

# I - General Prep -

## 1. Planning meeting / conf. call (at least <sup>one</sup> way in advance)

- Decide major / minor objectives, prioritize (make it reasonable)
- Decide on press work (advance necessary)
- divide labor among participants -

## 2. Establish Line of command -

(JK - be clear on who you are working for -- UCS leadership tricky)

- Prepare system w/ Micah to protect you from demands -  
(see how many septans are brought, etc.)

## 3. Prepare office / Headquarters :

- Hotel room
- Fax access (hotel? bring your own?)
- Computer / printer
- Typewriter
- Copy machine (rent) - powerful
- Paper, supplies, etc -
- Letterhead stationery (beware organizational politics!)
- Announcements / Press Releases -

