

TO: GEORGE RAYMOND  
FROM: OFFICE MANAGER

WEEK ENDING OCT. 6, 1964

First off, I cannot turn in a daily report for the past week for two reasons: (1) The Fourth District Rally and the Freedom Day occurred on the third and fifth respectively and the amount of work put into those two events did not leave me any time to make out reports (2) I have put the past week out of my mind-aside from not sleeping for two ~~weeks~~ *days*, the whole thing was frustrating.

In preparation for the rally (this is all aside from regular office work such as keeping the ledgers, answering correspondence and the numerous things that keep me busy all day) Mrs. Devine, Martha and I went out to Dearon's Farm and made a complete <sup>map</sup> of the layout, where all the booths were to go etc. Then I had programs, maps of the layout on the farm, directions to the farm, posters, staff assignments, accommodations for the visiting guests, Jim Farmers arrival time and the Madison County Citizen to get out by Friday night. Friday I went to bed about 12:30 a.m. and got up at 6:00 Saturday morning. I was at Dearon's Farm by 8:00. When I got there, I found nothing was done. The Valley View people were still building the booths. With Charlie Prickett, Phil Sharp, Elvin Reid, Lily, Sam Brown and myself--we finished building the booths and setting up the farm with posters, inf. and everything else. Since Mrs. Devine forgot the tickets, I had to make up enough of them till Myrtis turned up with some tickets left from Rankin County. When the Rally was over at 5:00 p.m., I finally sat down. Sunday I spent in a kind of a daze doing office chores and re-organizing the files with some sets of file cards I dug out of the Short Street Supply mess the week before. I also spent a good part of the day on the phone trying to contact people who would make calls concerning the Freedom Day on Monday; Typed up Power of Attorney's and ran off stencils for Freedom Day.

Monday I spent the entire morning, from 7:10 till at least 2:00 p.m. on the phone and radio getting in and giving out reports on the action downtown at the Courthouse. Around 2:30p.m. attended the staff meeting rehashing the Freedom Day and planning for another one this Friday and one two weeks from yesterday. ~~Today, Tuesday,~~ <sup>Monday,</sup> October 6th, caught up on some office work, transferred finances to a new ledger, straightened offices and started compiling and typing the information Jesse Morris wants for the Jackson office.

Last week, I also went to the telephone company and spent an hour there tracing calls and changing the phone number. Also opened an account for Canton Project at the Canton Exchange Bank. Made up a phone log for all incoming calls. Made and posted the new office rules and had locks put on ~~the~~ <sup>my</sup> office door.

Also on Monday we received that shipment from New York CORE and I got stuck in the middle of that.