

CONFIDENTIAL

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PROGRAM: INDOOR AIR QUALITY

Project: Continue promotion of NEMI's indoor air quality services through September, 1988.
(IAQ Newsletter, NEMI Brochure & Promotional Video or Slide Show)

<u>activity</u>	<u>responsibility</u>	<u>resources</u>	<u>due</u>	<u>comments</u>
<u>IAQ NEWSLETTER (3 editions annually, 2 issues for remainder of 1988)</u>				
Approval of newsletter layout	Ross	Cannell/ Powell	7/8	Completed
Camera ready art for newsletter	Ross	O&M	7/11	Completed
Printing of newsletter	Ross	O&M/Cannell	7/18	Completed
Distribution of newsletter	Ross	O&M/Cannell/ mailhouse	7/20	Completed
Draft copy (Dec. issue)	Thomas	O&M	10/31	
Copy clearance (TI)	Thomas	Stuntz/C&B	11/14	
Copy clearance (NEMI)	NEMI	O&M/Ross/ Powell	11/11	
Copy revisions	Thomas	O&M	11/18	
Approval of newsletter layout	Thomas	Cannell/ Powell	11/18	
Camera ready art for newsletter	Thomas	O&M	11/18	
Printing of newsletter	Thomas	O&M/Cannell	11/25	
Distribution of newsletter	Thomas	O&M/Cannell/ mailhouse	11/30	

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<u>activity</u>	<u>responsibility</u>	<u>resources</u>	<u>due</u>	<u>comments</u>
<u>NEMI Brochure</u>				
Color comp of brochure	Ross	O&M		Completed
Approval of brochure	Stuntz/Ross	C&B/ Powell		Completed
Mechanicals of brochure	Thomas	O&M		Completed
Approval of brochure mechanicals	Thomas/Cannell	O&M	10/12	
Printing brochure	Thomas	O&M/Cannell	10/24	
Distribution of NEMI brochure	Thomas	O&M/Powell	11/4	NEMI & LMC lists
<u>Promotional Video/Slide Show</u>				
Meet w/Powell to determine video format (video or slide show)	Thomas	O&M	10/10	
Draft script for promotional video/slide show	Thomas	O&M/Powell	10/17	
Approval of script (TI)	Thomas/Ross	O&M/C&B	10/21	
Revisions of script	Thomas	O&M	10/26	

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