

1/26/77

TO: Directors, Coordinators, Organizers in Calexico

FROM: Marie Davis

RE: how to get your leaflets when you want them.

- I. Turn in ideas or copy by noon every day for the following day's Leaflets. "Ideas" should be thought out in advance, with notes written as much as you possibly can.

Both idea notes and leaflet copy must be approved by your director before they come to the leaflet department. Everything should have the initials of your director on it, so that this department can start working on it.

Nothing will be accepted after 12 noon that needs writing work, unless it is an emergency situation. Please do not abuse this, because if you do, everyone will suffer.

- II. Your director will approve things that I write or re-write between 1:00 pm and 3:30 every day. If this is not done, the leaflet will be postponed until the next day. This system avoids giving extra work to Jessica or myself.
- III. Translation and re-writing in Spanish will be done by Jessica 10 to 12 a.m. (when possible), and between 3:30 and 5:00 p.m. every day. Therefore, leaflets turned in before noon have a chance to be finished earlier, although this will not happen every day.
- IV. Other materials such as forms, banners, signs, etc. will be treated the same way.

Forms must be typed on regular mimeo stencils. This will save the union money and will make the forms easier to read. If you do not know how to use the stencils please ask. We will not be able to print any more forms on electrostencil, and I will only be able to type the stencils after the leaflets, radio spots, banners, and signs are finished each day. The point--don't delay your form by turning it in on anything but a mimeo stencil.