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**FILE**

TO: M. J. Klyn

FROM: Al Kuettner

*Al Kuettner*

RE: Armstrong news conference

May 30, 1979

I had a meeting today with Ullman.

Attending: Ullman, Kuettner, Endejann

Details of the news conference on June 11 at 2 p.m. in the Faculty Club were reviewed. It is not possible to know how many will attend. Best guess is 60-80. Faculty Club upstairs can accommodate at least 100.

There will probably be some curious non-press observers. I don't think to keep them out, but they will have to stand in back or over to the side to give working press the seats.

There is no plan to have any official University observers present. I will open the news conference, welcome people to UC, give them the usual hospitality statement and get right into the news conference. Neil probably will not have an opening statement, and I would prefer that he didn't since he tends to lecture the press. I might advise him to say something about how much he likes it at UC. He will then go right into questions.

I am meeting with Neil later this week on procedure--whether he wants to recognize wire services and networks first or just take them as they can get attention. He will probably opt for that approach.

George Bryant will be at the door to show people the bar, the rest rooms, upstairs etc. I will have others there to assist. Security will have a plainclothesman upstairs and a uniformed officer outside.

I am meeting with Sandman Friday to go over the details.

Other points:

All media requesting interviews have been sent letters and maps giving details and showing how to reach lot 1 and Faculty Center.

Parking will block off area near the club in lot 1.

Maryann Roulier is ordering six phones to be installed in game room of faculty club which will also have tables and typewriters in the game room. I am ordering six.

Tables will be upstairs and in the game room containing the following:

- 1 Fact sheet on Armstrong and the University
2. UC at a glance
3. Visitors' guide
4. UC pencils
5. Pads
6. Armstrong mug shots

Mike will have someone clean the area on Monday morning.

Mike will have attendants in the guard houses who know about the press conference.

Mike will be out of town next week and John Stafford will be our contact for anything needed.

George Bryant will be the contact in information office, backed up by Greg Hand.

Note to George: Please check faculty club top floor, main lounge and game room to make sure there are plenty of outlets.

In letters that have gone out to press from out of town we have offered to help with transportation and hotels. I hope we do not get into the transportation thing because they will be coming at all times from all places. Most of these people use cabs or rental cars.

cc: Mike Ullman ✓  
Henry Sandman ✓  
John Stafford ✓  
Maryann Roulier ✓  
George Bryant ✓  
Greg Hand ✓  
Claire Young ✓  
Marge Carvajal ✓