I. Minimum needs of the COFO Communications staff in Jackson:

- A. Some one should be manning the COFO news office 18 hours a day. Between 2 and 3 cm. we can go to sleep. Hours for two teams can be 8 to 6 and 5 to 2 am.

 Everyone will overlap jobs some of the time. Everyone will co-operate getting out the big mailings, mineographings, etc.
- B. Everyone should learn how to get all the facts on the first try from the projects regarding breaking incidents from the WATS phone. One goal should be to train the non-experienced people to become competent reporters and writers.
 - 1. One full time enterprising researcher who can dig material up from files and get up documentation on important current news stories. These stories could be useful to all the CCFO staff and could augment and supplement their researches.
- 2. One all-ground sceretary, stenographer, part-time researcher, copy boy, and telephone answerer. This person must be a fast, accurate typist, and should have some familiarity with mimeographing, stencil cutting, and general information about office machines.
 - 3. Two out in the field reporters who can interview in depth for tope recordings, & once a month (or more if possible) long interviews on particular subjects. These people should be out in the projects at least half the time. The rest of the time they should handle the calls, shepherd the press ground the city, get out accurate press releases.
 - 4. The researcher and all-ground secretary should be up on the latest news as much as the reporters. Everyone should suggest two story suggestions for the week (this is apart from the deily press releases).

II. Proposed schedule for Communications: 0 to 6 pm. and 5 to 2 am.

- A. The 8 to 6 pm. shift should handle the following chores:
 - 1. Pick up copies of the Jackson and New Orleans papers at the Mony news stand first thing in the morning. They have arranged to reserve copies for us. We will pay them once a week.
 - 2. Clip papers, paste to sheets, put in notebook or file ocbinets.
 - 3. Call up people and places on list to see what is happening.
 - e. the LCOC Lawyer's Guild, MAICP, Inc. Fund offices
 - b. the Redical Cormittee offices
 - c. projects which had incomplete stories from the day before
 - d. the Girl's Freedom House
 - h. Draw up a meno for the WATS operator regarding questions necessary to ask for that day. For example, before the ASC elections we asked liss WATS to check whether any projects heard of harassments against Negro farmers, etc.
 - 5. Bug the WATS operator. Not her about the incomplete, phony incident she typed up the day before which caused a nation-wide press screw-up. It probably wasn't her fault but we can't take all the credit.

they. Believes I and Character deprise to whomas Tours life but town one had be I by I see I to 2 mg. 6. Cover stories in the Eres -- the court house, police station, nearby projects where incidents occured. Get out press releases on breaking stories. att. Ella describit vario arrival lo finado concerno

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t wanted the court is man of the party of the act of the act and act of the

- 7. Work out story suggestions for the week; prepare copy for the 10 minute radio news program on Tuesday nights. (They send out programs out to about eight other stations around the country.)
- His man on a majoranama and of sweeting out to I full and at 8. Insuer correspondence. Post newsworthy mail and press releases on the well for all to learn from.
 - 9. When you are out of the office call up every hour so we can get you in case of emergencies. Everyone must be on call 2h hours a day for emergencies.
- B. The 5 to 2 staff should follow up unfinished chores from the provious shift. They should do everything the earlier shift does plus more. For example--In the quiet of the evening to can type out labels for mailings stuff, fold stamped envelopes and do other such busy work like that. if first a more Apostf make at a more property. of the before the second to th

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Charley Horwitz, Communications. December 2, 1964.

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