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February 4, 1991

MEMORANDUM

TO: Anne Cannell

FROM: Susan Stuntz *SS*

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Acey, we have our first production job for one of the LMC support groups that would typically be handled by PA&R. This one is for the A. Philip Randolph Institute and apparently would be similar to a membership kit that PA&R did last year for the Coalition of Labor Union Women.

I say apparently because I've never seen the membership kit, although I understand that the LMC paid for it.

At any rate, a memo that is supposed to be over here this afternoon from Magda Seymour at PA&R should give some specifics. APRI is looking for four small brochures:

1. An updated version of an existing brochure describing the organization. Magda and Leslie Dawson have copies.
2. A typeset and better designed version of a manual describing how to organize an APRI chapter, currently existing in mimeographed form. Again, I presume Magda and Leslie have copies.
3. A policy brochure, describing APRI activities including voter registration projects. This would be new, although PA&R has done the voter registration posters for APRI in the past.
4. An issues brochure, that would include discussion of consumer excise taxes, privacy and indoor air issues, among others.

All of this would go in a portfolio that would also be used to add other materials as needed.

Magda is supposed to be working with APRI to get photos and suggestions for art. We've tentatively told APRI that we could show them comps at our meeting Feb. 16 in Florida. That gives us two weeks, which should be fine, assuming we get some guidance and materials from PA&R fairly quickly.

I'm out of the office (for all intents and purposes) through Thursday. You should work through Marty to set up a meeting with Magda and Leslie Dawson to begin work on this project.

In terms of budget, we're looking for something that looks good, but doesn't have to be TI quality. Once you see what they have, you'll understand that they'll be grateful for anything.

Thanks.

cc: M. Gleason