

PRODUCTION SERVICES
March 1993

Director of Production Services: Anne Cannell

In March, we prepared visuals for upcoming hearings and released several new publications.

Project and Activity Status

Public Affairs

- On a rush deadline, 12 visuals for the industry's witness at the Traficant hearing were produced.
- Staff investigated prices for video taping the Rose hearing at Federal Relations request. Estimates were reviewed and a tentative date of May 12 has been arranged to film the hearing.
- We produced six sets of an ETS presentation consisting of 28 slides in house. These will be used by the scientists for state and local testimony and presentations.
- We started production on ETS chart requests for the local lobbyists in California. Kay Packett and Diana Avedon are fine tuning the information needed to go to the next step.
- The following publications were printed and delivered this month, along with an updated publications list that reflects the new Institute items:
 - State Data cards: OK, MD, IN, SC, MO, CA, TN, NY, NC, KY, TX and VA
 - The Tax Burden on Tobacco 1992
 - "It's The Law" state specific brochures: AL, PA, NV, UT, OH, CA, WA and ND
 - A Matter of Equity: A Study of Taxes and Incomes of the Elderly (prepared for the National Council of Senior Citizens)
 - Indoor Air Quality: A Public Health Issue in the 1990's. How will it Effect Your Company? (prepared for the Business Council on Indoor Air)
 - Don't Give Fire A Home [prepared for the National Volunteer Fire Council (NVFC)]

- At Kay Packett's request, we updated an existing slide presentation for Holcomb Environmental Services.
- Staff typeset and designed three various membership petitions for the Consumer Tax Alliance. Thousands of copies were distributed to farmers, veterans and low- and middle-income Americans.
- Working with Cal George, we are designing an ad on raising consumer excise taxes for the Coalition Against Regressive Taxation. An April release date is tentative.
- Staff and consultants met with the President of the A. Philip Randolph Institute this month to review upcoming projects. A membership brochure and ad are the first assignments we will start on.
- We began updating four of the state Heritage brochures this month. The following states should be available in May: MO, SC, NC, VA.
- At Karen Fernicola-Suhr's request, staff designed an NVFC slide presentation for an April meeting.
- Staff responded to and fulfilled 45 phone and 14 mail requests for publications this month.

State Activities

- We updated several maps as handouts for the Coordinating Committee Meeting.
- Blueline is in review for the workplace/privacy brochure: A Guide for Employers and Businesses in Missouri. A release date of April 15 is on target.

Administration

- A decision was made on the corporate gifts for two annual Institute meetings.
- Staff processed two orders for stationery this month.
- For inventory we reprinted:
 - StateLine Letterhead
 - NVFC #10 envelopes

Needs Attention Next Month

- Rose Hearing
- Executive Committee Meeting