

POOF!

You're It! #7

February, 1992



MagiCon Committee Apa

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Poof You're It! #7

The Quarterly Status Report of MagiCon Division Heads and Staff

February 1992

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MORE GENERAL INFORMATION

"POOF YOU'RE IT"

The MagiCon Staff APA

* The deadline for receipt of submissions for Poof You're It! #8 is May 1. This will allow for distribution of the APA at OASIS and Disclave. Note: Submissions will be accepted in person (camera ready copy please) at the Program Frenzy on Friday evening (May 1).

* We were unable to obtain an updated staff list for this publication. Continue to refer to the list in Poof You're It #6 for now.

* 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-CHAIRMEN."

February 4, 1992

To: MagiCon Staff and Committee

Yellow alert. If you haven't yet reserved your rooms for MagiCon, please do so now.

Rooms are going fast, and we don't want staff to be left out. The Quality Inn and the Peabody are nearly full, but we have saved a few rooms for staff. If you make your reservations now, you should still be able to get into those hotels. If you have any problems, please contact Ben Yalow at (212) 543-7792 or online at >Internet:ybmcu@cunyvm.cuny.edu . You can make reservations by calling the Orlando Housing Bureau at (800) 258-7666 or (407) 363-5800.

While I've got you reading this, let me remind those of you who haven't gotten MagiCon memberships yet, that you might want to do so now, before the rates go up again at the end of March. Remember, everyone, including you and me, has to have a membership. The rate currently stands at \$95.00.

Thanks for all your help.

Joe Siclari, Chairman

The following is a DRAFT! We know there are gaps that will be filled in when the meeting tapes are reviewed.

JANUARY 17-19 1992
MAGICON OPERATING BOARD MINUTES

MEMBERS PRESENT AT MEETING:

Judith C. Bemis Finance Division Head
Susan A. Cole Administration Division Head
Michael Drawdy Services Division - Logistics
Gary Feldbaum Events Division - Co-Division Head
Melanie Herz Services Division-Lounges
Ray Herz Publicity Division Head
Mark Olson Exhibits Division Head
Priscilla Olson Programming Division-Staff
Tony Parker FANAC Treasurer
Dave Ratti FANAC Secretary
Theresa Renner Service Division Head
Andy Robinson Programming Div-Co-Division Head
Joe Siclari Chairman
Edie Stern Programming Div-Co-Division Head
Tom Veal Admin. Coordinator/General Counsel
Steve Whitmore Events Division-Co-Division Head
Ben Yalow Facilities & Fixed Functions

Guests: ASFA Liaison: Ingrid Neilean
SFWA Liaison: Jack C. Haldeman

DIVISION REPORTS

FACILITIES DIVISION - Report by Ben Yalow/Mark Olsen

1. Preliminary Peabody Hotel Resume
Current Resume is not correct. However three items are "real"

- o Days in which MagiCon take possession of rooms
- o Final room assignments
- o Times of possession are correct

Discussion occurred on room allocation at the Peabody

- o Suggestion made to prepare a grid to keep everything up to date.

Due date of "real" resume submittal is 04/15/92.
Drop Dead date submittal to Ben Yalow is 6/01/92.

2. Facilities Questions - Report by Mark Olson

Meeting Planners Guide Book from OCCC is available.
Copies need to be distributed and reviewed.

3. Safety Report

Parking at OCCC

- o Some staff Parking is free
- o Public is charged for Parking
- o Discussion occurred on this issue - Agreed that Don Eastlake will investigate.

Telephone Service

- o Long Distance is available
- o How will this be handled (To be discussed later)
 1. # of lines and Phones

OCCC Set-up and Tear Down

- o Stickers were recommended by Mark Olson to show some type of volunteer identification during this time period.

Request for Tour of OCCC By Debbie King (Finance Div)

- o Scheduled for May 15, 1992

Discussion occurred on "Rent-A-Cop" and Guards for Security.

- o Questions asked: Should guard have guns?
Is a guard needed in all areas?
Where is a guard needed the most: ArtShow, Dealers Room, Finance/Admin Offices.
No decisions have been made at this time.

- Discussion occurred on Air-conditioning the B/C Halls in the OCCC during Set-up/Tear Down.

- o It costs money to turn on the A/C.
- o When do we turn A/C on?
- o Recommended by Andy Robinson: Have A/C turned on for Set-up, and if MagiCon makes money, pay for A/C to be turned on during tear down.

4. Presidential Suite at Peabody

1800 Sq ft (Includes parlor, bedroom, and two rooms). Discussion occurred on whether MagiCon can utilize this room or should be just not use it.

- o TOR Books reserved suite for Saturday
- o Suggestion made by Ray Herz to offer use of suite to Florida SF clubs to hold a party.
- o Available nights are Friday and Sunday.
- o Discussion placed on hold for the moment.

5. VIP Suites

Possible Committee Den space allocation

Need to determine what organization/person has suites in Clarion.
ASFA/SWFA Liaisons to view suites in Clarion.

6. Room Pickups/Suite Pickups

Ben Yalow provided a report.

Publicity was tasked to prepare a Press Release based on this report indicating that 1/2 of MagiCon's hotel rooms are still available.
Any problems with Rooms need to be addressed to Ben Yalow.

PUBLICITY DIVISION REPORT - Presented by Ray Herz

- o All timeline elements up to date.
- o Proposed Mass mailing to SFBC on hold, awaiting price data
- o Flyers are low, under 1000 flyers available. Mass printing of final version planned to be printed in February.
- o Copy count sufficient to cover proposed mass mailings
- o Ads placed in:
 - Chattacon Progress Report and Program Book.
 - Boskone Program Book
 - Crackercon Program Book (to be done)
 - Flyer masters sent to Foreign Agents
- o "Get out the Vote" Press Release issued in hard copy & on E-mail.
- o Publicity Division gathering more in state volunteers.
- o Laurie Mann to focus on National/Fan Press releases
- o Laurie Mann working on putting Press Kit Together.
- o Gary Roen is concentrating on Regional/State Press Releases
- o Jayne Rogers assisting in pricing effort for Billboard rental and production.
- o Ray Herz to E-mail to MOB members current Press Policy

EVENTS DIVISION - Presented By Gary Feldbaum and Steve Whitmore

- Division Apa has been mailed. All Events Personnel and Division Heads should have received issue.
- Technical information and prices being collected by Dalroy Ward.
- Production Manager Anita Raj gathering information.
- Marty Gear working on Masquerade rules and technical requirements.
- Jill Eastlake conducting meeting this weekend to discuss Hugo Awards Ceremony.
- The Hugo rocket has been manufactured by Peter Weston.
- Events division has been presented with three possible opening ceremonies for MagiCon. Discussion of these ideas to be held at Boskone for MOB.
- Discussion occurred on how many Hugo's should be given at MagiCon. (i.e. Campbell Award, First Fandom, Big Heart, Japanese) and what auxillary awards should be given.
- Mark Olson suggested that MagiCon present the traditional awards and schedule the auxillary awards at a different time.

Closing Ceremonies:

Drew Sanders working on Slide Presentation

- Working with Confrancisco on "passing the torch" ceremony.

o Food Functions

- o Meet the VIPS Party

Gaming

- o Ken Knabbe is working the Gaming area.

Filking

- o Barbara Higgins is handling this area.

G.O.H. Speeches

- o Penny Frierson has been asked to contact the GOH's and discuss this with them.

Regency Dance

- o Suford Lewis is handling dance.
- o Discussion occurred on providing discounted memberships for Dance Master, the Band, and their Spouses and children.
- o Steve Whitmore to discuss further with Programming Division.

Sales to Members

- o Prices are available for items being sold.
- o Need artwork from Vince DiFate by March.

Blood Drive

- o Coordinated by Perry Williams
- o Discussion occurred on feasibility of a Blood Drive.
- o No decisions made at this time.

Heinlein Pins

- o Discussion was made on whether these pins are feasible.
Will MagiCon members buy these pins?
No decision made at this time.

Feather Ceremony

- o Coordinated by Seth Briedbart
 - o Chocolate Syrup is to be used in this ceremony.
- #### Technical Discussions
- o Dalroy Ward coordinating tech

Received proposal from a Subcontractor to handle lighting for MagiCon. Cost is \$500. In exchange for services, Subcontractor would like free memberships to MagiCon.

- Discussion occurred on the above. No decisions made at this time. Steve Whitmore to discuss with Joe the details of Subcontractor's proposal.
- Secondary discussion occurred. Should MagiCon provide free memberships in exchange for work at the con. No decisions made at this time.

GENERAL COUNSEL REPORT - Presented by Tom Veal

- WSFS Business
 - o Constitution
 1. Copy is available
 2. Chicon WSFS Business Minutes have not been received
 3. Bruce Pelz to coordinate Speakers and handle the Podium at MagiCon
 - Hugo Nomination
 - o Nominations form to be mailed out
 - o Nomination form already uploaded on Compuserve/Genie and other Computer bulletin boards
 - Site Selection
 - o Site Selection ballots to be mailed out to all MagiCon members.

FINANCE DIVISION REPORT - Presented by Judy Bemis

- o Chart of Accounts handed out to all Division Heads
 - Division heads need to review and make any changes and inform Judy of change.
- o Checkbook is up to date and on track
- o Discussion occurred on Cash Set-ups at MagiCon
 - Debbie King Coordinating and is working on procedures
 - Will need Division Head approval when procedures become available.
- o Staffing
 - Finance Division is understaffed in area of Cash Runners at Con. Judy is working on recruiting volunteers for this area.
- o Credit Cards
 - Application is partially filled out. Awaiting some financial data from Administration.
 - Discussion occurred on Financial data Bank actually needs from MagiCon to process credit card application.
 - Finance and Administration to work problem
- o Discussion occurred on how much cash should be in petty cash for staff use.

EXHIBITS DIVISION - Report by Mark Olsen

- Art Show
- o Plans are progressing - no problems
 - Difate Exhibit
- o 150 pieces available
 - Dealers Room
- o Sold out.
- o Some tables available for committee discretion
 - Fan Lounge
- o Coordinated by Geri Sullivan
- o Description of Fan Lounge and other details presented by Geri Sullivan in a handout. (See attached report for all data).
- Commerical Exhibits
 - o D.C. Comics planning an exhibit
- Special Interest Groups
 - o Small reponse but effective - no problems
- Golf Course
 - o This exhibit is progressing. No problems

SERVICES DIVISION REPORT - Presented by Theresa Renner

- o Robbie Cantor to Coordinate C&C (Communications/Control)
- o Jayne Rogers declined to coordinate the sign shop. Need to find another volunteer.

- o Discussion occurred on what type of signs are needed at the convention.
Discussion placed on hold.
- o Rob Spence to coordinate all Beeper rentals
- o Con Suite
 - Coordinated by Sue Francis
 - Located in Peabody
 - Corkage has been bought off
 - Con Suite plans progressing
- o Handicap Access
 - Coordinated by Electrical Eggs Representative John Platt.
 - Theresa Renner to contact John concerning status of H/A.
- o Information
 - Theresa Renner working on getting a Coordinator for this area.
 - Information will include Tours
- o Daily Newsletter
 - Position filled for coordinator.
- o Travel
 - Larry Ruh is Liaison to Garber Travel
- o Logistics
 - Coordinated by Mike Nelson
 - All Division Heads need to send their logistic requirements to Services Division.
 - Need a computer expert to handle computer rentals
 - Rental Liaison for all equipment is Mike Drawdy.
 - 1. Send all requests for equipment to Melanie Herz (CIS# 73540,273). Melanie to forward requests to Mike Drawdy.
- o Committee Den, Staff and Gopher Lounge
 - Coordinated by Melanie Herz
 - Staff/Gopher Lounge located in OCCC
 - 1. Very limited due to costs
 - Committee Den now located in Clarion
 - Steven Gold to coordinate all Gophers.
 - Discussion occurred on the differences between Staff/Committee and Gophers.
 - No decisions were made at this time.
- Other discussions included "rent a cops", crossing guards on International Drive and the use of Shuttle buses for fans. No significant decisions were made on this.
- Babysitting Area Report
 - o Eight Babysitting services investigated. Only four responses received.
 - o Costs are economical and inexpensive.
 - o Discussion occurred on "tickets" for babysitting and other forms of identifying a parent.
 - Suggestions included Picture ID's of parents/children
 - o Discussion occurred on medical policies.
 - Who gives medicine to the child, Parents, or Babysitting service? No decisions made at this time.

- o Lynn Murphy and Theresa Renner to work up Babysitting charge proposal and bring to board.

PROGRAMMING DIVISION - Presented by Edie Stern/Andy Robinson

- o Questionnaire for Professionals ready to be sent out.
- o Discussion occurred on what to put into the form letter for program participants.
 - Members of MagiCon
 - Non members of Magicon
 - What do we offer the non-members?
- o Programming mailing was sent out to pros.
- o Program frenzy scheduled for Mary 1st.
- o APA has been distributed to all staff and Division Heads
- o Need volunteers in the following areas:
 - Technical
 - Gaming
 - Filking
 - Green Room
- o Need help in Academic Programming
 - No independent tracking programming scheduled
- o Art Oriented Programming
 - David Cherry and fans from Oklahoma were suggested to work this area.
- o Films are being coordinated by Bill Parker.
- o Innkeeper report given by Andy Robinson

PUBLICATIONS DIVISION - Presented By Dave Ratti

- o Dave is temporarily in charge of this division due to the health of Becky Thomson.
- o PR 5 currently at the printers. Should be ready week of January 17th with mailing week of January 27th.
- o Tom Hanlon is coordinating ads for sale for Program book
- o John Gustafson is coordinating the Program Books.
- o Discussion occurred on sending out a separate mailer notifying MagiCon members of Hugo nominations, site selection, and to send an updated copy of the WSFS constitution.
 - Dave Ratti to look into costs to have a mailing house handle this task.
 - Dave Ratti to get mailing labels from Administration to give to mailing house.
- o Discussion occurred on current copy of WSFS Constitution that is being printed in PR5.
 - Portions are incorrect and unclear.
 - Mark Olsen and Tom Veal to work up a correct version and send to Dave Ratti to send in mailer.
- o Discussion occurred on what type of publications each Division Heads would need for the convention. All Division Heads were asked to turn in their requirements to Joe Siclari.

INSURANCE DISCUSSION - Presented by Tom Veal

- o Frank Dowler ("Enterprise 1701") had agreed to investigate insurance issues and received quotes for MagiCon.
 - Quotes fall into the \$8,000 range.

- Covers Art Show, Office, General Liability, Child Care False Arrest, Directors Liability.
- Does not cover Child Abuse.
- Coverage on Vehicles used at Magicon needs to be investigated.
- o Tom Veal and Gary Feldbaum to prepare a list of coverage items for insurance.

AREA RESPONSIBILITIES/AREA NEEDS

Exhibits Division Responsibilities

- o Mark Olson presented report on what the Exhibits Division role is at MagiCon.
- Full report is attached in these minutes.
- Discussion occurred on several of these items, however no updates or significant changes were made.

Events Division Responsibilities

- o Sales to Members
- o Masquerade
- o Hugo Awards
- o Food Functions
- o Opening/Closing Ceremonies
- o Filking
- o Gaming
- o Regency Dance
- o Meet the Pros Gathering
- o Hugo Losers Party
 - Coordinated by Janet Anderson (ConFrancisco)

Events Division Needs

- o Sales to Members
 - Needs furniture to set up booth area
 - Needs NCR Forms for orders forms
 - Requests two phonelines
- o Masquerade
 - Requires an office
 - Requires space at the information table for masque data and registration personnel.
 - Requires Computers for office for tracking purposes
 - Requests space in the Exhibits area for masque overflow after ceremony.
 - Requests a hall or other area to usher judges out of room
 - Requests additional tables and chairs.

o Food Functions

- NASA Luncheon with R. Crippen and J. Young scheduled for Friday noon. Events/Programming to coordinate this with NASA Liaison Joe Green.
- Publicity to send out a Press Release on this event
- Crippen/Young speech is tentatively scheduled for Friday at 3:00PM. This allows members who are not at Luncheon a chance to hear the speakers. A 1 Hr break will occur between the Luncheon and the speeches.

o Hugo Awards

- Requests separate Green Rooms for nominees
- Will interface with Publicity on interviewing nominees and winners.

o Opening Ceremonies

- Scheduled for 2:30PM Thursday

o Filking

- Scheduled to be held in the Orlando Room (Peabody)
- Coffee/Tea set-ups are requested
- Menu from catering will be investigated to analyze costs

o Logistical Items

- Request carts to move bulky and heavy items around OCCC (especially Sales to members items).

o Meet the Pros Gathering

- Discussion occurred on moving this from the Peabody to the Clarion pool area.
- Ben Yalow to check on food prices and usage of the pool area at the Clarion.

o Closing Ceremonies

- Steve Whitmore to contact Confrancisco.

o Regency Dance

- Need a dance floor.

o Technical

- Provides lights and microphones for con
- Will work with Services Division for ordering equipment.
- Technical personnel are not expecting to deal with the decorator or to take any logistical trips to survey the facilities.

o Alternate Awards

- Discussion occurred on when to hold these awards.
- No significant decisions made at this time. Will work with Programming on this.

Miscellaneous Events Division Requests

o Events Division requests that more correspondence needs to be sent to Division heads not just the area coordinators.

o More constraints must be placed on the budget.

o "Poof You're It" should be more meaningful.

FACILITIES DIVISION - AREA RESPONSIBILITIES

o Coordinates with hotels and OCCC on all space allocation and for room blocks, VIP suites, and any facility problem.

o Prepares and submits resumes for the OCCC and Hotels and outlines usage of all rooms.

o Receives all requests for space and facility allocation from other Divisions and Chairman.

- o Discussion between Division Heads occurred on what other responsibilities Facilities needed to handle. No significant changes or additions were made.

ADMINISTRATION DIVISION RESPONSIBILITIES

- o Processes all incoming mail inquiries and responds in a timely manner.
- o Processes all incoming attending/supporting memberships and records them in MagiCon database.
- o Works with Finance division by depositing all checks for incoming memberships.
- o Handles all pre-registration for MagiCon.
- o Processes all information for individual areas by sending correspondence to key personnel (i.e. Division Heads, Area Managers, Chairman).

ADMINISTRATION DIVISION NEEDS

- o Discussion occurred on badge distribution (colors, type, status)
 - No decisions made at this time.
- o Discussion occurred on badge designs.
 - Should they be laminated, have ribbons?
 - What type of "Quasi Gismos" should be on badges to identify what area a committee/staff person is working.
 - "Quasi Gismos" are referring to the stickers affixed on members badges used at Noreascon to identify staff/committee etc.. and what they were doing.
 - Discussion occurred on the type of ribbons for FANAC members and for GOH.
- o Administration is relying on Facilities Division to provide a set of telephones at Registration.
- o Administration is relying on Logistics to provide computer equipment and copy equipment.

ADMINISTRATION DIVISION ITEMS

- o Rick Waterson coordinating registration
- o Programming Division asks that Administration provide computer space to compile programming ideas during the Programming frenzy.
- o Administration received a letter and inquiry from fans in Eastern Europe asking for an invitation to come to MagiCon. This is a political matter and needs to be addressed.
 - Joe Siclari and Melanie Herz working on this.
 - Theresa Renner reported on an organization called "Fans Across the World" which can possibly help with expenses for the European fans which was an additional concern stated in the letter Administration received.
 - Discussion continued on what the letter should entail and on reduced membership costs to those fans unable to afford the full membership prices.
 - For clarification purposes: An Admission is not a membership. This allows a person to visit the convention but they have no privileges (voting rights for site selection etc). A membership in MagiCon includes the voting rights.

Decision was made compose a letter to invite the Eastern European fans to MagiCon but not to offer any subsistance or money.

- Theresa Renner also told MOB that Bridget Wilkerson coordinator of "Fans across the World" was willing to place an ad in our Progress Reports to offer assistance to the Eastern European fans.

A MOTION WAS MADE TO ACCEPT AN AD FROM BRIDGET WILKERSON. IT WAS SECONDED AND PASSED.

ACTION ITEMS: DAVE RATTI NOTIFIED OF THIS AD, AS WELL AS JOHN GUSTAFSON.

o Mailing labels from the MagiCon data base were requested by the Atlanta in '95 bid for their use.

- Discussion occurred on how to send, when to send etc...
- o Discussion occurred on "At the Door" and "One Day" prices

The following is the current rate schedule:

ONE DAY MEMBERSHIPS AT THE DOOR
(Full Attending)

Thursday	\$30	Thursday	\$135
Friday	\$40	Friday	\$135
Saturday	\$40	Saturday	\$100
Sunday	\$40	Sunday	\$ 60
Monday	\$30	Monday	\$ 30

A MOTION WAS MADE AND SECONDED TO APPROVED THESE RATES. A VOTE WAS TAKEN AND MOTION CARRIED.

FINANCE DIVISION RESPONSIBILITIES

- o Records and updates all convention financial data
- o Tracks budgets against expenses
- o Records and provides all financial data to/from the Government
- o Tracks Investments
- o Handles all cash and cash pick-ups at convention with each department (i.e. Art Show, Sales to Members, Site Selection)
- o Is responsible for the security of all monies collected.
- o Handles all credit card transactions

FINANCE DIVISION NEEDS

- o Depending on Facilities Division to secure a room for all Finance activites at MagiCon.
- o Depending on Exhibits Division to transport financial data/ equipment from Boston/NY

PUBLICITY DIVISION RESPONSIBILITIES

- o Provides press kits to all media representatives
- o Provides space for media to conduct interviews and reviews of convention.

- o Escorts local media TV and newspapers who are not members of the convention (No escort provided for media members who are con members).
- o Expect to cover the following areas:
 - a. Opening ceremonies
 - b. Hugo and other awards
 - c. The Masquerade
 - d. Food Functions
 - e. GOH Speeches
 - d. Other events as they occur

PUBLICITIY DIVISION NEEDS

- o Coffee/Tea set-ups for all five days of convention in the Publicity room.
- o Soda set-ups in the afternoon for all five days of convention
- o A telephone
- o 2 Pagers
- o Access to photocopies (estimated usage is 200 sheets/day)
- o Access to computer/modem to send out p.r.'s and other news on E-mail (Estimated usage is 15 minutes per day).
- o Requires the use of the Gallery space in the OCCC for the Publicity Headquarters.

PUBLICITY MISCELLANEOUS ITEMS

The following are items Publicity needs from other Divisions.

1. Facilities to secure space requirements
2. Services to secure coffee/soda set ups, telephone and pagers.
3. Tables and Chairs for use in press area

PROGRAMMING DIVISION RESPONSIBILITIES

PROGRAMMING DIVISION NEEDS

PUBLICATIONS DIVISION RESPONSIBILITIES

- o Coordinates Progress Reports and Program Book
- o Discussion occurred on the deadline for PR 6.
 - Copy needs to be received by Dave Ratti NLT March 31st.
- o - Mike Glycer to work on PR 6 during April.
- o ACTION ITEM: JOE SICLARI TO CONTACT MIKE GLYER TO SEE HOW MUCH HE CAN HANDLE DURING AUGUST BECAUSE HE IS AN IRS EMPLOYEE AND THIS IS A VERY BUSY TIME.
- o Discussion occurred on the deadline for PR 7
 - Copy in hand by June 15h to Mike Glycer
 - Will be sent 1st class mail by August 01
- o ACTION ITEM: JOE SICLARI TO CONTACT MIKE GLYER CONCERNING PR 7 COPY.
- o Copies of Site Selection, Hugo Nominations and Ballots to be printed and sent out under separate cover.
- o Dave Ratti to check on prices using a mailing house.

SERVICES DIVISION AREA RESPONSIBILITIES

- o Babysitting
- o Children's Programming
- o C&C (Communications/Control)
 - At Con office
 - Sign making
 - Operational items
 - Petty Cash
 - Rent a cops
- o Con Suite
 - Supply point
- o Fan Lounges
- o Gophers
 - Grunt Labor
- o Handicap Access
- o Information Desk
- o Logistics
 - Providing equipment to convention
 - Returning rented equipment
 - Rents all equipment needed
 - Coordinates all supply and ice runs for convention
 - Provides Beepers for main committee
 - Roughly 100 beepers are needed
 - Discussion occurred on costs to rent beepers.
 - Mike Drawdy (Logistics Rental Staff) to check into costs
 - Logistics will secure sofas/couches. Mike Drawdy to check into costs.

NEXT TWO MOB MEETINGS ARE SCHEDULED AS FOLLOWS:

June 5-7, 1992

July 24-26, 1992

Hotel information TBD.

MagiCon Fan Lounge

Information and Stuff
from Geri Sullivan

1/15/92

"Not responsible. Park and lock it, sucker."

Ok, I confess, I have undertaken a few *responsibilities* for MagiCon. They mostly relate to running the fan lounge.

First off, here's what I hope the fan lounge will be:

A friendly, comfortable place for fans to hang out while also serving as an entry point for neo-fans to meet people and find out more about fandom. If we do it right, the lounge will be both intimate and welcoming.

The lounge will be located in the convention center, I believe in the theme park area. We're hoping to put together a lounge that resembles a British pub — comfortable chairs, small tables, perhaps a sofa or two, and a cash bar, if possible. There will be a fanzine sales area; a newsstand rack arrangement has been suggested.

The lounge will always be "staffed" by hosts, following the Minneapolis in '73 Suite style developed at Minicon over the last two years. Each host (or group of hosts) will be responsible for a two-hour shift. The job is not arduous and hosts are encouraged to put their own party "spin" on the lounge during their shift(s). For example, at Minicon 26, Bob Tucker and Don Fitch hosted a Fannish Dinosaurs Party. Another group hosted an Irish Whiskey Party. There are two purposes behind the host scheme: 1) it adds involvement, interest, and activity to the lounge, thus making it — and the convention — better, and 2) it keeps me from becoming a crispy fried critter by trying to do it all myself.

Don Fitch, Jeanne Gomoll, Nevanah Smith, Moshe Feder, and Dick and Nicki Lynch have already agreed to serve as hosts at the MagiCon fan lounge, and I'll recruit more hosts at Corflu, while in England, and at Minicon this year.

"If you didn't want crottled greeps, why did you order them?"

Here's what I think I'm doing:

Pre-MagiCon Coordination

- Recruit hosts
- Help to determine budget
- Place order for furniture/equipment rental
- Plan & gather/create decorations (eye candy, fannish references, "toys")
- Determine lounge hours — (11 am – 11 pm Thursday – Sunday; 11 – 5 Monday?) Schedule hosts/parties/special events for the lounge
- Communication/publicity — write blurb for last pr, program book, spread word about fan lounge at Corflu, in England/Ireland, and through the fan press
- Plan fanzine sales area — develop general rules (% to TAFF/DUFF, etc.)

At MagiCon

- > Set-up (Wednesday night or Thursday)
- > Post hours, hosts, events
- > Overall coordination. Problem-solving as needed
- > Track fanzine sales
- > Enjoy fan lounge, enjoy convention
- > Tear-down (Monday)

Here's what I'm relying on others to do for me:

Who:

- | | |
|--|--------------------------|
| A) Provide information/answer my many questions (see below) | TR, others per referrals |
| B) Provide beeper and related communication support services during convention | Operations |
| C) Tell me if I've overlooked anything obvious | TR, anyone |

"Does anyone have any pointless and annoying questions?"

TR, I'd appreciate your help in answering the following:

- 1) Where exactly in the convention center will the fan lounge be?
- 2) What are the dimensions of the space?
- 3) Do I need to order "walls" (curtains or other space dividers)?
- 4) How do I order furniture? How do I find out what's available and at what cost?
- 5) Do I have a final budget? Does it include all costs — furniture rental, beeper, etc.?
- 6) How do I go about arranging for the cash bar? Can I have one? Can we arrange for a cash coffee service? Other paid refreshments?
- 7) What are the rules we need to follow, especially regarding food, drink, smoking, etc.? (I would like to have both smoking and non-smoking areas in the fan lounge, if at all possible.) Can you send me a copy of the MagiCon contract with OCCCC or other MagiCon information about what's cool and what's not?
- 8) It looks like we can move in to the convention center on Wednesday. When do we need to be out of the fan lounge?
- 9) What sort of security is being provided?
- 10) How do I arrange for a phone in the fan lounge? What are the costs involved? (At the very least, the host needs to be able to beep me. It would be nice if we could also make local phone calls.)
- 11) Can I ship decorations/supplies/fanzines directly to the convention center and have them held for my arrival? And then ship them from MagiCon? Information, please, on the whens and hows...
- 12) How do I go about spending MagiCon's money? (Don't panic, I mean *budgeted* money!)
- 13) What are Florida laws regarding sales tax? Do we have to charge tax on fanzine sales? (I hope not!)

Thanks!

Geri

What Exhibits Is Doing at Magicon

Mark L. Olson

15 January 1992

Division

- Coordinates layout of Halls B & C and Grand Lobby
- Is "landlord" for other division's areas located in those spaces.
- In conjunction with Facilities, provides Exhibits liaison with CC.
- Provides division office in B/C which is open to other divisions

Art Show/Di Fate Exhibit

- Builds hangings (includes procuring, setting up, tearing down and returning all hanging hardware and lighting)
- Solicits art for A/S, collects payments for space and turns payments over to Treasurer
- Operates A/S during con
- (Relies on Services to supply guards)
- Runs auction and Art Show Sales, collects payments and turns them over to Treasurer. (Not responsible for arranging to be able to accept V/MC.)
- Produces any forms it needs
- Arranges for judging and awards and awards ribbons.
- Works with ASFA to plan, setup, run, and tear down print shop. Works out plan for Print Shop money handling acceptable to Treasury and ASFA
- Works with ASFA liaison. (Not responsible for ASFA suite, if any.)
- Liaises with Vincent Di Fate on Exhibit (but not on other GoH-related issues).
- Receives, hangs and returns art for Exhibit
- Works with Corporate Counsel to arrange for insurance for Art Show and Exhibit.
- Produces A/S directory (if any)

Hucksters

- Solicits dealers for Hucksters room
- Is responsible for notifying Hucksters of their Sales Tax obligations, but does not enforce them
- Handles Huckster movein & moveout
- Collects payments and turns monies over to Treasurer
- (Who is responsible for Huckster's insignia?)
- If required by OCCC fire regulations, provides empty box storage area
- Produces HR directory (if any)

Exhibits

- Builds, invents, recruits or inveigles exhibits from all over
- Develops a miniature Golf Course for Halls B&C
- Does overall decoration of Halls B&C and entranceway
- Arranges to transport exhibit materials to and from the convention
- Does GoH exhibits (coordinates GoH contacts with GoH liaison)
- Provides and coordinates assignment of SIG tables. Provides out-of-the-way rooms for SIG groups to hold private meetings in
- Handles large exhibits. Possibly works with Orlando-area "attractions" for exhibit material
- Placates worried lawyers

Other division's areas likely to be located in Exhibit's space

- Convention sales (Events). Exhibits provides space and tables/chairs will need elec phone

- Information and whatever else comes with it (Services). Exhibits provides space and tables/chairs *will need elec. & more*
- Events ticket sales (tours?) (Events). ((is this where we will sell tickets for the Masquerade?)). Exhibits provides tables/chairs and space
- Autographing (Program). Exhibits provides tables/chairs and space
- Exhibits-related program (Program). Exhibits provides space
- Masquerade back stage. Exhibits provides ca. 30'x100' area on Sunday
- Logistics storage (Services). Exhibits provides space for secure cage and unsecure bulk storage
- British-style fan lounge (Services). Provides space and help designing and setting up.

Orlando Impressions
by Kurt C. Siegel
CIS: 73337,2454
GENie: K.Siegel1

Notes on International Drive: 2 good restaurants: The Butcher Shop and Damano's The Place For Ribs, both in the Mercado Mall. Damano's is a Franchise of The Place For Ribs Restaurant, and the portions seem to be reasonable for the price. The barbecue sauce is good, and tends more to tease than bash you over the head. They have daily specials at very good rates. The Butcher Shop is expensive, but worth it. Oversized steaks, good salads. Pick your own beef, and you may cook it too, if you wish. (I like mine Well, so I cooked it. Chip cooked his too, but it was still mooing when he sat down to eat.) The flavor of the meat is very good, and it's tender. But it can be overkill, too. a 14oz Filet Mignon is ENORMOUS! And that's the 2nd smallest cut on the menu! We have copies of the menu from both restaurants.

There is also a Pub at the Mercado, called The Cricketers Arms. Food is reasonable, beverages are reasonable, decor is a little overboard on the Brass. They have 4 British Drafts, with real Hand Pump Pull Taps, in addition to the standard beer on Draft. It's worth a try, if you're a beer aficionado.

Breakfast Notes: Denny's. Lots of them. All over the place. As well as several Perkins and IHOPS. Perkins was the least expensive breakfast, and the greasiest hash browns. Denny's is... well, Denny's. Every single one is exactly the same. The IHOP had the best value for the money, and I couldn't finish the 3 egg omelet. Just too big! However, the building was also the oldest, and not as bright and airy as the other places. But the staff smiled the most, too.

2 Mini Golf Courses we tried: Pirates Cove & Congo River. Similar, yet subtly different. Congo River is a little harder course, but Pirates Cove is right next to the Mercado.

Universal Studios: Try going with a friend. Alone, it's somewhat boring. The BACK To The Future ride was as good as I'd been hearing, and worth the 20 minute wait, even after I was bored and crabby from waiting in line all day long. The King Kong thing was ludicrous. After 45 minutes in line, I didn't even want to go on the silly thing. Earthquake seemed to be OK, but I'd rather have the opinion of someone who has been through the real thing. The Hanna-Barbara ride was okay, too. Nice to see that Dick Dastardly and Muttley haven't been abandoned entirely.

It seems that the majority of rides consist of a Flight Simulator type assembly, which lifts and turns the passenger. The largest I'd been on was the Star Tours ride at Disney/MGM, and the smallest are in Malls, where they do Roller Coaster simulations for \$2.00.

Three-D Lives: I've heard a number of times about the MUPPETVISION IN 3-D show at Disney/MGM, and as a die-hard Muppetholic, I had to see it.

I loved it! The 3D effects are great, even if obviously cheap attempts at humor sometimes. But isn't that what the Muppets are all about? Nothing highbrow here! Even when the bubbles started drifting through the audience, and when we got squirted, it was pleasing.

More 3D: Did you know that Hitchcock initially filmed DIAL M FOR MURDER in 3D? A short section of it was shown here, and was very well done. Then, they resorted to some cheap 3D effects for THE BIRDS... A good time, and recommended.

People I've spoken to in the Orlando area say that the theme parks should be less than crowded the week after Labor day; Most schools are back in session by the first week of September, and apparently the local schools are back in the last week of August.

There's a place opposite Universal's entrance called The Wizard's Fun House. Admission wasn't too bad, and the mirrors as you enter are OK, and there's one or two amusing parts to it, but... On a price:value evaluation, it comes up lacking. There's an attached laser tag game, but I didn't try it.

Discount Ticket Sales: there are booths EVERYwhere! Several have salespeople pitching time-sharing condos too, so be wary. For that matter, be wary about the ticket sellers in general. According to the Orlando Convention & Visitor's Bureau, some of the tickets sold are no good, some are stolen, and some are legitimate. Insist on a receipt and a guarantee. Remember that Disney does not license 1-day tickets through ticket brokers, so any broker doing so is selling either illegally, partially used multiple day tickets, or stolen tickets. And some may just be bad. If a large group wants to visit any theme parks, (20 or more) Contact the OCVB. They may be able to arrange a better discount, or put you in touch with the right people to do so. Incidentally, they do broker tickets at a lower price than gate price, but nothing for Disney, as yet.

Hotels seem to have a policy of providing room safes, more for the peace of mind of the guest than for any real security. You are encouraged to make use of the Hotel Safe for valuables. Remember, this is a resort community, and there is a real criminal element.

Kennedy Space Center is between 40 & 60 miles from Orlando, and a good part of the trip is one lane road. If there are any scheduled bus trips, they would be a better idea than driving out yourself. And if there's a shuttle launch planned for around the convention, it would be worthwhile to join the National Space Society. They have a chartered bus drive or two leave Orlando for Canaveral, and members present get VP seating (3-4 miles away) which is as close as you can get, I'm told. I was 12 Miles away for a spectacular night time launch, and I want to go back, and get closer!

Other things I want to do: Wet & Wild has a water slide called The Black Hole. It's fully enclosed during the ride...And opaque.

Finally, for anyone who has never been to Florida in the summer (and I'm one of them!): They tell me it's hot and humid. Figure on temps in the 90s with Humidity above 70%. Even in November, the humidity was over 60%. Expect to drink a lot of water, and bring frequent changes of clothing. In the hotel or Civic Center should be okay, but you have to leave them on occasion...

And remember: NO FOOD OR DRINK is allowed into the OCCC, unless purchased from the food vendor IN the OCCC. They - WILL confiscate Coolers! (please note: All Upper Case lettering (i.e. EVerything!) is intentional.)

Action

POOF - January 1992

Mark L. Olson

13 January 1992

Since egoboo is the committee's only reward, a Worldcon runs on goodwill points. Goodwill reinforces itself. If you have goodwill points, then fans will forgive you your mistakes. If you lack them, they'll blame you for your successes. We want Magicon to have lots of goodwill points when it's over.

I believe that Magicon will be an interesting convention and will run smoothly. There will be no fiascoes. So why belabor this business about goodwill points? Because there are a few areas that have uniquely high visibility and a correspondingly high opportunity to make Magicon look good. They're the areas that everyone notices either because everyone sees them (Registration and Newsletter) or because they are spotlighted (Hugos and Masquerade).

I think we ought to take special care that these areas shine.

Registration

Registration is probably the only area that absolutely every member of the con uses. Furthermore, they use it right at the start of the convention. If Registration runs well, fans will begin the con thinking good thoughts about us and will be more inclined to forgive us our inevitable lapses. If Reg is painful, they'll figure we're incompetent and look for and find further evidence.

So what should we do?

Take a look at Registration from a member's point of view. Ideally, a member arrive on site and goes to register. Registration takes a minute or two and a friendly staff gives them their spiffy badge, their publications and they go forth to enjoy the con. That's all a member wants, and that's the best we can give them. Added features (like a list of who has registered and who hasn't) might be nice, but only if they don't interfere with the basic function.

What could go wrong? Let's look at things that *have* gone wrong at past worldcons (no points for guessing where!):

- Registration opens hours late because the staff is still stuffing registration packets. (Moral: don't have packets!)

- The member arrives and their first contact with the convention is a long line for registration. (Moral: No lines! Never!)
- Worse: The member arrives and stands in line for 20 minutes only to discover that they are in the wrong line. (Moral: Have good signage! If (God forbid) a line develops, have staff walk along the lines, making sure people aren't waiting uselessly.)
- Lots of misspelled names on badges. (Solution: make the PR 7 label include the "name on badge" so people can tell us *in advance* that it's wrong. And then be sure it's quick and easy to replace badges.)
- The inevitable registration screw-ups occur, and people wait in line while the Registration staff tries to work things out. (Moral: when a problem occurs, take it off-line immediately. Never make other people wait while you solve problems.)
- Ms. Big Name Pro arrives and discovers that her registration is in Green Room. Her husband's (he's an artist who sells prints) is in the Dealer's Room (he looked in the Art Show first) and the kid's memberships are in regular registration (but under their last name, not hers). She discovers this by standing in line for ten minutes in regular registration. (Solution: if we must have multiple registration locations make damn sure that people know where to go, and when they go to the wrong place anyway, that it doesn't take them very long to find out.)
- A fan is not allowed to pick up his kid's badge.

Newsletter

Newsletter is one of the areas at Worldcon that just never seems to be done well. I don't know why this should be. (That's not entirely fair: ConFiction's newsletter was the best I can remember, and a few others have been OK.)

Partly, perhaps, it's because Newsletter is frequently treated as a stepchild to be foisted off and thereafter ignored. Partly because I think many committees never figure out that

they want the newsletter to do, they just have one out of habit.

I think that Magicon's newsletter is there to make the con better for the members. (Lest this seem obvious, think back to how many newsletters seem to have had as their main purpose to be a personal zine to gratify the editors.) So what do our members want?

- Timely news and information
- Entertainment
- Gossip and personal news

What I think we should avoid is the use of the newsletter to attack people or groups. A personal attack is rarely productive, and is unlikely to make Magicon a better place.

I do realize that it's hard to separate "Gossip and personal news" from typical fannish backbiting, but we should try! It's exceedingly rare that saying something bad about a person in a convention newsletter makes anything better.

All of these problems can be avoided, some easier than others. The principles apply to every area:

- (1) The Show Must Go On. Just what is the fundamental purpose of each area? Understand that, and then put your efforts towards getting the basics right and leave the frills for later.
- (2) There will always be problems. No matter how competent and how skillful we are, there will always be problems. Design to minimize them. An over-complex plan might make the area work 5% better, but will mean that the inevitable problems will be much worse, or much harder to handle or — worst of all — disastrous, rather than just annoying.
- (3) There will always be problems: Design your area to handle them smoothly, quietly and quickly. Use triage: break problems into categories. Simple (fix it right away), Hopeless (buck it up the chain of command to someone who can make decisions), or Middling (push it off-line so that other people aren't waiting, but get it handled ASAP).
- (4) Plans always look better on paper than they work out in real life. "No battle plan ever survives engagement with the enemy." "Keep It Simple, Stupid!"

Exhibits Division Office

The Exhibits Division will have an office located somewhere on the floor of Halls B/C. We'll have phones, a copier, a Mac, office supplies, tables and chairs. It's available as a general resource for any area. If you expect to make heavy use of it, please let me know in advance so we'll be able to meet your needs. Otherwise, just use it when you need it.

Beeper

I've never liked beepers. Not only is an unnecessary beeper frequently the mark of a self-important nerd, but beepers combined with the old-style "Ops" usually meant that 45 minutes after you solved a problem, Ops would get around to beeping you to tell you about it.

At Noreascon Three, Jim Hudson got us to try a scheme that worked quite well and made beepers an effective part of the convention rather than a nuisance.

Essentially, we did away with the idea that Ops was in the middle of every communication. In the old style, a message from A to B was done by A calling Ops, who wrote down the message and then tried to pass it on to B. Why was Ops involved at all? Because we didn't have numeric beepers.

Numeric beepers beep, but also have a little readout which displays a 10-12 digit number entered by the person who called in the beep. Usually, the number is a call back number, but it can also be an agreed-upon code.

Now for A to call B, A dials B's beeper number (distributed by C&C in a phonelist which is updated frequently) and then, when prompted by the beeper system, types in his own number. A minute later B goes to a phone and calls A and they talk. Simple and direct.

C&C and Information still act as an interface for people who don't have a copy of the phone list (obviously, we don't distribute it to the whole con!).

The system works smoothly — over the whole course of Noreascon Three, I only got one pointless beep, and I think other people's experiences were the same.

Committee Den Data

Submitted By
Melanie Herz
"Den Mommie"

At the recent MagiCon Operating Board (MOB) Meeting in Orlando, I had the opportunity to ask several Division Heads what they would like to have in the way of comforts, food, etc.. in the Committee Den at MagiCon.

The following list shows the responses that I received.

Please take some time to look over this list and make any additions. You can E-Mail your responses to me on Compuserve at 73540,273 or contact me via the MagiCon office.

Non Food Items

1. A Punching Bag
2. Foot Baths
3. Hot Towels
4. Pillows & Blankets
5. Throw Pillows
6. Ear Muffs/Eye Shades
7. Aspirins/Tylenol
8. Sun Block
9. Umbrellas
10. Newspapers
 - Wall Street Journal
 - New York Time
 - USA Today
 - Orlando Sentinel
11. Deck of Cards
12. Blister Pads
13. Tampons/Pads
14. Microwave Oven
15. Mesquitto Repellent ("Off")
16. Tape Player with tapes of classical music
17. Moist Towelettes
18. Toys
19. Schedule of Con Activities
20. Daily Newsletter Drop
21. C&C Number needs to be posted

Food Items

1. Turkey/Roast
Beef/Ham Slices
2. Wheat Bread
3. Turkey Chili
4. Fruit (Apples,
Bananas, Grapes)
5. Cereals (Bran,
Granola)
6. Soups
7. Milk (1%, 2% and Whole)
8. Carbonated Drinks
9. Fresh Veggies
10. Trail Mix
(Nuts/Berries/Raisins)
11. Pretzels
12. Juice
13. Bread Sticks
14. Mild Cheese
15. Brownies
16. Chocolate
17. Non Diet Non-Caffinated
Soda (Sprite)
18. Beer
19. Bagels and Cream Cheese
20. Coffee/Hot Tea
21. Tomato and Lettuce

UNASSIGNED VOLUNTEERS

Adina Adler
45 St. Sauveur Court
Cambridge , MA 02138
HOME- (617)868-0978
WORK- (617)482-6677
INTEREST: registr. or office

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

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

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

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

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

INTEREST:

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

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

Jose Raul Andreu-Custodio
416 South 5th Street
Grand Forks , ND 58201
INTEREST: ? wants info

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

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

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

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

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

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

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)

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

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

John R. Besse
5610 Briscoe Lane
Louisville , KY 40219
HOME- (502)969-2917
INTEREST: reg/con
suite/gopher

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 lng

wife of Greg Bradt
Greg Bradt Photographics
7121 S. Webster Street
Littleton , CO 80123
HOME- (303)979-8285

INTEREST: masq. green room

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: ?

Suzanne Casement
1824 4/6 Grace Avenue
Hollywood , CA 90028

INTEREST: ? security?

Andy Croft
Top Flat, 217 Chichester
Road, North End
Porthmouth , Hants. PO2 0AL
HOME- (0705) 663838
INTEREST: assist Tech Ops

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

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

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

M. Sean Dugan
Dunlop
616 Old Kent Bank Bldg.
Battle Creek , MI 49017
HOME- (616)964-8639
WORK- (616)962-4994
INTEREST: gopher, etc.

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

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

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

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

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

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

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

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

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

Tom Feller
Box 13626
Jackson , MI 39236
INTEREST: volunteer

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

Rita J. Gavelis
335 Forest Street
North Andover , MA 01845
HOME- (508)682-1525
INTEREST: ?

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

Mary Hanson-Roberts
1607 Queensway Road
Orlando , FL 32808
HOME- (407)298-4453

INTEREST: Children's Pgm (art)

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

Bill Farina
c/o Century Satellite
4321 W. Beltline Hwy.
Madison , WI 53711

WORK- (608)271-7541
INTEREST: Press Relations

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

Cindy Fulton
#314
10200 Miller Ave.
Cupertino , CA 95014
INTEREST: prog or reg

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

Oliver Gruter
Dept of Physics
Royal Holloway & Bedford
New College, Egham , Surrey
TW20 OE
0784-460791
FAX 0784-472794
INTEREST: services (C & C)

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

Pam Heath
Heidbrink
Apt. #3
2411 Gallery View Blvd.
Winter Park , FL 32792
HOME- (407)677-4761
INTEREST: local-car/physician

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

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. back-stg/ctchr

James R. (Owl Goingback)

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

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

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

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

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

M. Richard Jacobs
421 Nassau
Bolingbrook , IL 60440

INTEREST: ?prog/reg/gofer

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

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

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

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

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

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

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

Eric Larson
1835 Harris Avenue
San Jose , CA 95124

INTEREST: ?

Debra 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

John Kachmar
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,

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

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

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

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

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

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

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

Ken Moore
647 Devon Drive
Nashville , TN 37220

INTEREST: gopher-logistics

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

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,GA31522-8123
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

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

Robert Neagle
310 Harney
New Orleans , LA 70124
HOME- (504)488-0489

INTEREST: (not specified)

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

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

Francine Mullen
1611 SW 120th Ave.
Pembroke Pines, FL 33025
HOME- 305-435-9572
INTEREST: Filk?

Key Note
9231 South Springfield
Chicago , IL 60642
HOME- (708)636-3977
WORK- (708)424-9009
INTEREST: security

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

Sue Phillips
#140
2480-4 Briarcliff Road
Atlanta , GA 30329

INTEREST: masq. (or other)

Patrick Porter
12052 200 SE
Issaquah , WA 98027

INTEREST: ?dlr rm/sec/office

Jon Powell
659 Beach Avenue
Atlantic Beach , FL 32233

INTEREST: any

Karen Rhodes
5739 Springhaven Drive
Orange Park , FL 32065

INTEREST: ?

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

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

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

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

Alexis Shorter
512 W 169th Street
New York , NY 10032

INTEREST: prog/art show/reg

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

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

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

Jack Rosenstein
73 Beaufort Street
Rochester , NY 14620
HOME- (716)244-0607
INTEREST:usher- major events

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

INTEREST:

Robert Sacks
4861 Broadway, Apt. 5-V
New York , NY 10034
HOME- 212-942-3572

INTEREST: any 4 specific jobs

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

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

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

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

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?

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

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

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

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

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

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: ?

Deborah M. Wilson
11200 Polk Street
Taylor , MI 48180
HOME- (313)287-4556
INTEREST: gopher/badge checker

Albion Zeglir
333 Bradley Avenue
Rockville , MD 20851-1443
HOME- (301)871-5182

INTEREST: Prog ops:knows DBASE

Elizabeth Warren
2150 South J Street
Tacoma , WA 98405
INTEREST:Hospitality/Staff Lo

Charles 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

Jo Anna Zacarola
29 Cedar Lane
Nowichtown , CT 06360

INTEREST:baby sitting at con

Wes von Papineau
Suite 406
190 Lees Ave.
Ottawa , Ontario K1S 5L5
HOME- (613)230-5816
WORK- (613)945-5118
INTEREST:backstage masquerade

Sharon Sbarsky

Davey Snyder

Hi Folks! It's time to think about Ribbons for MagiCon. This year we are planning on using Hodges Badge Company out of Rhode Island. They are experienced with ribbon orders for science fiction conventions: Boskone has been using them since at least 1980, Lunacon for three years and Arisia would have used them also but there was a FedEx error in getting the order TO them. Worldcon usage has included Noreascon Two and Three, ConFiction and Lone Star Con (the Austin NASFiC in '85). They also produced the Hawaii in '93 ribbons.

There are two basic types of ribbons. "Rosettes" are used for awards such as the Art Show and Masquerade, and "ribbons" which are worn on badges. There are also neck medals and printed rolls of ribbon if there is a need.

Colors are as follows: blue, sapphire, turquoise, lt. blue, red, maroon, fuschia, rose, yellow, lemon, gold, cream, white, gray, black, pink, green, dk. green, nile green, purple, lilac, peach, brown, tan, neon green, neon orange, and neon pink. There are also multicolored ribbons: rainbow, blue & white, red & white, red & white & blue, purple & white, purple & gold, and pink & green. And gingham ribbons in blue, red, yellow, black, pink, green, purple and brown.

Ink colors are as follows: gold, silver, copper, blue, fuschia, black, green, white, brown, red, orange and purple. Ink is either metallic or colored leaf.

Badge ribbons are usually used to signify that the wearer is due a specific honor (Chairman, Guest of Honor, Astronaut or Hugo Award Nominee), has an area admittance privilege (Huckster, Artist, Program Participant or Exhibitor), has a general level job (Committee, Staff, Gopher), or a specific job that has certain privileges (Usher, Photographer, Judge or Press). Obviously there are other titles, many of which are listed on the next page.

On the Ribbon Form, we need Division or Area heads to tell us: what ribbon titles you want, how many, and first, second & third choices for ribbon colors. We can't promise to give you the colors you ask for as we coordinate the entire order, so please tell us if there is a specific reason for wanting a certain color and we will take that into consideration. At this point the Committee color is likely to be Blue with Gold ink.

We believe that all ribbons for people working on MagiCon will be ordered by the Services Division, so if all you need for your area is Committee, Staff or Gopher, don't worry--it's covered. Please remember to make sure your committee and staff's names are in the Committee List since we will be getting our counts from there.

Sharon Sbarsky

Davey Snyder

The price is likely to be 22¢ each for pinbacks or 15¢ each for tape ribbons. Which type is used depends on what type of badge we'll have (laminated badges get tape-backs, Stoffels' badges get pin-backs). There is a possibility of having enough ribbons to make the next price break in which case the per ribbon price is 19¢/12¢. Multicolored ribbons are 3¢ extra each. Each title adds \$1.50. Please take this and your budget into consideration when ordering.

Here is a list of possible titles, you do NOT have to ask for it just because it's on the list. Also, you may ask for other titles within reason. Space Cadet was suggested as the name for gophers: that division should make a decision on this.

Chairman, Division Head, Committee, Staff, Gopher, Space Cadet, Guest of Honor, VIP, Guest, Astronaut, Hugo Award Nominee, Campbell Award Nominee, Program Participant, Filk Performer, Game Master, Extra Terrestrial Visitor, Artist, Huckster, Dealer, Masquerade Participant, Judge, Press, Feather Ceremony, Usher, Winner, Photographer, Exhibitor, Scavenger Hunt, Trivia Contest.

Rosette ordering and pricing is more complicated (depends on size and type of rosette; about \$1.00 to \$8.00 each plus \$1.50 for each title change and \$10.00 setup charge for each group of rosettes. Multicolored ribbon is extra.) Therefore, Division or Area Heads who want rosettes should contact us directly.

Past Art Show titles have included Amateur and Professional Division, Best of Show, Best Artist, Staff Choice, Chairman's Choice and Guest of Honor's Choice. Masquerade titles have included Master, Journeyman, Novice and Workmanship Divisions, Best in Show, Best in Class, First, Second, Third Place and Honorable Mention.

Summer is the busy season for ribbon manufacturers (horse shows) so to have the ribbons in time for MagiCon we need to have your requests by May 1, 1992 to allow time for order preparation, Division Head, Chairman and Treasurer review and getting a check.

We would like to help you with your order; please don't hesitate to call (we can even send photocopies of rosettes and act as "color/quantity consultants" if you need it). We will be at Boskone and Lunacon with catalogues and sample ribbon colors.

Sharon Sbarsky
617-444-7245 (home)
617-455-2335 (work)
617-455-3990 (fax)
S.SBARSKY (GEnie)

Davey Snyder
617-782-3418 (home)
617-375-3733 (work)
617-375-3619 (fax)

Mail forms to:
Sharon Sbarsky
213 Webster St.
Needham, MA 02194

We both have answering machines on our home and work phones, so please leave a message if we don't answer. You may fax the form or other information if you like but please call and talk to us first so that we know the fax is coming.

MagiCon Ribbon Order Form

Name_____

Division_____ Area_____

Phone #_____ When to call_____

Title_____ # of Ribbons Color 1 Color 2 Color 3

Please use this space for any explanations or special requests
you may have.

Mail to:
Sharon Sbarsky
213 Webster St.
Needham, MA 02194

GEnie: S.SBARSKY

MagiCon Logistics Questionnaire
Mike Drawdy

Please print all answers clearly!

1. Is your division going to require any product/equipment from any local vendors (previously arranged)?

If so, please list the vendor (if you have already made arrangements):

Please list the product/equipment:

Who will be responsible for obtaining the product/equipment?

2. Are you going to require food? YES _____ or NO _____.
Who, specifically, will be in charge of the food ordering?

Do you have adequate storage facilities in your area to hold the food (do you require additional storage)? YES _____ NO _____
Are you going to require any food prep equipment? (i.e. microwaves coffee pots, etc)? LIST:

3. What office supplies are you going to require? LIST ALL ITEMS/HOW MANY: _____

4. Is there any specific piece of loading or unloading equipment that you need? YES _____ NO _____.
Please list: _____

5. Do you require any furniture (couches, chairs, tables, etc.)? LIST ALL/ HOW MANY/ WHERE IT WILL GO: _____

6. Will you require the use of a truck or van? YES _____ NO _____
When? _____
Why? _____
Where? _____

7. Will you have any items that will need to be placed in a security cage? YES _____ NO _____.
What is the item? _____
Size? _____

8. This is the section for OTHER. List any and all additional items that your division will require. Be specific.

INFORMATION:

What is your name? _____
Division? _____
Title? _____
Address? _____
Phone? _____

Thank you for your cooperation!
MagiCon Logistics Staff