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file: 360

24 April 1978

MEMORANDUM FOR: (See Distribution)

FROM: [REDACTED] Deputy Assistant for Public Affairs

STATINTL

SUBJECT: Visiting Groups Checklist

As you know, the Public Affairs Office has been handling a large number of groups visiting the Agency. Attached is a Checklist prepared by this office we have found useful in handling such group visitations. We are distributing it to you for your information, possible use and guidance to offices in your area. It explains how to handle groups visiting in the Auditorium only and also groups visiting the Headquarters building proper. If you have any questions or need additional information, please contact [REDACTED] on extension 7753.

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Attachments

Distribution:

- Executive Officer, DDA
- Executive Officer, DDS&T
- Executive Officer, NFAC
- Administrative Officer, DCI
- DCI Academic Coordinator ✓
- NFAC Academic Coordinator
- Director, OEE0
- D/OTR
- Office of Legislative Counsel

VISITING GROUPS CHECKLIST

LOGISTICS

Reserve Auditorium or briefing room (list of conference rooms available in Headquarters building and Form 3646 for Auditorium equipment attached. This form is available through Space Maintenance & Facilities Branch, Room LJ45, Hq.)

(Auditorium reservations: Space Maintenance & Facilities Branch -- x5245 ask for Auditorium custodians -- they have to call you back and you reserve it with them. Auditorium capacity is 489. The back row of the center is roped off to accommodate the equipment for the Multimedia show).

If your session is held in the Auditorium, check the following:

What do you want on the stage?

Microphones, table, chairs, how many, how placed, easel, pointer, blackboard, eraser, lectern, black lights for fluorescent chalk presentation, carafe of water with appropriate number of glasses, etc.

Microphones: Three kinds of microphones are available:

Table mikes which sit on the table and can be held in the briefer's hand at the table.

Lavalier which is attached by a cord around the neck and facilitates easy movement.

Tietack

Shotgun microphones are available for amplification when taping a session.*

A wheelchair is available downstairs from the Auditorium for handicapped visitors.

A phone is available for internal and external calls in the vestibule.

Umbrella stands are available in lobby

No coat racks are available in Auditorium

Flowers (crysanthemums) may be ordered from Space Maintenance & Facilities Branch, x5245, for the Auditorium or the room chosen for a reception. If flowers are ordered two weeks in advance, they may be obtained for \$3.50-4.00 from the GSA greenhouse. If less than two weeks notice is given, the flowers must be ordered from a commercial florist for \$10.00.

MULTIMEDIA SHOW

"A Few Who Knew," is a 15-minute slide show on the history of intelligence prepared by the Office of Training. The show takes 17 minutes total, including raising and lowering of screen. You will then need approximately 2-3 minutes for the Auditorium custodians to move your table or briefing aids forward.

This showing can be arranged through the Auditorium, LSD/SM&FB, x5245.

*Presentations by the Director and all his Deputy Directors are taped as a standing requirement. This requirement can be waived depending on the composition of the visiting group.

MEDICAL SUPPORT

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For evening or Saturday functions, [REDACTED] Office of Medical Services, x7448, must be contacted one month in advance of visit to arrange for medical personnel to be present.

RECEPTION IN RENDEZVOUS ROOM

Occasionally the Public Affairs Office provides a reception for evening visiting groups in the Rendezvous Room. A list of items available from our cafeteria is attached, along with the manager's name and number.

Logistics Services Division, x7808, handles arrangements such as cleaning room, turning on the air, positioning the tables and chairs, etc. They should be contacted as soon as possible prior to the event.

PAYMENT

It has been the practice of the Public Affairs Office to charge the visiting groups. The charge to the group depends on what is served at the reception. You will receive a bill from GSI. When you send it to your contact point for payment ask him/her to make their check payable to Government Services Incorporated.

DCI PRESENTATION IN THE DCI CONFERENCE ROOM

If the Director is to address your group in the DCI Conference Room, be sure to arrange for coffee for the attendees and tea for the Director. These arrangements are made through [REDACTED] in the Executive Dining Room, x4157.

The Rendezvous Room holds 300 -- tops (drawing of table placement attached)

The Executive Dining Room holds 130 (minimum 25) -- 64 people to eat

The Director's Dining Room seats 12 STATINTL

The DCI Conference Room is handled by [REDACTED] DCI Security

STATINTL Staff, x4155

[REDACTED] must be contacted to arrange service in the DCI Conference Room.

HANDOUTS

The Public Affairs Office has compiled a package of handouts to be provided to groups visiting the Agency. Contact [REDACTED]

STATINTL [REDACTED] in extension 7753 to arrange for pickup and dissemination.

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SECURITY

GROUP ENTERING BUILDING PROPER

An alphabetized list of attendees must be turned in to your security officer (for Headquarters Security Branch) a week to 10 days in advance of the visit. For American citizens, you need full name, address, date and place of birth, verification of U.S. citizenship, and business affiliation, if appropriate. For foreign nationals, you need full name, address, date and place of birth, nationality, and position attendee holds in his/her country.

GROUP ENTERING AUDITORIUM ONLY

For American citizens, you need full name and verification of U.S. citizenship. For foreign nationals, you need full name, address, date and place of birth, nationality, and position attendee holds in his/her country.

Foreign journalists generally are not admitted to the Central Intelligence Agency.

When you have found out how your visitors are being transported -- buses or private cars -- notify your Security Officer and Space Maintenance & Facilities Branch so that arrangements can be made for parking permits to be handed out at the gate and so that parking spaces can be made available. If necessary, Security can arrange to leave the George Washington Memorial Parkway gate open past the normal closing hour of 8 p.m.

Security will arrange for receptionists in Auditorium lobby and for the X-ray machine to be manned by Security personnel. The Public Affairs Office has found it helpful to supply our own personnel to supplement the receptionists in the case of large groups.

Security will arrange to have specified areas roped off if group is going to the Rendezvous Room or any other part of the Agency Building. Security will arrange to have as many extra Security personnel available as necessary.

Security will arrange to have group exit through the Main Entrance.

The Office of Security prefers your groups be transported in buses due to limited parking facilities available.

HELPFUL HINTS FOR GROUP VISIT

Make all arrangements through one person ("Contact Point") and his/her designated backup if he/she is not available.

Dealing with more than one person on arrangements generates confusion and lack of coordination from the very beginning.

Doublecheck everything the day before and/or the day of the event.

The best made arrangements have a way of falling apart at the last minute!

Name tags for outside attendees are most helpful when there is a reception afterwards. The tags enable the speakers to identify the person at the reception. If possible, name tags should be made and issued by the visitors.

If your briefer uses a blackboard or easel, you should determine which side of the briefing aid he briefs from. This will enable you to position people, if necessary, so that their view of the blackboard/easel will not be blocked during the briefing.

If you use the Auditorium, you will want to check on the air/heat.

It tends to be either very cold or very hot at times.

Send biographies of your speaker(s) to the contact point for his/her advance brochure and agree on the subject(s) to be treated in the briefing when you make initial contact.

Get a short explanation of what your visiting group is and a list of the attendees to your speaker(s).

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ORGANIZATION REQUEST NO.		TIME OF USE		FROM (DATE)		HOURS									
ACTIVITY TO TAKE PLACE		TO (DATE)				HOURS									
ORGANIZATION CONTACT			LOCATION		TELEPHONE NO.		CLASSIFICATION								
PUBLIC ADDRESS SYSTEM TO BE USED		YES	NO	PROJECTION EQUIPMENT TO BE USED		YES	NO	VISUAL AIDS TO BE USED		YES	NO	FURNITURE TO BE USED		YES	NO
LECTURN MIKE				16MM PROJECTOR				CHARTS				TABLES			
NECK MIKE				35MM PROJECTOR				POSTERS				CHAIRS			
STAND MIKE				SLIDE (SIZE)				BACKDROPS				FLAGS			
SHOTGUN MIKES				VU-GRAPH				BLACKBOARD				OTHER			
PROGRAM RECORDING				OTHER				BLACKLIGHT							
BACKGROUND MUSIC								OTHER							
OTHER															
CLEANING, SPECIAL			YES	NO	GUARDS FOR FRONT DOOR			YES	NO						
ADDITIONAL NOTES															
												SIGNATURE		DATE	

FORM 3646
4-74

AUDITORIUM EQUIPMENT LIST

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RENDEZVOUS ROOM

[REDACTED] GSI Cafeteria Manager, x4109
zvous Room Manager

Basic Costs:

Rental of Rendezvous Room is \$35, plus salaries of servers

Coffee is \$3.70 per gallon

Tea -- no charge

Hot chocolate is \$3.70 per gallon (minimum 2 gallons)

Tea cookies are \$2.29 per pound (36 cookies per pound)

Finger sandwiches are \$8.00 per tray (40 per tray)

Vegetable tray (celery, carrots, olives, pickles) is \$7.50

Chips and dips: \$3.00 for 2 pounds of potato chips
\$6.00 for 3 pounds of dip
\$4.00 for 3 pounds of melba rounds

Coffee

Hot water is always available and urns of coffee can be made in 2 1/2- 3 minutes.

One gallon of coffee makes 18 cups.

STATINTL Coffee may be transferred from urns to Silex containers for serving.

[REDACTED] has 285 china cups and saucers available.

Finger Sandwiches

STATINTL [REDACTED] needs 4-5 days notice for number of finger sandwiches. White, rye, whole wheat and pumpnickel bread is available, with a normal sandwich cut into quarters. As a general rule, the following fillings are available: ham salad, tuna salad, chicken salad (irregularly). Cutlery and plates for sandwiches will be set out along with cups and saucers.

Servers

Mandatory overtime of four hours per server is minimum time for GSI servers on duty after 1800. They are on GSI time until 1800. A server receives \$3.50 per hour regularly and \$5.25 for overtime. Thus, each GSI server receives \$21.00 for a minimum 4 hours. All Saturday time is overtime. Mr. Arnold recommends one server per 70 guests.

Saturday Events

The Rendezvous Room is not available on Saturdays.

The North Cafeteria is available for breakfast only -- from 0900 to 1100.

It is recommended you contact Mr. Arnold for each function. The prices quoted above are subject to change. We have found that a charge of \$2.00 per guest covers the cost of our evening functions.

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