WEEK OF 8/22 - 8/26 CARTER PUBLICITY CAMPAIGN

1.	Finalize all locations and times of events	Jane/Julia/Bonnie
2.	Approval of letter to Founders for all events and to Gov't officials for reception	Dan
3.	Finalize list of invitees to 9/21 reception with Harris staff, Young staff and all Carter people	Jane
4.	Press folders delivered to HCA office	Chris/Bonnie
5.	Process letters to Gov't list for 9/21 reception	Jane
6.	Check on status of model	Dan
7.	Meeting with Bill Brown, Atlanta Video, and archivist Dan Schewe	Bonnie/Barbara
8.	Invite by telephone key VIP's for 9/22	Dan (Carter)
9.	Hire caterer for 9/21 reception	Nancy/Jane

WEEK OF 8/29 - 9/2 CARTER PUBLICITY CAMPAIGN

1.	Invitations mailed for 9/21 evening reception by 8/31	Jane/Barbara
2.	Approval of Media Alert	Bonnie
3.	Videotaping on 31st Photograph of Carter w/model - Emory photog. Interview w/Emory Magazine	Bonnie/Barbara Julia
4.	Photograph of model (Jova Daniels Busby)	Bonnie
5.	Release paper delivered to HCA office	Barbara
6.	Process VIP invitations to Press Conference	Nancy/Barbara

WEEK OF 9/6 - 9/9 CARTER PUBLICITY CAMPAIGN

1. Send invitations to Press Conference by 9/6 — Jane

2. Finalize all press kit materials — Bonnie/Barbara

   a. Folder
   b. General News Release
   c. Photos of
      1. Dr. Laney & Pres. Carter
      2. Pres. Carter & Model
   d. Atlanta Brochure
   e. D&P Materials (museum)
   f. Architects' Package
      1. About the Architects
      2. About the Library and Center (arch. description)
      3. Photo b/w of the model
      4. renderings of interior and exterior
   g. Materials f. landscape firm

3. Complete arrangements for reception — Nancy/Jane

WEEK OF 9/12 - 9/16 CARTER PUBLICITY CAMPAIGN

1. Process Media Alert - mail 9/14	Bonnie/Barbara
2. Press kits completed and assembled	Bonnie/Barbara
3. Finalized agenda for 9/21 evening reception	Dan/Jane
4. Finalize agenda for 9/22 press conference	Dan/Jane

WEEK OF 9/19 - 9/23 CARTER PUBLICITY CAMPAIGN

1.	Check on technical needs for press conference	Julia
2.	Check on all details for coffee reception (coffee, danish, napkins, coke?, security, parking, signs, etc.)	Julia/Barbara
3.	Check on all final details of reception	Nancy/Jane
4.	Follow-up media	Bonnie/Barbara

DRAFT OF CARTER INVITATION LETTER (NON-FOUNDERS)/SEPT. 22 PRESS CONFERENCE

To (first name)

(Your support has been essential ~~You have played a key role~~, in ~~the~~ planning, organizing ~~organization~~ and ~~fundraising for~~ developing of the Presidential Library and the Carter Center of Emory University.) I would be extremely pleased if you would join me and Dr. James T. Laney, President of Emory University, at the unveiling of the architect's model of the Library and Center on Thursday, September 22, 1983, on the ~~main~~ plaza level of the Woodruff Medical Center Administration Building at Emory University. A small, informal coffee reception will begin at 8:30 a.m. in the Woodruff Room and will be followed at 9:30 a.m. with the unveiling and a press conference for local and national media.

This will be the first public occasion when we will present a comprehensive description of the Library and Center and an update on the fundraising. I look forward to having you with us.

Sincerely,

AGENDA FOR CARTER PUBLICITY MEETING August 23, 1983

1.	Confirm new dates for evening reception 9/21 and Press Conference 9/22 (as per Carter/ Harris meeting August 18) Committee at P.C.	Dan
2.	Determine site and time for evening reception Garden Room at Capitol - 6pm-9pm	Dan/Jane
3.	Determine who will call whom for personal invitations (Dan, Pres. Carter, etc.)	Dan
4.	Finalize invitation list for evening reception	Jane/Julia Bonnie, et al
5.	Draft of invitation letter to evening reception (assuming Carter is host)	Jane
6.	Set schedule for mailing invitations to evening reception (return postcard included)	Bonnie/Jane
7.	Determine responsibility for mailing evening reception invitations	Jane
8.	Discuss agenda for Sept. 21 evening reception	Dan/Jane
9.	Determine site of Sept. 22 press conference WMCAB	Julia
10.	Approve VIP invitation letter draft for Sept. 22 (return postcard included)	Bonnie
11.	Approve media press conference Alert Memo	Bonnie
12.	Finalize invitation list for Sept. 22 coffee reception prior to press conference and drop date	Bonnie/ Jane/Julia
13.	Approve Founders/Advisors invitation letter and determine drop date (include return postcard)	Chris
14.	Discuss Jova Daniels & Busby participation in press kit	Jane/ Bonnie
15.	Emory VIP list	Julia
16.	Videotaping schedule - photo session w/Emory phot.	Bonnie/Julia
17.	CNN Documentary	Dan
18.	Status of Model	Dan
19.	Discuss process for eliciting pledges f. donors	Doug

20.	Donahue Contract	Dan
21.	National Media (Mike Pohl)	Chris/ Bonnie
22.	Fundraising policy (analysis of overall fundraising, donors who wish anonymity, names included in press kit, etc.)	Doug/Dan
23.	Review weekly calendar	Bonnie/ Barbara
24.	Discuss D&P's participation in press kit materials - must have materials to us by Sept. 6	Jane

DIVISION OF RESPONSIBILITIES

DATE	ITEM	RESPONSIBILITY
Sept. __	News release/local and national media Subject: Final details of Middle East consultation; naming of Executive Director of Carter Center and all Center related press	Emory: Steve Jackson/Julia Hoye - Prepare news release - Circulate to key people list for proofing and final approval - Mail copies to Founders and Advisors with covering FYI memo - Distribute to master media list
Sept. 21 Evening	Program for local government officials at Emory with representatives from Emory Board of Trustees, Founders and special guests	Carter Office: Dan Lee/Jane Simpson Coordinate with Steve Jackson/Development Office - Emory
Sept. 22 8:30 a.m.	Coffee and pastry with Emory Board of Trustees, Governor Harris, Mayor Young, Founders, Georgia Committee, and selected media friends	Carter Office: Dan Lee/Jane Simpson Coordinates with Haas Coxe & Alexander
Sept. 22 9:30 a.m.	All media news conference at Emory, unveiling of the model, update on fund-raising, etc.	Haas Coxe & Alexander: Doug Alexander/Bonnie O'Neill - Prepare press kit materials - Circulate to key people list for proofing and final approval - Mail copies to Founders and Advisors with covering FYI memo - Coordinate with Julia Hoye and Jane Simpson VIP invitation list, agenda, set-up of conference - Send Media alerts 10 days prior - Refer press inquiries to Emory P.R. or Carter office?
Oct. 4	New York Auction Gala	National Campaign office to coordinate
Oct. 5&6	National Media Campaign ?	Haas Coxe & Alexander coordinates with Jim Brasher and National Office (Details of NY visits, etc. currently being worked out)

DATE	ITEM		RESPONSIBILITY
Oct. ___	All media press conference/Savannah All media press conference/Columbus All media press conference/Augusta	OR Other Major S.E. Cities	Haas Coxe & Alexander: Doug Alexander/ Bonnie O'Neill - Prepare all press kit material - Circulate to key people list for proofing and final approval - Alert all Media in each city - Select site, plan agenda, set-up

PROPOSED CALENDAR/PUBLIC RELATIONS/CARTER PRESIDENTIAL LIBRARY

Sept. __ Press release announcing final details of Middle East Consultation; naming of Executive Director of Carter Center.

Sept. 21 6 p.m. - Evening reception for government officials, founders, key Atlanta people, key advisors, officers of Emory Board of Trustees.

Sept. 22 8:30 a.m. - coffee reception; 9:30 a.m. - all media press conference - Emory University; model unveiling, status of fundraising (see Agenda attached).

Sept. 22 12 Noon - Atlanta Committee Kick Off - Commerce Club

(Oct. 4 Gala - Sotheby's, New York City)

Oct. 5, 6 (?) National Media
Morning Television programs - depending on New York fund-raising efforts
Interview in Plains/Atlanta/New York (?)
President discussing Library, with model, some of the unique features, the concept of the Center, the upcoming Middle East Consultation in November
(Possible pick-up by evening news)

UPI interview with Helen Thomas (?)

National News Magazines (Time, Newsweek, Etc.)

People Magazine

NEW YORK TIMES

Oct. ___ All Media Press Conference/Fund-Raising Event in Savannah

Oct. ___ All Media Press Conference/Fund-Raising Event in Columbus

Oct. ___ All Media Press Conference/Fund-Raising Event in Augusta

__ 1. New Orleans
OR 2. Memphis
3. Chattanooga

(Nov. 6-10 Middle East Consultation)

PROPOSED AGENDA
ATLANTA RECEPTION

Date: Wednesday, September 21, 1983

Time: 6:00 p.m.

Site: (To be determined)

Participants: President Carter
Dr. Laney

Special Guests:
a) Government Officials
Governor
Mayor
State
City
County

b) Founders/Advisors
(All invited; selected participants)

c) Emory University Officials
Board of Trustees Officials
Emory Contingent
- Dean Waits
- John Stephenson
- Ken Stein, etc.

Agenda: President Carter discusses Library/Museum and Center; unveils model.

PROPOSED AGENDA
ATLANTA BREAKFAST

Date:	Thursday, September 22, 1983
Time:	8:30 a.m.
Site:	Emory University (Location to be determined)
Participants:	President Carter Dr. Laney Major Contributors Founders Advisors Emory Contingent (Waits, et al) Emory Board of Trustees Pooled Media
Agenda:	Coffee and danish, mingle

PROPOSED AGENDA
ATLANTA ALL MEDIA PRESS CONFERENCE

Date: Thursday, September 22, 1983

Time: 10:00 a.m.

Site: Emory University

Participants: President Carter
Dr. Laney
Governor Harris
Mayor Young

Special Guests: Founders and Advisors, Emory Board of Trustees, Roberto Goizueta, Ivan Allen, major contributors and new Executive Director of Carter Center (?)

Agenda:

1) President Carter welcomes. Recognizes Governor, Mayor, Advisors and Founders and Emory Trustees present. Introduces Dr. Laney.

2) Dr. Laney discusses what the Carter Center will mean to Emory University.

3) President Carter introduces Governor Harris.

4) Governor Harris says what the Carter Library will mean to the state, bringing prestige to Georgia, drawing national and international visitors.

5) President Carter introduces Mayor Young.

6) Mayor Young says what the Carter Library will mean to the city of Atlanta as it is emerging as an international city.

7) President Carter discusses purpose of Library/Museum, the resource it will be, the concept and importance of the Carter Center and will make general remarks on the attractive design of the Library/Center, and give update on the fundraising -- state and national. He thanks all supporters and asks _____ (Dr. Laney?) to join him in unveiling the model. (10 minutes)

Materials Needed: 1) For Press Kits:

a) General news release
b) General statement on Library/Museum/Center
c) Photograph of Model
d) B/W renderings of buildings and site
e) Photo of President Carter and Dr. Laney
f) Background on history of Presidential Libraries
g) Biography of the Architects

2) For Television Stations:

a) 3-5 minute videotape of President Carter discussing Library and Center with footage of archives and perhaps voice of archivist, Dan Schewe

KEY PEOPLE LIST

All public relations/printed materials must be distributed to all listed for content accuracy (not editorializing), additional relevant information and proofing:

Doug Alexander

Jim Brasher

Eleanor Cain

Julia Hoye

Steve Jackson (Dr. Laney, Dean Waits, John Stephenson, Ken Stein)

Nancy Konigsmark

Dan Lee (President Carter)

Barbara Mills

Bonnie O'Neill

Jane Simpson

AGENDA CARTER PUBLICITY MEETING AUGUST 26, 1983

1. Is Mayor Young attending any event? — Dan

2. Discuss inviting University Presidents to 9/21 reception - also Dir. of Public Library YES — Dan/Steve/Julia

3. Confirm exactly which lists invited to which event. BofT, Regnat'l, GA committees, Emeritus Board — Jane/Bonnie

4. Confirm approval Founders Inv. letter and Non-Founders letter 6 SEPT — Jane

5. Remind Steve to brief Trustees at 15th mtg. re: which event to attend and explain where Garden Room is. — Steve

6. Discuss Emory VIP call list — Julia/Steve

7. Discuss Dan's Carter VIP call list — Dan

8. Discuss GA VIP call list — Doug

9. Discuss national VIP call list → — Chris
w Eleanor

10. Discuss list of Emory VIPs to be invited to coffee 9/22 — Steve/Julia

11. Discuss whether ~~Officers~~ Emory Board of Visitors should be invited to coffee reception 9/22. NIX — Steve/Julia

12. Contacts at EDAW, D&P, Beers (for call next week) — Jane/Barbara

13. Decide if photographer needed for 9/21 reception and for 9/22 coffee (Emory Photog.?) color — Nancy/Julia

14. Garden Club representative - Doug feels someone in addition to Deen Day should be invited. YES — Dan/Doug

15. Update national media # Eleanor Press Conf — Chris

16. Reception – Evening 21 — Nancy/Bonnie/Barbara

a. Should there be chairs for people to sit.
b. Both rooms are available in case we need both areas.
c. Sound system needed - installed before caterers arrive.
d. How large is architects model? 4x6x3 — Dan
e. Are architects providing table for model? — Dan
f. Need platform large enough to hold table & Carter. Boards
g. Need electrician to adjust lighting after model installed.

Tell Miller Mayor

Mayor Miller Laney

Literature?

h. Will need security to help if press hear of model arriving.
i. Need material to cover model as it arrives and leaves, and for unveiling in morning.
j. Who from Jova staff responsible for supervising transportation of model, packing, moving, arranging vehicle.
k. Will be moved that night from Garden Room to Woodruff room and locked in for night.
l. Agenda for reception.

17. Moved at 7:30 to plaza area of Woodruff Bldg. 9/22 — Julia/Barbara

18. Pool media procedure. — Julia

19. Will need backdrop for unveiling of model (should be walked through) — Julia/Barbara

20. Need platform for unveiling for table & Carter. — Julia

Modelman Ken deStefano

DRAFT AGENDA CARTER LIBRARY

RECEPTION, SEPTEMBER 21

4:00 Model Installed
Platform in place
Lights set

5:00 Caterer arrives
Food/liquor set up

5:45 Pianist arrives and begins
President Carter arrives
Ushers in place (2)

6:00 Meet & Greet
Atlanta Brochures handed out

7:00
1. President Welcomes all
2. Recognizes VIPs – Governor
Mayor
Dr. Laney
3. Talks about concept of Library & Center
4. Introduces Architect (& Landscape Arch.)
5. Unveils Model
6. Discusses construction pointing out locations on model
Architects add remarks
7. Conclusion & thanks everyone for coming

Checklist

1. Microphone, chairs set up.
2. Platform with model on it and table.
3. Lights adjusted.
4. Staff member assigned to door for possible press/photograph.
5. Security for room.
6. Removal of model.

EMORY UNIVERSITY

Development Office

Atlanta, Ga. 30322
404/329-6056

MEMORANDUM

TO: President James T. Laney

FROM: Stephen M. Jackson

SUBJECT: Carter Reception/Press Conference on 22 September

DATE: 2 September 1983

Vice President Stephenson, Julia Hoye and I have discussed and examined several alternatives for the location of the reception and press conference scheduled on 22 September 1983 for the unveiling of the architects' model of the Carter Presidential Library and The Carter Center of Emory University.

These alternatives were constrained by the fact that the letters inviting dignitaries to the event had been sent this morning, unbeknown to us at our meeting earlier this morning. The alternatives we consider feasible are the following:

A. Move the reception/press conference from the WMCAB plaza to the Special Collections Floor of the Woodruff Library.

Under this plan, the morning coffee (8:30-9:30 am) can be held in President Carter's Office. We can strategically place security officers at the library doors and thereby can usher invited guests up to the office.

While the coffee proceeds, Julia Hoye can usher the press up the library's rear elevator and have them set up and ready for a press conference in the Special Collections Reading Room.

At the appointed hour (9:30 am) you and President Carter can move from his office to the reading room, followed by the guests, who can fill in around you and the model. There the actual unveiling will take place.

Under this option, the model could be moved to the lobby of the library in the afternoon, where, at a time that can be determined later, Emory University could host an Open House for all students and faculty to see the model.

B. Move the reception/press conference to a location downtown (e.g., keep the model in the Garden Room, hold the event at The Commerce Club, hold the event at The Russell Building, etc.)

Under this option, we still feel it would be important to hold an on campus Open House. The model would need to be brought to the campus for the event.

Obviously, we feel that alternative A. is preferable. Since the letters have already gone out, it is also easiest to explain. A location off campus certainly is feasible, but does require you and President Carter to discuss your preferences for location before we can act.

I hope this is helpful in resolving the issue. Please let me know what else you might like me to do with this matter. Thanks.

TO: The Staff

FROM: Toni Brown

RE: Architectural Briefing

DATE: September 6, 1983

Dan would like for all of us to attend a briefing at Jova,Daniels,Busby* on September 15 at 2:30. This briefing will last for a couple of hours and should be very interesting for all of us. Please mark this date on your calendars.

*909 West Peachtree Street
(892-2890)

cc: Don Schewe & staff
Doug Alexander & staff
Jim Brasher & staff

MEMORANDUM

TO: J. Thomas Bertrand
Secretary of The University

FROM: Stephen M. Jackson
Director of Development

SUBJECT: Requirements for 22 September 1983 Coffee/Unveiling/Press Conference of the Archietect's Model of The Carter Presidential Library and The Carter Center of Emory University

DATE: 9 September 1983

1. Ms. Beth Reynolds will coordinate with Cox Hall Catering to ensure that coffee, danish, doughnuts, etc., are in place in President Carter's office by 7:00 a.m. on 22 September, and that this is cleaned up after the Press Conference is over and guests have departed.

2. Ms. Julia Hoye will arrange for movement of furniture out of and into:

   (a) President Carter's office;
   (b) The Special Collections Reading Room.

3. Dean Waits has assumed responsibility for having the Chandelier in the Reading Room removed and replaced for the event.

4. We will need nearly 25 ushers and additional security officials for the event in the following places for the following purposes:

   1 usher at Woodruff Library door to greet and direct guests.

   2-4 ushers for elevator control.

   4-5 security officers at main entrances of campus to give directions to ramp.

   1 usher at ramp for directions.

4-6 ushers at ramp to escort visitors to Library.

2 ushers at Woodruff Medical Center Administration Building to inform non-RSVPers about change.

4 ushers to escort WMCAB non-RSVPers to Woodruff Library.

SMJ:eb

cc: Dean Jim L. Waits

Julia Hoye

Beth Reynolds

September 21, 1983

To

As events associated with the establishment of The Carter Center transpire, I will make sure you are advised. ~~As one of the first events,~~ I am happy to tell you that on September 22, 1983, Dr. James T. Laney, President of Emory University, and I will unveil ~~the architect's~~ an architectual model of The Carter Presidential Library and The Carter Center of Emory University. The model shows how the Library, the Center, the gardens and landscaping will contribute to the contemplative environment that is so essential to the conduct of our work. I hope you enjoy the photograph of the model that is enclosed.

~~This event is a major milestone in our fund raising efforts.~~ With the base of support needed for construction nearly secured, our ~~full~~ attention will now turn to the full development of the Center and its programs. On this and other matters I will want your advice during these next months. In this regard, I will be in touch with you in the near future to discuss possible times for the first meeting of the Board of Advisors.

Sincerely,

Jimmy Carter

EMORY UNIVERSITY
The Carter Center
Woodruff Library
Atlanta, Georgia 30322
404/329-4340

file

President Carter, 20 September 1983

I would like to have you send this letter together with a photograph of you with the architects model to each of the Advisors.

If you could review this draft and approve it, I can have the letters ready for your signature tomorrow.

Thanks.

Steve Jackson

Steve

EMORY UNIVERSITY
The Carter Center

Woodruff Library
Atlanta, Georgia 30322
404/329-4340

5 October 1983

Mr. Terry Ward
318 Oakland Street
Decatur, Georgia 30030

Dear Mr. Ward:

On behalf of the Carter Center, I want to thank you very much for your time and your assistance during the reception and unveiling ceremonies on September 22, 1983 for the Carter Presidential Library and the Carter Center of Emory University.

Thanks to your work, all of our guests were able to find the location and all of our other plans went according to schedule. We especially appreciate the fact that many of you took time from your busy schedules to help us in this way.

I am glad that many of you were able to attend the Press Conference and hope that many of the rest of you saw the model while it was on public display. Each of you played a significant and appreciated part in the overall success of this event. Again, thank you.

Sincerely,

Stephen M. Jackson
Director of Development

SMJ:eb

EMORY UNIVERSITY
The Carter Center
Woodruff Library
Atlanta, Georgia 30322
404/329-4340

5 October 1983

Mr. Donald P. Corderman
Director, Personnel
Trimble Hall
Emory University
Atlanta, Georgia 30322

Dear Mr. Corderman:

On behalf of the Carter Center, I want to thank you very much for your time and your assistance during the reception and unveiling ceremonies on September 22, 1983 for the Carter Presidential Library and the Carter Center of Emory University.

Thanks to your work, all of our guests were able to find the location and all of our other plans went according to schedule. We especially appreciate the fact that many of you took time from your busy schedules to help us in this way.

I am glad that many of you were able to attend the Press Conference and hope that many of the rest of you saw the model while it was on public display. Each of you played a significant and appreciated part in the overall success of this event. Again, thank you.

Sincerely,

Stephen M. Jackson
Director of Development

SMJ:eb

EMORY UNIVERSITY
The Carter Center

Woodruff Library
Atlanta, Georgia 30322
404/329-4340

5 October 1983

Mr. W. Charles Witzleben
Executive Director of Development
403 Administration Building
Emory University
Atlanta, Georgia 30322

Dear Mr. Witzleben:

On behalf of the Carter Center, I want to thank you very much for your time and your assistance during the reception and unveiling ceremonies on September 22, 1983 for the Carter Presidential Library and the Carter Center of Emory University.

Thanks to your work, all of our guests were able to find the location and all of our other plans went according to schedule. We especially appreciate the fact that many of you took time from your busy schedules to help us in this way.

I am glad that many of you were able to attend the Press Conference and hope that many of the rest of you saw the model while it was on public display. Each of you played a significant and appreciated part in the overall success of this event. Again, thank you.

Sincerely,

Stephen M. Jackson
Director of Development

SMJ:eb

EMORY UNIVERSITY
The Carter Center
Woodruff Library
Atlanta, Georgia 30322
404/329-4340

5 October 1983

Mr. Keith R. Shriver
Assistant Director
Fraternity Life
Campus Life
Emory University
Atlanta, Georgia 30322

Dear Mr. Shriver:

On behalf of the Carter Center, I want to thank you very much for your time and your assistance during the reception and unveiling ceremonies on September 22, 1983 for the Carter Presidential Library and the Carter Center of Emory University.

Thanks to your work, all of our guests were able to find the location and all of our other plans went according to schedule. We especially appreciate the fact that many of you took time from your busy schedules to help us in this way.

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Sincerely,

Stephen M. Jackson
Director of Development

SMJ:eb

EMORY UNIVERSITY
The Carter Center

Woodruff Library
Atlanta, Georgia 30322
404/329-4340

5 October 1983

Ms. Sue Yowell
Residence Life
Campus Life
Emory University
Atlanta, Georgia 30322

Dear Ms. Yowell:

On behalf of the Carter Center, I want to thank you very much for your time and your assistance during the reception and unveiling ceremonies on September 22, 1983 for the Carter Presidential Library and the Carter Center of Emory University.

Thanks to your work, all of our guests were able to find the location and all of our other plans went according to schedule. We especially appreciate the fact that many of you took time from your busy schedules to help us in this way.

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Sincerely,

Stephen M. Jackson
Director of Development

SMJ:eb

EMORY UNIVERSITY
The Carter Center

Woodruff Library
Atlanta, Georgia 30322
404/329-4340

5 October 1983

Ms. Ann Hyman
Student Activities
Campus Life
Emory University
Atlanta, Georgia 30322

Dear Ms. Hyman:

On behalf of the Carter Center, I want to thank you very much for your time and your assistance during the reception and unveiling ceremonies on September 22, 1983 for the Carter Presidential Library and the Carter Center of Emory University.

Thanks to your work, all of our guests were able to find the location and all of our other plans went according to schedule. We especially appreciate the fact that many of you took time from your busy schedules to help us in this way.

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Sincerely,

Stephen M. Jackson
Director of Development

SMJ:eb

EMORY UNIVERSITY
The Carter Center

Woodruff Library
Atlanta, Georgia 30322
404/329-4340

5 October 1983

Ms. Dawn M. Rozek
Student Activities
Campus Life
Emory University
Atlanta, Georgia 30322

Dear Ms. Rozek:

On behalf of the Carter Center, I want to thank you very much for your time and your assistance during the reception and unveiling ceremonies on September 22, 1983 for the Carter Presidential Library and the Carter Center of Emory University.

Thanks to your work, all of our guests were able to find the location and all of our other plans went according to schedule. We especially appreciate the fact that many of you took time from your busy schedules to help us in this way.

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Sincerely,

Stephen M. Jackson
Director of Development

SMJ:eb

EMORY UNIVERSITY

The Carter Center

Woodruff Library
Atlanta, Georgia 30322
404/329-4340

5 October 1983

Ms. Paula Armagost
Student Activities
Campus Life
Emory University
Atlanta, Georgia 30322

Dear Ms. Armagost:

On behalf of the Carter Center, I want to thank you very much for your time and your assistance during the reception and unveiling ceremonies on September 22, 1983 for the Carter Presidential Library and the Carter Center of Emory University.

Thanks to your work, all of our guests were able to find the location and all of our other plans went according to schedule. We especially appreciate the fact that many of you took time from your busy schedules to help us in this way.

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Sincerely,

Stephen M. Jackson
Director of Development

SMJ:eb

EMORY UNIVERSITY
The Carter Center

Woodruff Library
Atlanta, Georgia 30322
404/329-4340

5 October 1983

Mr. Reza Abedi
Intern
The Carter Center
Emory University
Atlanta, Georgia 30322

Dear Mr. Abedi:

On behalf of the Carter Center, I want to thank you very much for your time and your assistance during the reception and unveiling ceremonies on September 22, 1983 for the Carter Presidential Library and the Carter Center of Emory University.

Thanks to your work, all of our guests were able to find the location and all of our other plans went according to schedule. We especially appreciate the fact that many of you took time from your busy schedules to help us in this way.

I am glad that many of you were able to attend the Press Conference and hope that many of the rest of you saw the model while it was on public display. Each of you played a significant and appreciated part in the overall success of this event. Again, thank you.

Sincerely,

Stephen M. Jackson
Director of Development

SMJ:eb

EMORY UNIVERSITY

The Carter Center

Woodruff Library
Atlanta, Georgia 30322
404/329-4340

5 October 1983

Mr. Tom Tercek
Housing
AMUC Building
Emory University
Atlanta, Georgia 30322

Dear Mr. Tercek:

On behalf of the Carter Center, I want to thank you very much for your time and your assistance during the reception and unveiling ceremonies on September 22, 1983 for the Carter Presidential Library and the Carter Center of Emory University.

Thanks to your work, all of our guests were able to find the location and all of our other plans went according to schedule. We especially appreciate the fact that many of you took time from your busy schedules to help us in this way.

I am glad that many of you were able to attend the Press Conference and hope that many of the rest of you saw the model while it was on public display. Each of you played a significant and appreciated part in the overall success of this event. Again, thank you.

Sincerely,

Stephen M. Jackson
Director of Development

SMJ:eb

EMORY UNIVERSITY
The Carter Center

Woodruff Library
Atlanta, Georgia 30322
404/329-4340

5 October 1983

Ms. Judy Cotton
Housing
AMUC Building
Emory University
Atlanta, Georgia 30322

Dear Ms. Cotton:

On behalf of the Carter Center, I want to thank you very much for your time and your assistance during the reception and unveiling ceremonies on September 22, 1983 for the Carter Presidential Library and the Carter Center of Emory University.

Thanks to your work, all of our guests were able to find the location and all of our other plans went according to schedule. We especially appreciate the fact that many of you took time from your busy schedules to help us in this way.

I am glad that many of you were able to attend the Press Conference and hope that many of the rest of you saw the model while it was on public display. Each of you played a significant and appreciated part in the overall success of this event. Again, thank you.

Sincerely,

Stephen M. Jackson
Director of Development

SMJ:eb

EMORY UNIVERSITY
The Carter Center

Woodruff Library
Atlanta, Georgia 30322
404/329-4340

5 October 1983

Ms. Danagene Yanity
Alumni Office
AMUC Building
Emory University
Atlanta, Georgia 30322

Dear Ms. Yanity:

On behalf of the Carter Center, I want to thank you very much for your time and your assistance during the reception and unveiling ceremonies on September 22, 1983 for the Carter Presidential Library and the Carter Center of Emory University.

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Sincerely,

Stephen M. Jackson
Director of Development

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EMORY UNIVERSITY

The Carter Center

Woodruff Library
Atlanta, Georgia 30322
404/329-4340

5 October 1983

Mr. William T. Watkins
Residence Faculty
Campus Life
Emory University
Atlanta, Georgia 30322

Dear Mr. Watkins:

On behalf of the Carter Center, I want to thank you very much for your time and your assistance during the reception and unveiling ceremonies on September 22, 1983 for the Carter Presidential Library and the Carter Center of Emory University.

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Sincerely,

Stephen M. Jackson
Director of Development

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EMORY UNIVERSITY
The Carter Center
Woodruff Library
Atlanta, Georgia 30322
404/329-4340

5 October 1983

Mr. Robert Lee
Emory Postal Services
Emory University
Atlanta, Georgia 30322

Dear Mr. Lee:

On behalf of the Carter Center, I want to thank you very much for your time and your assistance during the reception and unveiling ceremonies on September 22, 1983 for the Carter Presidential Library and the Carter Center of Emory University.

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Director of Development

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The Carter Center

Woodruff Library
Atlanta, Georgia 30322
404/329-4340

5 October 1983

Ms. Marti Fessenden
Housing
AMUC Building
Emory University
Atlanta, Georgia 30322

Dear Ms. Fessenden:

On behalf of the Carter Center, I want to thank you very much for your time and your assistance during the reception and unveiling ceremonies on September 22, 1983 for the Carter Presidential Library and the Carter Center of Emory University.

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Director of Development

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The Carter Center

Woodruff Library
Atlanta, Georgia 30322
404/329-4340

5 October 1983

Ms. Martha Wisbey
Housing
AMUC Building
Emory University
Atlanta, Georgia 30322

Dear Ms. Wisbey:

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Director of Development

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The Carter Center

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5 October 1983

Ms. Sharon E. Greene
Development
403 Administration Building
Emory University
Atlanta, Georgia 30322

Dear Ms. Greene:

On behalf of the Carter Center, I want to thank you very much for your time and your assistance during the reception and unveiling ceremonies on September 22, 1983 for the Carter Presidential Library and the Carter Center of Emory University.

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Director of Development

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The Carter Center

Woodruff Library
Atlanta, Georgia 30322
404/329-4340

5 October 1983

Ms. Beth Wallace
Publication Services
709 Gatewood Road
Emory University
Atlanta, Georgia 30322

Dear Ms. Wallace:

On behalf of the Carter Center, I want to thank you very much for your time and your assistance during the reception and unveiling ceremonies on September 22, 1983 for the Carter Presidential Library and the Carter Center of Emory University.

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Director of Development

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The Carter Center

Woodruff Library
Atlanta, Georgia 30322
404/329-4340

5 October 1983

Mr. Mark Kasman
Intern
The Carter Center
Emory University
Atlanta, Georgia 30322

Dear Mr. Kasman:

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Director of Development

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The Carter Center

Woodruff Library
Atlanta, Georgia 30322
404/329-4340

5 October 1983

Mr. Barnee Price
Personnel
Trimble Hall
Emory University
Atlanta, Georgia 30322

Dear Mr. Price:

On behalf of the Carter Center, I want to thank you very much for your time and your assistance during the reception and unveiling ceremonies on September 22, 1983 for the Carter Presidential Library and the Carter Center of Emory University.

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Director of Development

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The Carter Center

Woodruff Library
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404/329-4340

5 October 1983

Ms. Pat Douglas
Personnel
Trimble Hall
Emory University
Atlanta, Georgia 30322

Dear Ms. Douglas:

On behalf of the Carter Center, I want to thank you very much for your time and your assistance during the reception and unveiling ceremonies on September 22, 1983 for the Carter Presidential Library and the Carter Center of Emory University.

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Director of Development

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The Carter Center

Woodruff Library
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5 October 1983

Ms. Sherry Pittman
Personnel
Trimble Hall
Emory University
Atlanta, Georgia 30322

Dear Ms. Pittman:

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Director of Development

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EMORY UNIVERSITY
The Carter Center

Woodruff Library
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404/329-4340

5 October 1983

Ms. Nan Mauney
Office of Treasurer
202 Administration Building
Emory University
Atlanta, Georgia 30322

Dear Ms. Mauney:

On behalf of the Carter Center, I want to thank you very much for your time and your assistance during the reception and unveiling ceremonies on September 22, 1983 for the Carter Presidential Library and the Carter Center of Emory University.

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Stephen M. Jackson
Director of Development

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EMORY UNIVERSITY

The Carter Center

Woodruff Library
Atlanta, Georgia 30322
404/329-4340

5 October 1983

Mr. Jim King
Emory Credit Union
1590 Dantzler
Emory University
Atlanta, Georgia 30322

Dear Mr. King:

On behalf of the Carter Center, I want to thank you very much for your time and your assistance during the reception and unveiling ceremonies on September 22, 1983 for the Carter Presidential Library and the Carter Center of Emory University.

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Director of Development

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Atlanta, Georgia 30322
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5 October 1983

Mr. Charles Jones
Office of Treasurer
203 Administration Building
Emory University
Atlanta, Georgia 30322

Dear Mr. Jones:

On behalf of the Carter Center, I want to thank you very much for your time and your assistance during the reception and unveiling ceremonies on September 22, 1983 for the Carter Presidential Library and the Carter Center of Emory University.

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