Rivercon, Louisville KY
1-Aug-92	ADMIN	Mail Room		Send last-minute info to program participants
1-Aug-92	ADMIN	Registration		Arrange rental of registration computers
1-Aug-92	ADMIN	Registration		Go/no-go on use of extended registration area
1-Aug-92	ADMIN	WSFS		Transmit business received & schedule to PR#7
1-Aug-92	EVENTS			Transmit rigging needs to Facilities
1-Aug-92	EVENTS			Transmit rigging needs to Facilities
1-Aug-92	EXHIBITS	Art Show		Final deadline for entrants
1-Aug-92	EXHIBITS	Hucksters		Deadline for cancellation of reservations
1-Aug-92	FACILITIES	Hotels		Release room blocks for direct reservations
1-Aug-92	FINANCE			Mail final information to Treasury staff
1-Aug-92	PROGRAMMING	Scheduling		Send last-minute info to program participants
1-Aug-92	PUBLICATIONS	Memory Book		Appoint photographers and historians
1-Aug-92	PUBLICATIONS	PR's	PR#7	Deadline for submitting articles to Editor
1-Aug-92	PUBLICATIONS	Pocket Prog.		Deadline for submitting articles (except Program)
1-Aug-92	SERVICES	APA		Distribute by mail
1-Aug-92	SERVICES	Logistics		Appoint truck and van drivers
1-Aug-92	SERVICES	Signs		Complete sign requests
3-Aug-92	FACILITIES	Hotels		Submit final changes to resumes
3-Aug-92	FACILITIES	OCCC		Submit final changes to resume
5-Aug-92	EXHIBITS	Hucksters		Assign canceled tables to waiting list
7-Aug-92	EXHIBITS	Hucksters		Notify waiting list acceptances
7-Aug-92	PUBLICITY	Adverts	Local	Go/no-go on local advertising
7-Aug-92	SERVICES	Technical		Place final equipment orders
8-Aug-92	ADMIN			Purchase office supplies needed at con
8-Aug-92	FINANCE			Purchase office supplies needed at con
8-Aug-92	PUBLICATIONS	Vance Book		Submit ad copy and order form to PR#7
8-Aug-92	PUBLICATIONS	DiFate Book		Submit ad copy and order form to PR#7
8-Aug-92	PUBLICATIONS	Willis Book		Submit ad copy and order form to PR#7
8-Aug-92	PUBLICATIONS	PR's	PR#7	Deliver text to Production
8-Aug-92	PUBLICATIONS	Pocket Prog.		Deadline for submitting program information
9-Aug-92	FINANCE			Second payment due to OCCC
9-Aug-92	FINANCE			Treasurer departs for Rio
10-Aug-92	ADMIN	Registration		Prepare layout of registration area
10-Aug-92	EVENTS	Keynote		Mail regrets (if oversold)
10-Aug-92	FACILITIES	Hotels		Send final resumes to division heads
10-Aug-92	FACILITIES	OCCC		Complete arrangements with rigging contractor
10-Aug-92	FACILITIES	OCCC		Send final resume to division heads
10-Aug-92	PUBLICATIONS	PR's	PR#7	Deliver copy to printer
14-Aug-92	ADMIN	Hugo Vote		Complete ballot count
15-Aug-92	ADMIN	Hugo Vote		Order plaques for awards
15-Aug-92	ADMIN	Mail Room		Mail Hugo Awards ceremony invitations
15-Aug-92	ADMIN	Mail Room	PR#7	Begin mailing PR's (first class)
15-Aug-92	ADMIN	Registration		Alphabetize preregistrants' badges
15-Aug-92	ADMIN	Site Vote		Set balloting and vote counting procedures
15-Aug-92	EVENTS	Hugo Awards		Mail Hugo Awards invitations
15-Aug-92	PUBLICATIONS	PR's	PR#7	Begin mailing PR's (first class)
15-Aug-92	SERVICES	Signs		Complete "you are here" maps
17-Aug-92	ADMIN	Mail Room	PR#7	Complete mailing of PR's
17-Aug-92	PUBLICATIONS	PR's	PR#7	Complete mailing of PR's
17-Aug-92	PUBLICITY	Press		Send out press release for keynote speech
17-Aug-92	SERVICES	Logistics		Complete arrangements for truck and van rentals
20-Aug-92	PUBLICATIONS	Pocket Prog.		Complete semi-final draft
20-Aug-92	PUBLICITY	Adverts	Local	Complete local ad copy
24-Aug-92	EXHIBITS	Art Show		Obtain local fire marshal's approval of hangings
24-Aug-92	EXHIBITS	DiFate		Obtain local fire marshal's approval of hangings
24-Aug-92	PUBLICATIONS	Vance Book		Receive books from printer
24-Aug-92	PUBLICATIONS	Pocket Prog.		Complete final editing

Target	Division	Department	Activity	Description
24-Aug-92	PUBLICATIONS	Program Book		Receive books from printer
26-Aug-92	EVENTS	Keynote		Transmit press release text to Publicity
26-Aug-92	FINANCE			Pack Treasury supplies for shipment to Orlando
26-Aug-92	PUBLICATIONS	Pocket Prog.		Deliver copy to printer
28-Aug-92	FINANCE			Move Treasury to Orlando
29-Aug-92	PROGRAMMING	Scheduling		Prepare handouts for program participants
29-Aug-92	PUBLICITY	Adverts	Local	Place local ads
29-Aug-92	SERVICES	Logistics		Begin move-in to facilities
1-Sep-92	ADMIN	Registration		Training session for on-site personnel
1-Sep-92	ADMIN	WSFS		Photocopy materials for business meeting
1-Sep-92	FACILITIES	OCCC		Meet with key convention center staff
1-Sep-92	FINANCE			Move Treasury into OCCC
1-Sep-92	SERVICES	Daily zine		Pre-con conference with editor
2-Sep-92	ADMIN	Registration		Registration opens (pre-registrants only)
2-Sep-92	ADMIN	Registration		Training session for on-site personnel
2-Sep-92	ADMIN	Site Vote		Training session for volunteers
2-Sep-92	EVENTS	Sales		Training session for sales staff
2-Sep-92	FACILITIES	Hotels		Meet with key hotel staff
2-Sep-92	SERVICES	Daily zine		Issue #0 (dry run to work out bugs)
2-Sep-92	SERVICES	Logistics		Begin main move-in
3-Sep-92	ADMIN	Registration		At-door rates: \$135 attending, \$75 child's
3-Sep-92	ADMIN	Registration		Registration opens
3-Sep-92	SERVICES	Daily zine		Issues #1 and #2 (noon, evening)
4-Sep-92	SERVICES	Daily zine		Issues #3, #4, #5 (noon, afternoon, evening)
5-Sep-92	ADMIN	Hugo Vote		Prepare envelopes for awards ceremony
5-Sep-92	ADMIN	Site Vote		Count votes
5-Sep-92	PUBLICATIONS	Daily zine		Publish hoax daily zine
5-Sep-92	SERVICES	Daily zine		Issues #6, #7, #8 (noon, afternoon, Hugos)
6-Sep-92	ADMIN	Site Vote		Conduct NASFiC balloting (if needed)
6-Sep-92	ADMIN	Site Vote		Present results to WSFS business meeting
6-Sep-92	SERVICES	Daily zine		Issues #9, #10, #11 (noon, afternoon, masquerade)
7-Sep-92	SERVICES	Daily zine		Issues #12, #13 (morning, afternoon)
7-Sep-92	SERVICES	Logistics		Begin move-out
8-Sep-92	ADMIN	Site Vote		Transfer voting fees to winning bid committee
8-Sep-92	FINANCE			Move Treasury out of OCCC
8-Sep-92	FINANCE			Transfer voting fees to winning bid committee
8-Sep-92	SERVICES	Logistics		Complete move-out
19-Sep-92	ADMIN	Mail Room		Mail preordered GoH books to no-shows
19-Sep-92	PUBLICATIONS	Vance Book		Mail preordered books to no-shows
19-Sep-92	PUBLICATIONS	DiFate Book		Mail preordered books to no-shows
19-Sep-92	PUBLICATIONS	Willis Book		Mail preordered books to no-shows
28-Sep-92	{Holiday}			Rosh Hashanah
30-Sep-92	FINANCE			Settle master accounts at hotels and OCCC
3-Oct-92	ADMIN	Mail Room		Begin mailing Program Books to no-shows
3-Oct-92	PUBLICATIONS	Program Book		Begin mailing books to no-shows
5-Oct-92	EXHIBITS	Art Show		Complete transmittal of payments to artists
5-Oct-92	FINANCE			Complete transmittal of payments to artists
7-Oct-92	{Holiday}			Yom Kippur
15-Oct-92	ADMIN	Mail Room		Complete Program Book mailing
15-Oct-92	PUBLICATIONS	Program Book		Complete mailing to no-shows
20-Oct-92	FINANCE	Taxes		Florida sales tax quarterly return
25-Oct-92	{Holiday}			Daylight Saving Time ends
30-Oct-92	BOARD			Post-con wrap-up meeting
31-Oct-92	BOARD	FANAC		Decide future course of FANAC
31-Oct-92	PUBLICATIONS	Memory Book		Go/no-go on Memory Book
1-Dec-92	PUBLICATIONS	Program Book		Appoint ad sales representative
1-Dec-92	PUBLICATIONS	Program Book		Set advertising rates
15-Jan-93	ADMIN	Office		Determine disposition of office equipment
15-Jan-93	FINANCE			Send refunds to program participants and staff
28-Feb-93	ADMIN	Office		Close office

Target	Division	Department	Activity Description
1-Mar-93	FINANCE	Taxes	Determine whether Form 990-T should be filed
15-Apr-93	FINANCE		Complete financial statement through 12/31/92
1-May-93	FINANCE		Complete estimate of pass-along funds
1-May-93	FINANCE	Taxes	Submit Form 990 to General Counsel for review
16-May-93	FINANCE	Taxes	Form 990 filing deadline
31-May-93	FINANCE	Taxes	Florida Form FL-1120 (if required)
1-Jun-93	FINANCE		Make partial distribution of pass-along funds
30-Jun-93	FINANCE	Taxes	Florida Intangibles Tax return (if required)
4-Sep-93	FINANCE		Submit financial report to WSFS business meeting
31-Dec-93	FINANCE		Make final distribution of pass-along funds
3-Sep-94	FINANCE		Submit financial report (final?) to WSFS

Target	Description	Contact point	Actual
DIVISION: BOARD			
Department/Major Project: Division			
10-Aug-91	Go/no-go on special Hugo category [no go]		10-Aug-91
29-Aug-91	Meeting at Chicon		
2-Sep-91	Meeting at Chicon		
1-Nov-91	Set dates for 1992 operating board meetings	Siclari	2-Sep-91
17-Jan-92	Determine Guest of Honor prerequisites		
17-Jan-92	Meeting in Orlando		
17-Jan-92	Set policy on gopher crash space	Siclari	
13-Jun-92	Go/no-go on Committee Awards at Hugos		
13-Jun-92	Meeting in Orlando		
30-Jun-92	Submit on-site cash request to Finance	Siclari	
30-Oct-92	Post-con wrap-up meeting		
Department/Major Project: Chairman			
9-Sep-91	Submit corrected timeline to Admin. Coordinator	Siclari	
15-Sep-91	Approve art show rate proposal	Siclari	
15-Jan-92	Prepare budget for nondivisional activities	Siclari	
Department/Major Project: Counsel			
22-Aug-91	Write office landlord about roof problem	Veal	
29-Aug-91	Present draft memorandum on Warhoon 28 purchase	Veal	
1-Dec-91	Present opinion on Warhoon 28 purchase	Veal	
Department/Major Project: FANAC			
31-Oct-92	Decide future course of FANAC		
DIVISION: ADMINISTRATION			
Department/Major Project: Division			
22-Nov-91	Submit corrected timeline to Admin. Coordinator	Cole, Susan	
15-Jan-92	Submit revised budget to Chairman	Cole, Susan	
30-Jun-92	Submit on-site cash request to Finance	Cole, Susan	
8-Aug-92	Purchase office supplies needed at con		
Department/Major Project: Hugo Vote			
10-Aug-91	Go/no-go on special Hugo category [no go]	Board	10-Aug-91
1-Sep-91	Arrange for use of Chicon V mailing list	Veal	
1-Sep-91	Begin arrangements for vote counting software	Veal	1-Sep-91
1-Oct-91	Complete appointment of staff	Veal	
1-Oct-91	Obtain post office box	Dickey	30-Sep-91
1-Nov-91	Circulate draft nominating ballot	Veal	1-Nov-91
18-Nov-91	Submit nomination ballot to Publications	Veal	
1-Dec-91	Compile cons and clubs to receive ballots	Herz, R.	
28-Dec-91	Air mail nomination ballots to non-N.A. members	Cole, Susan	
30-Dec-91	Mail nomination ballots to cons and clubs	Veal	
31-Jan-92	Complete arrangements for vote counting software	Veal	
31-Jan-92	Deadline for nominators' purchase of membership	Veal	
1-Mar-92	Appoint persons to contact nominees	Veal	
6-Apr-92	Deadline for receipt of nomination ballots	Veal	
11-Apr-92	Count nomination ballots	Veal	
18-Apr-92	Deadline for obtaining nominees' consents	Veal	
19-Apr-92	Obtain approval of press release	Siclari	
20-Apr-92	Issue press release announcing nominees	Veal	

Target	Description	Contact point	Actual
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DIVISION: ADMINISTRATION

Department/Major Project: Hugo Vote

22-Apr-92	Finish preparation of final ballot	Veal	
23-Apr-92	Deliver final ballot to Publications for PR#6	Veal	
2-May-92	Air mail ballot to non-N.A. members	Cole, Susan	
11-May-92	Begin sending ballots first class to new members	Cole, Susan	
13-Jun-92	Go/no-go on Committee Awards at Hugos	Board	
31-Jul-92	Deadline for receipt of ballots	Dickey	
14-Aug-92	Complete ballot count	Veal	
15-Aug-92	Order plaques for awards	Veal	
5-Sep-92	Prepare envelopes for awards ceremony	Veal	

Department/Major Project: Insurance

19-Aug-91	Begin insurance search	Dowler	
1-Oct-91	Identify potential insurance sources	Dowler	
5-Oct-91	Determine insurance coverage desired	Thomson	
1-Nov-91	Complete negotiation of insurance policy	Dowler	

Department/Major Project: Mail Room

12-Oct-91	Send invitations to program participants	Cole, Susan	
12-Oct-91	Send invitations to special interest groups	Cole, Susan	
16-Nov-91	Send first mailing to artists	Cole, Susan	
28-Dec-91	Air mail nomination ballots to non-N.A. members	Cole, Susan	
13-Jan-92	Mail Hugo nominating ballots to Chicon V members	Cole, Susan	
4-Apr-92	Send letters to nonresponding program participants	Cole, Susan	
2-May-92	Air mail Hugo ballot to non-N.A. members	Cole, Susan	
2-May-92	Send final mailing to dealers	Cole, Susan	
16-May-92	Mail preliminary schedules to program participants	Cole, Susan	
13-Jun-92	Mail bid sheets to artists	Cole, Susan	
20-Jun-92	Send "final" schedules to program participants	Cole, Susan	
20-Jun-92	Send letters to second-tier program participants	Cole, Susan	
11-Jul-92	Send mailing to known child attendees	Cole, Susan	
18-Jul-92	Send follow-up mailing to dealers	Cole, Susan	
1-Aug-92	Send last-minute info to program participants	Cole, Susan	
15-Aug-92	Mail Hugo Awards ceremony invitations	Cole, Susan	
19-Sep-92	Mail preordered GoH books to no-shows	Cole, Susan	
3-Oct-92	Begin mailing Program Books to no-shows	Cole, Susan	
15-Oct-92	Complete Program Book mailing	Cole, Susan	

Activity: PR#4

7-Sep-91	Begin mailing PR's	Cole, Susan	
7-Sep-91	Ship European PR's to Kees van Toorn	Cole, Susan	26-Sep-91
7-Sep-91	Ship U.K. PR's to Peter Weston	Cole, Susan	26-Sep-91
16-Sep-91	Complete mailing of PR's	Cole, Susan	26-Sep-91

Activity: PR#5

28-Dec-91	Begin mailing PR's	Cole, Susan	
28-Dec-91	Ship European PR's to Kees van Toorn	Cole, Susan	
28-Dec-91	Ship U.K. PR's to Peter Weston	Cole, Susan	
6-Jan-92	Complete mailing of PR's	Cole, Susan	

Activity: PR#6

11-May-92	Begin mailing PR's	Cole, Susan	
11-May-92	Ship European PR's to Kees van Toorn	Cole, Susan	
11-May-92	Ship U.K. PR's to Peter Weston	Cole, Susan	
18-May-92	Complete mailing of PR's	Cole, Susan	

Activity: PR#7

15-Aug-92	Begin mailing PR's (first class)	Cole, Susan	
17-Aug-92	Complete mailing of PR's	Cole, Susan	

Target	Description	Contact point	Actual
DIVISION: ADMINISTRATION			
Department/Major Project: Office			
19-Aug-91	Send General Counsel information about leaky roof	Cole, Susan	19-Aug-91
15-Sep-91	Deadline for response from landlord re roof	Veal	
15-Oct-91	Go/no-go on seeking new office	Cole, Susan	
1-Feb-92	Sign new lease	Cole, Susan	
28-Feb-92	Lease expires		
15-Jan-93	Determine disposition of office equipment	Cole, Susan	
28-Feb-93	Close office	Cole, Susan	
Department/Major Project: Registration			
1-Oct-91	Rate increase: \$95 attending		
1-Nov-91	Begin development of at-con registration software		
15-Nov-91	Select badge/ribbon designer	Cole, Susan	
15-Jan-92	Complete badge and ribbon design		
1-Feb-92	Finish development of at-con registration software		
1-Feb-92	Set registration process for program participants		
1-Mar-92	Order badge materials		
1-Apr-92	Finish testing of at-con registration software		
1-Apr-92	Rate increase: \$110 attending, \$65 child's		
10-Jun-92	Begin badge production		
31-Jul-92	Deadline for mail-in registration		
1-Aug-92	Arrange rental of registration computers		
1-Aug-92	Go/no-go on use of extended registration area		
10-Aug-92	Prepare layout of registration area		
15-Aug-92	Alphabetize preregistrants' badges		
1-Sep-92	Training session for on-site personnel		
2-Sep-92	Registration opens (pre-registrants only)		
2-Sep-92	Training session for on-site personnel		
3-Sep-92	At-door rates: \$135 attending, \$75 child's		
3-Sep-92	Registration opens		
Department/Major Project: Site Vote			
14-Mar-91	Mail notice to bidders	Veal	14-Mar-91
19-May-91	Go/no-go on bidders' survey [go]	Veal	11-Aug-91
15-Aug-91	Deadline for receipt of mail-in ballots	Dickey	
27-Aug-91	Prepare draft bidders' survey	Veal	27-Aug-91
1-Sep-91	Finish preparation of bidders' survey	Veal	1-Sep-91
1-Sep-91	Meet with bidders re voting procedures	Veal	1-Sep-91
2-Sep-91	Give survey to bid committees	Veal	1-Sep-91
2-Sep-91	Deadline for receipt of bids	Veal	2-Sep-91
1-Oct-91	Obtain post office box	Dickey	30-Sep-91
25-Oct-91	Deadline for bidders' decision on voting fee	Veal	25-Oct-91
25-Oct-91	Deadline for receipt of bidders' survey	Veal	29-Oct-91
28-Oct-91	Complete editing of bidders' survey	Thomson	
1-Nov-91	Circulate draft ballot	Veal	6-Nov-91
18-Nov-91	Submit ballot to Publications	Veal	
15-Dec-91	Open Virginia bank account to hold voting fees	Dickey	
1-Jun-92	Mail volunteer request to bid committees	Veal	
15-Aug-92	Set balloting and vote counting procedures	Veal	
2-Sep-92	Training session for volunteers	Herz, M.	
5-Sep-92	Count votes	Veal	
6-Sep-92	Conduct NASFiC balloting (if needed)	Veal	
6-Sep-92	Present results to WSFS business meeting	Veal	
8-Sep-92	Transfer voting fees to winning bid committee	Bemis	
Department/Major Project: WSFS			
2-Sep-91	Verify current version of WSFS constitution	Veal	
25-Nov-91	Transmit WSFS constitution to PR#5 for reprinting	Eastlake, D.	

Target	Description	Contact point	Actual
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DIVISION: ADMINISTRATION

Department/Major Project: WSFS

31-Dec-91	Complete appointment of podium staff	Pelz, B.	
15-Jul-92	Set business meeting schedule	Pelz, B.	
1-Aug-92	Transmit business received & schedule to FR#7	Pelz, B.	
1-Sep-92	Photocopy materials for business meeting	Pelz, B.	

DIVISION: EVENTS

Department/Major Project: Division

18-Nov-91	Submit FR#5 text to Publications	Feldbaum	
22-Nov-91	Submit corrected timeline to Admin. Coordinator		
15-Jan-92	Submit revised budget to Chairman		
1-Feb-92	Go/no-go on "The Capture" and "400 Years Out"		
15-Apr-92	Transmit resume information to Facilities		
1-May-92	Submit technical equipment requests to Services	Ward	
30-Jun-92	Submit on-site cash request to Finance	Feldbaum	
1-Aug-92	Transmit rigging needs to Facilities		
1-Aug-92	Transmit rigging needs to Facilities		

Department/Major Project: Ceremonies

Activity: Opening Ceremonies

22-May-92 Set outline of Opening Ceremonies
 15-Jul-92 Complete script for Opening Ceremonies

Activity: Closing Ceremonies

1-May-92 Appoint Closing Ceremonies scriptwriter
 1-Jun-92 Draft Closing Ceremonies script due
 15-Jul-92 Confirm Closing Ceremonies script w/Confrancisco

Department/Major Project: Hugo Awards

21-Jul-91	Order special Hugo awards	Eastlake, J.	
1-Feb-92	Approve procurement of Hugo rockets	Eastlake, J.	
1-Feb-92	Set design of Hugo bases	Eastlake, J.	
3-Feb-92	Place order for Hugo rockets	Eastlake, J.	
1-Mar-92	Identify vendor for Hugo bases	Eastlake, J.	
1-May-92	Confirm Hugonots party with Confrancisco	Eastlake, J.	
1-May-92	Identify vendor for Hugo plaques	Eastlake, J.	
15-Jun-92	Determine design of special committee awards	Eastlake, J.	
27-Jul-92	Order engraved invitations to ceremony	Eastlake, J.	
15-Aug-92	Mail Hugo Awards invitations	Cole, Susan	

Department/Major Project: Keynote Address

1-Jan-92 Determine desired speakers & panelists
 2-Jan-92 Mail invitations to speakers & panelists
 1-Feb-92 Follow up on invitations
 10-Feb-92 Send invitations to alternative speakers/panelists
 1-Mar-92 Go/no-go on use of Hall E for luncheon
 15-Mar-92 Confirm keynote luncheon speakers
 15-Apr-92 Submit text and reservation form to Publications
 1-Jun-92 Complete arrangements with facility
 30-Jul-92 Deadline for receipt of reservations
 10-Aug-92 Mail regrets (if oversold)
 26-Aug-92 Transmit press release text to Publicity

Target	Description	Contact point	Actual
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DIVISION: EVENTS

Department/Major Project: Masquerade

15-Feb-92	Complete specifications for Hall A stage		
1-Apr-92	Complete draft of costume entry forms		
1-Apr-92	Complete draft of photo area reservation forms		
18-Apr-92	Submit costume entry form to Publications for PR#6		
18-Apr-92	Submit photo area reservation form to PR#6		
1-Jun-92	Appoint judges		
31-Jul-92	Deadlines for costume entries		
31-Jul-92	Deadline for photo area reservations		

Department/Major Project: Sales

15-Jan-92	Complete selection of vendors	Whitmore, S.	
15-Mar-92	Complete design of all items for sale	Whitmore, S.	
1-Apr-92	Place orders with vendors	Whitmore, S.	
15-Apr-92	Submit text to Publications for PR#6	Whitmore, S.	
2-Sep-92	Training session for sales staff	Whitmore, S.	

DIVISION: EXHIBITS

Department/Major Project: Division

26-Aug-91	Deadline for receipt of decorators' proposals	Eastlake, D.	
28-Aug-91	Staff meeting at Chicon	Olson, M.	
18-Nov-91	Submit PR#5 text to Publications	Olson, M.	
22-Nov-91	Submit corrected timeline to Admin. Coordinator	Olson, M.	
15-Jan-92	Submit revised budget to Chairman	Olson, M.	
15-Feb-92	Staff meeting at Boskone	Olson, M.	
1-Apr-92	Go/no-go on air conditioning during setup/teardown	Olson, M.	
15-Apr-92	Transmit resume information to Facilities		
1-May-92	Submit technical equipment requests to Services	Ward	
28-May-92	Staff meeting at Disclave	Olson, M.	
30-Jun-92	Submit on-site cash request to Finance	Olson, M.	

Department/Major Project: APA

1-Oct-91 Mail APA

Department/Major Project: Art Show

15-Aug-91	Contact ASFA about print shop		
1-Sep-91	Set art show policies		
2-Sep-91	Submit rate proposal to Chairman		
1-Oct-91	Go/no-go on ASFA print shop		
1-Oct-91	Obtain approval to borrow hangings		
1-Nov-91	Prepare draft of first mailing to artists		
18-Nov-91	Submit PR#5 text to Publications		
1-Dec-91	Send first mailing to artists	Cole, Susan	
1-Jan-92	Set at-con schedule		
1-Feb-92	Obtain OCCC approval of layout and materials	Eastlake, D.	
15-Apr-92	Submit text on bidding and awards for PR#6		
1-May-92	Order award ribbons		
15-May-92	Finish design of bid sheet		
1-Jun-92	Set policies for Art Show awards		
1-Jul-92	Appoint Art Show judges		
1-Jul-92	Appoint driver for hangings truck		
15-Jul-92	Mail bid sheets to artists	Cole, Susan	
30-Jul-92	Send mailings to staff and helpers		
1-Aug-92	Final deadline for entrants		
24-Aug-92	Obtain local fire marshal's approval of hangings	Siegel	

Target	Description	Contact point	Actual
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DIVISION: EXHIBITS

Department/Major Project: Art Show

5-Oct-92 Complete transmittal of payments to artists Bemis

Department/Major Project: DiFate Exhibit

1-Jun-91	Obtain preliminary insurance information	Olson, M.	
1-Sep-91	Obtain Orlando-area drayage information	Olson, M.	
1-Oct-91	Go/no-go on exhibition catalogue	Olson, M.	
15-Oct-91	Determine how art will be received in Orlando	Olson, M.	
18-Nov-91	Submit PR#5 text to Publications	Olson, M.	
1-Feb-92	Obtain OCCC approval of layout and materials	Eastlake, D.	
24-Aug-92	Obtain local fire marshal's approval of hangings	Siegel	

Department/Major Project: Hucksters

1-Sep-91	Complete preliminary layout	Spelman	
10-Sep-91	Submit layout to Fire Marshal	Spelman	
1-Nov-91	Begin table assignments	Spelman	
18-Nov-91	Submit PR#5 text to Publications	Spelman	
1-Jan-92	Set at-con schedule	Spelman	
1-Feb-92	Establish move-in rules	Spelman	
1-Feb-92	Obtain OCCC approval of layout and materials	Eastlake, D.	
15-Feb-92	Prepare first draft of dealers' info package	Spelman	
1-Apr-92	Put dealers' info package into final form	Spelman	
2-May-92	Send out dealers' info package	Cole, Susan	
1-Jul-92	Complete assignment of locations	Spelman	
10-Jul-92	Prepare follow-up mailing to dealers	Spelman	
18-Jul-92	Send follow-up mailing to dealers	Cole, Susan	
1-Aug-92	Deadline for cancellation of reservations	Spelman	
5-Aug-92	Assign canceled tables to waiting list	Spelman	
7-Aug-92	Notify waiting list acceptances	Spelman	

Department/Major Project: OCCC

15-Apr-92	Prepare proposal for use of open OCCC space		
1-May-92	Set use of open OCCC space	Olson, M.	

Department/Major Project: Theme Park

15-Aug-91	Make initial contacts with Orlando publicity depts		
1-Sep-91	Go/no-go on Drew Sanders' proposal		
15-Sep-91	Determine display technology		
1-Oct-91	Draft floor plan		
1-Oct-91	Draft golf course proposal		
1-Oct-91	Identify local source for flats		
1-Oct-91	Prepare preliminary furniture order		
1-Nov-91	Go/no-go on golf course		
1-Jan-92	Set at-con schedule		
1-Feb-92	Obtain OCCC approval of layout and materials	Eastlake, D.	

DIVISION: FACILITIES

Department/Major Project: Division

22-Nov-91	Submit corrected timeline to Admin. Coordinator	Yalow	
15-Jan-92	Submit revised budget to Chairman	Yalow	
1-May-92	Submit technical equipment requests to Services	Ward	
30-Jun-92	Submit on-site cash request to Finance	Yalow	

Target	Description	Contact point	Actual
DIVISION: FACILITIES			
Department/Major Project: Hotels			
15-May-92	Prepare preliminary resumes		
1-Jun-92	Finish resumes		
15-Jun-92	Submit resumes to facilities		
1-Aug-92	Release room blocks for direct reservations		
3-Aug-92	Submit final changes to resumes		
10-Aug-92	Send final resumes to division heads	Eastlake, D.	
2-Sep-92	Meet with key hotel staff		
Department/Major Project: OCCC			
26-Aug-91	Deadline for receipt of decorators' proposals	Eastlake, D.	
2-Sep-91	Select decorator	Eastlake, D.	
31-Oct-91	Sign contract with decorator	Eastlake, D.	
1-Feb-92	Obtain approval of DiFate exhibit layout/materials	Eastlake, D.	
1-Feb-92	Obtain approval of art show layout/materials	Eastlake, D.	
1-Feb-92	Obtain approval of dealers' room layout/materials	Eastlake, D.	
1-Feb-92	Obtain approval of theme park layout/materials	Eastlake, D.	
15-May-92	Prepare preliminary resume	Eastlake, D.	
1-Jun-92	Finish resume	Eastlake, D.	
15-Jun-92	Submit resume to facility	Eastlake, D.	
3-Aug-92	Submit final changes to resume	Eastlake, D.	
10-Aug-92	Complete arrangements with rigging contractor		
10-Aug-92	Send final resume to division heads	Eastlake, D.	
1-Sep-92	Meet with key convention center staff	Eastlake, D.	
DIVISION: FINANCE			
Department/Major Project: Division			
15-Aug-91	Photograph MagiCon office for credit card vendor	Thomson	15-Aug-91
16-Aug-91	Submit completed application to credit card vendor	Bemis	16-Aug-91
1-Sep-91	First payment due to OCCC	Eastlake	24-Aug-91
1-Sep-91	Submit financial report to WSFS at Chicon	Bemis	30-Aug-91
1-Sep-91	Complete arrangements for European credit cards	van Toorn	1-Sep-91
1-Sep-91	Division meeting at Chicon	Bemis	1-Sep-91
9-Sep-91	Submit corrected timeline to Admin. Coordinator	Bemis	9-Sep-91
30-Sep-91	Mail check request copies to Division heads	Bemis	
10-Oct-91	Recruit at Necronomicon	Bemis	
25-Oct-91	Go/no-go on credit cards for site selection voting	Veal	
25-Oct-91	Submit financial report to PR#5	Bemis	
16-Nov-91	Division meeting at Philcon	Bemis	
22-Nov-91	Submit corrected timeline to Admin. Coordinator	Bemis	
31-Dec-91	Begin accepting U.S. Visa/Mastercard	Bemis	
15-Jan-92	Submit revised budget to Chairman	Bemis	
15-Feb-92	Division meeting at Boskone	Bemis	
13-Mar-92	Crackercon - Recruit staff	Bemis	
15-Apr-92	Submit financial report to PR#6	Bemis	
15-May-92	Division meeting/facilities tour at Oasis[?]	Bemis	
30-Jun-92	Deadline for receipt of on-site cash requests	Bemis	
15-Jul-92	Establish plan for on-site money handling	Bemis	
1-Aug-92	Mail final information to Treasury staff	King	
8-Aug-92	Purchase office supplies needed at con		
9-Aug-92	Second payment due to OCCC	Eastlake	
9-Aug-92	Treasurer departs for Rio	Parker	
26-Aug-92	Pack Treasury supplies for shipment to Orlando	Bemis	
28-Aug-92	Move Treasury to Orlando	Bemis	
1-Sep-92	Move Treasury into OCCC	Bemis	
8-Sep-92	Move Treasury out of OCCC	Bemis	
8-Sep-92	Transfer voting fees to winning bid committee	Bemis	
30-Sep-92	Settle master accounts at hotels and OCCC	Yalow	
5-Oct-92	Complete transmittal of payments to artists	Bemis	

Target	Description	Contact point	Actual
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DIVISION: FINANCE

Department/Major Project: Division

15-Jan-93	Send refunds to program participants and staff	Bemis	
15-Apr-93	Complete financial statement through 12/31/92	Bemis	
1-May-93	Complete estimate of pass-along funds	Bemis	
1-Jun-93	Make partial distribution of pass-along funds	Bemis	
4-Sep-93	Submit financial report to WSFS business meeting	Bemis	
31-Dec-93	Make final distribution of pass-along funds	Bemis	
3-Sep-94	Submit financial report (final?) to WSFS	Bemis	

Department/Major Project: APA

15-Jan-92	Deadline for submissions to APA#2	King	
31-Jan-92	Mail APA#2	King	
15-Apr-92	Deadline for submissions to APA#3	King	
30-Apr-92	Mail APA#3	King	
1-Jul-92	Deadline for submissions to APA#4	King	
15-Jul-92	Mail APA#4	King	

Department/Major Project: Taxes

20-Oct-91	Florida sales tax quarterly return	Parker	
1-Jan-92	Begin preparation of 1991 Form 990	Parker	
20-Jan-92	Florida sales tax quarterly return	Parker	
1-Mar-92	Determine whether Form 990-T should be filed	Veal	
20-Apr-92	Florida sales tax quarterly return	Parker	
1-May-92	Submit Form 990 to General Counsel for review	Parker	
15-May-92	Form 990 filing deadline	Parker	
1-Jun-92	Florida Form FL-1120 (if required)	Parker	
30-Jun-92	Florida Intangibles Tax return (if required)	Parker	
20-Jul-92	Florida sales tax quarterly return	Parker	
20-Oct-92	Florida sales tax quarterly return	Parker	
1-Mar-93	Determine whether Form 990-T should be filed	Veal	
1-May-93	Submit Form 990 to General Counsel for review	Parker	
16-May-93	Form 990 filing deadline	Parker	
31-May-93	Florida Form FL-1120 (if required)	Parker	
30-Jun-93	Florida Intangibles Tax return (if required)	Parker	

DIVISION: PROGRAMMING

Department/Major Project: Division

1-Sep-91	Begin compiling address/phone lists		
15-Sep-91	Prepare initial space allocation plan		
15-Sep-91	Prepare list of first-choice program participants		
1-Oct-91	Establish SIG program policies		
1-Oct-91	Prepare draft mailing to first-choice participants		
1-Oct-91	Prepare draft mailing to invited SIG's		
1-Oct-91	Prepare form responses to program wannabes		
1-Oct-91	Prepare form responses to SIG program wannabes		
12-Oct-91	Mailing to first-choice program participants	Cole, Susan	
12-Oct-91	Mailing to invited SIG's	Cole, Susan	
22-Nov-91	Submit corrected timeline to Admin. Coordinator		
15-Jan-92	Submit revised budget to Chairman		
1-Feb-92	Set registration process for program participants		
1-May-92	Submit technical equipment requests to Services	Ward	
30-Jun-92	Submit on-site cash request to Finance	Stern	
1-Jul-92	Order program participants' ribbons		
15-Jul-92	Determine at-con food/beverage requirements		
15-Jul-92	Transmit food/beverage requirements to Services		

Target	Description	Contact point	Actual
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DIVISION: PROGRAMMING

Department/Major Project: GoH Liaison

12-Sep-91	Reserve Guest of Honor suites in Peabody		
1-Dec-91	Complete Guest of Honor travel plans		
1-Feb-92	Submit recommended GoH perquisites to Board		
1-Jul-92	Prepare GoH bios, photos, etc. for press kit		

Department/Major Project: Pro Liaison

1-Sep-91	Contact SFWA, ASFA, HWA to learn their demands		
1-Dec-91	Send out SFWA/ASFA, etc. policies for complaints		
1-Feb-92	Establish SFWA/ASFA, etc. policies		

Department/Major Project: Scheduling

15-Jan-92	Complete data entry of questionnaire responses		
1-Feb-92	Present analysis of questionnaires to Board		
4-Apr-92	Send follow-up letters to non-responders	Cole, Susan	
15-Apr-92	Transmit resume information to Facilities		
1-May-92	Prepare preliminary program schedule		
1-May-92	Program frenzy (Orlando or Boca Raton or Boston)		
4-May-92	Begin preparation of schedule mailing		
16-May-92	Mail preliminary schedules to program participants	Cole, Susan	
1-Jun-92	Begin final schedule revision		
15-Jun-92	Determine which second-tier participants to invite		
20-Jun-92	Send "final" schedules to program participants	Cole, Susan	
20-Jun-92	Send acceptance/regrets letters to wannabes	Cole, Susan	
1-Jul-92	Determine format for schedule change announcements		
1-Aug-92	Send last-minute info to program participants	Cole, Susan	
29-Aug-92	Prepare handouts for program participants		

DIVISION: PUBLICATIONS

Department/Major Project: Division

9-Sep-91	Submit corrected timeline to Admin. Coordinator	Thomson	9-Sep-91
22-Nov-91	Submit corrected timeline to Admin. Coordinator	Thomson	
15-Jan-92	Submit revised budget to Chairman	Thomson	
30-Jun-92	Submit on-site cash request to Finance	Thomson	

Department/Major Project: Vance Book

1-Oct-91	Determine form of book	Siclari	
1-Nov-91	Appoint editor	Thomson	
15-Nov-91	Complete necessary contractual arrangements		
1-Dec-91	Sign production contract	Thomson	
10-Apr-92	Finish ad copy		
25-Apr-92	Submit ad copy and order form to PR#6		
1-May-92	Send book to printer		
8-Aug-92	Submit ad copy and order form to PR#7		
24-Aug-92	Receive books from printer		
19-Sep-92	Mail preordered books to no-shows	Cole, Susan	

Department/Major Project: DiFate Book

1-Oct-91	Go/no-go on portfolio	Thomson	
15-Oct-91	Begin printer search		
1-Nov-91	Send draft contract to DiFate		
15-Dec-91	Select printer		
31-Dec-91	Complete contract negotiations		

Target	Description	Contact point	Actual
DIVISION: PUBLICATIONS			
Department/Major Project: DiFate Book			
15-Jan-92	Complete selection of pieces for portfolio		
15-Feb-92	Place order with printer		
10-Apr-92	Finish ad copy		
25-Apr-92	Submit ad copy and order form to FR#6		
8-Aug-92	Submit ad copy and order form to FR#7		
19-Sep-92	Mail preordered books to no-shows	Cole, Susan	
Department/Major Project: Willis Book			
10-Dec-91	Go/no-go on Warhoon 28 purchase		
31-Dec-91	Go/no-go on special slipcover	Thomson	
15-Feb-92	Place order for slipcovers		
1-Mar-92	Complete slipcover design		
10-Apr-92	Finish ad copy		
25-Apr-92	Submit ad copy and order form to FR#6		
8-Aug-92	Submit ad copy and order form to FR#7		
19-Sep-92	Mail preordered books to no-shows	Cole, Susan	
Department/Major Project: Daily zine			
5-Sep-92	Publish hoax daily zine	Thomson	
Department/Major Project: Memory Book			
23-May-92	Go/no-go on taping program items		
15-Jun-92	Determine potential contents of book		
1-Aug-92	Appoint photographers and historians	Thomson	
31-Oct-92	Go/no-go on Memory Book	Thomson	
Department/Major Project: Progress Reports			
Activity: FR#4			
31-Jul-91	Deadline for submitting articles to Editor	Glyer	
3-Aug-91	Deliver text to Production	Glyer	
14-Aug-91	Deliver copy to printer	Ratti	14-Aug-91
16-Aug-91	Complete hotel flyer	Thomson	
23-Aug-91	Submit hotel flyer to housing bureau	Thomson	
24-Aug-91	Give hotel flyer to printer	Ratti	
26-Aug-91	Deliver PR's to Chicon (via van)	Thomson	
26-Aug-91	Receive PR's from printer	Thomson	
26-Aug-91	Receive hotel flyer from printer	Ratti	
27-Aug-91	Stuff hotel flyers into PR (en route to Chicon)	Thomson	
29-Aug-91	Distribute PR's at Chicon	Thomson	
7-Sep-91	Begin mailing PR's	Cole, Susan	
7-Sep-91	Ship European PR's to Kees van Toorn	Thomson	26-Sep-91
7-Sep-91	Ship U.K. PR's to Peter Weston	Thomson	26-Sep-91
16-Sep-91	Complete mailing of PR's	Cole, Susan	26-Sep-91
Activity: FR#5			
25-Sep-91	Determine contents of PR	Thomson	
18-Nov-91	Ad reservation deadline	Ratti	
18-Nov-91	Deadline for submitting articles to Editor	Glyer	
25-Nov-91	Deliver text to Production	Glyer	
2-Dec-91	Camera-ready ad copy deadline	Ratti	
5-Dec-91	Deliver copy to printer	Ratti	
28-Dec-91	Begin mailing PR's	Cole, Susan	
28-Dec-91	Ship European PR's to Kees van Toorn	Cole, Susan	
28-Dec-91	Ship U.K. PR's to Peter Weston	Cole, Susan	
6-Jan-92	Complete mailing of PR's	Cole, Susan	

Target	Description	Contact point	Actual
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DIVISION: PUBLICATIONS

Department/Major Project: Progress Reports

Activity: PR#6

15-Feb-92	Determine contents of PR	Thomson	
15-Apr-92	Ad reservation deadline	Ratti	
15-Apr-92	Deadline for submitting articles to Editor	Glyer	
18-Apr-92	Deliver text to Production	Ratti	
25-Apr-92	Camera-ready ad copy deadline	Ratti	
27-Apr-92	Deliver copy to printer	Ratti	
11-May-92	Begin mailing PR's	Cole, Susan	
11-May-92	Ship European PR's to Kees van Toorn	Cole, Susan	
11-May-92	Ship U.K. PR's to Peter Weston	Cole, Susan	
18-May-92	Complete mailing of PR's	Cole, Susan	

Activity: PR#7

15-Jul-92	Determine contents of PR	Thomson	
1-Aug-92	Deadline for submitting articles to Editor	Glyer	
8-Aug-92	Deliver text to Production	Ratti	
10-Aug-92	Deliver copy to printer	Ratti	
15-Aug-92	Begin mailing PR's (first class)	Cole, Susan	
17-Aug-92	Complete mailing of PR's	Cole, Susan	

Department/Major Project: Pocket Program

1-Jan-92	Appoint editor	Thomson	
3-Feb-92	Begin search for printer		
21-May-92	Select printer		
15-Jul-92	Determine contents	Thomson	
1-Aug-92	Deadline for submitting articles (except Program)		
8-Aug-92	Deadline for submitting program information		
20-Aug-92	Complete semi-final draft		
24-Aug-92	Complete final editing		
26-Aug-92	Deliver copy to printer		

Department/Major Project: Program Book

1-Mar-92	Deadline for specifications and budget	Gustafson	
1-Apr-92	Approve specifications and budget	Siclari	
15-May-92	Ad reservation deadline		
15-Jun-92	Camera-ready ad copy deadline		
22-Jun-92	Send book to printer		
24-Aug-92	Receive books from printer	Thomson	
3-Oct-92	Begin mailing books to no-shows	Cole, Susan	
15-Oct-92	Complete mailing to no-shows	Cole, Susan	
1-Dec-92	Appoint ad sales representative	Thomson	
1-Dec-92	Set advertising rates	Thomson	

DIVISION: PUBLICITY

Department/Major Project: Division

9-Sep-91	Submit corrected timeline to Admin. Coordinator	Herz, R.	10-Sep-91
22-Nov-91	Submit corrected timeline to Admin. Coordinator	Herz, R.	
1-Dec-91	Compile cons and clubs to receive Hugo ballots	Herz, R.	
15-Dec-91	Complete table & flyer schedule through 3/31/92	Herz, R.	
15-Jan-92	Submit revised budget to Chairman	Herz, R.	
30-Jun-92	Submit on-site cash request to Finance	Herz, R.	

Department/Major Project: Advertising

1-Sep-91	Chattacon Progress Report	Herz, R.	
1-Sep-91	Necronomicon Program Book	Herz, R.	

Target	Description	Contact point	Actual
DIVISION: PUBLICITY			
Department/Major Project: Advertising			
1-Sep-91	Philcon Program Book	Herz, R.	
1-Nov-91	ConFrancisco Progress Report	Herz, R.	
1-Nov-91	Tropicon Program Book	Herz, R.	
1-Dec-91	Chattacon Program Book	Herz, R.	
15-Dec-91	Boskone Program Book	Herz, R.	
1-Jan-92	Conadian Progress Report	Herz, R.	
1-Jan-92	Cracker Con Program Book	Herz, R.	
1-Apr-92	ConFrancisco Progress Report	Herz, R.	
1-Apr-92	Oasis Program Book	Herz, R.	
1-May-92	Conadian Progress Report	Herz, R.	
1-May-92	Westercon Progress Report	Herz, R.	
Activity: Local Advertising			
15-Jul-92	Complete contingency plan for local advertising	Herz, R.	
7-Aug-92	Go/no-go on local advertising	Herz, R.	
20-Aug-92	Complete local ad copy	Herz, R.	
29-Aug-92	Place local ads	Herz, R.	
Department/Major Project: Mailings			
13-Jan-92	Mail flyer & Hugo ballots to Chicon V members	Herz, R.	
Department/Major Project: Parties			
2-Sep-91	Chicon V		
14-Feb-92	Boskone		
Department/Major Project: Press			
15-Aug-91	Issue press release	Herz, R.	
29-Aug-91	Present preliminary press policy to Board	Herz, R.	
15-Dec-91	Issue press release	Mann	
15-Feb-92	Establish press access policy	Mann	
15-Feb-92	Issue press release	Mann	
15-Jun-92	Issue press release	Herz, R.	
15-Jul-92	Prepare draft press kit	Mann	
17-Aug-92	Send out press release for keynote speech	Mann	
Department/Major Project: Printing			
1-Aug-91	Print 1991 (v.2) flyer [3000]	Herz, R.	
1-Dec-91	Reprint 1991 (v.2) flyer [3000] for mailing	Herz, R.	
15-Mar-92	Print "last" version of flyer	Herz, R.	
DIVISION: SERVICES			
Department/Major Project: Division			
1-May-91	Determine where gophers live	Siclari	
1-May-91	Submit draft budget to Chairman	Renner	
1-May-91	Submit draft timeline to Chairman	Renner	
1-Jun-91	Appoint area heads	Renner	
1-Aug-91	Areas submit draft TO's	Renner	
1-Sep-91	Set space allocation	Renner	
22-Nov-91	Submit corrected timeline to Admin. Coordinator	Renner	
1-Dec-91	Appoint department heads	Renner	
1-Dec-91	Areas submit budget revisions	Renner	
15-Jan-92	Submit revised budget to Chairman	Renner	

Target	Description	Contact point	Actual
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DIVISION: SERVICES

Department/Major Project: Division

30-Jun-92	Submit on-site cash request to Finance	Renner	
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Department/Major Project: APA

15-Aug-91	Submission deadline		
29-Aug-91	Distribute at Chicon		
15-Mar-92	Submission deadline		
1-Apr-92	Distribute by mail		
15-Jul-92	Submission deadline		
1-Aug-92	Distribute by mail		

Department/Major Project: C&C

1-Apr-92	Set equipment requirements		
1-Jun-92	Distribute ops guidelines to Committee		
1-Jun-92	Publish operational guidelines		

Department/Major Project: Child Care

15-Oct-91	Put child care survey into final form	Murphy	
25-Oct-91	Submit child care survey to Publications for PR#5	Murphy	
1-Jan-92	Begin analysis of survey responses	Murphy	
1-Feb-92	Present survey results to Board	Murphy	
1-Mar-92	Sign contracts with professional sitters	Murphy	
1-Jul-92	Prepare mailing to known child attendees	Murphy	
11-Jul-92	Send mailing to known child attendees	Cole, Susan	

Department/Major Project: Con Suite

1-May-91	Determine nature of suite	Renner	
1-May-91	Determine venue	Renner	
1-Apr-92	Set equipment requirements		
1-Apr-92	Set food/beverage requirements		
1-Jul-92	Set schedule		

Department/Major Project: Daily zine

1-Jun-92	Begin search for printer	Duarte	
1-Jul-92	Select printer	Duarte	
15-Jul-92	Set editorial/production/circulation policies	Renner	
1-Sep-92	Pre-con conference with editor	Siclari	
2-Sep-92	Issue #0 (dry run to work out bugs)	Duarte	
3-Sep-92	Issues #1 and #2 (noon, evening)	Duarte	
4-Sep-92	Issues #3, #4, #5 (noon, afternoon, evening)	Duarte	
5-Sep-92	Issues #6, #7, #8 (noon, afternoon, Hugos)	Duarte	
6-Sep-92	Issues #9, #10, #11 (noon, afternoon, masquerade)	Duarte	
7-Sep-92	Issues #12, #13 (morning, afternoon)	Duarte	

Department/Major Project: Logistics

1-Aug-92	Appoint truck and van drivers		
17-Aug-92	Complete arrangements for truck and van rentals		
29-Aug-92	Begin move-in to facilities		
2-Sep-92	Begin main move-in		
7-Sep-92	Begin move-out		
8-Sep-92	Complete move-out		

Target	Description	Contact point	Actual
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DIVISION: SERVICES

Department/Major Project: Lounge

1-May-91	Determine number of Lounges	Renner	
1-Apr-92	Set food/beverage requirements	Herz, M.	

Department/Major Project: Signs

1-May-92	Notify other divisions of sign request deadline		
1-Jun-92	Deadline for sign requests		
1-Aug-92	Complete sign requests		
15-Aug-92	Complete "you are here" maps		

Department/Major Project: Special needs

1-Jun-91	Complete draft budget		
1-Jun-91	Complete draft questionnaire		
1-Jun-91	Complete text for Progress Report		
25-Oct-91	Submit questionnaire to FR#5		
15-May-92	Establish special needs registration procedures		
1-Jun-92	Send mailing to known handicapped members		

Department/Major Project: Technical

1-Oct-91	Begin search for sound, video, film, comm vendors	Ward	
1-Mar-92	Select sound, video, film, communications vendors	Ward	
1-May-92	Due date for preliminary equipment requirements	Ward	
1-May-92	Sign equipment rental contracts		
20-May-92	Transmit comments on equipment requests to divs	Ward	
1-Jun-92	Deadline for final equipment requirements	Ward	
10-Jun-92	Begin placing equipment orders	Ward	
7-Aug-92	Place final equipment orders	Ward	

Volunteers Unassigned Listing

Contact Tony Parker for additional info on specific volunteers.

Brian Ameringen
9 Graham Road
Wealdstone
Harrow , Middlesex HA3 5RP
INTEREST: ?staff/gofer

David Lee Anderson
2721 N. W. 13th Street
Oklahoma City , OK 73107
HOME- (405)949-9168
INTEREST: children
programming

Bruce Arthurs
5316 W. Port Au Prince
Glendale , AZ 85306
HOME- ()843-1379
INTEREST: Gopher hole

Phillip G. Asher II
1150 Rudger Way
Sacramento , CA 95833-2809
HOME- (916)921-2632
INTEREST: Green Rm or Hosp.

Judy Audin
3753 N. Camino Leamaria
Tucson , AZ 85716
HOME- (602)881-0565
INTEREST: newsltr,photo,\$,reg

Rodney Audin
3753 N. Camino Leamaria
Tucson , AZ 85716
HOME- (602)881-0565
INTEREST: Publicity videos/run

Dave Axler
#1
4419 Walnut
Philadelphia , PA 19104
HOME- (215)386-1761
INTEREST: DJ@dance/Green Room

Marla Baer-Peckham
2033 Rosebury Lane
Huntsville , AL 35803
HOME- 205-882-0540
WORK- 205-461-2582
INTEREST: ?

Scott M. Baker, D. C.
#937
12202 N. 22nd Street
Tampa , FL 33612
HOME- (813)979-1278
WORK- (813)876-9773
INTEREST: ?

Bruce Bantz
30427 8th Place S.
Federal Way , WA 98003
HOME- (206)246-0386
INTEREST: tech/P.C./con
setup

Jonni Bantz
30427 8th Place S.
Federal Way , WA 98003
HOME- (206)246-0386
INTEREST: art show sales

Barry L. Bard
3037 N. 47th Drive
Phoenix , AZ 85031
INTEREST: ?

Greg Barr
1412 Potomac Ave., SE
Washington , DC 20003
HOME- (202)544-4984
INTEREST: Space/Science Progra

Kirby Bartlet-Sloan
1031 S. Lyman
Oak Park , IL 60304
HOME- (708)383-6916
INTEREST: ?

Susan Baugh
1903 Taffeta Drive
Louisville , KY 40272
INTEREST: Info Desk or Ops

Gregory R. Bennett
213 Old Oaks
League City , TX 77573
HOME- (713)554-4539
INTEREST: Masq/prg ops/various

Tracy J. G. Berouzi
Apt. 44-H
6000 Montano Plaza Dr NW
Albuquerque , NM 87120
HOME- (505)899-2348
WORK- (505)722-2695
INTEREST: art show

Leroy F. Berven
3744 S. W. 97th Street
Seattle , WA 98126-4033
HOME- (206)938-4844
INTEREST: at-con reg./database

Terry Biffel
2445 Norbert Way
Sacramento , CA 95833
WORK- (916)322-5017
INTEREST: any

Mark Blackman
77 Warren Street, (2)
Brooklyn , NY 11201-5914
HOME- 718-643-6714
INTEREST: fanzine rm, fan pgm

Velma Jean Bowen
P. O. Box 1831
Brooklyn , NY 11202-0039
HOME- 718-643-6714
INTEREST: fan pgm, fan lounge

wife of Greg Bradt
Greg Bradt Photographics
7121 S. Webster Street
Littleton , CO 80123
HOME- (303)979-8285
INTEREST: masq. green room den

Frank Bynum
c/o C. A. Bynum
1616 Rosewood Avenue
Louisville , KY 40204
INTEREST: programming/gopher

David Berry
394 Southbay Drive
San Jose , CA 95134
HOME- (408)945-7856
WORK- (408)974-5168
INTEREST:
C&C(office)/pubs/etc

Susan J. Berven
3744 S. W. 97th Street
Seattle , WA 98126-4033
HOME- (206)938-4844
INTEREST: art show/ others

Terri Birmingham
#207
1125 E, Broadway
Tempe , AZ 85282
HOME- (602)894-2345
INTEREST: ops/prog/vol/masq...

Karen Boehler
Star Route S. Box 1480
Alamogordo , NM 88310
HOME- 505-434-3052
INTEREST: press relations

Greg Bradt
Greg Bradt Photographics
7121 S. Webster Street
Littleton , CO 80123
HOME- (303)979-8285
WORK- (303)730-8393
INTEREST: masq./fan
photograph

Mike Brannan
102 Delaware Ave.
Warner Robins , GA 31093
HOME- (912)923-6036
INTEREST: (not specified)

Allan D. Burrows
320 Maple Grove Avenue
Mississauga, Ontario L5A 1Y2
INTEREST: gopher (maybe)

Amy Carrier
6 Tomoka Meadows Blvd.
Ormond Beach , FL 32174
INTEREST: ?

Charles Carrier
6 Tomoka Meadows Blvd.
Ormond Beach , FL 32174
INTEREST: ?

Lawren A. Carrier
P. O. Box 13714
Tampa , FL 33681
HOME- (813)839-7185
INTEREST: ?talked to
Joe-OASIS

Suzanne Casement
1824 4/6 Grace Avenue
Hollywood , CA 90028
INTEREST: ? security?

Debra Conner
P. O. Box 387
Sunnytown , PA 18084
HOME- (215)234-8173
INTEREST: press
rm/reg/securit

Andy Croft
Top Flat, 217 Chichester
Road, North End
Porthmouth , Hants. PO2 OAL
HOME- (0705) 663838
INTEREST: assist Tech Ops

Julia Anne Daly
Kingsview Road Penn
High Wycombe, Bucks MP10 8JA
INTEREST: almost anything

David Deitrick
Deitrick Illust & Design
6252 Hunter's Glen
Knoxville , TN 37921
HOME- (615)539-1336
INTEREST: prog (participant?)

Lori Deitrick
Deitrick Illust & Design
6525 Hunter's Glen
Knoxville , TN 37921
HOME- (615)539-1336
INTEREST: prog (participant?)

Dermot Dobson
93 Old Road
Headington
Oxford , OX3 85X
INTEREST: ?(tech?)

Cory Doctorow
55 Picola Ct.
Toronto , Ontario M2H-2N2
INTEREST:con suite/stf lng.+

Ira Donewitz
Apt. 7E
711 East 11th Street
New York , NY 10009
HOME- (212)979-1528
INTEREST: work for Steve W.

Frank Dowler
Enterprise 1701
2814 Corrine Drive
Orlando , FL 32803
WORK- (407)896-1701
INTEREST: help in Dealer's Rm

Kathryn E. (Cuckoo) Dunlop
409 Main
Mt. Vernon , WA 98273
HOME- (206)336-5496
WORK- (206)336-5332
INTEREST: art show/ masq.

Shirlee (Anna the Lost) Dunlop
409 Main Street
Mt. Vernon , WA 98273
HOME- (206)336-5496
WORK- (206)336-5532
INTEREST: help dealers room

Martha A. Dunston
22427 York Court
Richton Park , IL 60471
HOME- (708)481-2387
WORK- (312)702-9726
INTEREST: con suite/art/masq/+

Marjii Ellers
9344 Hillrose Street
Sunland , CA 91040-1760
INTEREST: at-con
registration

John Emanuel
1495 Casey Lane
Port Orange , FL 32119
HOME- (904)761-2915
INTEREST: art show/any other

Thomas A. Endrey
#14-M
43-23 Colden St.
Flushing , NY 11355
HOME- (718)359-5779
WORK- (212)559-6825
INTEREST: Art Show staff

Jan Howard Finder
164 Williamsburg Court
Albany , NY 12205
INTEREST: auctioneer

Rick Foss
Ladera Travel, Suite 103
2041 Rosecrans Ave.
El Segundo , CA 90245
WORK- (800)624-6679notCA
INTEREST: Masq. MC/travel agnt

Cindy Fulton
#314
10200 Miller Ave.
Cupertino , CA 95014
INTEREST: program or registrat

Alan M. Gopin
5 Pine Lane
Marlboro , NJ 07746-1975
HOME- (908)308-1788
WORK- (908)949-9085
INTEREST: gaming programming

Thomas Weston Green
c/o Sapphire Records
P. O. Box 626
Brundige , AL 36010
HOME- (205)735-2500
INTEREST: artwork for pubs

Dian Hardison
4687 Sisson Road
Titusville , FL 32780
HOME- 268-2875
WORK- 867-4493
INTEREST: Space Center contact

Valerie Emanuel
1495 Casey Lane
Port Orange , FL 32119
HOME- (904)761-2915
INTEREST: art show/any other

Tom Feller
Box 13626
Jackson , MI 39236
INTEREST: volunteer

Dr. Michael R. Fortner
212 Fulton St.
West Chicago , IL 60185
INTEREST: art show staff

Deborah A. Gooch
1803 Olmstead Drive
Falls Church , VA 22043
INTEREST: work in Gopher
Hole

George Gordon
P. O. Box 7928
Chicago , IL 60680
INTEREST: security/people
mvr

Mary Hanson-Roberts
1607 Queensway Road
Orlando , FL 32808
HOME- (407)298-4453
INTEREST: Children's Pgm
(art)

James R. (Owl Goingback)
Heidbrink
P. O. Box 5080
Winter Park , FL 32793
HOME- (407)332-5366
INTEREST: program panelist

Mark Herrup
#1410
600 S. Dearborn
Chicago , IL 60605
HOME- (312)939-3183
INTEREST: ops

Margaret R. Hildebrand
5316 W. Port Au Prince
Glendale , AZ 85306
HOME- ()843-1379
INTEREST: Gopher Hole

Robert Hillis
6878 Lakebrook Blvd.
Columbus , OH 43235-2725
INTEREST: preside bus mtg/h.m.

Marc Himel
Apt. X
4024 LK Underhill Road
Orlando , FL 32803
INTEREST: prog. part. liason

Jim Holmes
213 Palmetto Avenue
Belvedere , SC 29841
HOME- (203)523-8133
WORK- (800)359-2337
INTEREST: sound/lights/computr

Cynthia Huckle
12 Terry Ellen Cres.
Etobicoke , Ontario M9C 1H7
INTEREST: ?various

Lisa Iennaco
5777 Montgomery Street
Riverside , CA 92503
INTEREST: masq. back-stg/ctchr
back-stg/ctchr

Steve Jackson
Box 18957
Austin , TX 78760
HOME- 512-443-3399
WORK- 512-447-7866
INTEREST: daily newsletter

Bill Higgins
Mail Station 35 Fermilab
Box 500
Batavia , IL 60510
HOME- (312)293-1050
INTEREST: prog.
(participant)

Richard A. Hill
156 Hillside Street,#2
Boston , MA 02120
INTEREST: Masquerade staff

Jules Himer
942 Dover Avenue
Elsmere , DE 19805
HOME- (302)952-2582
INTEREST: Art Show/Auctions

Timothy L. Huckelbery
2625 Hatch Circle
Colorado Springs , CO
80918-6030
HOME- (719)548-9125
WORK- (719)550-3839
INTEREST: gaming

Richard Hyde
1649 28th Avenue S.
Homewood , AL 35209
HOME- (205)871-7048
INTEREST: various

Mark Iennaco
5777 Montgomery Street
Riverside , CA 92503
INTEREST: masq.

M. Richard Jacobs
421 Nassau
Bolingbrook , IL 60440
INTEREST: ?prog/reg/gofer

Debra Johns
#C-201
12504 N. E. 142nd Lane
Kirkland , WA 98034
INTEREST: some volunteer shift

Robert Johns
#C-201
12504 N. E. 142nd Lane
Kirkland , WA 98034
INTEREST: some volunteer shift

Keith Johnson
31241 Fourth Avenue S.
Federal Way , WA 98003-5203
HOME- (206)839-7033
INTEREST: masquerade volunteer

Debbie Joseph
3152 Bay Street
Sarasota , FL 34237
HOME- (813)952-0593
INTEREST: sec./masq./art show.

John Kachmar
779 Carissa Drive
West Palm Beach , FL 33411
INTEREST: ?

Diane Kachmer
779 Carissa Drive
West Palm Beach , FL 33411
INTEREST: ?

Becky Kaplowitz
Kings Highway Towers
Apt 711 Bldg A
Maple Shade , NJ 08052
INTEREST: Live RPG, RPG,

Barbara Kaufmann
10716-2 Alden Road
Jacksonville , FL 32216
HOME- (904)641-3493
INTEREST: any/live video-TV

William (Wild Bill) Kern
4018 Yellow Pine Drive
Lilburn , GA 30247
HOME- (404)921-6661
INTEREST: wherever

Hope Kiefer
702 Eugenia Avenue
Madison , WI 53705
INTEREST: (wants info)

Katherine Kimbriel
P. O. Box 202045
Austin , TX 78720-2045
INTEREST: (program participant)

Richard A. Knaak
P. O. Box 8158
Bartlett , IL 60103
INTEREST: (prog. participant?)

Ken Knabbe
#16
303 Newton Street
Waltham , MA 02154
HOME- (617)899-1553
WORK- (617)847-0439 nite
INTEREST: at-con registration

George W. Knight
645 N. Orange Ave.
Orange City , FL 32763
WORK- (904)736-5015
INTEREST: gofer

David M. Kushner
3489 Woodfront Court
Indianapolis , IN 46222
INTEREST: filk/prog/green room

David J. Lally
64 Richbourne Terrace
London SW8 1AX ,
HOME- 071-735 3819
INTEREST: Altern Video
Program

Mike Lalor
1918 Ashbrook Drive
Cincinnati , OH 45238
INTEREST: First Fandom Liason

Devra Langsam
627 East 8th Street
Brooklyn , NY 11218
INTEREST:

Toni Lay
#3-D
190 West 179th Street
Bronx , NY 10452
INTEREST: Fannish TV Network

Kathei Logue
130 Babcock Street
Brookline , MA 02146
HOME- (617)232-7417
INTEREST: kaffeeklatsches

J. Spencer Love
1 Annie J Circle
Milford , MA 01757-1870
HOME- (508)478-4343
WORK- (508)841-2751
INTEREST: assist filksinging

Jack Lundy
1024 Vicksburg Lane SE
Huntsville , AL 35803
HOME- (205)882-0675
WORK- (205)876-2538
INTEREST: con photography

Lynda Manning-Swartz
4905 Brushy Ridge Drive
Austin , TX 78744

INTEREST: gaming/reg/art show

Cinda McCombie
P. O. Box 123
St. Simons Island , GA 31522-8123

HOME- (912)638-1909
INTEREST: art show/art auction

Craig McDonough
4 Norumbega Terrace
Waltham , MA 02154
HOME- (617)899-8001
WORK- (617)271-4294 !
INTEREST: people moving or ...

Clara Miller
1726 Threadmill Road
Dalton , GA 30720
INTEREST: sitting job-desk,etc.

Guy H. Lillian III
4217E Fontainebleau Dr.
New Orleans , LA 70125
HOME- (504)821-2362
INTEREST: daily newszine

Holly Love
1 Annie J Circle
Milford , MA 01757-1870
HOME- (508)478-4343
INTEREST: art show helper

Tracy S. Lundquist
5854 Hall Street, SE
Grand Rapids , MI 49506-3867
HOME- (616)676-1423
INTEREST:
films/consuite/gofer

Perrienne Lurie
13537 M. Aston Manor Way
Silver Spring , MD 20904
HOME- (301)890-9492
INTEREST: green rm/on
program

Candice Massey
8107 Brace
Detroit , MI 48226
HOME- 313-846-0066m
INTEREST: turnkey dept-gn
rm?

Pat McCombie
P. O. Box 123
St. Simons Island , GA
31522-8123
HOME- (912)638-1909
INTEREST: computer/video
equip

Erin McKee
5409 Knox Avenue S.
Minneapolis , MN 55419
INTEREST: will do illos

Susan (Twilight) C. Mohn
#401
4200 S. W. 107th Ave.
Beverton , OR 97005
HOME- (503)646-8330
INTEREST: Masquerade/any other

Ken Moore
647 Devon Drive
Nashville , TN 37220

INTEREST: gopher-logistics

Francine Mullen
1161 S. W. 120th Ave.
Pembroke Pines , FL 33025
HOME- 305-435-9572
INTEREST:

Robert Neagle
310 Harney
New Orleans , LA 70124
HOME- (504)488-0489
INTEREST: (not specified)

Val Ontell
#32
621 Lantana Street
Camarillo , CA 93010
INTEREST: middle lvl/guest rel

Nathan Orzoff
1346-A Dorado Drive
Kissimmee , FL 34741
HOME- (407)933-2662
INTEREST: Handicapped Access

Marie Parsons
Apt. 10-G
7 Peter Cooper Road
New York , NY 10010
HOME- (212)475-8911
INTEREST: guest relations

Yvonne Penney
#412
4 Lisa Street
Brampton , Ontario L6T 4B6
INTEREST: various

Angela Philley
P. O. Box 2337
UAM
Monticello , AR 71655
INTEREST: art show/ other

Caroline Mullan
9 Grahm Road
Wealdstone
Harrow , Middlesex HA3 5RP
INTEREST: ?staff/gofer

Lewis Murphy
1367 Orchid Avenue
Winter Park , FL 32789
HOME- (407)644-6826
INTEREST: Video

Ron Ontell
#32
621 Lantana Street
Camarillo , CA 93010
INTEREST: middle
lvl/technical

Anthony M. Orlandella
474 Broadway
Lynn , MA 01904
INTEREST:

Jim Overmeyer
8045 Elm
Taylor , MI 48180
INTEREST: run computer room

Lloyd Penney
#412
4 Lisa Street
Brampton , Ontario L6T 4B6
INTEREST: various

Steve Perry
1260 Foster Street
Box 39
Atlanta , GA 30318
HOME- (404)355-1102
INTEREST: security

Randy "Bear" Philley
P. O. Box 2337
UAM
Monticello , AR 71655
INTEREST: (programming?)

Sue Phillips
#140
2480-4 Briarcliff Road
Atlanta , GA 30329
INTEREST: masq. (or other)

Sharon Pierce
#203 Box 36-7
5735 W. Atlantic Place
Lakewood , CO 80227
HOME- (303)986-9811
INTEREST: hand.
access/registr

Patrick Porter
12052 200 SE
Issaquah , WA 98027
INTEREST: ?dlr rm/sec/office

Jon Powell
659 Beach Avenue
Atlantic Beach , FL 32233
INTEREST: any

Alan L. Ravitch
Apt. D-14
1189 Washington Street
Middletown , CT 06457-2915
INTEREST: Prog. (Participant)

Karen Rhodes
5739 Springhaven Drive
Orange Park , FL 32065
INTEREST: ?

Valerie L. Richardson
824
Tuscon Court
San Dimas , CA 91773
INTEREST: hospitality

Gary Robe
P. O. Box 24
Franklin , KY 42134
INTEREST: Program Ops

Alan Rosenthal
349 Montrose Ave
Toronto , Ontario M6G 3G9
HOME- 416-537-5832
INTEREST: fan programming

Linda Ross-Mansfield
333 Lipton Street
Winnipeg , Manitoba R3G 2H2
INTEREST:

Stefan P. Roth
4141 Fawn Court
Marietta , GA 30068
HOME- (404)565-1619
WORK- (404)894-3505
INTEREST: programming - panels

Robert Sacks
4861 Broadway, Apt. 5-V
New York , NY 10034
HOME- 212-942-3572
INTEREST: any 4 specific
jobs

Gail Sanders
5408 Parkville Court
Sacramento , CA 95842
INTEREST: programming/ops/pubs

Vincent Sanders
5408 Parkville Court
Sacramento , CA 95842
INTEREST: art show/ops/pubs

Gordon R. Saunders
505 Taxco Court
Camarillo , CA 93010
INTEREST: Masq-various/art auc

Charles Schwartz
4905 Brushy Ridge Drive
Austin , TX 78744
INTEREST: gaming/reg/art
show

Richard Shetron
1508 Tibbits Avenue
Troy , NY 12180
INTEREST: film projection/etc.

Alexis Shorter
512 W 169th Street
New York , NY 10032
INTEREST: prog/art show/reg

Stan Sieler
10431 Lansdale Ave.
Cupertino , CA 95014
HOME- (408)996-8938
WORK- (415)369-2303
INTEREST: art auction(voice,+)

John Snyder
3634 Congress Court
Fremont , CA 94538-5507
INTEREST: help masquerade

Adrienne Stearns
#1
115 Candler Drive
Athens , GA 30605
INTEREST: green room/prog ops

Monica Stephens
Box 18957
Austin , TX 78760
HOME- (512)443-3399
INTEREST: daily newsletter

Edwin L. Strickland III
12717 Bullick Hollow Rd.
Austin , TX 78726
INTEREST: programming

Robert G. Teague
3926 Wolcott Circle
Atlanta , GA 30340-4243
HOME- (404)938-7143
WORK- (404)393-5413
INTEREST: HC access/other?

Linda Terrell
P. O. Box 25
Dunedin , FL 34697
HOME- 813-736-2359
INTEREST: photographer,other?

Carol Thompson
604 Vernet Street
Richardson , TX 75080
HOME- (214)669-9932
INTEREST: help Dealer's Room

Victoria A. Smith
12627 Harbor Drive
Woodbridge , VA 22192
HOME- (703)490-1318

INTEREST: art show staff

Mark Stanfill
630 E. Stanford
Bartow , FL 33830
INTEREST: ?

Diana Harlan Stein
1325 Key West
Troy , MI 48083
INTEREST: retrospective
exhibit

John Daniel Strain
1615 Drummond Ave.
Panama City , FL 32405
HOME- (904)769-0614
INTEREST: (wants to see
list)

Marilyn White Teague
3926 Wolcott Circle
Atlanta , GA 30340-4243
HOME- (404)938-7143
WORK- (404)393-5413
INTEREST: hc access/sign
lang

Roger Tener
211 North Oliver
Wichita , KS 62208
HOME- (316)681-2077
WORK- (316)733-0001 x452
INTEREST: Hugo Balloting

David Thayer
aka Teddy Harvia
7209 DeVille
NRH , TX 76180
INTEREST: art for
publications

Mary E. Thomson
915 Key Route Blvd.
Albany , CA 94706
HOME- (415)524-4576
INTEREST: Registr/Hotel
liason

Bjo Trimble
2059 Fir Springs Drive
Kingwood , TX 77339
HOME- (713)359-4284
INTEREST: program participant

Kathryn Trimble
2059 Fir Springs Drive
Kingwood , TX 77339
HOME- (713)359-4284

INTEREST: Registration gopher

John Upton
79 Brandywine Drive
Florham Park , NJ 07932-2854
HOME- (201)377-5788
WORK- (201)305-2226
INTEREST: Masquer Photographer

Elizabeth Warren
2150 South J Street
Tacoma , WA 98405

INTEREST: Hospitality/Staff Lo

Charles Weidner Weidner, P. E.
200 Seaman Avenue
Bayport , NY 11705
HOME- (516)472-0594

INTEREST: registration/other

Stephen J. Willis
67 Garden Street
Poughkeepsie , NY 12601
INTEREST: low lvl-door grd,C&C

John Trimble
2059 Fir Springs Drive
Kingwood , TX 77339
HOME- (713)359-4284
INTEREST: Masq MC,
Auctioneer

Peter A. Tyers
114. Shakespeare Way
Taverham
Norwick , Norfolk NR8 6TZ
HOME- 144603 861497
WORK- 1 +44 603 223215
INTEREST: ?
photography/other

Michael Wallis
INTEREST: any

Jim Webb
2313 Mellwood Avenue
Toledo , OH 43613
HOME- (419)473-3473
INTEREST: wherever

Christopher K. White
3926 Wolcott Circle
Atlanta , GA 30340-4243
HOME- (404)938-7143
WORK- (404)393-5413
INTEREST: ?

Jo Anna Zacarola
29 Cedar Lane
Nowichtown , CT 06360
INTEREST: baby sitting at
con

Shameless Self-Promotion

Laurie Mann * 12 Shady Lane Ave * Northboro, MA 01532-1729 * 508-393-9492
lmann@jjmhome * lmann@vineland.pubs.stratus.com * L.MANN4

This is the first in an occasional zine for the MagiCon committee APA. I hope no one is offended by the title, because it pretty accurately expresses what the Publicity division in general and the Press Relations area in particular is doing for MagiCon. Despite my tendency to be an "ain't it awful?" sort around incompetently run conventions, I think fandom is really neat, and deserves all kinds of reasonable press attention. We should be engaged in as much positive "self-promotion," (the "self" here being MagiCon and fandom) as we can without being obnoxious about it. Next summer, we'll be running one of the largest, most complicated cons ever attempted by an all-volunteer organization. We're going to be in some terrific hotels, a large convention center, we're going to have great guests, innovative program, a breath-taking art show and...well, I guess you get my drift. We have lots of reasons to push MagiCon, so let's go!

Press Relations at Chicon

Like most of the rest of Chicon, there were major problems with it. There only seemed to be two or three people attached to Press Relations, they had only a three page press kit, they had no photographs of the GoHs (a luxury, true, but two local papers supplemented their coverage of Chicon by publishing a 20+-year-old picture of Gordon R. Dickson, and I'm not sure he was even there!)

Additionally, the press coverage, except for the article on the Hugos, looked mediocre. A local cable station spent almost 5 excruciating

minutes talking to people dressed in chain mail and fur bikinis, treating them like "typical fans."

A big part of press relations is selling SF cons to the mundane media, and educating the mundane press that SF fans are more than costumers in fur bikinis. The other side of press relations is providing fast, accurate information to the fan press about what has been happening at the con.

I have a very experienced staff. I've worked on Press Relations for several Worldcons. My assistant, Richard Brandt, ran it at Noreascon, and co-ran the daily newsletter at a Worldcon and a NASFiC. Chris Barkley has also assisted Press Relations at several Worldcons. Maia Cowan hasn't worked in this area before, but writes well and knows fandom. Ray has recruited a number of Floridians who will add greatly to the team. The local press relations folks also have an advantage we out-of-towners don't have, since they've had exposure to the local media.

Get Out the Hugo Vote

Yep, I know it's still 1991, but now is the time to start the "Get Out the Vote" campaign. I don't know who is "formally" in charge of this effort, and I don't know if there is a "party line" or not. But there's stuff all of us could be doing. For example:

sending letters/articles to the prozines about the Hugos, to see if they will print information on voting procedures now. This it may be too late to get thing information in be-

fore the nominations, it isn't too late to get it in before the final voting. (and I'm sorry I didn't think of this idea until today!)

having a detailed article in PR 5 about why people should read, nominate, and vote. Maybe including some voting stats from the last few years might help motivate people.

creating some sort of incentive for voting. Maybe a spiffy "Hugo Voter" ribbon or button, to be given out at MagiCon? Listing all voters in the Hugo Program?

If PR 5 is at all delayed, Ray and I plan to blanket all the major fanzines and clubs with Hugo nominating ballots in early December, with the encouragement to reproduce and distribute them. We also want to encourage folks running cons early next winter to include a panel about Hugo voting.

I know everyone reading this APA is going to be extra-busy over the next year, but try to take a few hours here and there and read some of the fiction and zines that have come out this year. We need to better educate ourselves, too. We should set a good example.

Info Sharing at the Con

I don't know what types of computers MagiCon will have at the con, and I have almost no interest in debating the types of machines that will be there. I only care that they will exist and that information

may somehow be shared between them. I don't think this necessarily implies a LAN between the machines at the con. But it does imply that there be some compatibility.

I don't think Press Relations will need a PC or Mac at the con. However, I hope we will have access to one, either one of the daily newsletter machines, or the convention office machine.

One thing I'd really like to do is to download breaking news onto the major networks from the con. I have a modem, and I have accounts on USENET and GENIE. I'm sure the CompuServe folks could do some downloading too. I don't advocate downloading everything (I mean, will folks hundreds of miles away really care to see all those program changes, and all the party

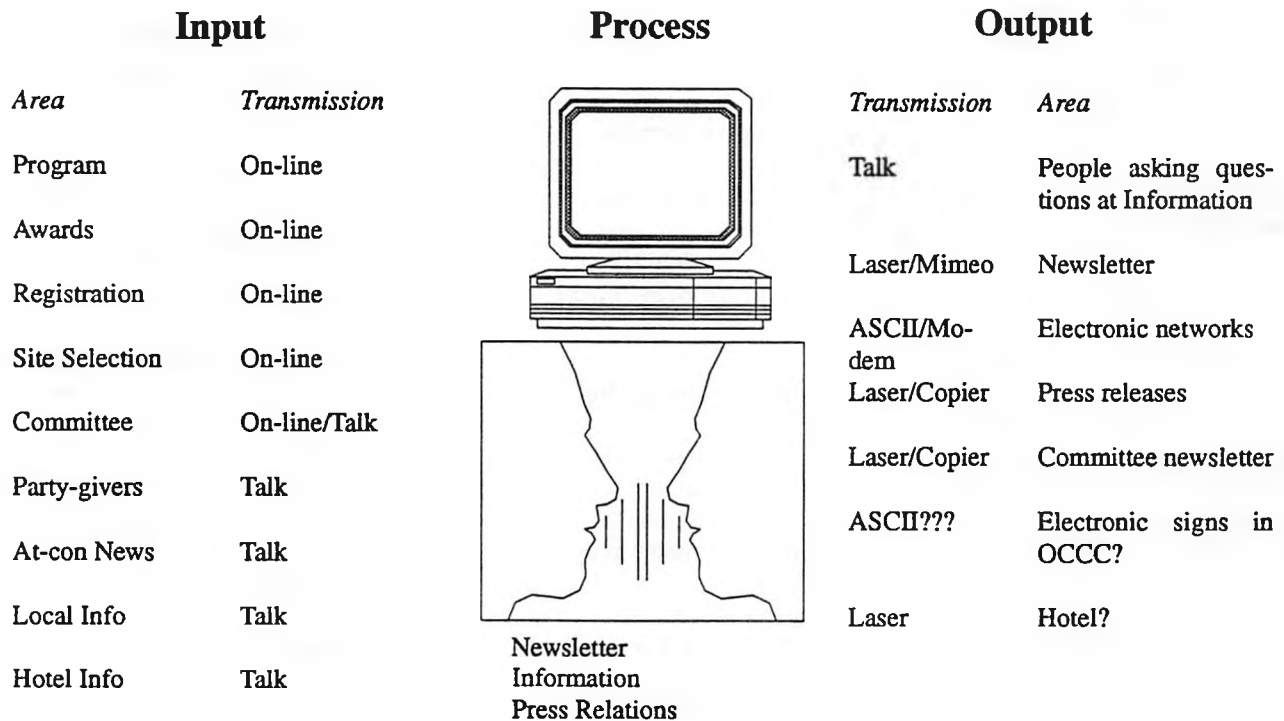
lists?) But it took Chicon nearly a week to post the Hugo winners, and no one has yet distributed the big list of the Hugo statistics. Creating an ASCII version of the daily newsletters should be a fairly trivial task, and one that would help increase awareness of the Worldcon while it happens.

Several long lists of awards are given out at the con. These awards include the Hugos, Masquerade, and Art Show winners. Between now and early next summer, we'd (me from Press Relations, and Fred Duarte from the Newsletter) need to work with the folks from these areas, to determine how to publish these lists at the con. At Noreascon, the Hugo Administrator took charge of the official Hugo list (with all the voting statistics), and distributed the list at the post-Hugo press confer-

ence. I think that worked very well. We had accurate, timely information, yet only one person saw the list before the awards were given out. I believe the newsletter people simply reproduced George's list for the newsletter, rather than re-keying the whole thing in. I hope this type of system is used at Magi-Con, and for the Masquerade, and Art Show awards, too. I hope Program and Newsletter can work out how to distribute Program changes well in advance of next summer.

I'm highly opposed to duplication of effort for the sake of duplication of effort. In an ideal situation, we'll only put the information on-line once, and get the results in a usable format for other areas to do with what they will.

An Idealized View of At-Con Breaking News Distribution



review of material by division heads and others for accuracy.

MagiCon Operating Board Meeting
Thursday, August 29, 1991
(At Chicon)

MEMBERS PRESENT AT MEETING:

Judith C. Bemis	Finance Division Head
Susan A. Cole	Administration Division Head
Mike Drawdy	Services Division - Staff
Gary Feldbaum	Events Division Co-Division Head
Melanie Herz	FANAC Board Member/Services Division Staff
Ray Herz	Publicity Division Head
Laurie Mann	Publicity Division - Press Relations
Jim Mann	Exhibits Division - Assistant Division Head
Mark Olson	Exhibits Division Head
Theresa Renner	Services Division Head
Andy Robinson	Programming Division Co-Division Head
Joe Siclari	Co-Chairman
Kurt C. Siegel	Events Division - Safety Advisor
Edie Stern	Programming Division Co-Division Head
Patty Wells	Facilities & fixed Functions Co-Division Head
Ben Yalow	Facilities & Fixed Functions Co-Division Head

MISCELLANEOUS ANNOUNCEMENTS

- o Action Item Completed - Bruce Pelz will be our historian.
- o Patty Wells named Facilities & Fixed Functions Co-Division Head.
- o Jay Haldeman accepted SFWA Liaison position at MagiCon.
- o Hugo Loser's party scheduled for Sunday evening at Chicon. All Committee members need to attend.
- o MOB meeting scheduled for Monday, Sept 2, 1991 at noon in the MagiCon suite at Chicon.
- o Ice Cream Social - Melanie Herz to check with Baskin and Robbins ice cream shop. Social is scheduled for Saturday, August 31st in the MagiCon suite at Chicon.

DIVISION REPORTS

1. Finance Division - Judith C. Bemis
 - a. VISA card for MagiCon was applied for. Still waiting approval.
 - b. Discussion occurred on how to handle credit card requests.

- Decision made to inform any member who makes request that the credit card has been applied for and should be available shortly.

- c. A cash set up was arranged between MagiCon and Chicon.
 - Judy was authorized to give Rick Katze \$500 for supplies to be used at Hugo Losers party.
- 2. Programming Division - Edie Stern/Andy Robinson
 - a. No report given at this time.
 - b. Division staff meeting scheduled for 11:00 AM Saturday in the MagiCon Suite at Chicon.
- 3. Events Division - Gary Feldbaum/Steve Whitmore
 - a. Finalizing details for closing ceremonies at Chicon.
 - b. Division staff meeting scheduled for 3:00 PM Saturday in the MagiCon Suite at Chicon.
- 4. Administration Division - Susan A. Cole
 - a. MagiCon Sales Table up and running.
 - b. Division Staff meeting scheduled for 6:00PM Thursday. Place TBD.
- 5. Publicity Division - Ray Herz/Laurie Mann
 - a. Press Releases went out - Laurie has copies and will distribute.
 - b. Division Staff meeting scheduled - Time and Place TBD.
- 6. Facilities Division - Ben Yalow
 - a. Patty Wells named Co-Division Head
 - b. Meeting scheduled with Don Eastlake, Mark Olson, Gary Feldbaum and Steve Whitmore to discuss Decorator Proposals.
 - c. Hotel forms are now available and will be given out with PR#4 at the Magicon Sales Table. Registration can begin September 9th.
 - d. VIP Blocks - Ben has scheduled a meeting with Andy Wright (Housing Coordinator) to discuss this.
 - e. Committee Block Discussions - Need to determine what is needed.
 - f. Meeting scheduled with all facilities (OCCC, Clarion, and Peobody) in Late October to go over specifics. Any space allocation questions need to be send to Ben no later than October 1, 1991.
 - g. Ben reiterated Peobody contract stipulates con suite will be dry (i.e., no beer). Private parties are not a part of this stipulation.

7. Exhibits Division - Mark Olson

- a. Jim Mann named as Assistant Division head
- b. Division Staff meeting scheduled for 4:00PM Saturday in the MagiCon Suite at Chicon.

8. Services Division - Theresa Renner

- a. No report at this time.
- b. Division Staff meeting scheduled for 10:00 AM Friday in Room 2576 of the Hyatt at Chicon.

Minutes from MOB Mtg at Chicon

Monday, 2 Sep 91

Program Division

- o Edie announced she had recruited additional staff: Janice Gelb (Program Ops) and Andy Hooper (Fan Programming) and has lots of volunteers to help.
- o Andy has met many of the people whose names he had. Now he has faces to go with those names. Sara Paul has volunteered to work.
- o The Programming Frenzy will be 24 - 26 April 1992 somewhere in Orlando. [NOTE: CHANGED TO 1-3 MAY 1992.]
- o Jack Haldeman II will be the SFWA liason.

Exhibits Division

- o Lots of people have been recruited and contacts made. It was a very productive convention.

Financial Division

- o Yvonne and Lloyd Penney volunteered for Financial. Need to make arrangements for Canadian money.
- o The check for WSFS was handed to Scott Dennis.
- o Tony Parker had nothing to report.

Miscellaneous

- o Tom Veal met with Atlanta and Glasgow (2 of the 95 bidders). They decided the count will be done in the Peabody.
- o There are Hugo matters to be discussed with others.
- o Tom had packets to hand out to everyone.

Events Division

- o Gary / Steve thanked everyone for going to Hugo Losers party and handed out mugs.
- o Need a creative person for opening / closing ceremonies.
- o Thanks to Division heads who showed up at the Events Division meeting.

Services Division

- o TR reported that she has Robbie Cantor to run C&C and Geri Sullivan will do the Fan Lounge (thanks to Edie Stern for the introduction!)
- o A number of others were recruited, including Mike Drawdy to assist Mike Nelson in Logistics and Ellen Schuck to work in C&C.

Press Relations

- o Laurie Mann reported that the press policy had been settled with Ray and read it out loud.
- o Press is fully staffed (reserving 1 slot for ConFrancisco and possibly Winnepeg).

Odds and Ends

- o Mark observed we should ask ConF for people to work with us.
- o Joe suggested we talk to Winnepeg about people working for us.
- o Laurie suggested we play up the Chesley Awards (ASFA) a little. Steve Whitmore requested no "thank yous" to staff during the Hugo Awards!

Facilities

- o Ben said Don Eastlake is going to ask Anton Chernoff to be decorator liason.
- o Still need hotel liasons.
- o The official cartographer will be put somewhere in the Table of Organization.
- o Dave Clark (ConFrancisco) is Facilities and will work somewhere in the Division.

More Odds and Ends

- o Events and Program have some ConFrancisco heads working for them.
- o Open the Chicon dead dog at 2000. Put soda in the non-smoking room.
- o Next MOB meeting will be 17 - 19 Jan 1992, starting at 1800 on Friday.

- o Note: quite a few people will be at Smofcon and can have some operational meetings there on Friday or Monday.
- o Tentative MOB meeting set for 12 - 14 Jun 1992. This will be confirmed at the January meeting.
- o Another note: let Edie or Andy know if you have anyone who SHOULD be at the Programming Frenzy. They need to control numbers.

The 50th Worldcon!

MagiCon is looking forward to celebrating the history and future of Science Fiction, as both an art form and as an influence on its fans. Although we have not yet set specific panels, we are considering offering showcases within the Worldcon, bringing together at one time and place events and panels with a concentrated focus on particular themes, so that fans and pros can more readily find people and programming to suit their interests.

The City Beautiful. Orlando is located in the central part of the state and has an international airport that has regular service to over 100 cities. The Worldcon site is just 10 minutes west of the Airport by taxi, shuttle, or rental car. Disney World/EPCOT Center/Disney MGM Studios are another 15 minutes southwest of the **MagiCon** site. Universal Studios is less than three miles away. The Kennedy Space Center is less than an hour's drive to the east. There are over 100 restaurants nearby.

Additional Venue Information. In addition to the accommodations at our world-class head-quarters hotel, The Peabody (830 rooms), we also have significant blocks at the mid-range Clarion Plaza (750 rooms), and the budget-minded Quality Inn Plaza (450 rooms). The Peabody is located literally across the street from the Convention Center. The Clarion Plaza, which opened in September, 1991, is on the north border of the Center.

Additional Membership Information. An Attending Membership gives you attendance privileges, copies of generally distributed publications such as our progress reports and program book, the right to nominate and vote for the 1992 Hugo Awards (for works published in 1991), and the right to vote for the site selection for the 1995 Worldcon (after the payment of a poll tax which is credited towards your 1995 membership). A Supporting Membership gives you all of the above with the exception of the right to actually attend **MagiCon**.

Children's membership is available for youngsters born after September 3, 1980. A child's membership entitles the bearer to attend our children's programming, and to take advantage of child care at the best rates we can provide. A child with a full Attending Membership has the same rights as an adult member.

Kids-In-Tow membership is free for children born after September 3, 1986. They must be accompanied by an adult and are not allowed in Children's programming. For an additional fee, they may be allowed in Child Care.

British Agent

Peter Weston
14 St. Bernard's Road
Sutton Coldfield B72 1LE
United Kingdom

Swedish Agent

John-Henri Holmberg
Aldermansvaagen
S-260 40 Viken
Sweden

Continental Agent

Kees Van Toom
Postbus 3411
NL - 3003 AK Rotterdam
Netherlands

Australian Agent

Justin Ackroyd
GPO 2708X
Melbourne, Victoria 3001
Australia

Foreign remittances may be sent to our international agents. All prices are in U.S. funds. Remittances sent to the U.S. should be by Money Order or Cashiers' Check payable in U.S. funds.

The Committee

Co-Chairmen Joe Siclari & Becky Thomson
Assistant to the Chairs Ben Yalow
Gen. Counsel & Admin. Coordinator Tom Veal

Division Heads

Administration Susan Cole
Finance Judith Bemis
Publicity Ray Herz
Events Gary Feldbaum & Steve Whitmore
Programming Edie Stern & Andy Robinson
Exhibits Mark Olson
Facilities Ben Yalow
Services Teresa Renner

Publication Information

Progress Report 5 is scheduled for January, 1992 release.

Advertising Deadlines—Progress Report 5

Space Reservations Call the hotline
Hard Copy in hand December 2, 1991

Progress Report 6 is scheduled for a May, 1992 release.

Advertising Deadlines—Progress Report 6

Space Reservations April 15, 1992
Hard Copy in hand April 25, 1992

Specifications

	<u>Printing Area</u>
Full Page	7.5 by 10 inches
Half Page	3.5 by 10 inches or 7.5 by 5 inches
Quarter page	3.5 by 5 inches or 7.5 by 2.5 inches
Note: Use 110 line screen for halftones.	

Advertising rates—Progress Reports 5 & 6

	<u>Fan</u>	<u>Pro</u>
Full Page	\$90	\$200
Half Page	60	150
Quarter Page	40	100

Bleeds, color, and special requests are extra. Write to our P.O. Box (Attn.: Publications) for prices. (All Prices are in U.S. Funds.)

Volunteers: Sure, we'll be needing them! Please write to our P.O. Box (Attn.: Volunteers) to be added to our data-base. State area(s) of interest where you would like to work at the con and any expertise or previous convention experience you have. We are also looking for people around the world to help with publicity. Please write with your qualifications and what conventions you may be attending between now and September, 1992.

Dealers Room: Tables are sold out. For more information and if you wish to be placed on our waiting list please write to: Dick Spelman, **MagiCon** Dealer's Room Manager, 8111 Timbertree Way, West Chester, OH 45016-1605.

Art Show: As of December 1, 1991, we will be accepting applications for space in the **MagiCon** art show. Please write to our art show address (c/o MCFI, P.O. Box 46, MIT Branch Post Office, Cambridge, MA 02139) to receive information on applying.

MagiCon

P.O. Box 621992
Orlando FL, 32862-1992 USA
(407) 859-8421

MagiCon

The 50th Worldcon!

September 3 - 7, 1992

Orlando, Florida

Membership Information

Attending Membership

\$95.00 until March 31, 1992

\$110.00 until July 15, 1992

Supporting Membership

\$25.00 until July 15, 1992

Children's Membership

\$45.00 until March 31, 1992

\$55.00 until July 15, 1992

(All prices are in US funds)

(Foreign Remittances should be sent by Money Order or Cashier's Check payable in US Funds)

For more information write

MagiCon

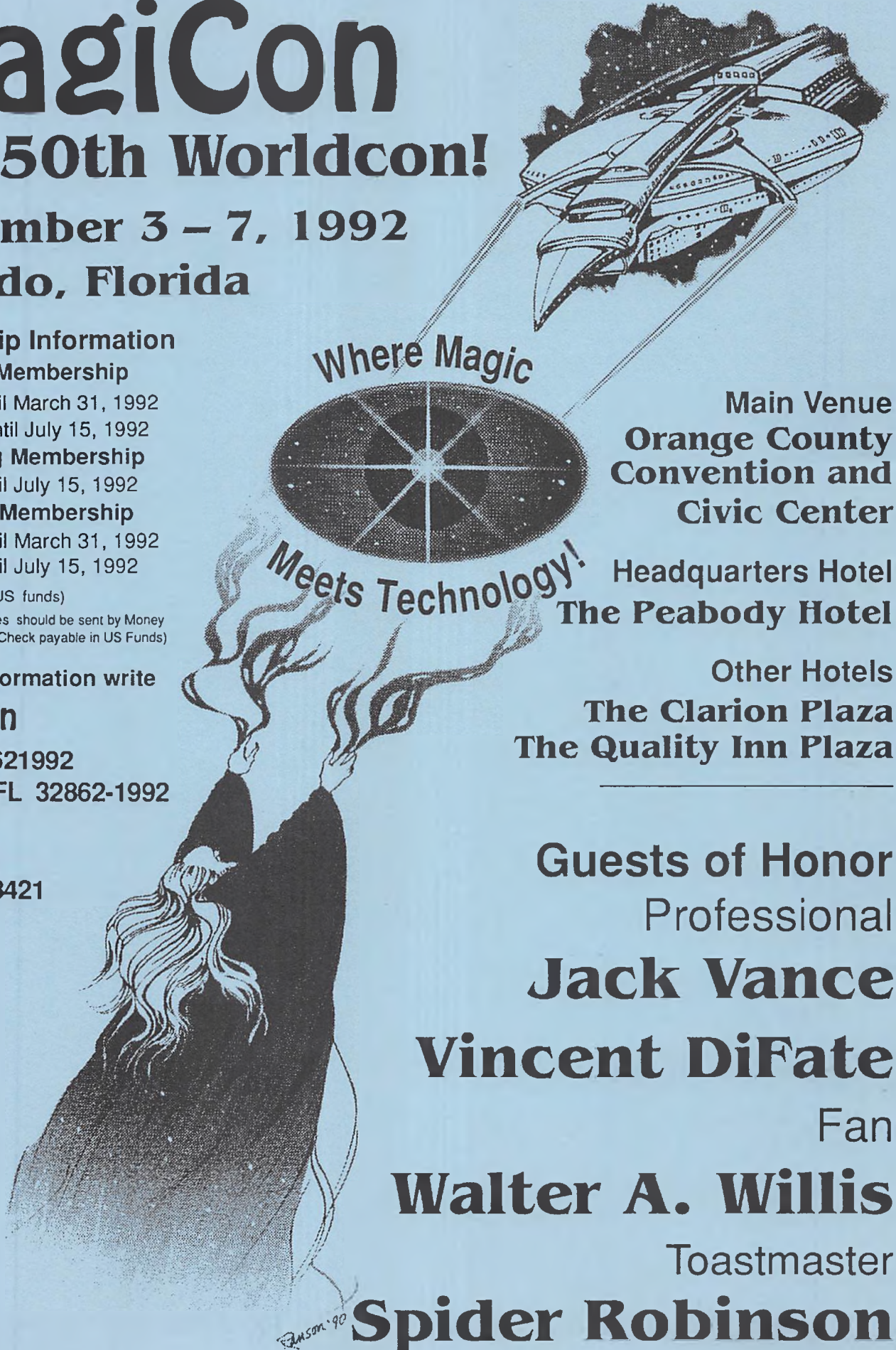
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Jack Vance

Vincent DiFate

Fan

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