

PRODUCTION SERVICES
May 1993

Director of Production Services: Anne Cannell

Public Affairs:

- Printed and ready for distribution are the membership materials for the Consumer Tax Alliance. There are five fact sheets and a brochure. Staff is inputting the names and addresses from the petitions, while we await approval on the distribution memo.
- Staff produced a slide show on the economics of tobacco at Bill Wordham's request. The presentation will be given to The Women in Farm Economics group in early June.
- In preparation for the next set of PSAs to be released, we updated the Family COURSE Consortium letterhead. We are working with Carol Hrycaj and Brennan Dawson on the inserts for the kits and the mailing lists. A release date of June 21st is on target.
- Staff provided one of the TI consultants with visuals for a meeting. We produced several versions of congressional maps rush.
- We made several posters and tent cards for the Family COURSE Consortium workshop that took place this month.
- Preparing for the upcoming Executive Committee meeting, staff revised the "Youth" ad timelines and had color copies made of the new ads. We will focus on slide presentations early next month.
- At Walker Merryman's request we began production of materials for the Radio and TV News Directors Association meeting. We are updating the "Thank you for not asking me not to smoke" table tents and several flyers are in the design stage. The meeting is in September.
- We are waiting for bluelines on the four updated state Heritage brochures, MO, SC, NC and VA. These should be available in June.

Projects Completed in May:

- ETS visuals for lobbyists in California
- Holcomb Environmental Services slide presentation
- "Salute to the Stars" ad for the USO
- Five stationery orders and 33 requests for publications

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Federal Relations:

- We designed, printed and mailed 11,000 invitations for a TI hosted luncheon at the Burley Tobacco Growers Conference.

State Activities:

- We produced 28 slides for Walter Woodson's presentation at the Flue-Cured Tobacco Cooperative Corporation Stabilization annual meeting.
- Assisting Region I, we produced a large scale map of Massachusetts with counties highlighted. Copies were made and delivered to local lobbyists overnight.
- We ordered personalized portfolios for the upcoming State Legislative Conference. Other miscellaneous items are in review.

Administration:

- With approval, we purchased a new overhead projector.
- The 1993 Christmas card is being discussed and decided on.
- Maura Keenan attended a one day design/production seminar.

Needs Attention Next Month:

- Executive Committee meeting materials
- Next release of the PSAs