

Area Head Information

This packet is designed to tell you what you can expect from some of the Noreascon 3 areas. It is to let you know what we need to know from you. Note that all room assignments are tentative — you will receive a final list of area room assignments later this year.

This package includes many forms. You don't need to complete every form. The two forms we really need completed are the "All-Purpose Area Head Information" form, and the "What Logistics Needs to Know" form. We've included two complete sets of all the forms. Send your Division Head your plans as soon as you can. Be sure to make copies of all forms you mail so you can send in revised forms later if need be. A guess in May is more useful than a "sure thing" in August — plan now.

Services Division Jim and Laurie Mann

Convention Publications (Greg Thokar)

Many areas will need to supply material for PR7, the Program Booklet, and the Souvenir Book.

PR7 will be a small-sized publication, to be mailed out first class in early August. Consult with your Division Head if you think you'll need to have something in the PR. The due date for the initial text is June 20.

The Program Booklet will contain the pocket program, convention maps, and schedules of all convention events, Huckster Directory, Film Program, and Restaurant Guide. You will probably need to be sure that the most up-to-date schedule for your area or event gets into this publication. Detailed contents will be fixed on August 1, and camera-ready copy will be due on August 21.

The Souvenir Book, our version of the traditional Program Book, will be a full-size publication with a color cover by Bob Eggleton. It is designed to be more of a keepsake of the convention, and a memento of the year in the science fiction community. Some of the major areas will have write-ups in this book. Again, consult with your Division Head if you think you have material for this book.

The Office (Debbie King)

The Office is the primary communications point for the convention committee and the area heads. It is also a services and supply area. We plan to locate it in Jefferson, on the third floor of the Sheraton, right by the connector to Hynes Hall C.

Each area will have a mailbox at Information (Hynes Hall C — the ConCourse). Area heads should stop by to pick up their mail. We don't plan to make deliveries except for special things that have to go to the area right away (and even then we may simply call the area and ask someone to come and pick it up).

The Office will also have bulletin boards where you can leave messages that larger numbers of people must see. Stop by now and then to see if anything of interest has been posted. We'll also have a few tables and chairs. If you need a place to come and talk with a few others in your area or other areas, feel free to stop by. We hope the ambiance of the Office will be similar to that of the Boskone Office of the last two years. The Office is designed as communication/support center, not an "Ops" headquarters.

The Office will have a low-volume copier available for making one or two copies of things. We will also make arrangements for larger print runs for those who have warned us in advance that they need them. If you to make lots of copies of something, let us know as soon as possible. It may not be possible for you to suddenly decide at con that you really need 2000 copies of X. With advance planning, we can arrange for all types of printing.

The Office will have standard office supplies in reasonable quantities available for all areas. You can expect to find pens, paper, thumb tacks, post-its, clipboards, paper clips, staplers, rulers, tape, and scissors. However, some areas will need lots of some items. Registration, for example, will need many boxes of pens. If you are in an area that will need extra office supplies, or non-standard ones (like carbon paper, mailing labels, three-hole punches, duct tape), please complete the "Special Office Supplies" form. If you have any questions about ordering

special supplies, talk to your Division Heads.

The Office is also where you call if you want to contact another staff/committee member. However, don't assume we can find anyone for you at any time. Not everyone will have a beeper. When possible, you should try to find the person yourself first: check their area for starters. Then come to the Office. If we can we'll beep them. Otherwise, you can leave a message. The Office will handle beeper rental, distribution, and returns. If you think you need a beeper or a phone for your area, please talk to your Division Head. Installing phones in the Hynes is very expensive so phones will only be installed in selected areas. If your area is in the Sheraton, you probably will have a phone, and you will be able to make intra-Sheraton calls from there. The Hynes has many pay phones, and Treasury will have an ample supply of dimes.

The Office may have a "Rogues's Gallery" — Polaroids of all division heads and area heads will be on display there. That way, when someone is sent to look for a fan they don't know, they'll have an idea of what that person looks like.

The Office will manage petty cash (amounts under \$50), keys, beepers, staff IDs and ribbons, and phone lists. Between 5am and midnight, the Office will be managed by Services. Between midnight and 8 am, the Office will be managed by Facilities. Any "early registration" (that is, giving out badges to pre-registered people before Wednesday) will probably be run out of the Office. If you will arrive Wednesday or later, you will need to go to regular convention Registration to pick up your badge.

People Mover (Beth MacLellan)

People Mover helps allocate gophers to the different areas of the convention, and has gophers available "on-call" during the con. It serves as a central clearinghouse for helpers. People Mover is located in the Concourse, near Information.

We encourage you to recruit as much staff as you yourself are able to before the con. In general, gophers prefer to work in one area throughout the con. If you need more people than you are able to recruit, please complete the "People Mover" form. People Mover will manage work assignments for those gophers who want to work in multiple areas, and will supply gophers at the con for "emergencies."

Logistics (LuAnn Vitalis)

Logistics is in charge of moving things into and out of the convention, and storing some items in a secure area during the convention. Logistics will probably be located in Fairfax, on the fourth floor of the Sheraton. Logistics may be reached there, or through the Office. For the most part, Logistics is not responsible for moving things around the convention, except when areas request help for big items. Logistics will also operate very much like the Logistics of recent Boskones.

If you are an out-of-town area head, please be aware that bulky material may not be sent to the PO box, and nothing may be sent to us UPS or Federal Express to the PO box — the Post Office will just refuse it. There is not normally anyone at the clubhouse to receive things. If you need to ship bulky material to us before the con, you may be able to make arrangements through your Division Head. Things can be delivered to the convention, but Logistics needs to be warned before the con. It is important that Logistics know, before the con, what material is to be received, how it will be shipped, which area it needs to be delivered to at the con, and whether payment will need to be made upon receipt.

To try to simplify paperwork, both for Logistics and for you, Logistics needs to deal with, Logistics has developed three forms. The first form is titled "Logistics Needs to Know." Each area needs to complete this form, even if it's only to tell Logistics that Logistics won't have to move anything for you. This form lets Logistics where your area is, what you are bringing, and what (if anything) you need to have stored in Logistics during the con.

The second form is titled "Logistics Pickup." We are trying, as much as possible, to avoid sending Logistics out on numerous small pickups. We will stage as much as possible through the NESFA clubhouse. However, in those cases where this is not possible, (for example, rental items for which you are unable to arrange delivery) Logistics will be able to pick them up given advance warning. This form details any pickups you will need to have Logistics make for you.

The third form is called "Logistics Receiving" Form. This form is used when you arrange to have items delivered to the con. Say that you have ordered a DiamondVision for your special event (and you've even acquired permission to do so). You'd need to complete a "Logistics Receiving" form so that Logistics knows it needs to receive delivery of the

DiamondVision, and knows where to bring it at the con.

Please complete the forms as soon as you can, and be sure to date these forms. Forms with guesses are much better than no form at all—revised forms can always be turned in later. We're trying to avoid unnecessary Logistics pick-ups. Don't assume that Logistics can go and fetch something unless you have made arrangements with them well in advance.

Den (Susan Kahn)

The Den will probably be located in a suite in the Sheraton-Boston. The Den will be open for many hours (9am-3am looks likely) and will be open for all committee and staff. The Den will provide munchies, drinks, sandwich fixings, and maybe some hot food. We'll also have foot-fixers, massage balls, heating pads, etc. The Den is designed as a "getaway" area during the day, and may be the scene of some quiet committee get-togethers at night. The Den even has a theme — "The Relaxacon within a Worldcon." If you have suggestions on types of foods or activities in the Den, please drop us a line with your suggestions.

Signs

Each area needs to plan its sign needs and tell the Sign Shop before the con. You are responsible for planning your schedule and informational signs (Hours open), etc.

Directional signs will be managed by Information. This means the signs that are out in corridors, letting people know where they are, and how to get where they're going.

To ease sign production, most signs we produce will be 8-1/2 x 11 or 11 x 17. These signs will be laser-printed, text-only, black on white signs. We are trying for simplicity, legibility, and making minimal work for ourselves over elegance. The Sign Shop will be equipped to produce limited signs at con, but don't count on anything since Sign Shop has never been normally able to produce new signs quickly at the con.

Signs will be taped to poster board and attached to the sign poles or easels as needed at the con. Your area will be responsible for picking up and placing these signs at the con.

Please complete the Sign form with as much information as you currently know.

If you have access to laser-printers, you are encouraged to make as many of your own signs as you can.

Ribbons (Susan Hammond and Davey Snyder)

Ribbon orders are being coordinated through the division heads. We've enclosed a list of the ribbons we think your area needs. If the order is wrong, or if you think you need ribbons for the con, please let your division head know by May 10.

Note that all gopher, staff and committee ribbons are coordinated through the Office. Most areas will not need to order any other ribbons. The sorts of ribbons areas will need to order designate classes of people, such as Program Participants, Hucksters, Artists, judges, etc. The ribbon will have a standard design and be the same size used by recent Worldcons. Each class of ribbon will have a unique color (the colors will be selected by the division heads to avoid confusion) and text supplied by you (keep the text short).

Areas must tell us if they plan to give out award ribbons.

Baby-sitting (Jim McCarthy)

Baby-sitting will be held in the Liberty complex of the Sheraton. Baby-sitting is currently scheduled to be open 10 am - midnight, with a supper break from 5-7, Thursday - Sunday, with daytime hours on Monday. We may be able to offer baby-sitting before Thursday for staff children only. Please let us know if you think you'll need baby-sitting on Wednesday.

Food and Beverage

The Hynes Auditorium has an exclusive contract with its caterer, ARA. We do not anticipate being able to bring in random food and beverages ourselves. The committee is actively negotiating with ARA, the Hynes, and the Sheraton, to work out reasonable ways of dealing with this. We do not yet know what the rules under which we'll have to operate will finally be. For the moment, don't plan on the convention bringing quantities of food and beverages in for your area (individuals bringing in their own food is fine). Let your Division Head know if you would like to make special arrangements.

Facilities Division Don Eastlake

Hotel and Hynes Resume (Alexis Layton)

Facilities is responsible for the hotel and Hynes resumes. They need the information from the "Room Set-up Form," which is enclosed. Please return this to your Division Head ASAP.

Security (Don Eastlake)

Security coordinates security needs. We will have hired guards doing badge-checking at various places throughout the convention. If your area needs to be guarded by a paid guard, your Division Head has already talked to you about it. If you have not heard, and believe your area needs a guard, plan on using gophers, or talk to your Division Head.

Staff Lounge (Susan Hammond)

The Staff Lounge provides a getaway area in the Hynes for staff.

Second Floor Division Fred Isaacs and Peggy Rae Pavlat

Information (Debbie Notkin)

Information collects and disseminates information to attendees about the con, the facilities, and Boston. At the con, areas need to keep Information informed of schedule changes. Located in Hall C, by the door to the hallway. Information will coordinate all sign-ups (bus tours, kaffee klatches, etc.) Tell Information before the con if you need to have sign-up sheets. Press Relations will be reachable through Information.

Info may have a low-volume copier. Mimeo and electro-stenciling facilities will be available near Information.

Newsletter (Marie Bartlett-Sloan)

We will publish a daily-or-better newsletter during the con. If you have material for the newsletter, you can bring it to the Information booth. It will be helpful to prepare whatever material you can for the newsletter before the con.

Program Division Priscilla Olson and Ben Yalow

Program Operations (Fred Duarte and Karen Meschke)

Program Ops makes sure rooms are properly set up, that mikes, head tables, water set-ups, etc. are available for each item, and that AN equipment is ready to go. Program Ops will interact extensively with Technical, Facilities, and Logistics.

Note: If you think you'll need a small room for a meeting, and you need more privacy/quiet than the Office can provide, you can arrange for a small room through Program Ops.

Extravaganzas Division Jill Eastlake and Ellen Franklin

Technical (Rob Spence)

Provides technical support (special lighting, sound, or carpentry) to all areas. Technical services must be arranged in advance!! Please look at the "Technical Services" form, and complete it if you will need microphones, projectors,

screens, etc.

Treasury (Ann Broomhead)

Treasury, of course, handles the money, both income and outgo. If you have spent money (within your budget) you can be reimbursed by filling out a yellow expense report, attaching your receipts, and sending it to PO Box 46. When you fill out the expense report, please explain the nature of each expense, and tell us for which area(s) the money was spent.

If you need money before you actually spend it, send the Treasurer a note, explaining why you need the money. She will send you a check. You must later be sure to fill out an expense report to show how you've spent this money.

Many areas will need checks at the con. Please warn the Treasurer that you will need checks at-the-con.

If you expect money to pass through your hands at the convention, inform Treasury as soon as possible. This must be arranged before the con, so we can be sure you and your staff have a cash box, follow the correct procedures and use the correct forms.

The Treasurer handles all post-con refunds and tax reports, so your careful record-keeping and reporting will help greatly in this.

Budget

A copy of the budget is enclosed. If you think you need to change your budget, please talk to your Division Head ASAP. While budgets can be changed, they can only be changed after your Division Head is made aware of the need and discusses it with the other Division Heads and with the Chairman.