

***POOF YOU'RE IT!***

**THE  
BI-MONTHLY  
STATUS  
REPORT  
OF MAGICON  
DIVISION  
HEADS**

ISSUE 1

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I apologise if the order of these contributions leaves something to be desired. I received the final required submission on the evening before I left for Disclave, and am making a valiant attempt to get it produced before I leave.

- Tony Parker

# "Poof You're It"

MagiCon APA  
General Information

- Editors of **"Poof You're It"** will be Tony Parker and Melanie Herz
- **"Poof You're It"** will be published Bi-Monthly.
- Submissions to **"Poof You're It"** can made via Compuserve (To Tony) or by mail (Melanie or Tony). All submission to **"Poof You're It"** must be made by the 15th of each month. Addresses are as follows:

Melanie Herz  
905 W. Espanola Way  
Melbourne, Florida 32901  
(407) 725-2383

Tony Parker  
1745 N.W. 4Th Ave, Apt 5  
Boca Raton, Florida  
(407) 391-4380

~~Note: Melanie will be on line with Compuserve by June 15th.~~

- Each Division Head is responsible for sending in a status report to the APA. If no status is reported, the APA will reflect this in some form. Division heads have the option of printing ~~25~~ <sup>30</sup> copies of their report or they can send the original to be copied.

~~Current distribution list for **"Poof You're It"** will be the two Co-Chairmen and their staff, The MagiCon General Counsel and staff, and all Division Heads. A full list with names and addresses will be provided in the next issue.~~

- PLEASE NOTE THAT ALL SUBMISSIONS TO **"Poof You're It"** ARE CONSIDERED FANAC CONFIDENTIAL!!! "USE OR DISCLOSURE OF MATERIAL OUTSIDE THE MAGICON OPERATING COMMITTEE AND FANAC BOARD IS CONSIDERED A NO-NO AND IS PUNISHABLE BY WHATEVER DEEMED NECESSARY BY THE CO-CHAIRMEN.

Name Mailing Address	Homephone	A/M Workphone	A/M Compuserve #
* Bemis, Judy 1745 NW 4th Ave #5, Boca Raton, FL 33432	(407)391-4380	NO	NO
* Cantor, Dave , ,		NO	NO
* Cole, Susan A 2007 Deborah Dr, Orlando, FL 32817	(407)275-1806	YES (407)851-6440x303	YES
* Feldbaum, Gary Keith 117 Alexis Lane, Philadelphia, PA 19115	(215)673-4044	NO (215)563-2511	NO
* Glycer, Mike 5828 Woodman Avenue, #2, Van Nuys, CA 91401	(818)787-5061	NO	NO
* Haight, Cindy 7161 Knottypine Ave, Winter Park, FL 32792	(407)677-0109	NO	NO
* Herz, Melanie 905 W Espanola Way, Melbourne, FL 32901	(407)725-2383	YES (407)727-4766	NO
* Herz, Ray 905 W Espanola Way, Melbourne, FL 32901	(407)725-2383	YES	NO
* Mullen, Fran , ,		NO	NO
* Parker, Tony 1745 NW 4th Ave #5, Boca Raton, FL 33432	(407)391-4380	NO (407)443-5737	YES
* Ratti, Dave 12018 Pasteur Dr Apt 401, Orlando, FL 32826	(407)282-2468	YES (407)298-7100 X435	NO
* Robinson, Andy P.O. Box 555, Littleton, MA 01460	(603)888-9244	YES (508)486-7128	NO
* Siclari, Joe 4599 NW 5th Ave, Boca Raton, FL 33431	(407)392-6462	NO	NO
* Stern, Edie 4599 NW 5th Ave, Boca Raton, FL 33431	(407)392-6462	NO (407)443-3284!	NO
* Thomson, Becky 5156 Conroy Rd, #1137, Orlando, FL 32811	(407)423-1078	YES	NO
* Veal, Tom 112 Roberts Ct, Alexandria, VA 22314	(703)548-5835	YES (202)879-5355	YES

\* indicates receiving APA, ! indicates emergency phone # only



05/21/90

MagiCon Committee Roster

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Name	Homephone	A/M Workphone	A/M
Mailing Address			Compuserve #
* Whitmore, Stephen	(302)834-9023	NO	NO
2206 Dickens Terrace, Newark, DE 19702			
* Wilson, Bill	(305)983-0749	NO	NO
3242 Arthur Terrace, Hollywood, FL 33021-5018			
* Yalow, Ben	(212)543-7792	NO	NO
3242 Tibbett Ave, Bronx, NY 10463		(212)903-3623	

\* indicates receiving APA, ! indicates emergency phone # only

**MagiCon Committee  
Current  
Compuserve I.D. Numbers**

<u><b>Name</b></u>	<u><b>I.D. Number</b></u>
Judy Bemis/ Tony Parker	70376,542
Gary Feldbaum	73517,1126
Mike Glycer	72557,1334
Fran Mullen/Chuck Phillips	76137,3645
Dave Ratti	72461,3615
Andy Robinson	70441,2412
Joe Siclari/Edie Stern	71450,171
Becky Thomson	73747,2622
Tom Veal	76050,1134
Delroy Ward	75036,317
Steve Whitmore	72077,26
Bill Wilson	71620,3557
Ben Yalow	Internet: ybmc@cunyvm, cuny, edu

# Organization of the 50<sup>th</sup> Worldcon

About one out of every ten people present at a World Science Fiction Convention is on the convention staff in some capacity, whether as chairman or gofer or something in between. One of the challenges facing a Worldcon committee is to devise an organizational structure that will make it possible to keep track of this array of warm bodies without enveloping us all in bureaucratic cobwebs.

Although many positions in MagiCon's table of organization won't be filled for another year or two, we do an overall framework that will, we hope, facilitate an efficient and enjoyable convention.

At the top of our hierarchy is MagiCon's parent body, the Florida Association for Nucleation and Conventions, Inc. ("FANAC"), a Florida not-for-profit corporation. FANAC was founded in early 1987 to support the Orlando Worldcon bid. It currently has 22 regular and 25 associate members.

FANAC will continue as the highest level policy-making body for MagiCon, though responsibility for day-to-day operations will devolve on the MagiCon co-chairmen and operational board. FANAC's own board consists of its three co-chairmen (Becky Thomson, Joe Siclari and Tom Veal), plus a secretary (David Ratti), treasurer (Tony Parker) and two at-large members (Cindy Haight and Melanie Herz).

MagiCon itself will be co-chaired by Becky Thomson and Joe Siclari. Tom Veal will serve as general counsel and administrative coordinator. The MagiCon board consists of the co-chairmen, the secretary and treasurer of FANAC, and the convention's divisions heads.

If you would like to be part of all of this evolution (and we're anticipating that at least one-tenth of you will), please contact us right away. Send your name, address and a brief description of your fannish experience and interests to the MagiCon box, marked "Attention: Volunteers".

Tom Veal

## MagiCon Operational Board

Joe D. Siclari	- Co-Chairman
Becky Thomson	- Co-Chairman
Tony Parker	- FANAC Treasurer
David Ratti	- FANAC Secretary
Judith C. Bemis	- Finance Division Head
Susan A. Cole	- Administration Division Head
Gary Keith Feldbaum	- Events Division Co-Head
Andy Robinson	- Programming Division Co-Head
Edie Stern	- Programming Division Co-Head
Steve Whitmore	- Events Division Co-Head

## MagiCon Operational Committee

Becky Thomson	- Co-Chairman
Joe D. Siclari	- Co-Chairman
Tom Veal	- Admin. Coord. & General Counsel
Ben Yalow	- Assistant to the Chairmen

## Administration

Susan A. Cole, Division Head  
 Tony Parker, Volunteer Coordinator  
 Susan A. Cole, Preregistration  
 ? Gary Fehrman  
 Cindy Haight  
 ? Melanie Herz  
 Robin Douglas - off staff  
 John Thomson

## Finance

Judith C. Bemis, Division Head  
 Dave Cantor  
 Francine Mullen  
 Bill Wilson  
 Lynn K. Murphy

## Programming

Edie Stern, Division Co-Head  
 Andy Robinson, Division Co-Head

Gerry Kaufman  
 NASH CLARSON JOSEPH GREEN  
 Exhibits  
 Mark Kolson, Division Head  
 Peggy Rae Rault History Exhibits

## Events

Gary Keith Feldbaum, Division Co-Head  
 Steve Whitmore, Division Co-Head

## Publicity

Ray Herz, Division Head  
 Lauree Mann

## Publications

Tom Hanson - pre-con Publications Subdivision  
 Mike Glycer, Progress Report Editor  
 David Ratti, Publication Production

MagiCon, the 50<sup>th</sup> World Science Fiction Convention, is organized by the Florida Association for Nucleation and Conventions, a Not-for-Profit Florida Corporation whose members are:

## Regular Members:

Judith C. Bemis, Steve P. Cole, Susan A. Cole, Frank Dowler, Michael Drawdy, Gary Keith Feldbaum, Cindy Haight, Melanie Herz, Ray Herz, Gerald Masters, Andre Norton, Tony Parker, Dave Ratti, Andy Robinson, Andrea Rosenberg, Joe Siclari, Mark Stanfill, Edie Stern, Becky Thomson, Tom Veal, Stephen Whitmore, Ingrid Zierhut

## Associate Members:

Mark Baumgarten, Phylis S. Brown, Gail L. Cooper, Gary Fehrman, Eric Ferguson, Penny Frierson, Margaret R. Gemignani, Carol Gibson, Mike Glycer, Dennis Greenlaw, Mary Hanson-Roberts, Linda Hill, William Ivey, Michael Jencevics, Kathleen Meyer, Lynn K. Murphy, Ingrid Neilson, Becky D. Peters, Carol Porter, Mitch Silverman, Dick Spelman, John Thomson, Sue Trautman, Jackie Whitmore, Bill Wilson

# **DRAFT**

Minutes of the January 21, 1990  
Business Meeting of the  
Florida Association for Nucleation And Conventions  
( F.A.N.A.C., Inc. )

## **Members present**

Judith Bemis  
Susan Cole  
Frank Dowler  
Michael Drawdy  
Cindy Haight

Melanie Herz  
Ray Herz  
Tony Parker  
Becky D. Peters  
Tom Veal

Dave Ratti  
Joe Siclari  
Edie Stern  
Becky Thomson

Meeting called to order at 2:26PM at Hilltop House in Fort Pierce, Joe Siclari, Becky Thomson, & Tom Veal presiding.

The minutes of the October 29th meeting were summarized by Judy Bemis, and approved as submitted.

The minutes of the November 19th meeting were distributed to those present who hadn't seen them, and subsequently approved as corrected.

## **Chairmans' Reports:**

*Joe Siclari:*

The Peabody contract is completed, signed, with 3 changes to be initialed 01/22/90.

SFSFS is sponsoring SMOFCON this year, 1 week after Tropicon.

The dates for both cons are:

Tropicon - 11/31, 12/01, & 12/02/90

SMOFcon - 12/07, 12/08, & 12/09/90

*Tom Veal:*

501(c)3 Status: Gary Feldbaum is going to be ready to submit it by 01/29/90. We expect to get Chicon V's application and IRS confirmation. It was reported that ASFA got their 501(c)3.

## **Treasurers' Report:**

Sue Cole is still in the process of turning over to Tony Parker the FANAC financial information. (To be done by 02/10)

The bid financial report is being prepared.

~\$58K in the bank accounts at this time.

Current memberships:

Attending	1172
Children	31
Kids In Tow	1
Supporting	609
Guests	8

Presupporters not yet converted ~ 1300 +/-50.

\*\*\*\* Action Item: Joe to Ray - We need a press release to send to SFC/Locus /ASFA/SFWA, Etc., with membership #'s to date.

## **Secretary's Report:**

More a request than a report - Please submit the final form of all motions in writing.

\*\*\*\* Action Item: Joe to Ray - draft information for advertisers.

Joe gave an overview of the hotel contracts.

We've agreed to drop the Stouffer's.

Still trying to get the final hotel numbers from N3.

There will be further contracts with all of our hotels.

**Serious Matter:**

Elimination of Associate Committee Status ( As proposed 11/19/89 )  
Joe led discussion of Gary Feldbaum's comments (Against elimination)  
Response from Becky. APA is associate benefit. Free?  
Further discussion by Tom - He agrees with Gary and Joe.

The proposal was put to a secret ballot. The results, counted by Tony and yours truly, were as follows:

Yes (To eliminate): 2

No (To retain): 9

The No's prevail.

Joe, Becky, & Tom to confer, & recommend associates for upgrading.

Meal break at 4:30PM.

Business meeting resumed at 5:05PM.

Discussion of office space - No decision has yet been made, Sue Cole, Steve Cole, and Becky Thomson to work together on finding a place. It was suggested that we seek assistance from a realtor.

More discussion as to how large an office we'll need. 100 Sq.Ft. would be OK if we're just using it for storage space, but if we want to use it for work, 200+ looks more reasonable. In the size range we're looking at, rents from \$14 to \$18 or \$20/Sq.Ft. are common.

Susan Cole proposed that we purchase the copier that she's been trying out at her house. The proposal was rejected, since the copier lacks some of the features that will be needed for our purposes. Since Sue needs access to a copier right now, she decided to go ahead and buy the one she has, and charge 5 cents a copy when using it for official business. (Which is the same as Office Depot, 1 cent less than what Kinko's charges, and a lot more convenient.)

In reference to the copier question, and the larger question of all the other office equipment we'll need, Joe recommended that Sue talk to the N3 folks, since they've had the most recent experience.

Next topic of discussion was the babysitting rate question - Children's vs Kids-In-Tow. The general consensus seems to be that those with Children's memberships get the lowest, possibly subsidized, rates (Although not necessarily free), while Kids-In-Tow will end up paying more.

Judy is working on the reimbursement forms - She's going to get examples from other Worldcons, combine their better aspects, and produce one of our own.

**Serious Matter:**

Membership & Dues - Regular dues to be \$12 / Year, pro-rated @ \$1 / Month.

Ray Herz moved to amend the motion to include all members. His motion was seconded by Judy. After further discussion, it was determined that there was no need for an amendment, due to the wording of the original motion.

Another written vote was taken, and the result was as follows:

Yes (\$12): 11

No: 1

The motion carried 11 - 1

Progress on the accounting software: Judy has it, on 5.25 disks. She's getting it transferred over to 3.5's.

**MagiCon Operations:**

After various machinations, the Chicon committee has agreed to give us copies of their 501(c)3 filing and approval. As a by-product, Joe & Becky are now to receive all Chicon V Division Head mailings. Becky wants to reciprocate if this does come about, and send all our mailings to Kathleen. Edie suggests that this may be ill-advised, since there could be things we don't want circulated prematurely. Joe's opinion was that we should carefully monitor what we distribute. Consensus agrees we want to share useful information on an equivalent basis. Tom Veal will oversee.

Ray got two quotes for PR1, but at the 2K copy, 16 page level. The decision was made to get quotes at the 3 to 4K copy, 24 page level. Dave is to get quotes from Starr printing, our current source, and one or two other places in Orlando.

Publicity intended the new flier to be ready for Boskone. It won't be.

On a related note, Ray wants to get in on Tom Hanlon's March mass mailing. There are questions concerning mailing list release. Also, do we want to encourage people to join this early? Much heated discussion ensued. It was decided not to do the mass mailing this year, and have Ray bring it up again for '91.

Also, we decided that 5000 fliers should last us through Westercon.

At this point, the subject of programming ideas arose. Joe elaborated on his previously mentioned 'smaller cons within the Worldcon' plan. The general idea is to group the program items into tracks, as has been done before, and to keep the tracks localized both physically and temporally.

There was much discussion of the logistics involved, and the problems of what to do for those who can attend only 2 or 3 days of the con.

The discussion then turned to program ideas. A partial list of those mentioned includes (I was writing as fast as I could!):

CorFlu, SMOFCON, MediaCon, Academic, Filking, Costuming, NeoPro , Space  
Development Con, Art, FantQs, Foreign / International / Non-English,  
Gaming, Computers, Horror, Adult

At 7:20PM we adjourned, due in great part to the imminent closing of the  
Hilltop House.

{The next FANAC Business Meeting will be held in June in South Florida.  
Policy of bid reimbursements will be on the agenda.}

Minutes of the April 28-29, 1990  
Board Meeting of MagiCon,  
The 50th World Science Fiction Convention

ATTENDING:

Judith Bemis	Edie Stern
Susan Cole	Francine Mullen
Becky Thomson	Steve Cole
Tony Parker	Tom Veal
Gary Feldbaum	Dave Ratti
Steve Whitmore	Ray Herz
Andy Robinson	Bill Wilson
Melanie Herz	Joe Siclari
Ben Yalow	

Meeting called to order at 9:00 AM on Saturday, April 28, 1990 in the Conway Room of the Orlando Peabody Hotel. Joe Siclari and Becky Thomson presiding.

Handouts:

Chicon V and Noreascon 3 Budgets  
Compuserve I.D. List  
Agenda  
Division Responsibilities List  
Proposed Check Requests Route  
Initial Budget Draft from  
Events Division

Minor modifications to the agenda were made and handouts briefly discussed. Budget material provided by Chicon V and NE3 is not to be circulated outside of the MagiCon committee.

9:35 A.M. - Tour of Orlando Peabody Hotel

11:30 A.M. - Tour of Orange County Convention & Civic Center

L U N C H

3:15 P.M. - Discussion of facilities:

ORANGE COUNTY CONVENTION CENTER

GOOD SIDE:

Good First-Aid Room  
Loading Dock setup is great.  
Registration Area looks good.  
Need floor plan for area now under construction



#### DOWN SIDE:

Too much space

If we don't use it, other groups can come in.

Where are security parameters?

No Handicap Access to Second Floor

24-Hour Functions may not be possible.

Badge Checking at Program Room Door vs Facility Entrance

Can we satisfy our insurance carrier?

Food functions in Peabody rather than Convention Center.

#### ORLANDO PEABODY HOTEL

##### GOOD SIDE:

Lots of Nooks & Crannies

Good Office Space Availability

Ceiling Height

Good-Sized Rooms; Break-out Nice

##### DOWN SIDE:

Divided Elevators (4 at each end + 2 more Service Elevators at each end)

Distance to Convention Center

Wicker furniture not sturdy enough

We need to maintain communications with hotel convention services.

#### TRANSPORTATION

Peabody In-House Shuttle: \$10 / person one-way

Rentable Attraction Shuttles

Mercado? Can we rent Trams from the Mystery Fun House or

Convention Center Buses

#### THEME OF MAGICON; Discussion Included

History - The 50th Worldcon

Space

Fandom

Books-Literary

International

"Where Magic Meets Technology"

POSSIBLE ACTIVITIES AT MAGICON; Discussion Included

Premier Film

Hugos

Masquerade

Space Day

KSC Field Trip

Tours/Referral Service

Callahan's Crosstime Saloon

(Peabody Plaza Int'l Rooms C-H)

Enchanted Duplicator Golf Course

Powers Lecture on Vincent DiFate

How do we Showcase Jack Vance?

ORGANIZATION STRUCTURE, ALLOCATION OF RESPONSIBILITIES AND  
ACTIVITIES, AND DECISION CHAIN OF COMMAND:

STAFFING: At this time, Division Heads are recruited and approved by both Co-Chairmen, Department Heads are recruited by Division Heads upon approval of both Co-Chairmen.

EXPENDITURES: Temporarily, all unbudgeted expenditures and all budgeted expenditures over \$100 must be approved by at least one Co-Chairman. Expenditures over \$150 require approval by both Co-Chairmen.

The allocation of responsibilities and activities within the organization structure was discussed in detail. A copy of that structure with the agreed-upon revisions is attached.

The Co-Chairmen will draft procedures for decision responsibility and authority based on these discussions.

BREAKOUT DISCUSSION GROUPS:

Group 1: Administrative Procedures  
Financial Procedures  
Recruiting  
Computer Needs

Group 2: Time Line: Next 12 Months  
Time Line: Years 2 & 3  
Financial Time Line  
Registration & Income Projections  
Promotion & Publicity

#### ADMINISTRATION DIVISION

Susan Cole  
Internal Communications (APA)  
Legal/Insurance  
Mail Room  
Offices (pre-Con)  
Inventory Management  
Housing Bureau Liaison  
Staff/Member Identification  
Pre-Con Registration (Cole)  
Registration at-Con  
Hugo Balloting  
Site Selection Balloting  
WSFS Business Meeting

#### EXHIBITS DIVISION

ASFA Liaison  
Art Show  
Auctions & Sales  
Dealers Room  
Hospitality Suite  
Special Exhibits  
'Concourse'

#### EVENTS DIVISION

Gary Feldbaum & Steve Whitmore  
Opening & Closing Ceremonies  
Hugo Awards  
Masquerade  
Filksinging concerts  
Gaming Rooms  
Food Functions  
Tours & Activities, Etc.  
Special Events  
Opening/Closing Ceremonies  
House Manager  
Heyer Tea/Fegency Dance

#### FINANCE DIVISION

Judy Bemis  
Accounting  
Budget  
Cashier  
Comptroller  
Investments  
Treasury

#### MAGICON CHAIRMAN OR BOARD

Space Allocation  
Computer Services  
Facilities Contracts

#### PROGRAM DIVISION

Edie Stern & Andy Robinson  
Guests of Honor Liaison  
Green Room  
Pro/Panelist/SFWA Liaison  
Track Management  
Program Development  
Programming  
Special Programming  
Film/Video Program  
Autograph scheduling

#### PUBLICATIONS DIVISION

GoH Publications  
Pre-Con Publications  
Program Book  
Publications (at-Con)  
Advertising Sales  
Production/Printing  
Post-Con Publications  
Distribution

#### PUBLICITY DIVISION

Ray Herz  
Advertising  
External Communications  
Press Relations

#### (SUPPORT) SERVICES DIVISION

Communications  
Facilities Liaison  
Staff & Gopher Lounge  
Logistics  
Paid Security  
At-con space allocation  
Signmaking  
Technical Support  
Personnel/Volunteers  
Babysitting  
First Aid  
Handicap Services  
Info/Problem Desk

#### LIMBO

Fan Lounge  
Photography  
Historian  
Sales to Members

Revised: 4/29/90

The following may not be in chronological order, and may have gaps, but it does cover the points that struck me as memorable. Tom Veal

#### Division head partial meeting minutes

The Board reconvened on Sunday, April 29, 1990, at approximately 10:15 a.m. at the MagiCon office. The following Board members, convention officials and guests were present:

Becky Thomson	Joe Siclari	Sue Cole
Gary Feldbaum	Steve Whitmore	Judy Bemis
Andy Robinson	Edie Stern	Ray Herz
Ben Yalow	Tom Veal	Melanie Herz
Tony Parker	Steve Cole	Bill Wilson
Fran Mullen		

Mrs. Thomson and Mr. Siclari called the meeting to order and presided.

Budget/Administrative Breakout Session: Mrs. Thomson, Mrs. Herz and Mr. Veal reported on the discussions at the preceding evening's breakout session to discuss budgetary and administrative matters. After hearing their report, the Board agreed by consensus that, until a budget is adopted, (i) expenditures in excess of \$150 require the approval of both co-chairmen, (ii) expenditures in excess of \$100 but not in excess of \$150 require the approval of one co-chairman, (iii) expenditures of less than \$100 may be authorized by division heads, (iv) the head of the Finance Division will act as comptroller (pronounced "controller") of all divisions except her own, and (v) the head of the Administration Division will act as comptroller of the Finance Division.

The Board (or, to be precise, Messrs. Feldbaum, Yalow and Veal) discussed what accounting method should be used for the convention's financial statements. No conclusions were reached.

At Mrs. Thomson's request, further discussion was postponed to a later date.

Mrs. Cole reported that, as of April 27, 1990, the convention had approximately \$85,000 cash on hand. Membership figures were as follows:

Attending memberships:	2,005
Children's memberships:	65
Supporting memberships:	244
Kids-in-tow:	2

Mrs. Cole also reported that 1,062 MagiCon presupporters do not have memberships in the convention. A mailing will be sent to these individuals before September 30, 1990.

Timeline Breakout Session: Mr. Siclari reported the results of the preceding evening's breakout session to discuss the convention's timeline. The timeline was discussed at length by the Board. The results are presented in the first issue of the Board APA.

Mr. Parker and Mrs. Herz reported on plans for the Board APA and solicited promises of contributions. It was agreed that the first issue would be published in late May and that the APA would appear approximately bimonthly thereafter. The publishers were authorized to pay the expenses of publication for the first two issues.

Mr. Siclari requested that Mr. Veal, as general counsel to the convention, address the following matters: (i) registration of MagiCon under Florida's fictitious name statute, (ii) registration of "MagiCon" as a service mark, (iii) the use of the slogan "Come Share the Magic" by the Prodigy computer network. [Since the meeting, the general counsel has learned that Coca-Cola has begun a promotion for "Magicans".]

I believe that Melanie picked up responsibility for the minutes at this point or, sooner. In any case, I stopped taking notes.

**Supplemental Minutes/Notes  
MagiCon Meeting  
April 29, 1990**

**1. Publicity Division**

- Party scheduled at Westercon - Authorization given by committee to spend money for party. Estimated at \$ 60 - \$80
- Party and membership table scheduled at NASFIC and Worldcon
- Membership Tables scheduled at the following conventions:
  - Disclave
  - NOSF3
  - Loscon
  - Baycon
  - Philcon
  - Windycon
  - DSC
  - Necro
  - Tropicon
- Ads will appear in all Worldcon Progress Reports & Program Books.
- Authorization given to place Magicon ads in all Florida Convention program books.
- Publicity division will get stats of badges from Dennis Greenlaw.

**2. Finance Division**

- Will research and create a chart showing supporting membership rates, children's membership rates, and kids in tow from data received from Noreascon III, Holland, and Chicago.
- Will analyze the cost of servicing a supporting membership.

**3. Administration Division**

- Susan Cole to research multiple licenses for software
- Andy Robinson proposed new name for Division Head's APA. Name was approved by committee.

"POOF! YOUR IT!
- Motion made and approved to increase attending membership rates to \$75 effective September 30, 1990.
- Motion made and approved: Each division is authorized up to 1,000 in 1990 for administrative expenses. An expenditure of over \$100 or above requires Chair approval. Hardware and Software or office equipment requires Chair approval (based on compatibility) this covers expenses for office supplies, APA expenses, telephone expenses etc..

The office of the Chairmen and their staff have the same 1,000 limit as each division pertaining to administrative expenditures.

MagiCon  
Time Line

04/28/90 - 12/31/90

<u>Item</u>	<u>Target Date</u>	<u>Completion Date</u>	<u>Area Of Responsibility</u>	<u>Status</u>
Hire Office Manager	ASAP!		Admin Div	S. Cole
<del>Begin</del> research of insurance issues	04/29/90	10/15/90	Admin Div	T. Veal
✓ <del>Determine Internal Communications</del> - <del>Committee APA</del> - <del>Division APA</del> <small>ONGOING</small>	04/29/90		Admin Div	
✓ Identify priority items that need to be approved	04/29/90		Committee	
✓ Approve Immediate Expenditure Items	04/29/90		Committee	
✓ Determine 1st estimate of Blocked Hotel Rooms (2,500 - 2,700 Rooms)	04/29/90		Committee	B. THOMPSON
<del>Begin</del> coordination of on line computer services (i.e. Compuserve)	04/29/90	9/30/90	All Divisions	Chuck Phil Ben Garry Feld
<del>Submit</del> <small>Develop</small> Preliminary Budget	04/29/90	7/14/90	All Divisions	
<del>Begin</del> Staff Identification <small>ADMIN <del>RECE</del> ASAP 7/15/90 ✓ FID PUBLICATIONS * PUBLICITY ✓ PROGRAM ✓ 3/11 rev 7/13 EVENTS ✓ OPERATIONS ✓ EXHIBITS *</small> - Recruitment	04/29/90	ONGOING	All Divisions	
Identify Space Center Liaison <small>JOE GREEN</small>	05/11/90	COMPLETE	Programming Div	EDIE STERN
✓ Determine Approval/Decision Levels	05/15/90	✓	Office of the Chairmen	
Non-Profit Tax Return	05/15/90	7/15/90	<small>ADMIN</small> General Counsel	S. COLE
Begin investigation of Service Marks	05/15/90	10/1/90	General Counsel	VEAL
<del>Determine 2nd estimate of Blocked Hotel Rooms</del> <small>CANCEL EXCESS</small>	05/30/90		Committee	

**MagiCon  
Time Line**

04/28/90 - 12/31/90

<u>Item</u>	<u>Date</u>	<u>Area Of Responsibility</u>
Complete Organization of Office	05/30/90 <sup>ONGOING- 9/30</sup>	Admin Div S. COLE
Complete Mail Room Procedures	05/30/90 <sup>APA</sup>	Admin Div <sup>WHAT HAPPENS TO APPR MAIL</sup>
Submit themes for Convention	05/30/90 <sup>ONGOING-</sup>	All Divisions
1st Revision of Budget	05/30/90 <sup>9/30</sup>	All Divisions
✓ Special Exhibits (Art)	05/30/90 <sup>ONGOING-</sup>	Committee
Research, & purchase of fire codes	06/01/90 <sup>ASAP</sup>	Admin Division/ <sup>SUE + TOM</sup> General Counsel
First Check Point for Service Marks	06/15/90 <sup>7/30/90</sup>	General Counsel <sup>JOE + TOM</sup>
✓ Committee Resources Form (i.e. Computers)	06/15/90	Admin Div
Preliminary Space Allocation Outline	06/30/90 <sup>7/30/90</sup>	All Divisions <sup>JOE + BECKY</sup>
Preliminary investment plans	06/30/90 <sup>ASAP</sup>	General Counsel
* Investigate credit card use	06/30/90 <sup>7/30</sup>	General Counsel
Time Line Items for 1991 (Detailed)	06/30/90 <sup>DATA ASAP - JUDY 9/30/90</sup>	<del>All Divisions</del> <sup>RAY</sup>
1992 Preliminary Time Line	06/30/90	All Divisions
Technical Research Begins	07/01/90	All Divisions
<sup>FORM</sup> Acknowledgement of Volunteers	07/01/90	<del>All Divisions</del> <sup>T. PARKER</sup>
<sup>PERSONAL</sup> Balance of Division Heads Assigned	07/01/90 <sup>ASAP</sup>	Office of Chairmen
How to handle money in Holland	07/01/90 <sup>7/30</sup>	Finance Div

TOM  
PRE-CON  
SUB DIV



MagiCon  
Time Line

04/28/90 - 12/31/90

ROBIN  
ofc M35

<u>Item</u>	<u>Date</u>	<u>Area Of Responsibility</u>
GOH Liaison	<del>07/05/90</del> 8/27 By <del>Westercon</del> WORLD CON	PG-M DIV ANDY HEDIE
Revise Committee Name Tags	<del>07/05/90</del> 7/30/90 8/15 By Westercon	<del>Publicity Div</del> Becky Peters
Pre Registration Registrar Checkpoint	<del>07/05/90</del> 7/30/90	Admin Div S. COLE
✓ Computer Services	07/15/90	All Divisions STEVE COLE
UPDATE STAFF LIST 7/15	DISTRIBUTE 7/30	ALL DIV COMMITTEE
Second Check Point For Service Marks	07/15/90 10/15/90	General Counsel SID LARI VEAL
✓ Pre Registration Registrar In Place	08/26/90 By Worldcon	Admin Div BECKY TOM
Membership Projections	08/26/90 DONE 7/15 By Worldcon 2ND OCT 15	Admin Div JOE ADMIN
Hotel Contracts negotiations signs all	1/1/90 completion date 08/26/90 By Worldcon	Office of BECKY TOM
Identify Australian Agent	08/26/90 By Worldcon	Office of JOE Chairmen
Special Event: Tar & Feather Chip Hitchcock	08/26/90 92 by Worldcon	Office of SETH BREIDBART
Progress Report II Due Out	10 09/01/90	Publications Div HANLON GLYER RATTI
Second Revision of Budgets	09/30/90	All Divisions
Convention Center Contract	8/1/90 12/31/90	Office of BECKY TOM
Department Heads - Key or Operational In place	12/31/90	All Divisions

MagiCon  
Time Line

04/28/90 - 12/31/90

<u>Item</u>	<u>Date</u>	<u>Area Of Responsibility</u>
Facility Liaison	12/31/90	Office of Chairmen
SWFA Liaison	12/31/90	<del>Office of PGM</del> ANDY Chairmen EDIE
<del>Programs Ops</del>	<del>12/31/90</del>	<del>Office of</del> <del>Chairmen</del>

## DECISION MAKING PROCEDURES

Becky Thomson/Joe Siclari  
May 20, 1990

AT THE APRIL BOARD MEETING, THE CO-CHAIRS AGREED TO DEVELOP A DRAFT SET OF RULES GOVERNING THE LEVELS OF RESPONSIBILITY AND AUTHORITY FOR MAKING MAJOR DECISIONS. AFTER REVIEW AND ACCEPTANCE BY THE MAGICON OPERATIONAL BOARD, THESE SHOULD EVENTUALLY BECOME A SUBSET OF OUR OVERALL OPERATING RULES.

ON THE FOLLOWING PAGES, THE CO-CHAIRMEN HAVE ADDRESSED THE PROCESSES OF DETERMINING POLICY, ORGANIZATION STRUCTURE, STAFFING, BUDGET, AND STATEMENTS OF MISSION (GOALS OR MAJOR PROJECTS). THIS IS ONLY A FIRST DRAFT AND WE WOULD LIKE RESPONSES AND COMMENTS SOON FROM ALL BOARD MEMBERS.

### MAGICON OPERATING RULES: DECISION MAKING PROCEDURES

#### I. F.A.N.A.C., Inc.

The Policy Making Body for Magicon is the Florida Association for Nucleation and Fandom, Inc. Items such as (but not limited to) the following shall therefore be referred to the F.A.N.A.C. membership:

- A. Matters in which the MagiCon Operational Board is unable to come to a solution;
- B. Guest of Honor selection and/or replacement;
- C. Site or facilities selection and/or change;
- D. All business relating to MagiCon's Corporate or 501(c)(3) Tax Exempt Status.

#### II. MAGICON OPERATING BOARD

- A. Sets rates and fees (e.g., WorldCon membership, dealers' tables, etc.);
- B. Develops budget and approves budget changes;
- C. Approves the organizational structure of MagiCon and the responsibilities therein;
- D. Reviews and approves Mission Statements;
- E. Reviews and approves Non-Budgeted Expenses over \$500.

### III. CO-CHAIRMEN

- A. Creates the organizational structure of MagiCon and determines the responsibilities therein
- A. Coordination between Divisions;
- B. Appointment, removal and replacement of Division Heads;
- C. Recruitment/removal/replacement of Heads of Sub-Divisions and Major Area Heads (e.g. Art Show, Dealers' Room, Hugo Ceremony, Masquerade, Exhibits) requires approval of the Overseeing Co-Chairman;
- D. InterDivisional changes of structure/budget:  
Set by the involved Division Heads with the approval of both Co-Chairmen and final review by the Magicon Board.
- E. Review and approve IntraDivisional budget changes:
  - 1. Between \$100 and \$500 requires approval of the Overseeing Co-Chairman.
  - 2. Over \$500 requires approval of both Co-Chairmen.
  - 3. The Division Heads can make these changes up to a total of 2% of their budget; between 2% and 5% requires the approval of the chairmen; above 5% requires the approval of the Operating Board.

(Below \$100 is handled by the division heads)
- F. IntraDivisional Structural Changes:  
  
Set by the Division Head with the approval of the Overseeing Co-Chairman.
- G. Review and approval of non-budgeted expense items up to \$150 requires approval of 1 co-chairman; from \$150 to \$500 requires approval of both co-chairmen.

### IV. DIVISION HEADS

Subject to the above-stated guidelines and approvals:

- A. Develop Mission Statements, Activities and Job Descriptions.
- B. Develop Division's Budget for Approval.
- C. Develop Internal Structure of Division.

D. Identification and Recruitment of Staff.

It is the responsibility of the Division Heads to report all changes in staffing, budget, and structure as soon as possible to the other MagiCon Division Heads and to the Co-Chairmen.

Guidelines for specific expenditure approvals will be forthcoming.

First Draft - 5/20/90

# *It's Ours Now! #1*

*Joe Siclari, MagiCon Co-Chairman, 4599 N. W. 5 Ave., Boca Raton, FL 33431, (407) 392-6462*

Produced: 5/20/90

Hello

With this first issue of the apa, we start off what I hope will be our main information exchange. I want to thank Melanie for getting so much material ready after our meeting. And also we all need to thank Tony for producing this while he was sick and to Judy for pitching in as well.

I have and will be including a variety of material that I think are pertinent. For example, the copy of Tom Hanlon's retrospective of Nolacon's problems. There are several similarities to our own situation mentioned and we need to be sure we don't make the same errors.

Our new motto should be:

**"Never repeat a mistake — We only make new ones"**


The material in this apa covers a lot of ground from hotels, to organization to the timeline. Most if not all of this is draft or FYI. Please make comments and suggest improvements and additions. Do you think we should run the revised timeline in every issue? What do you want this to be?

And remember, this stuff is confidential to this mailing list. If you want to run any of this in your internal division apa, please clear it with the Co-Chairs or the person who submitted it. Do not reprint anything about personalities, please.

Take care,

**"Where Magic Meets TECHNOLOGY"**

*The Florida Association for Nucleation And Conventions, Inc. (FANAC, Inc.), is a non-profit Florida Corporation.  
MagiCon is sponsored by FANAC, Inc.*



Nolacon TALES OF TERROR  
by Tom Hanlon

I'd like to combine a few opinions and anecdotes with an overview as to what were the danger signs and pitfalls of Nolacon. Perhaps, if nothing else, Nolacon can be held up as Veronica holds up Archie to her father in the comic strip by the same name; it's a good bad example.

Briefly, here's how I got involved in Nolacon. Back in late '84, the bid rumors started floating. The general perception was that a vote in Atlanta would be favorable to N.O.'s cause. There was also concern about the other three bids over lack of experience, lack of facilities and the perception that people would like to go to N.O. rather than the Boat, Cincinnati, or St Louis. There was also concern about an out-of-town bidder running a New Orleans bid. (Notice a certain xenophobia creeping into even the buds of a bid.)

So, N.O. jumped in. Small regionals and a relatively well-attended Deltacon in town provided enough operating capital to supplement the dues of the 20 or 30 members of the Board of the bid committee. Ads were purchased, and by the '85 NASFiC in Austin, the bid machinery was oiled well enough to approach 1,000 pre-supporters overall. About all I did during this period was send in my \$100 to be an Associate Member (later called Saint) and haul ice/give directions at NASFiC.

That was the extent of my involvement until working on site at Atlanta in '86. What I did see was a number of bidzines, copies of the minutes of the bid meetings (done by a group of N.O. supporters that left the bid by the spring of '86) and the assurance of the formation of a advisory committee comprised of people from all over the country that had Worldcon RUNNING experience. No mention of this committee is made after early '86.

After the win at Atlanta, I concentrated in the real world until about May of '87. That's when we put the finishing touches on Acme Science Fiction Corporation and got geared up for the New Orleans SF and Fantasy Festival in January of '88. After being prodded by Mary, I started showing up with her at Justin's house on Friday night. This was a sort of Nolacon forum, where people got randomly pulled into Justin's makeshift recording studio to read parts in his ongoing radio saga/filler for a local jazz and classics station. While this was fun, not much got done in the way of convention planning.

In November, Dennis welcomed me as an assistant to help with programming. Over the course of the next four months I received copies of the hotel contracts and very rough ideas of what to do with the function space. No budgets, not even rough ideas of how much money to play with or how much money was in the bank.

After NOSF3, I called John. I was pumped. We'd done a solid first-year effort with no major snafus. I promised to try and get Dennis fired up, and wanted to try and get the nagging questions of organization, meetings, and budgets answered. This is where many of the Nolacon problems became evident, in four broad categories.

## I. ORGANIZATION/COMMUNICATIONS/CONTINUITY

Nolacon lacked organization for the simple reason that John/Justin were unwilling to delegate outside a very small group of friends or respond constructively to positive criticism. There seemed to be a misplaced sense of pride when only 25% of a lesson had been learned or half a problem solved. The only table of organization until the summer of '88 was done by Jim Mule. It was never formally approved by John. Either it showed a brave new foray into Worldcon organization, or it stood at odds with everything coming in from the rest of the world.

I was fortunate enough to sit down with a bunch of British fans in Manchester while abroad in February. This allowed Nolacon to get the PRs to the British agent for free, and allowed me to get a collection of opinions about the flaws of Conspiracy.

To no avail. John/Justin were not listening. Nor were they responding to the dozens of department-head-level volunteers of the "floating" Worldcon-com. Big holes, no action, improper delegation of authority. Lines where responsibility began and ended were unclearly drawn. The net result of all this was too few truly informed people, too late to do much more than slap enough band-aids on the tarbaby to cover the week of the con.

Organization and communication go hand and hand. Until Debbie started in the office, letters went misfiled, buried or unanswered. The insurmountable bottleneck of John being the only person to open mail contributed to the downfall of effective communications. A lackadaisical meeting schedule, with John and Justin always late, did almost nothing to help. Phone messages were frequently directed to John, since the PRs or other announcements made no mention of the area the caller was interested. John's response rate was low. Too low.

Communications were so bad that game companies were writing Samantha b Juede (Handicapped Access) in Georgia trying to find out about gaming.

Continuity was severely affected. Jim Mule seemed to waver on exactly what he was and wasn't responsible for. One minute he handled Tech disbursement; another you had to reach John and Justin. Disbursement guidelines were so scanty as to include only the statements that food and gas in Louisiana wouldn't be covered. No disbursement forms were printed or circulated.

Policies changed from week to week. Most important, many of the faces associated with New Orleans while on the bid trail faded away or refused to take an active part in the convention. Burnout, worry and forced gaffiations were the main enemies.

Some appointments didn't sit well in the region, while others created an uproar in other parts of the country. Some regional conventions in the area simply weren't interested in helping because people they had worked hard to get rid of (thanks to questions of honesty or competence) surfaced in New Orleans. In the meantime John and Justin were pouring very little oil on troubled waters, and throwing a lot of lit matches. Rumors went unchecked because those traveling to cons simply didn't have the facts available to challenge the scuttlebutt.



The lessons to be learned here: Draw your Table of Organization early. Define who does what AND who doesn't do what. Don't be xenophobic. That outside help may seem a nuisance now, but could be a godsend come Labor Day weekend. Set up an accessible office with free parking and/or a lot that doesn't close. Get an office management TEAM, not just one or two people. Delegate, discuss and write it up in a report. Get the facts to make a decision and stick to it. A group, or at least one person in each division, that's aware of what's going on AND who travels to other fannish regions, can be a big help in stopping rumors and finding out questions and concerns. (Some fans in the Midwest call this "damage control," for obvious reasons.)

## II. PROGRAMMING/PROGRAM OPS

Dennis Dolbear did little to advance the cause for 19 months. The programming questionnaire went out in early March of '88. It was sorted and collated at my house, with the help of Dennis, Mary, myself and about three members of the LSU SF club. It was incomplete, ignored overseas pros, and was at least six months late. It also appears to have been done without the advice, consent or input of the fans on the West Coast who had been asked to do similar functions. Responses went unfiled, unforwarded, and often unanswered for weeks and sometimes months.

By this time, Debbie was in the office long enough to spot the problems. Debbie and I took it upon ourselves to start sending copies of everything to the West Coast. George Alec Effinger took it upon himself to start fielding responses to the angry letters from those who hadn't gotten the first mailing or the infamous jambalaya. Some damage was irrevocable. One page with over a dozen solid and well-thought-out program ideas was rendered null and void when the original response form disappeared. There was simply no way to figure out which pro had sent the ideas.

### PROGRAM OPS

At least two fans capable of handling this area were put off or gaffed when basic questions such as room availability and budget went unanswered. At the beginning of July, Marty Gear was contacted and agreed to try his best. He made it clear that his precon work would be severely limited by the real world, but that was the best available.

My attempts to draw on the floating Worldcon staff were hurt by a two-week stint with the National Guard from the end of June until almost the middle of July. A letter I sent out in haste without a return address (other than Nolacon) served as little more than cardboard on the rumor bonfire. Joe Siclari had provided a list of capable fans. These also got the hasty letter, but Joe was at least able to make personal contact at a Northeastern con and do a little fence mending.

In this same period, Ross Pavlac sent the first of two "poison pen" letters to me c/o Nolacon. When xeroxed and slid into every department head's box at the Nolacon office, they served to finally make a lot of people aware of impending doom. They also got Ross involved enough to accept Rick and Mike's offer to have him head up Program Ops. Ross had the bargaining power to carve out enough funds from John and Justin to assure he could provide basic services.

Marty ended up as an executive assistant. He liasoned above and beyond the call of duty, with Rick Albertson and Bill Parker as the only functioning tech staff, to ensure basic services were provided throughout the con. Ross was able to call a debt in and assemble a krewe of veterans who may not have carried the day, but at least kept postponing crises and disaster.

Nothing could fully make up for the lost 18 months or the fact that the Program and Program Ops krewes had never been anywhere near fully assembled before Thursday. Yeoman duty carried the day.

#### OTHER LESSONS

Programming is a VERY tough job. Some consider it glamorous. You need a LARGE group to get mailings out, follow up, and develop ideas. This group needs to meet with an assembled Program Ops team at least once, preferably twice, well before the con opens its doors. Boston is getting by with once and a few meetings at large Northeast regionals. A Texas bid should probably plan on either a holiday weekend meeting or be prepared to go to the East and West Coasts to get some business done.

Division/Department heads have got to go through the facilities at least once. A good tool is to arrange to videotape all the function/meeting areas, both empty and while in use by another convention. Copies can go out en masse. I know from personal experience it's a valuable tool. I only wish I hadn't let Dennis take charge of sending the copies out . . .

#### III. OPS/CON MANAGEMENT

Another area where last-minute help and advice proved invaluable. There are others who can address this area as veterans far better than I can.

Problem solving varies from site to site, but the true keys seem to be screening Con Ops with an effective on-site information area. This gives Con Ops the required freedom of action to serve as sort of a 24-hour emergency vice con chair. Setting up Ops areas near Gopher staging areas/people mover sites is also essential. Again, you need to balance the need to be screened from the average con-goer with accessibility to the rest of the con. Don't plan on Ops staff being able to use elevators. They need to respond too quickly. Robbie Cantor pressed this argument with me, and she was dead right.

#### IV. CONZINE

One of my biggest gripes about Nolacon was the lack of any sort of internal publication similar to Boston's "Mad 3 Party." It is essential to document decisions and concerns. It crippled Nolacon and shut out many areas of positive input. I had argued for one, even offered to organize it. To no avail. My thoughts on the matter are quite simple: if you do a zine and they don't agree, they'll at least respond on your sheet of music. They also can't say you didn't warn 'em ahead of time.

In conclusion, we should all remember a Worldcon is a precious balance between regional flavor and playing host to the world. Some compromise is inevitable on all fronts - that's the nature of the beast, especially when run by committee. You can't, however, compromise on preplanning and a large, trained and informed staff.

How much and how well you inject a regional flavor is usually a matter of committee taste, national fads and local hard work. Austin in '85 did a good job of (literally) adding a regional taste. Nolacon had some neat bells and whistles; we're still waiting for the train.

(Originally written for Instacon 3 - January 20, 1989.)

. . . And Into Ye Fyre (New Series), #0  
by Tom Veal

The bulk of this submission consists of a revised version of the draft budget line items that I presented at the MagiCon board meeting. The new draft reflects the discussion at the meeting, although there may still be oversights and omissions. It is intended to assist division heads in drafting their proposed budgets, but no one is under any obligation to follow it rigidly.

As was mentioned at the Board meeting, I will be coordinating our budget preparation. All divisions should send me proposed budgets as soon as practicable (with copies to the chairmen and your fellow division heads). To enable us to estimate our cash flow requirements, budgets should indicate the timing, as well as the amount, of major expenditures, particularly expenditures that must be incurred before the convention.

Budget decisions are ultimately the responsibility of the chairmen and the Board. My role is simply to analyze the divisions' proposals, compare them to similar divisions' expenditures at other Worldcons, identify overlaps and omissions, and project MagiCon's cash flow and profit/loss results.

Our goal is to have a tentative budget in place within the next two or three months. Of course, the budget will evolve as time goes by, but we have to start somewhere.

I've also included two other items that may interest you. The first is a set of revenue projections revenue based on various assumptions about how many members we get and when we get them. The second is Chicon V's table of organization down to the department level. Please note that this list was compiled several months ago and that many vacant positions have now been filled.

ADMINISTRATION DIVISION<sup>1</sup>

1. *Division-Level Line Items*
  - 1.1. General expenses<sup>2</sup>
  - 1.2. Staff reimbursements
    - 1.2.1. Memberships
    - 1.2.2. Travel
    - 1.2.3. Lodging
  - 1.3. Expenses of operational committee<sup>3</sup>
  - 1.4. Post office box rental
  - 1.5. MagiCon stationery
  - 1.6. Bank charges
  - 1.7. MagiCon telephone hotline
  - 1.8. Committee APA
  - 1.9. Computer forum
  - 1.10. Legal and professional fees
  - 1.11. Casualty and liability insurance<sup>4</sup>
2. *Mail Room*
  - 2.1. General expenses
  - 2.2. Office rental
  - 2.3. Office telephone
  - 2.4. Furniture
  - 2.5. Computer equipment
  - 2.6. Other equipment
  - 2.7. Internal copying and distribution
  - 2.8. Staff refreshments

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<sup>1</sup> The headings under a division are not intended to reflect or dictate departmental structure. In the final budget, many "division-level" items will probably be assigned to departments, and some items listed under other headings may be divided among departments. Each department should also have its own "general expenses" allocation.

<sup>2</sup> Routine postage, telephone reimbursements, office supplies, minor items of equipment, routine copying and the like that are not shown elsewhere.

<sup>3</sup> Co-chairmen, administrative coordinator and their staffs; alternatively, this item could be assigned to no division.

<sup>4</sup> Alternatively, insurance could be charged to individual departments. This draft assumes that it will be charged to the division that is responsible for procuring it (which could be Finance, rather than Administration).

- 3. *Site Selection Balloting*
  - 3.1. General expenses
  - 3.2. Post office box rental
  - 3.3. Ballot printing
  - 3.4. Ballot mailing
- 4. *Hugo Awards Balloting*
  - 4.1. General expenses
  - 4.2. Post office box rental
  - 4.3. Ballot printing (nominations)
  - 4.4. Ballot mailing (nominations)
  - 4.5. Ballot printing (final)
  - 4.6. Ballot mailing (final)
  - 4.7. Auditor's fee<sup>5</sup>
- 5. *Registration (pre-con)*
  - 5.1. General expenses
  - 5.2. Special forms and stationery
  - 5.3. Correspondence with registrants<sup>6</sup>
  - 5.4. Computer expenses
  - 5.5. Credit card fees
  - 5.6. Agents' costs
- 6. *Registration (on-site)*
  - 6.1. General expenses
  - 6.2. Membership badges
    - 6.2.1. Attendees' badges
    - 6.2.2. Staff identification
    - 6.2.3. Special ribbons
    - 6.2.4. Press credentials
    - 6.2.5. Secure identification
  - 6.3. Special forms and stationery
  - 6.4. Telephone charges
  - 6.5. Equipment
    - 6.5.1. Computer purchases/rentals
    - 6.5.2. Furniture rental
    - 6.5.3. Other equipment
    - 6.5.4. Computer software
    - 6.5.5. Operator training<sup>7</sup>
  - 6.6. Credit card fees
  - 6.7. Staff refreshments

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<sup>5</sup> Assumes that the vote counting will be supervised by an independent public accountant.

<sup>6</sup> This item includes the cost of mailing receipts to mail-in registrants, sending out back issues of the Progress Report, etc.

<sup>7</sup> In this and most other instances, the "training" budget is intended to cover refreshments at one or more training sessions and reproduction of documentation.

- 7. *WSFS Business Meeting*
  - 7.1. General expenses
  - 7.2. Copying

Other Worldcons' totals for comparable line items:<sup>8</sup>

Chicon V: \$62,745

Noreascon 3: \$70,200

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<sup>8</sup> Does not include staff reimbursements or amounts budgeted for "contingencies". Noreascon's total includes \$22,246 in legal fees incurred in connection with its dispute with the Sheraton.

EVENTS DIVISION

1. *Division-Level Line Items*
  - 1.1. General expenses
  - 1.2. Staff reimbursements
    - 1.2.1. Memberships
    - 1.2.2. Travel
    - 1.2.3. Lodging
  - 1.3. Hall A rental
  - 1.4. Hall A carpeting and furnishing
  - 1.5. Convention Center special charges<sup>9</sup>
  - 1.6. Ushers' equipment
2. *Hugo Awards Ceremony*
  - 2.1. General expenses
  - 2.2. Audio-visual equipment rental
  - 2.3. Videotaping
  - 2.4. Pre-event cash bar
  - 2.5. Special decorations/flowers
  - 2.6. Closed circuit broadcasting<sup>10</sup>
  - 2.7. Nominees' party
  - 2.8. Mementos for nominees
  - 2.9. Publicity<sup>11</sup>
  - 2.10. Hugo rockets
  - 2.11. Hugo bases and mounting
  - 2.12. Shipment of unclaimed Hugos

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<sup>9</sup> Charges for remaining open after normal hours, extra personnel for Hall A setup, etc.

<sup>10</sup> So far as I know, there is no practicable way to arrange for closed circuit broadcasts of the Hugo ceremony and the Masquerade, but I have optimistically included this item anyway.

<sup>11</sup> Costs of publicizing the Hugo winners.



3. *Masquerade*
  - 3.1. General expenses
  - 3.2. Special forms
  - 3.3. Mailings to entrants
  - 3.4. Runway materials and construction
  - 3.5. Audio-visual equipment rental
  - 3.6. Videotaping
  - 3.7. Photography
  - 3.8. Closed circuit broadcasting
  - 3.9. Masquerade program
  - 3.10. Pre-event cash bar
  - 3.11. Refreshments for contestants
  - 3.12. Intermission entertainment
  - 3.13. Prizes
  - 3.14. Costume repair kit
4. *Food Functions*
  - 4.1. General expenses
  - 4.2. Free tickets
  - 4.3. Ticket printing
  - 4.4. Advertising
  - 4.5. Planned subventions
5. *Gaming*
  - 5.1. General expenses
  - 5.2. Special forms
  - 5.3. Extra copies of games
  - 5.4. Prizes
6. *Other Events*<sup>12</sup>

Other Worldcons' totals for comparable line items:<sup>13</sup>

Chicon V: \$25,680

Noreascon 3: \$36,977

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<sup>12</sup>No detail is provided, since line items will depend upon the nature of the events.

<sup>13</sup>Does not include staff reimbursements or amounts budgeted for "contingencies". The Chicon budget includes a play and a dance, as well as the Masquerade and Hugo ceremony, but no food functions or gaming. Noreascon figures include Boxboro Party subsidy and expenses of *closing ceremonies*.

EXHIBITS DIVISION

1. *Division-Level Line Items*
  - 1.1. General expenses
  - 1.2. Staff reimbursements
    - 1.2.1. Memberships
    - 1.2.2. Travel
    - 1.2.3. Lodging
2. *Art Show*
  - 2.1. General expenses
  - 2.2. Space rental
  - 2.3. Carpeting
  - 2.4. Security
  - 2.5. Rental of hangings and display cases
  - 2.6. Special lighting
  - 2.7. Other equipment
  - 2.8. Special forms
  - 2.9. Mailings to artists
  - 2.10. Art show directory
  - 2.11. Return of unsold art
  - 2.12. Staff ribbons or buttons
  - 2.13. Awards
  - 2.14. Artists' reception
  - 2.15. Selling expenses
    - 2.15.1. Staff training
    - 2.15.2. Equipment
    - 2.15.3. Credit card charges
  - 2.16. Print shop
    - 2.16.1. Hangings
    - 2.16.2. Selling expenses
  - 2.17. ASFA Suite rental and refreshments
3. *Dealers Room*
  - 3.1. General expenses
  - 3.2. Space rental
  - 3.3. Carpeting
  - 3.4. Security
  - 3.5. Rental of tables, etc.
  - 3.6. Special forms
  - 3.7. Mailings to dealers
  - 3.8. Dealers Room directory
4. *Standing Exhibits*
  - 4.1. General expenses
  - 4.2. Space rental
  - 4.3. Carpeting
  - 4.4. Security
  - 4.5. Transportation of exhibits
  - 4.6. Directory of exhibits

FINANCE DIVISION

1. *Division-Level Line Items*
  - 1.1. General expenses
  - 1.2. Staff reimbursements
    - 1.2.1. Memberships
    - 1.2.2. Travel
    - 1.2.3. Lodging
  - 1.3. Computer hardware
  - 1.4. Computer software
  - 1.5. Storage of records
  - 1.6. Professional security (at-con)
  - 1.7. Transportation of funds (at-con)
  - 1.8. Safe deposit box rental
  - 1.9. Audit fee
2. *Sales to Members*<sup>16</sup>
  - 2.1. Cost of merchandise
  - 2.2. Transportation of merchandise
  - 2.3. Storage of merchandise
  - 2.4. Equipment rental
  - 2.5. Staff training
  - 2.6. Credit card fees

Other Worldcons' totals for comparable line items:<sup>17</sup>

Chicon V: \$40,996<sup>18</sup>

Noreascon 3: \$30,471<sup>19</sup>

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<sup>16</sup> It has been agreed that Sales to Members will be reassigned to a different division. Its ultimate home has not yet been decided. Administration and Events are the leading candidates.

<sup>17</sup> Does not include staff reimbursements or amounts budgeted for "contingencies". Chicon's budget includes \$13,360 for professional security. Noreascon's includes over \$26,000 for cost of goods sold to members.

<sup>18</sup> Includes \$9,100 for Sales to Members line items, which are to be moved elsewhere.

<sup>19</sup> Includes \$15,653 in Sales to Members line items.

- 5. *Hospitality Suite*
  - 5.1. General expenses
  - 5.2. Refreshments<sup>14</sup>
  - 5.3. Equipment rental
  - 5.4. Furniture rental
  - 5.5. Decorations
  - 5.6. Corkage
  - 5.7. Staff buttons or ribbons

Other Worldcons' totals for comparable line items:<sup>15</sup>

Chicon V: \$66,933  
Noreascon 3: \$131,397

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<sup>14</sup> In the final budget, this item should probably be broken down into categories of food and drink for each day of the convention.

<sup>15</sup> Does not include staff reimbursements or amounts budgeted for "contingencies". Chicon has no explicit space rental charge. Noreascon's figures include approximately \$40,000 for the Concourse (analogous to the Hospitality Suite) and almost \$50,000 for professional security.

PROGRAMMING DIVISION

1. *Division-Level Line Items*
  - 1.1. General expenses
  - 1.2. Staff reimbursements
    - 1.2.1. Memberships
    - 1.2.2. Travel
    - 1.2.3. Lodging
  - 1.3. Guest of Honor travel, lodging, etc.
  - 1.4. Program participants' membership reimbursements
  - 1.5. SFWA Suite rental and refreshments
2. *Program operations*<sup>20</sup>
  - 2.1. Mailings to program participants
  - 2.2. Telephone calls to program participants
  - 2.3. Equipment rental (slide projectors, microphones, etc.)
  - 2.4. Videotaping and audio recording
  - 2.5. Special forms
  - 2.6. Drivers' reimbursements
  - 2.7. Green Room refreshments
  - 2.8. "Kaffeeklatsch" refreshments<sup>21</sup>
  - 2.9. Staff refreshments
3. *Film program*
  - 3.1. Film rental
  - 3.2. Transportation and storage of films
  - 3.3. Projector and screen rental
4. *Program publications*
  - 4.1. Program updates ("pink sheets")
  - 4.2. Pocket program<sup>22</sup>

Other Worldcons' totals for comparable line items:<sup>23</sup>

Chicon V: \$59,885

Noreascon 3: \$63,954

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<sup>20</sup>Note that the items listed under this heading deal with the operational aspects of the Program Division. They are not intended to define the scope of authority of the Program Operations Department.

<sup>21</sup>Tentative; may be assigned to Events.

<sup>22</sup>Tentative; may instead be assigned to the Publications Division.

<sup>23</sup>Does not include staff or program participants' reimbursements or amounts budgeted for "contingencies".

PUBLICATIONS DIVISION

1. *Division-Level Line Items*
  - 1.1. General expenses
  - 1.2. Staff reimbursements
    - 1.2.1. Memberships
    - 1.2.2. Travel
    - 1.2.3. Lodging
  - 1.3. Mailings and phone calls to advertisers
  - 1.4. Computer hardware
  - 1.5. Other equipment
  - 1.6. Computer software
  - 1.7. Bulk mail permit application and fees
  - 1.8. Photography<sup>24</sup>
2. *Progress Reports*
  - 2.1. Progress Report 1
    - 2.1.1. Printing
    - 2.1.2. Other production costs
    - 2.1.3. Postage<sup>25</sup>
    - 2.1.4. Other mailing costs
  - 2.2. Progress Report 2
    - 2.2.1. Printing
    - 2.2.2. Other production costs
    - 2.2.3. Labeling and stuffing<sup>26</sup>
    - 2.2.4. Postage
    - 2.2.5. Other mailing costs
  - 2.3. Progress Report 3
    - 2.3.1. Printing
    - 2.3.2. Other production costs
    - 2.3.3. Labeling and stuffing
    - 2.3.4. Postage
    - 2.3.5. Other mailing costs
  - 2.4. Progress Report 4
    - 2.4.1. Printing
    - 2.4.2. Other production costs
    - 2.4.3. Labeling and stuffing
    - 2.4.4. Postage
    - 2.4.5. Other mailing costs

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<sup>24</sup>Photographs for souvenir book. No line items are included for the book itself, since its production is contingent upon the convention's financial results.

<sup>25</sup>Initial mailing only. The cost of mailing back issues is included in the Administration Division's budget. We may wish to have separate line items for domestic and overseas postage.

<sup>26</sup>This line is included in case the division decides to contract with a professional mailing house for these services.

- 2.5. Progress Report 5
  - 2.5.1. Printing
  - 2.5.2. Other production costs
  - 2.5.3. Labeling and stuffing
  - 2.5.4. Postage
  - 2.5.5. Other mailing costs
- 2.6. Progress Report 6
  - 2.6.1. Printing
  - 2.6.2. Other production costs
  - 2.6.3. Labeling and stuffing
  - 2.6.4. Postage
  - 2.6.5. Other mailing costs
- 2.7. Progress Report 7
  - 2.7.1. Printing
  - 2.7.2. Other production costs
  - 2.7.3. Labeling and stuffing
  - 2.7.4. Postage
  - 2.7.5. Other mailing costs
- 3. At-Con Publications
  - 3.1. Program book
    - 3.1.1. Typesetting
    - 3.1.2. Printing
    - 3.1.3. Other production costs
    - 3.1.4. Postage<sup>27</sup>
    - 3.1.5. Other mailing costs
  - 3.2. Daily newszine
  - 3.3. Mimeo room
    - 3.3.1. Equipment rental
    - 3.3.2. Paper and supplies

Other Worldcons' totals for comparable line items:<sup>28</sup>  
Chicon V: \$77,650  
Noreascon 3: \$53,274

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<sup>27</sup>For mailing copies of program book to supporting members and non-attendees.

<sup>28</sup>Does not include staff reimbursements or amounts budgeted for "contingencies".

PUBLICITY DIVISION

1. *Division-Level Line Items*
  - 1.1. General expenses
  - 1.2. Staff reimbursements
    - 1.2.1. Memberships
    - 1.2.2. Travel
    - 1.2.3. Lodging
2. *Advertising*
  - 2.1. Print advertising
    - 2.1.1. Fan publications
    - 2.1.2. Local media
  - 2.2. Flyers
    - 2.2.1. Printing
    - 2.2.2. Mailing
  - 2.3. Mailings to presupporters and other prospects
  - 2.4. Parties
    - 2.4.1. Party supplies
    - 2.4.2. Room costs
3. *Press relations*
  - 3.1. Free press passes<sup>29</sup>
  - 3.2. Press lounge refreshments (at-con)
  - 3.3. Press kits
  - 3.4. Press releases
  - 3.5. Clipping service

Other Worldcons' totals for comparable line items:<sup>30</sup>

Chicon V: \$2,970

Noreascon 3: \$2,992

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<sup>29</sup>For budget purposes, press passes should be treated as if the reporter had purchased a membership and then been reimbursed.

<sup>30</sup>Does not include staff reimbursements, press passes or amounts budgeted for "contingencies".



SERVICES DIVISION

1. *Division-Level Line Items*
  - 1.1. General expenses
  - 1.2. Staff reimbursements
    - 1.2.1. Memberships
    - 1.2.2. Travel
    - 1.2.3. Lodging
  - 1.3. Staff lounge refreshments
  - 1.4. Shuttle buses<sup>31</sup>
  - 1.5. Medical supplies
  - 1.6. Ice for room parties
  - 1.7. Tips, gifts and gratuities
2. *Logistics*
  - 2.1. Truck and van rental
  - 2.2. Hand truck rental or purchase
  - 2.3. Staff drivers' reimbursement
  - 2.4. Refreshments for staff
  - 2.5. Move in/out badges
3. *Communications*
  - 3.1. At-con telephone rental and charges
  - 3.2. Radio rental
  - 3.3. Pager rental
  - 3.4. Training
4. *At-con offices/Information*
  - 4.1. General expenses
  - 4.2. Telephone rental and charges
  - 4.3. Signmaking equipment and supplies<sup>32</sup>
  - 4.4. At-con copying
  - 4.5. Bulletin boards, racks, easels
  - 4.6. Informational ("you are here") signs
  - 4.7. Information for handicapped members
  - 4.8. Refreshments for staff

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<sup>31</sup> It has been suggested that we may wish to provide a shuttle between the Peabody and the Convention Center (especially for the benefit of handicapped members) or between our more distant hotels and the main area of activity.

<sup>32</sup> This and a number of other items cover expenses that will benefit a number of divisions. Alternatively (and perhaps preferably), each division could have its own budget for at-con signs, copying, telephones, etc. The Operations Division would then charge them for these services.

- 5. *Gopher Hole*
  - 5.1. Gopher Hole refreshments
  - 5.2. Gopher buttons
  - 5.3. Special forms
  - 5.4. Gopher membership reimbursements
  - 5.5. Mementos for gophers
- 6. *Babysitting*
  - 6.1. Professional staff charges
  - 6.2. Toys, games, etc.
  - 6.3. Equipment
  - 6.4. Refreshments

Other Worldcons' totals for comparable line items:<sup>33</sup>

Chicon V: \$38,390

Noreascon 3: \$64,472

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<sup>33</sup> Does not include staff or gopher reimbursements or amounts budgeted for "contingencies".

SUMMARY BY DIVISIONS

The table belows summarizes the expenses of Chicon V and Noreascon 3 (excluding reimbursements), rearranged to correspond to MagiCon's divisional structure. In the interests of comparability, Chicon's budget for "contingencies" is shown. (Noreascon's contingencies have already occurred.)

	<u>Budget</u>	<u>Chicon V Contingencies</u>	<u>Noreascon 3</u>
Administration	\$ 62,745	\$ 11,440	\$ 70,200
Events	25,680	2,703	36,977
Exhibits	66,933	6,169	131,397
Finance	40,996	3,780	30,471
Operations	38,390	4,816	64,472
Programming	59,885	5,864	63,954
Publications	77,650	8,405	53,274
Publicity	<u>2,970</u>	<u>272</u>	<u>2,992</u>
Totals	\$375,249	\$ 43,409 <sup>34</sup>	\$453,737

Chicon V grand total (see footnote): \$464,158

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<sup>34</sup> Does not include \$45,500 in unallocated contingency amounts.

## MEMBERSHIP REVENUE PROJECTIONS

Period	Rate	Members	Revenue
Pre-5/1/90	N/A	2,005	\$85,000
Timeline breakout session estimates			
5/1/90-9/30/90	\$65	1,000	\$65,000
10/1/90-3/31/91	\$75	500	\$37,500
4/1/91-9/30/91	\$85	1,500	\$127,500
10/1/91-3/31/92	\$95	1,000	\$95,000
4/1/92-7/31/92	\$100	1,000	\$100,000
At door	\$125	500	\$62,500
Totals		7,505	\$572,500

### Noreascon 3 pattern

5/1/90-9/30/90	\$65	189	\$12,285
10/1/90-3/31/91	\$75	172	\$12,900
4/1/91-9/30/91	\$85	898	\$76,330
10/1/91-3/31/92	\$95	1,443	\$137,085
4/1/92-7/31/92	\$100	1,302	\$130,200
At door	\$125	500	\$62,500
Totals		6,509	\$516,300

### Noreascon 3 minus 10% (minus 50% at door)

5/1/90-9/30/90	\$65	170	\$11,050
10/1/90-3/31/91	\$75	154	\$11,550
4/1/91-9/30/91	\$85	808	\$68,680
10/1/91-3/31/92	\$95	1,298	\$123,310
4/1/92-7/31/92	\$100	1,171	\$117,100
At door	\$125	250	\$31,250
Totals		5,856	\$447,940

### Noreascon 3 minus 20% (minus 80% at door)

5/1/90-9/30/90	\$65	151	\$9,815
10/1/90-3/31/91	\$75	137	\$10,275
4/1/91-9/30/91	\$85	718	\$61,030
10/1/91-3/31/92	\$95	1,154	\$109,630
4/1/92-7/31/92	\$100	1,041	\$104,100
At door	\$125	100	\$12,500
Totals		5,306	\$392,350

## OTHER SOURCES OF INCOME

Source	NE3	Estimate	Basis of estimate
Pass-along funds	\$0	\$12,000	Estimate by NE3 staff
Dealers' Room tables	\$32,107	\$37,050	285 tables @ \$130 avg price
Art Show income	\$22,325	\$26,790	Similar rates - 20% increase in artwork
Advertising income	\$16,796	\$16,796	Same as NE3
Comp rooms	\$13,000	\$10,800	6000 room nights; avg value \$90
Comp airline tickets	\$1,800	\$0	No official airline yet
Interest income	\$11,749	\$14,000	7% return on avg balance of \$100,000
Grants	\$5,720	\$0	Nobody's offered yet
Sales to members	\$40,215	\$20,000	Assumes less frenetic merchandising
	\$143,712	\$137,436	

## CHICON V MASTER STAFF LISTING - BY DIVISION

## .. - MEMBERS DIVISION

L.C.Smith

1	01 Division Manager	Larry Smith	A00003	614-442-1010
2	02 Assistant Division Manager			
01 - REGISTRATION				
3	01 Department Manager (Registrar)	Larry Smith	A00003	614-442-1010
4	02 Assistant Department Manager			
4	03 At-Con Registration Manager			
5	04 At-Con Registration Supervisor 1			
5	05 At-Con Registration Supervisor 2			
5	06 At-Con Registration Supervisor 3			
5	07 At-Con Registration Supervisor 4			
02 - INFORMATION				
3	01 Department Manager	Chris Malebranche	A02478	312-282-7459
4	02 Assistant Department Manager			
03 - HANDICAPPED MEMBER LIAISON				
3	01 Department Manager			
4	02 Assistant Department Manager			

## 08 - OFFICE DIVISION

H.A.Jencevice

1	01 Division Manager	Brendan Lonehawk	A01365	312-728-3075
2	02 Assistant Division Manager			
01 - PRE-CON OFFICE				
-	01 Department Manager			
4	02 Assistant Department Manager			
02 - MAIL PROCESSING				
3	01 Department Manager	Roberta Jordan	A01229	708-358-3717
4	02 Assistant Department Manager			
03 - AT-CON OFFICE				
3	01 Department Manager			
4	02 Assistant Department Manager			
04 - SIGNS & POSTERS				
3	01 Department Manager			
4	02 Assistant Department Manager			
05 - DUPLICATING				
3	01 Department Manager			
4	02 Assistant Department Manager			

## 09 - PROGRAMMING DIVISION

D.A.Wright

1	01 Division Manager	KT FitzSimmons	A00022	815-433-4267
2	02 Assistant Division Manager			
01 - MAIN PROGRAM				
3	01 Department Manager			
4	02 Assistant Department Manager			
4	03 Master Schedule Coordinator			
02 - PROGRAM OPERATIONS				
-	01 Department Manager			
	02 Assistant Department Manager			
03 - GREEN ROOM				
3	01 Department Manager			
4	02 Assistant Department Manager			

## CHICON V MASTER STAFF LISTING --BY DIVISION

## - FINANCE DIVISION

R.A.Beese

1	01 Division Manager	Al Ballard	A00023	312-869-8842
2	02 Asst. Div. Mgr. & Asst. Treasurer	Robert Schall	A02701	- -
	01 - ACCOUNTING			
3	01 Department Manager (Accountant)	Alexia Hebel	A02164	312-520-1890
	02 - TREASURY			
3	01 Department Manager (Treasurer)	Al Ballard	A00023	312-869-8842
4	02 Deputy Treasurer	Cecilia Byars	A02248	708-
4	03 Deputy Treasurer	Evan M. (Van) Siegling	A01841	614-475-0158
	03 - CONTROLLER			
3	01 Department Manager (Controller)	Bob Beese	A00002	312-676-1093
	04 - SECURITY COORDINATION			
3	01 Department Manager	Curtis A. Clemmer	A02407	312-429-0046

## 05 - FUNCTIONS DIVISION

M.A.Bartlett-Sloan

1	01 Division Manager	Dina Krause	A01290	708- -
2	02 Assistant Division Manager			
	01 - CEREMONIES, AWARDS & SPEECHES			
3	01 Department Manager			
4	02 Assistant Department Manager			
	02 - MASQUERADE			
3	01 Department Manager			
	02 Assistant Department Manager			
	03 - HOUSE MANAGEMENT			
3	01 Department Manager			
4	02 Assistant Department Manager			

## 06 - MEDIA DIVISION

M.A.Bartlett-Sloan

1	01 Division Manager			
2	02 Assistant Division Manager			
	01 - FILMS			
3	01 Department Manager	Allan Sperling	A01887	312-215-8149
4	02 Assistant Department Manager			
4	03 Films Librarian			
4	04 Films Office Supervisor			
	02 - VIDEO			
3	01 Department Manager			
4	02 Assistant Department Manager			
4	03 Video Librarian			
4	04 Video Office Supervisor			
	03 - ROVING VIDEOGRAPHY			
3	01 Department Manager			
4	02 Assistant Department Manager			
	04 - STILL PHOTOGRAPHY			
3	01 Department Manager			
4	02 Assistant Department Manager			
	03 Masquerade Liaison			
	04 Chief Equipment & Stores Clerk			

### Finance Division Report

- (1) My records show the convention with a current cash balance of aprox. \$74,023.37 as of 5/10/90 as follows:

Aprox. 20,000.00	in California Federal account opened for bid - total according to Susan Cole
7,840.00	in account in Boston - letter sent to Sue to sign and mail to Boston to close to 1st FA Money Market 5/21/90
44,376.98	in 1st FA Money market 5/10/90
1,806.39	in 1st FA checking 5/10/90
-----	
74,023.37	total

- (2) Enclosed in this apa are 2 copies of the form to be filled out for expense reimbursements or check requests. It must be signed by the requestor. We will require the division head to sign off so that they know that their budget has been tapped. For now, we will require 1 chairman to sign if the dollar amount is over \$100, and both if over \$150, or if the purchase is office equipment, computer hardware, or etc (capital expenditure). The Comptroller will check it off against the budget to make sure that there is available money for that expenditure, and then a check will be issued. There is more discussion of this in the contribution on decision-making procedures in this apa, also in the minutes from the April 29 meeting.

CompuServe Session Review - Messages Only

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Date: 24-Apr-90 15:46 EDT  
From: Tom Veal [76050,1134]  
Subj: Copy of message to Gary Feldbaum

COPY  
To: Gary Feldbaum  
Subject: UBTI

Dear Gary,

I had a chance the other day to talk to our office expert on unrelated business taxable income about the possible UBTI implications of some of Magi Con's activities. He probably said nothing that you don't already know, but I pass along his (mostly reassuring) thoughts in case you find them helpful or interesting.

1. Advertising in our publications generates UBTI - that is, of course, clear from the face of the statute. Vince (the expert) advises me, however, that the IRS has no interest in hunting down trifling amounts of advertising income and that we will be safe enough if we file a Form 990-T only in 1992, when we will have significant income from program book advertising. This is reassuring, but my own inclination would be to file in the years in which we have minimal UBTI, on the theory that it looks good and doesn't cost much money.

2. Under current law, sales to members by the con of almost anything bearing the convention logo would not generate UBTI. Problems arise only when we allow third parties to produce and sell merchandise for us. For example, if Magi Con sells convention beer mugs, the income will not be taxable. If, on the other hand, we allow someone else to sell Magi Con mugs in return for license fees, the fees probably are UBTI.

3. The fees charged to dealers for tables are almost certainly rental income, which is not considered to be UBTI. There is an arcane distinction between renting space and allowing others to use one's space in return for a fee. The latter does produce UBTI. I couldn't grasp the factors that make one case different from the other, but Vince assures me that we fall on the right side of the line.

4. For similar reasons, art show hanging fees and commissions should not generate UBTI, particularly if our agreements with the artists make it clear that commissions are part of the rental price of space in the show.

All of this was quite comforting, but there is one major caveat: UBTI "reform" legislation has been kicking around Congress for a couple of years and may eventually pass. If it does, the lenient treatment of sales of bric-a-brac by exempt organizations will almost certainly come to an end, and there may be tightening of the rules concerning rental income. Therefore, we can't rule out the possibility that we will be subject to some tax liability by 1992.

I should also note that Vince, while very well-versed in this field, is strongly pro-taxpayer (despite having spent several years with the IRS) and may shade the picture in somewhat rosy hues.

I'll see you at the board meeting in a couple of days. I would wish you a pleasant trip but refrain in view of the unfavorable tax implications of enjoying this meeting!

Best,  
Tom

cc: Becky Thomson  
Joe Siclari  
Judy Beris



## CHICON V MASTER ROSTER LISTING - BY DIVISION

- 04 - GUEST PROJECTS
  - 01 Department Manager
  - 02 Assistant Department Manager
- 05 - AT-CON PUBLICATIONS
  - 01 Department Manager
  - 02 Assistant Department Manager

## 11 - SERVICES DIVISION

H.A.Jencevice

- |   |                                 |             |        |              |
|---|---------------------------------|-------------|--------|--------------|
| 1 | 01 Division Manager             | Bill Krucek | A01293 | 312-528-5472 |
| 2 | 02 Assistant Division Manager   |             |        |              |
|   | 01 - HEADQUARTERS               |             |        |              |
| 3 | 01 Department Manager           |             |        |              |
| 4 | 02 Assistant Department Manager |             |        |              |
|   | 02 - COMMUNICATIONS             |             |        |              |
| 3 | 01 Department Manager           |             |        |              |
| 4 | 02 Assistant Department Manager |             |        |              |
|   | 03 - OPERATIONS                 |             |        |              |
| 3 | 01 Department Manager           |             |        |              |
| 4 | 02 Assistant Department Manager |             |        |              |
|   | 04 - LOGISTICS                  |             |        |              |
| 3 | 01 Department Manager           |             |        |              |
| 4 | 02 Assistant Department Manager |             |        |              |
|   | 05 - GOPHERS                    |             |        |              |
| 3 | 01 Department Manager           |             |        |              |
|   | 02 Assistant Department Manager |             |        |              |
|   | 06 - MEDICAL                    |             |        |              |
| 3 | 01 Department Manager           |             |        |              |
| 4 | 02 Assistant Department Manager |             |        |              |

## 12 - WSFS DIVISION

R.R.Pavlac

- |   |                                      |                    |        |              |
|---|--------------------------------------|--------------------|--------|--------------|
| 1 | 01 Division Manager                  |                    |        |              |
| 2 | 02 Assistant Division Manager        |                    |        |              |
|   | 01 - WSFS BUSINESS                   |                    |        |              |
| 3 | 01 Department Manager/Bus Mtg Chair  | Ross Pavlac        | A00006 | - -          |
| 4 | 02 Asst Dept Manager/Parliamentarian | YaleF Edeiken      | S00321 | - -          |
| 4 | 03 Business Meeting Asstant Chair    | Bruce E. Pelz      | A01632 | 813-366-3827 |
| 4 | 04 Business Meeting Secretary        | Richard S. Russell | A01772 | 608-233-0326 |
|   | 02 - SITE SELECTION                  |                    |        |              |
| 3 | 01 Department Manager                |                    |        |              |
| 4 | 02 Assistant Department Manager      |                    |        |              |
|   | 03 - HUGO BALLOTING                  |                    |        |              |
| 3 | 01 Department Manager                |                    |        |              |
| 4 | 02 Assistant Department Manager      |                    |        |              |

NB: Remember that ALL Staff Members are required to be full Attending Members of Chicon V. If you supervise for anyone who shows on this list with 'NO MEMBER' or an 'S' de, YOU are responsible for ensuring that they correct their membership status as soon as possible. If no phone number is shown, it means that none is listed in the master Chicon V membership roster. PLEASE supply missing phones and zip +4 extensions!

--Larry Smith (000002 as 010201 {nyah!})

## CHICON V MASTER STAFF LISTING - BY DIVISION

## I - PROGRAMMING DIVISION

## 04 - SPECIAL EVENTS &amp; ORGANIZATION

3	01 Department Manager	Bill Weber	A02069	312-453-2080
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4	02 Assistant Department Manager			
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## 05 - ACADEMIC PROGRAMMING

3	01 Department Manager	Gary K. Wolfe	NO MEMBER	
---	-----------------------	---------------	-----------	--

4	02 Assistant Department Manager	Marshall Tymn	NO MEMBER	
---	---------------------------------	---------------	-----------	--

5	03 Publications Coordinator			
---	-----------------------------	--	--	--

## 06 - DISCUSSION GROUPS

3	01 Department Manager			
---	-----------------------	--	--	--

4	02 Assistant Department Manager			
---	---------------------------------	--	--	--

## 07 - AUTHOR FORUMS

3	01 Department Manager			
---	-----------------------	--	--	--

4	02 Assistant Department Manager			
---	---------------------------------	--	--	--

## 08 - AUTOGRAPHS/READINGS

3	01 Department Manager			
---	-----------------------	--	--	--

4	02 Assistant Department Manager			
---	---------------------------------	--	--	--

## 09 - GUEST/SFWA LIAISON

3	01 Department Manager			
---	-----------------------	--	--	--

4	02 Assistant Department Manager			
---	---------------------------------	--	--	--

4	03 Mr. Clement's Liaison			
---	--------------------------	--	--	--

4	04 Mr. Power's Liaison			
---	------------------------	--	--	--

4	05 Mr. Greenberg's Liaison			
---	----------------------------	--	--	--

4	06 The Stopa's Liaison			
---	------------------------	--	--	--

	07 Ms. Randall's Liaison			
--	--------------------------	--	--	--

	08 SFWA Liaison			
--	-----------------	--	--	--

## 10 - FILKING

3	01 Department Manager	Bill Roper	A01752	708-328-9473
---	-----------------------	------------	--------	--------------

4	02 Assistant Department Manager			
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## 11 - GAMING

3	01 Department Manager			
---	-----------------------	--	--	--

4	02 Assistant Department Manager			
---	---------------------------------	--	--	--

## 12 - FANZINE/MIMEO ROOM

3	01 Department Manager			
---	-----------------------	--	--	--

4	02 Assistant Department Manager			
---	---------------------------------	--	--	--

## 13 - PRESS LIAISON

3	01 Department Manager			
---	-----------------------	--	--	--

4	02 Assistant Department Manager			
---	---------------------------------	--	--	--

## 10 - PUBLICATIONS DIVISION

L.C.Smith

1	01 Division Manager	John Ayotte	A02494	614-476-3834
---	---------------------	-------------	--------	--------------

2	02 Assistant Division Manager			
---	-------------------------------	--	--	--

## 01 - GENERAL EDITING &amp; PRODUCTION

3	01 Department Manager (Editor)	John Ayotte	A02494	614-476-3834
---	--------------------------------	-------------	--------	--------------

4	02 Editorial Assistant	Bob Gaines	A02495	614-263-2089
---	------------------------	------------	--------	--------------

4	03 Editorial Assistant	Larry Smith	A00003	614-442-1010
---	------------------------	-------------	--------	--------------

## 02 - FLYERS &amp; AD PLACEMENT

3	01 Department Manager			
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4	02 Assistant Department Manager			
---	---------------------------------	--	--	--

## 03 - CHICON V AD SALES

3	01 Department Manager			
---	-----------------------	--	--	--

**CHICON V***The 49th World Science Fiction Convention*

Post Office Box A3120  
 Chicago, IL 60690-3120  
 312-772-3998

**Laurence C. Smith**

VP/ADMINISTRATION

2325 Sheringham Road  
 Upper Arlington, OH 43220-4365  
 614-442-1010

**.CHICON V MASTER STAFF LISTING - BY DIVISION - AS OF 20 NOVEMBER 89**

NB: If you really wish to do so, a Staff ID Number can be created for any position by using the Division, Department and Position numbers (ie: Kathleen Meyer is 000001). A Staff Member only gets one ID number - normally the highest one he or she is entitled to, which is then used throughout the Organization Chart. Hopefully, we can keep the number of staffers wearing more than one hat down to no more than those already listed!

**00 - BOARD OF DIRECTORS, OFFICERS, ASSISTANTS**

0	01 President & Chairman	Kathleen M. Meyer	A00001	312-772-3998
0	02 Vice President - Administration	Laurence C. Smith	A00003	614-442-1010
0	03 Vice President - Exhibits	Leonard J. Wenshe	A00007	312-286-2363
0	04 Vice President - Facilities	Ross R. Pavlac	A00006	- -
0	05 Vice President - Finance (& CFO)	Robert A. Beese	A00002	708-676-1093
0	06 Vice President - Functions	Marie L. Bartlett-Sloan	A00008	708-383-6916
0	07 Vice President - Programming	Debra A. Wright	A00009	312-436-5349
0	08 Vice President - Services	Michael A. Jencevice	A00005	708-475-5997
	11 Corporate Secretary	Sally A. Kobee	A00021	614-442-1010
	12 Corporate Treasurer	Albert D. Ballard	A00023	708-869-8842
0	13 Corporate Counsel	Catherine M. FitzSimmons	A00022	815-433-4267

**01 - ADMINISTRATION DIVISION****L.C. Smith**

1	01 Division Manager	Larry Smith	A00003	614-442-1010
2	02 Assistant Division Manager			
	<b>01 - COMPUTER COORDINATION DEPARTMENT</b>			
3	01 Department Manager	Larry Smith	A00003	614-442-1010
	<b>02 - PERSONNEL FILES</b>			
3	01 Department Manager	Larry Smith	A00003	614-442-1010
	<b>03 - STAFF IDENTIFICATION &amp; PHOTOGRAPHY</b>			
3	01 Department Manager			
4	02 Assistant Department Manager			
	<b>04 - DATA LIBRARIES</b>			
3	01 Department Manager	Larry Smith	A00003	614-442-1010
	<b>05 - TIMELINE</b>			
3	01 Department Manager	Larry Smith	A00003	614-442-1010
	<b>06 - EXECUTIVE OPERATIONS</b>			
3	01 Department Manager	Elan J. Litt	A01358	718-851-6046
4	02 Assistant Department Manager	Carol E. Siegling	A01840	614-475-0158

## 02 - EXHIBITS DIVISION

L.J.Wenshe

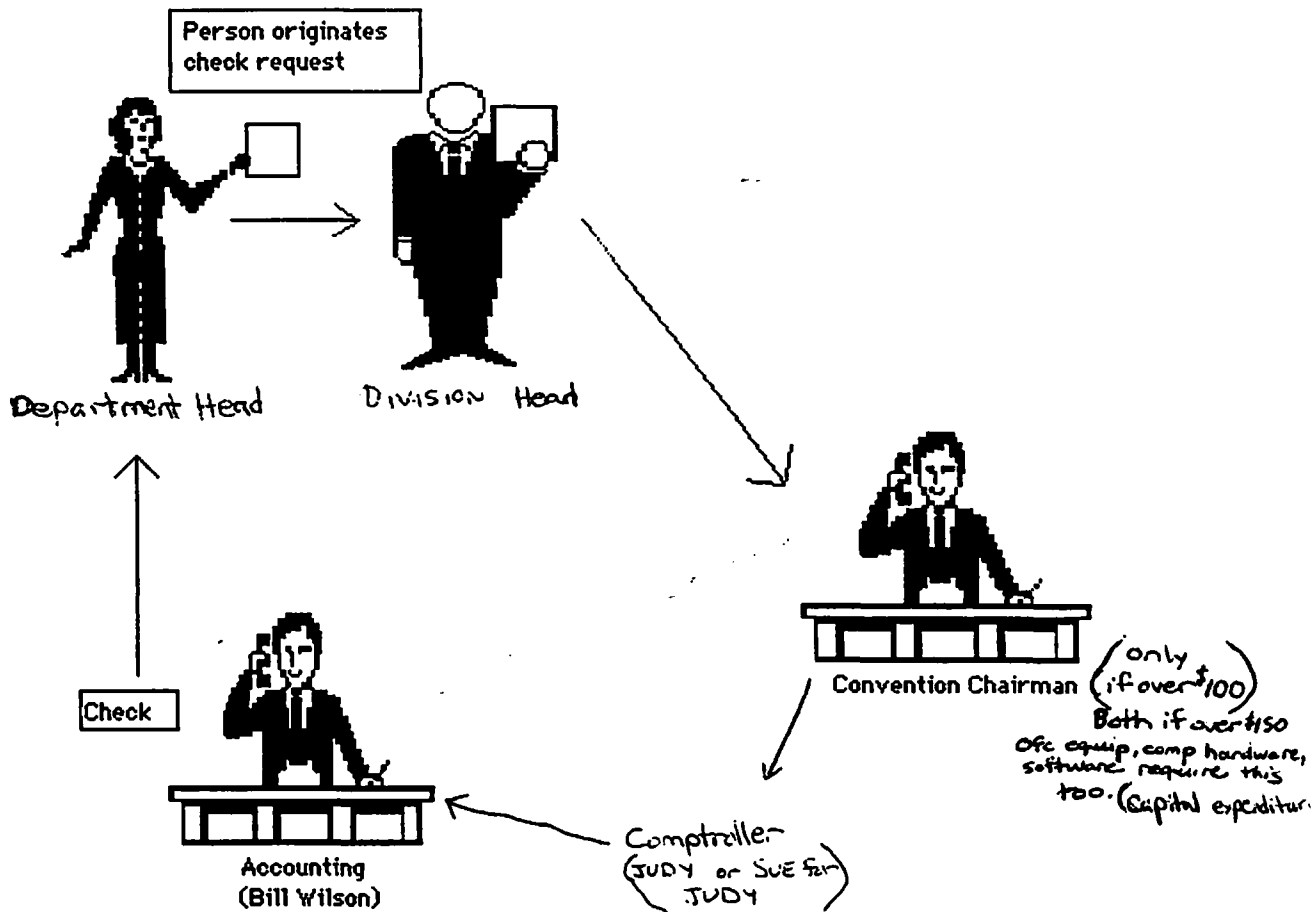
1	01 Division Manager		
2	02 Assistant Division Manager		
	01 - ART SHOW & AUCTION		
3	01 Department Manager	Elizabeth Pearse NO MEMBER	416-844-1634
	02 - DEALERS' ROOM		
3	01 Department Manager	Steven J. Francis A00972	502-448-6562
4	02 Assistant Department Manager	Steve Poe A01660	
5	03 Traffic Control	Jeff Lockridge A01361	
5	04 Traffic Control	Kim Lockridge A01362	
6	05 Staff	David Francis A02315	502-448-6562
6	06	Mick Hamblen A01083	317-
6	07	Julee Johnson-Tate A01219	
6	08	Jay King A01269	
6	09	Anne Miesel A01281	317-846-9519
6	10	Marie Miesel A01283	317-846-9519
6	11	Roseann Packer A01599	
6	12	Gary Plumlee A01659	317-357-3879
6	13	Dennis Reed A01707	
6	14	Wanda Reed A01708	
	03 - CON SUITE		
3	01 Department Manager	John Donat S00847	312-386-0159
4	02 Assistant Department Manager	Chuck Bradford NO MEMBER	312-764-5849
	04 - STANDING EXHIBITS		
3	01 Department Manager		
	05 - SALES TO MEMBERS		
3	01 Department Manager		
	06 - ASFA LIAISON		
3	01 Department Manager		

## 03 - FACILITIES DIVISION

R.R.Pavlac

1	01 Division Manager		
2	02 Assistant Division Manager		
	01 - COMMITTEE HOTEL LIAISON		
3	01 Department Manager	Ross Pavlac A00006	
	02 - SPACE ALLOCATION		
3	01 Department Manager		
	03 - COMMITTEE ROOM ASSIGNMENTS		
3	01 Department Manager		
	04 - GUEST ROOM ASSIGNMENTS		
3	01 Department Manager		
	05 - MEMBER-HOTEL LIAISON		
3	01 Department Manager		
	06 - COMMITTEE DEN		
3	01 Department Manager		

# ROUTE FOR CHECK REQUESTS BEFORE BUDGET IS SET UP FOR \$1000 PER DIVISION ADMINISTRATIVE EXPENSES



# MAGICON

Control # \_\_\_\_\_

## CHECK REQUEST 24 HOUR NOTICE REQUESTED

=====

PAY TO

AMOUNT

\$

ATTN:

DATE NEEDED

STREET ADDRESS

REQUESTED BY

CITY, STATE &amp; ZIP

DATE REQUESTED

SIGNED BY REQUESTOR: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ (~~Department Head~~ or Division Manager)

AUTHORIZED BY: \_\_\_\_\_ (Convention Chairman), COMPTROLLER

TO BE MAILED? \_\_\_\_\_

RETURN TO \_\_\_\_\_

G/L #

DESCRIPTION

\$ AMOUNT


TOTAL AMOUNT OF CHECK:

\$ \_\_\_\_\_

(PLEASE INCLUDE COPY OF INVOICE, AD, COD SLIP, ETC., SHOWING PURPOSE OF REQUEST)

=====

FOR ACCOUNTING USE ONLY

CHECK # \_\_\_\_\_ ENTERED IN COMPUTER \_\_\_\_\_

CHECK DATE \_\_\_\_\_ ENTERED BY \_\_\_\_\_

MAGICON

COMPUTER RESOURCE SURVEY

Please detach, complete this survey, and return (fold so mailing label shows on back) to Magicon as soon as possible. It will be used by department and division heads to develop a log of committee resources. Thank you.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

1. If you have one or more computers at home, please indicate brand and model name/number(s) (ie: IBM-AT):

2. What type of disk drives do you use (320K floppy, 20 Meg hard drive, etc)?

3. Type of monitor (monochrome, color, EGA, VGA, etc):

4. If you have a printer at home indicate brand and model name/number:

5. Do you have a modem? If so, what baud rates can you transmit at (300, 1200, 2400 baud, etc.):

6. What types and brands of software do you know how to use (such as dBase III+, Wordperfect, Lotus 123, etc)?

7. Do you have easy or limited access to computer equipment for personal use at work? If so, what equipment & software?





Volunteer database by name

Name		State	Position desired	Assign	R
Ackerman	Eve	FL	?		9
Axler	Dave	PA	DJ@dance/Green Room		9
Baer-Peckham	Marla	AL	?		9
Barr	Greg	DC	Space/Science Progra		9
Bartlet-Sloan	Kirby	IL			9
Berry	David	CA	C&C(office)/pubs/etc		9
Biffel	Terry	CA	any		9
Birmingham	Terri	AZ	ops/prog/vol/masq...		9
Blackman	Mark	NY	fanzine rm,fan pgm		9
Boehler	Karen	NM	press relations		9
Bowen	Velma	NY	fan pgm, fan lounge		9
Brannan	Mike	GA	(not specified)		9
Bringardner	Diana	NC	?		9
Burrows	Allan	Ontario	gopher (maybe)		9
Chernof	Anton	MA	ops, art show		9
Conner	Debra	PA	press rm/reg/securit		9
Emanuel	John	FL	art show/any other		9
Emanuel	Valerie	FL	art show/any other		9
Feller	Tom	MI	volunteer		9
Finder	Jan		auctioneer		9
Foss	Rick	CA	Masq. MC/travel agnt		9
Foster	Brad	TX	(program participnt)		9
Francis	Steve	KY	at con newsletter		9
Francis	Sue	KY	at con newsletter		9
Gish	Terry	CA	Art Show/Pubs/etc.		9
Green	Thomas	AL	artwork for pubs		9
Hardison	Dian	FL	Space Center contact		9
Herz	Melanie	FL	Staff/Gopher Lounge		9
Hill	Richard	MA	Masquerade staff		9
Hillis	Robert	OH	house manager		9
Himber	Jules	DE	Art Show/Auctions		9
Jackson	Aleta	DC	Space/Science Progra		9
Jackson	Steve	TX	daily newsletter		9
Johnson	Keith	WA	masquerade volunteer		9
Kaplowitz	Becky	NJ	Live RPG,RPG,		9
Kaufmann	Barbara	FL	any/live video-TV		9
Kimbril?	Kathainne?	?	(program participnt)		9
Knabbe	Ken	MA	at-con registration		9
Krause	Diana	IL	special events/etc.		9
Lillian III	Guy	LA	daily newszine		9
Manning-Swartz	Lynda	TX	gaming/reg/art show		9
Massey	Candice	MI	turnkey dept-gn rm?		9
Mohn	Susan	OR	Masquerade/any other		9
	(Twilight)				
Moore	Ken	TN	gopher-logistics		9
Murphy	Lewis	SC	Con Suite/Costuming		9
	Robert	LA	(not specified)		9

Volunteer database by name

Name		State	Position desired	Assign	R
Ontell	Ron	NY	middle lvl/technical		9
Phillely	Angela	TX			9
Pierce	Sharon	CO	hand. access/registr		9
Powell	Jon	FL	any		9
Rhodes	Karen	FL	?		9
Richardson	Valerie	CA	hospitality		9
Robe	Gary	KY	hosp. suite, autograp		9
Rogers	Jayne	SC	Con Suite/Costuming		9
Rosenthal	Alan	Ontario	fan programming		9
Roth	Stefan	GA	programming - panels		9
Sacks	Robert	NY	newsletter, WOOF		9
Saunders	Gordon	CA			0
Sbarsky	Sharon	MA	after N3		9
Schwartz	Charles	TX	gaming/reg/art show		9
Stephens	Monica	TX	daily newsletter		9
Strain	John	FL	(wants to see list)		9
Susman	Val	NY	middle lvl/guest rel		9
Tenor	Roger	?	Hugo Balloting		9
Terrell	Linda	FL	photographer, other?		9
Thayer	David	TX	art for publications		9
Thokar	Greg	MA			9
Thompson	Carol	TX	help Dealer's Room		9
Trimble	Bjo	TX	program participant		9
Trimble	John	TX	Masq MC, Auctioneer		9
Trimble	Kathryn	TX	Registration gopher		9
Turner II	Trubie	WV	Staff/Events Div.		9
Warren	Elizabeth	WA	Hospitality/Staff Lo		9
Waterson	Joy	IL	registration		9
Waterson	Rick	IL	registration		9
Wismer	Mary	LA	NOT registration		9
Zeiger	Barry	MD	art show		9

uServe Session Review - Messages Only

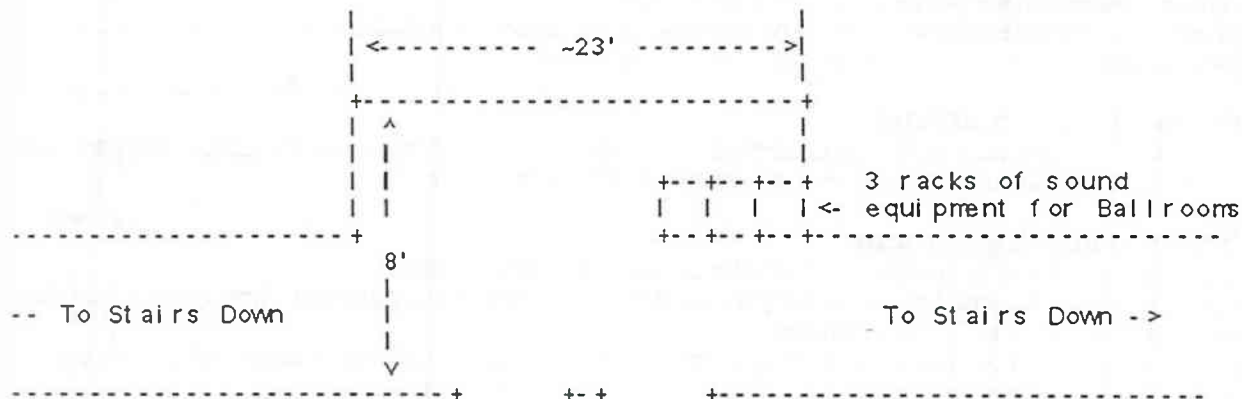
06-May-90 18:29 EDT

"Andy Robinson, NAC Eng., 226-7128, LKG2-2/P9 06-May-1990 1759"  
ERNET:robinson@delni.enet.dec.com  
: Second attempt (projection room info)

ived: from crl.dec.com by saqqara.cis.ohio-state.edu (5.61-kk/5.900430)  
id AA23311; Sun, 6 May 90 18:00:03 -0400  
ived: by crl.dec.com id AA14389; Sun, 6 May 90 17:59:33 -0400  
ived: by easynet.crl.dec.com id AA01317; Sun, 6 May 90 17:57:36 -0400  
age-Id: <9005062157.AA01317@easynet.crl.dec.com>  
ived: from delni.enet; by crl.enet; Sun, 6 May 90 17:57:37 EDT

a: Sun, 6 May 90 17:57:37 EDT  
m "Andy Robinson, NAC Eng., 226-7128, LKG2-2/P9 06-May-1990 1759"  
binson@delni.enet.dec.com  
joe\_siclari@rl.dec.com gary\_feldbaum@rl.dec.com  
steve\_whitmore@rl.dec.com  
ject: Second attempt (projection room info)

ce I stayed a day later in Orlando I was able to tour the projection room  
the Peabody hotel for the ballrooms D & E.



iter command or <CR> for more!

isyPlex

->| 4.5' |<-  
->| 4.5' |<-

otes:

- ) There is Air conditioning in the Projection room It can be beefed up according to the electrician.
- ) I forgot to check for power but the electrician assured me that it could be added if there wasn't enough.
- ) The stairs are steep. I recommend using professionals to move equipment up those stairs. There is only one corner at the bottom of the stairs to be navigated it at the doorway to the room
- ) Sound feed into the ballroom should be simple.
- ) The room is a little cramped. Staging of films would have to be done elsewhere.
- ) The windows 3' high be 4.5' wide

Other notes about the ballroom

- ) The 110V 15A circuits are on separate breakers
- ) There is 208V 20A circuits already available in the front of the ballroom
- ) The mixers for the ballroom are Yamaha Model M206. The amplifiers are Crown P5200's. There are 8 setups (for Ballrooms A through H) They can all be connected together.

Andy-

9/90 10:27 PM

# Meeting Rooms

## Services and Facilities Included in Rental:

- Rooms shall be arranged in theater, classroom, conference, banquet or reception style one (1) time during the term of the Lease. Costs for any changes, additional equipment or personnel shall be charged to the Lessee at the prevailing rates.
- The Center shall provide the speaker's platform, lectern and sound system with a microphone. Additional sound equipment audio/visual equipment or personnel shall be charged to the Lessee at the prevailing rates.
- Head table skirting and water service will be provided by the Center.
- Registration space shall be provided to the Lessee at no additional charge based upon availability.
- House lighting, ventilation, heat or air conditioning is provided for the event.

## Event Requirements and Staffing:

The Center shall provide all event related staff at the Lessee's expense. All event requirements must be approved by the Center management at least fourteen (14) days prior to the beginning of the term of the Lease.

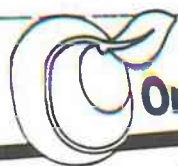
## Additional Services and Equipment:

- A selection of audio/visual equipment is available from the Center at competitive rates.
- Catering and concessions are provided exclusively by the Center's food service management. Arrangements for these services shall be made through the Catering Manager.
- Telephone service is available in the exhibit hall, meeting rooms, registration areas and other locations within the Center.
- The Center can provide equipment such as spotlights, forklifts and other staging equipment.
- Security personnel will be provided by the Center. The Center can provide production crew, equipment operators and general labor.

## Parking:

The Center reserves all rights and privileges including the right to charge a fee to all users of its parking areas at the prevailing rate. Vehicles requiring more than one (1) parking space may be charged at a higher rate. Overnight parking on Center property is prohibited.

Effective: January 31, 1988



**Orange County Convention/Civic Center**

9800 International Drive • Orlando, Florida 32819 • 407/345-9800

# Existing Facility – Meeting Rooms

	Name	Dimensions	Square Footage	Ceiling Height	Banquet	Theatre	Classroom	Reception
1	Ginger	39' x 36'	1,404	11'	96	180	96	176
1A	Ginger West	19' x 36'	684		48	81	48	88
1B	Ginger East	20' x 36'	756		48	90	48	88
2	Jasmine	49' x 35'	1,715	11'	120	198	96	218
2A	Jasmine West	24' x 35'	875		48	108	48	109
2B	Jasmine East	24' x 35'	875		48	108	48	109
3	Azalea	25' x 19'	475	12'	32	50	24	59
4	Gardenia	24' x 19'	456	12'	32	50	24	59
5	Camellia	59' x 32'	1,888	10'	144	224	120	236
5A	Camellia South	30' x 32'	960		72	112	60	120
5B	Camellia North	29' x 32'	928		72	112	60	116
6	Orchid	88' x 52'	4,576	16'	320	533	252	572
6A	Orchid South	44' x 52'	2,288		160	286	144	286
6B	Orchid North	44' x 52'	2,288		160	260	144	286
7	Magnolia	42' x 38'	1,596	16'	96	180	96	200
7A	Magnolia West	21' x 38'	798		48	81	48	100
7B	Magnolia East	21' x 38'	798		48	81	48	100
8	Orange Blossom	161' x 101'	16,261	22'	1,084	1,920	1,084	2,033
8A	Orange Blossom	45' x 38'	1,710		96	198	112	214
8B	Orange Blossom	45' x 39'	1,755		96	198	112	220
8C	Orange Blossom	45' x 41'	1,845		96	198	112	231
8D	Orange Blossom	45' x 41'	1,845		96	198	112	231
8E	Orange Blossom	45' x 38'	1,710		96	180	112	214
8F	Orange Blossom	45' x 39'	1,755		96	180	112	220
8G	Orange Blossom	45' x 41'	1,845		96	180	112	231
8H	Orange Blossom	45' x 41'	1,845		96	180	112	231
9	Tangerine	39' x 36'	1,404	11'	96	168	96	176
9A	Tangerine West	19' x 36'	684		48	72	48	86
9B	Tangerine East	20' x 36'	756		48	72	48	95



# Phase II – Under Construction

MEETING ROOMS

Room	Dimensions	Square Footage	Ceiling Height	Banquet	Theatre	Classroom	Reception
10	90' x 45'	4,050	16'	312	366	228	366
10A	30' x 45'	1,350		104	122	76	122
10B	30' x 45'	1,350		104	122	76	122
10C	30' x 45'	1,350		104	122	76	122
11	90' x 45'	4,050	16'	312	366	228	366
11A	30' x 45'	1,350		104	122	76	122
11B	30' x 45'	1,350		104	122	76	122
11C	30' x 45'	1,350		104	122	76	122
12	135' x 60'	8,100	16'	700	776	480	776
12A	30' x 60'	1,800		152	172	107	172
12B	30' x 60'	1,800		152	172	107	172
12C	30' x 60'	1,800		152	172	107	172
12D	45' x 60'	2,700		244	260	159	260
13	120' x 50'	6,000	16'	480	552	344	552
13A	30' x 50'	1,500		120	138	86	138
13B	30' x 50'	1,500		120	138	86	138
13C	30' x 50'	1,500		120	138	86	138
13D	30' x 50'	1,500		120	138	86	138
20	160' x 90'	14,400	18'	1,100	1,440	856	1,440
20A	45' x 30'	1,350		104	122	76	122
20B	45' x 30'	1,350		104	122	76	122
20C	45' x 30'	1,350		104	122	76	122
20D	90' x 50'	4,500		400	400	285	400
20E	45' x 30'	1,350		104	122	76	122
20F	45' x 30'	1,350		104	122	76	122
20G	45' x 30'	1,350		104	122	76	122
21	30' x 60'	1,800	18'	152	172	107	172
22	30' x 60'	1,800	18'	152	172	107	172
23	120' x 50'	6,000	18'	480	552	344	552
23A	30' x 50'	1,500		120	138	86	138
23B	30' x 50'	1,500		120	138	86	138
23C	30' x 50'	1,500		120	138	86	138
23D	30' x 50'	1,500		120	138	86	138
HALL A		48,600	30'	3,500	4,700	2,804	4,700
A1	180' x 75'	13,500		1,000	1,500	900	1,500
A2	90' x 90'	8,100		650	850	552	850
A3	90' x 90'	8,100		650	850	552	850
A4	90' x 75'	6,750		608	750	400	750
A5	90' x 75'	6,750		608	750	400	750

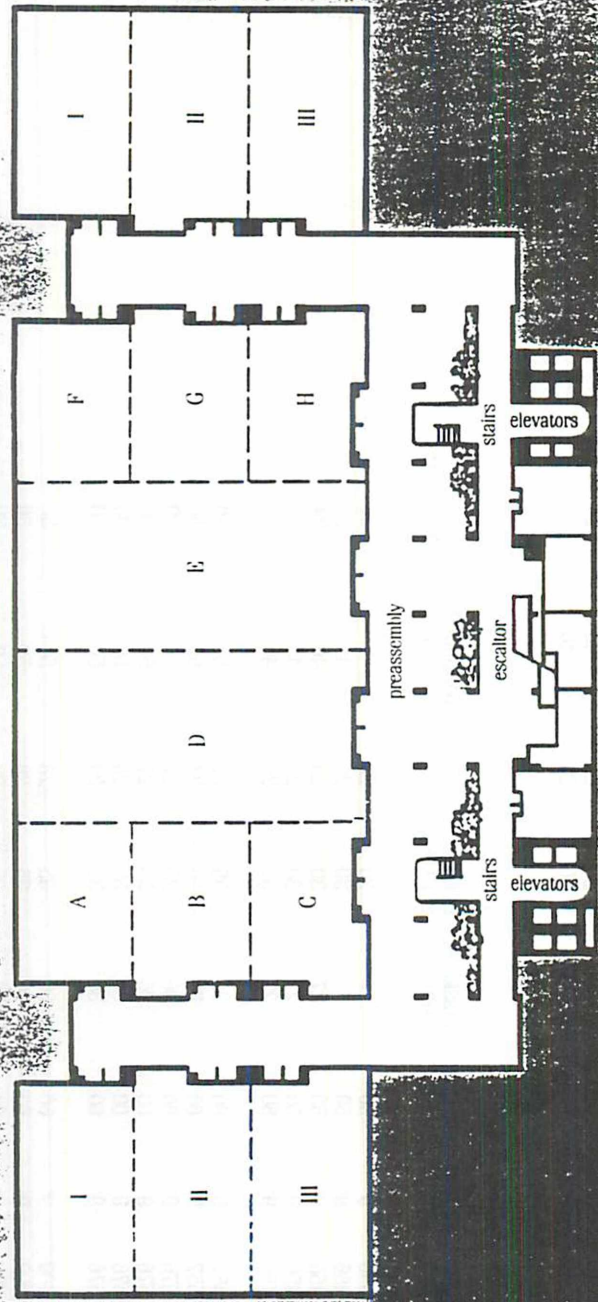
Note: Actual seating capacities under development and may vary.



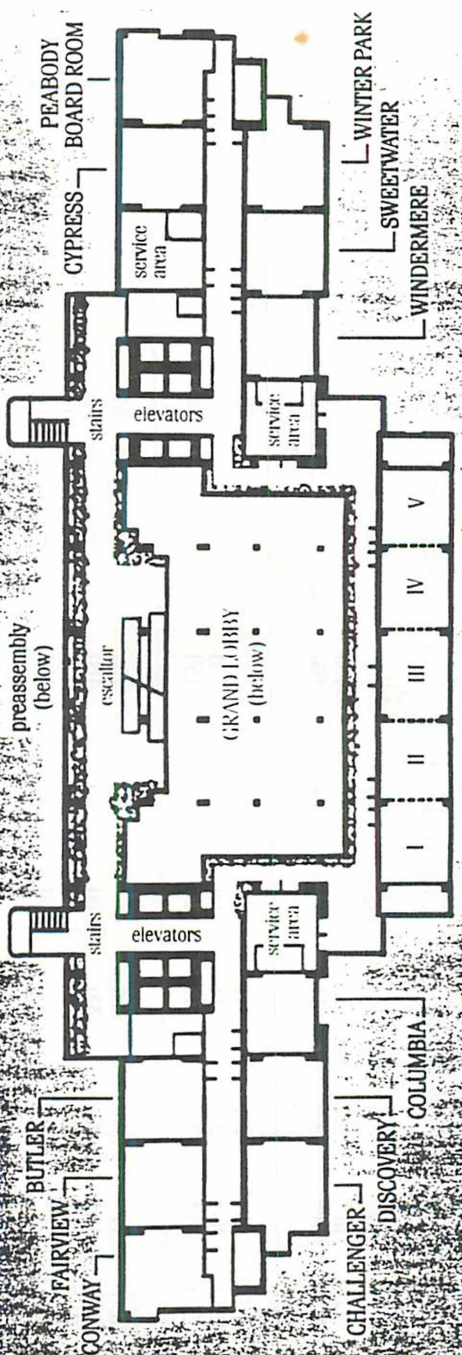
FLORIDA ROOM

PLAZA INTERNATIONAL BALLROOM

ORLANDO ROOM



MAIN ROOM



MAIN ROOM



8'x10'  
EXHIBITS†

CONFERENCE\*\*

BANQUET\*\*  
CAPACITY

U-SHAPE\*\*

HOLLOW  
SQUARE

CLASSROOM  
CAPACITY

THEATER  
CAPACITY

CEILING  
HEIGHT

SQUARE  
FEET

WIDTH

LENGTH

PLAZA INT'L BALLROOM

A  
B  
C  
D  
E  
F  
G  
H

232' 115'

26,680

18'

3,210

2,000

—

—

—

2,800

177

61' 39'

2,379

18'

252

144

66

54

150

—

8

61' 40'

2,440

18'

252

144

66

54

150

—

13

61' 39'

2,379

18'

252

144

66

54

150

—

8

115' 55'

6,325

18'

850

520

—

—

500

—

41

115' 55'

6,325

18'

850

520

—

—

500

—

41

61' 39'

2,379

18'

252

144

66

54

150

—

13

61' 40'

2,440

18'

252

144

66

54

150

—

8

FLORIDA BALLROOM

I  
II  
III

118' 71'

8,378

14'

1,000

600

—

—

750

—

54

36' 71'

2,556

14'

320

200

90

70

180

—

17

43' 71'

3,053

14'

340

200

90

70

180

—

17

ORLANDO BALLROOM

I  
II  
III

119' 73'

8,687

14'

1,000

600

—

—

750

—

54

36' 73'

2,628

14'

320

200

90

70

180

—

13

40' 73'

2,820

14'

320

200

90

70

180

—

17

GULF ROOM  
ATLANTIC ROOM

22' 27'

594

8'

50

30

30

25

40

24

—

BAYHILL SUITES

I  
II  
III  
IV  
V

119' 18'

2,261

8'

50

27

—

—

40

24

24' 18'

456

8'

50

27

27

30

40

24

24' 18'

456

8'

50

27

27

30

40

24

CONWAY

FAIRVIEW

BUTLER

CHALLENGER

COLUMBIA

WINDEMERE

SWEETWATER

WINTER PARK

CYPRESS

PEABODY BOARDROOM

24' 25'

600

8'

60

36

—

—

50

30

24' 25'

600

8'

60

36

—

—

50

30

24' 25'

600

8'

60

36

—

—

50

30

24' 25'

600

8'

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24' 25'

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50

30

24' 25'

600

8'

60

36

—

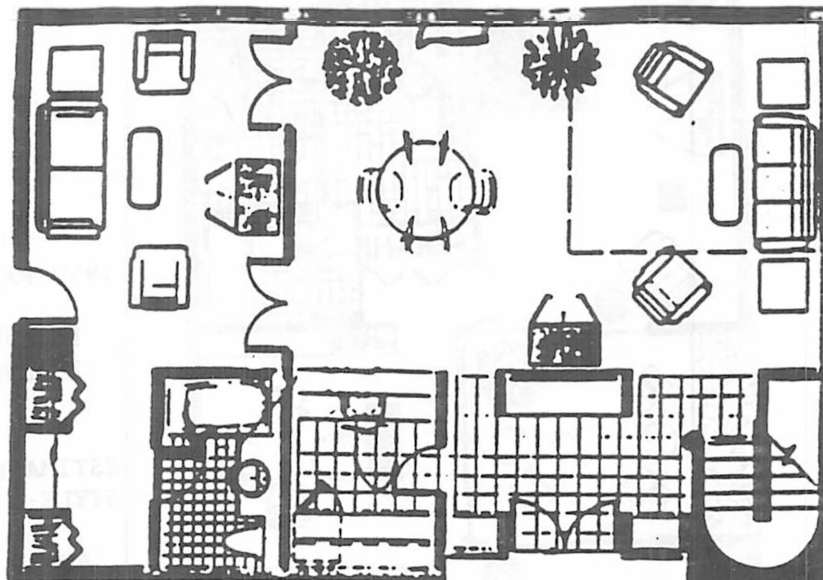
—

50

30

\*\*Six Foot Kounds, Ten to a Table  
Exhibit space capabilities are based on 8' x 10' booths with 8' aisles.





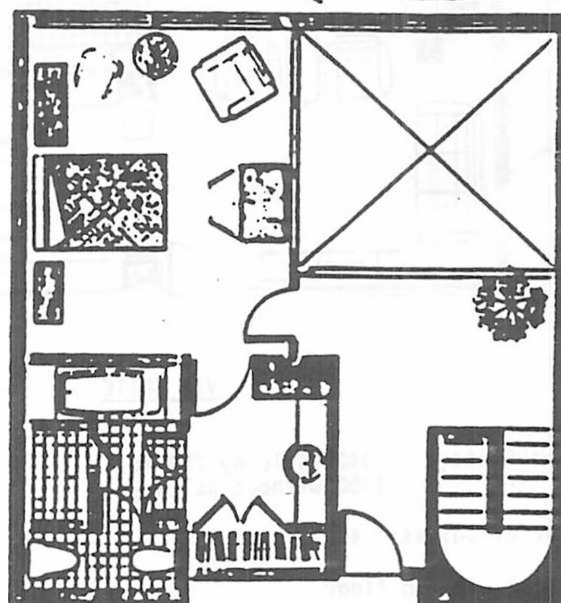
DOWNSTAIRS PARLOR

1990 RACK RATES:

- 1 BEDROOM - \$1100.00
- 2 BEDROOM - \$1300.00

ESTIMATED OCCUPANCY RECEPTION  
STYLE:

40-50 PEOPLE



UPSTAIRS BEDROOM

PRESIDENTIAL

Square Footage: 1825  
1100 sq. ft. downstairs  
725 sq. ft. upstairs

Number of suites: 2

Location: 26th floor (Concierge Level)

Suite codes/Room numbers

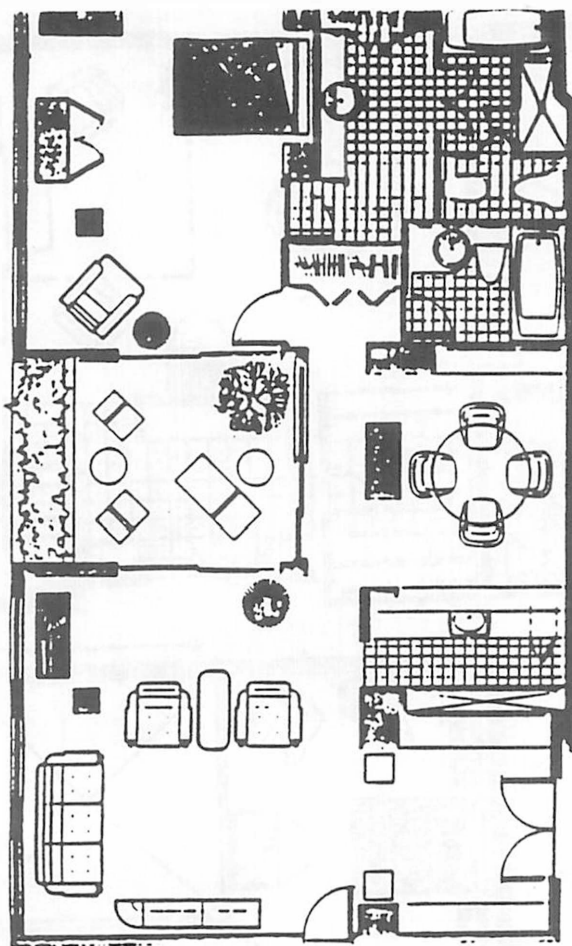
VIP5A/2628 (1 bedroom)

VIP5B-2638/32 (2 bedroom)

VIP6A-2642 (1 bedroom)

VIP6B-2638/42 (2 bedroom)

Features: Bi-level suite with parlor on 26th floor and king bedroom on 27th floor, separate entrances on each floor; king connector to parlor gives the ability to be a two bedroom suite, jacuzzi in upstairs bathroom.



**1990 RACK RATE:**

1 BEDROOM - \$750.00  
2 BEDROOM - \$850.00

**ESTIMATED OCCUPANCY RECEPTION  
STYLE:**

40-50 PEOPLE

**VIP SUITE**

Square Footage: 1340 (Balcony 200 sq.)  
1400 without balcony

Number of Suites: 4

Location: 1-7th floor  
1-15th floor  
1-24th floor  
1-27th floor

**Suite codes/Room numbers**

VIP1A/738 (1 bedroom)

VIP1B/738-40 (2 bedroom)

VIP2A/1538 (1 bedroom)

VIP2B/1538-40 (2 bedroom)

VIP3A/2438 (1 bedroom)

VIP3B/2438-40 (2 bedroom)

VIP4A/2738 (1 bedroom)

VIP4B/2738-30 (2 bedroom)

Features: Parlor, dining area, wet bar, king bedroom, balcony on  
floors 7 and 15, double/double connector to all four suites.

# PEABODY

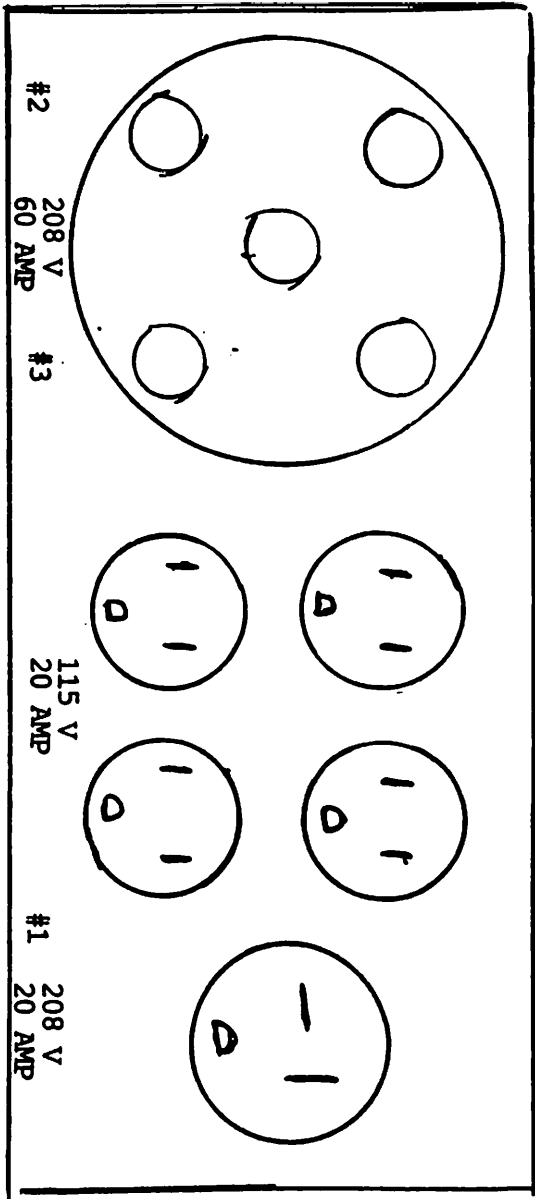
## EQUIPMENT INVENTORY

<u>DESCRIPTION</u>	<u>QUANTITY</u>
6' Schoolroom	550
6' Round	375
5' Round	82
6' x 30"	250
5' x 30"	56
4' x 30"	12
18" Cocktail	200
Serpentine	50
60" Half Moon	25
Pie Shape	12
6' x 8' x 16"/24" Stage	10
6' x 8' x 24"/32" Stage	20
16"/24" Steps	6
24"/32" Steps	6
Guard Rails	24
Guard Rail Truck	2
3' x 3' Dance Floor	438
Dance Floor Caddie	23
3' x 5' Florida Flag	4
3' x 5' USA Flag	4
Easels	30
White Pads	10 Cases
Table Lecturns	10
Floor Lecturns	10
Microphone Mounts	20
Equipment Platform Truck	8
Equipment Hand Truck	6
Stanchion Post	60
Stanchion Rope	55
Rope End Hook	110
16" - 24" - 32" x 8' Wide Stage Drapes	90
48" Stage Drape	15
54" x 120" Tablecloth	17 Dozen
13' x 29" Eggshell Skirt	195
13' x 29" Peach Skirt	195
21' x 29" Eggshell Skirt	315
21' x 29" Peach Skirt	36
6' x 29" Eggshell Skirt	36
6' x 29" Peach Skirt	36
5'6" x 29" Eggshell	33
5'6" x 29" Peach	33
Snap-Drape Mobile Caddy	3
Snap-Drape Table Skirt Hangers	50
Sico Drapery Hanger Truck	2
Snap-Drape Velcro Tab Clips	5 Packs
Snap-Drape Clips	1 Pack

OPENING INVENTORY SEPTEMBER, 1986



# Power Box Configuration



#2

#1

**ELECTRICAL SERVICE ORDER FORM**

EVENT/FUNCTION \_\_\_\_\_ DATE \_\_\_\_\_  
 EXHIBITOR NAME/CO. \_\_\_\_\_ BOOTH/ROOM \_\_\_\_\_  
 STREET ADDRESS \_\_\_\_\_  
 CITY/STATE/ZIP \_\_\_\_\_  
 PHONE NUMBER \_\_\_\_\_  
 ON-SITE CONTACT \_\_\_\_\_  
 DATE/TIME FOR SET UP \_\_\_\_\_ REMOVAL \_\_\_\_\_  
 CHECK PAYABLE TO:

THE PEABODY ORLANDO  
 9801 INTERNATIONAL DRIVE  
 ORLANDO, FLORIDA 32819  
 ATTN: CHIEF ENGINEER

A PAYMENT OF THE ACTUAL AMOUNT DUE MUST ACCOMPANY THIS ORDER. DEADLINE:  
 ORDER MUST ARRIVE 4 DAYS PRIOR TO FUNCTION DATE. OTHERWISE, LATE CHARGES  
 APPLY - 15%.

**ELECTRICAL OUTLETS**

	PRICE	QUANTITY	COST
<b>DUPLIX OUTLETS (120 Volt Service)</b>			
0-500 WATTS-EXHIBIT BOOTHS	<u>36.00</u>	_____	_____
500-1000 WATTS-EXHIBIT BOOTHS	<u>43.00</u>	_____	_____
1500-2000 WATTS-EXHIBIT BOOTHS	<u>53.00</u>	_____	_____
1500-2000 WATTS - EXHIBIT BOOTHS	<u>59.00</u>	_____	_____
<b>EXCLUSIVE CIRCUIT</b>			
20 AMPS PER CIRCUIT	<u>75.00</u>	_____	_____
30 AMPS PER CIRCUIT	<u>75.00</u>	_____	_____
<b>(1208 VOLT SINGLE PHASE)</b>			
20 AMPS	<u>175.00</u>	_____	_____
30 AMPS	<u>175.00</u>	_____	_____
60 AMPS	<u>240.00</u>	_____	_____
100 AMPS	<u>325.00</u>	_____	_____
200 AMPS	<u>400.00</u>	_____	_____
<b>(1208 VOLT THREE PHASE)</b>			
20 AMPS	<u>175.00</u>	_____	_____
30 AMPS	<u>175.00</u>	_____	_____
60 AMPS	<u>250.00</u>	_____	_____
100 AMPS	<u>325.00</u>	_____	_____
200 AMPS	<u>400.00</u>	_____	_____
400 AMPS	<u>SPECIAL</u>	_____	_____
600 AMPS	<u>SPECIAL</u>	_____	_____

<b>120 VOLT POWER</b>			
QUAD-BOX - 4 PLOG-INS	<u>25.00</u>	_____	_____
3 FT. EXT. WHIP - 3 PLOG-INS	<u>15.00</u>	_____	_____
POWER STRIP- W/RESET- 6 PLOG-INS	<u>25.00</u>	_____	_____
10 FOOT EXTENSION CORD	<u>10.00</u>	_____	_____
25 FOOT EXTENSION CORD	<u>20.00</u>	_____	_____
50 FOOT EXTENSION CORD	<u>25.00</u>	_____	_____
100 FOOT EXTENSION CORD	<u>35.00</u>	_____	_____
POWER WAGON - 18 RECEPTACLES	<u>225.00</u>	_____	_____

**LABOR CHARGES**

STRAIGHT TIME LABOR (7 A.M. to 4 P.M.)	20.00 PER HOUR
OVERTIME LABOR (BEFORE 7 A.M., after 4 P.M. & SAT.)	30.00 PER HOUR
SUNDAY AND HOLIDAY LABOR	35.00 PER HOUR
MINIMUM CHARGE FOR HANGING PANNERS TO 4' x 8'	25.00
(PRICE DEPENDS ON REQUIREMENT AND LABOR)	

MINIMUM LABOR CHARGE IS ONE HOUR. ALL MATERIAL AND EQUIPMENT FURNISHED  
 REMAINS THE PROPERTY OF THE PEABODY ORLANDO.

ALL EQUIPMENT MUST BE SIGNED FOR AND A RETURN RECEIPT GIVEN TO THE  
 CUSTOMER UPON RETURN OF MATERIAL TO THE HOTEL OR A FAIR AND REASON-  
 ABLE REPLACEMENT COST WILL BE CHARGED OR BILLED.

AUTHORIZED SIGNATURE \_\_\_\_\_

I HAVE READ AND AGREED TO ALL CONDITIONS

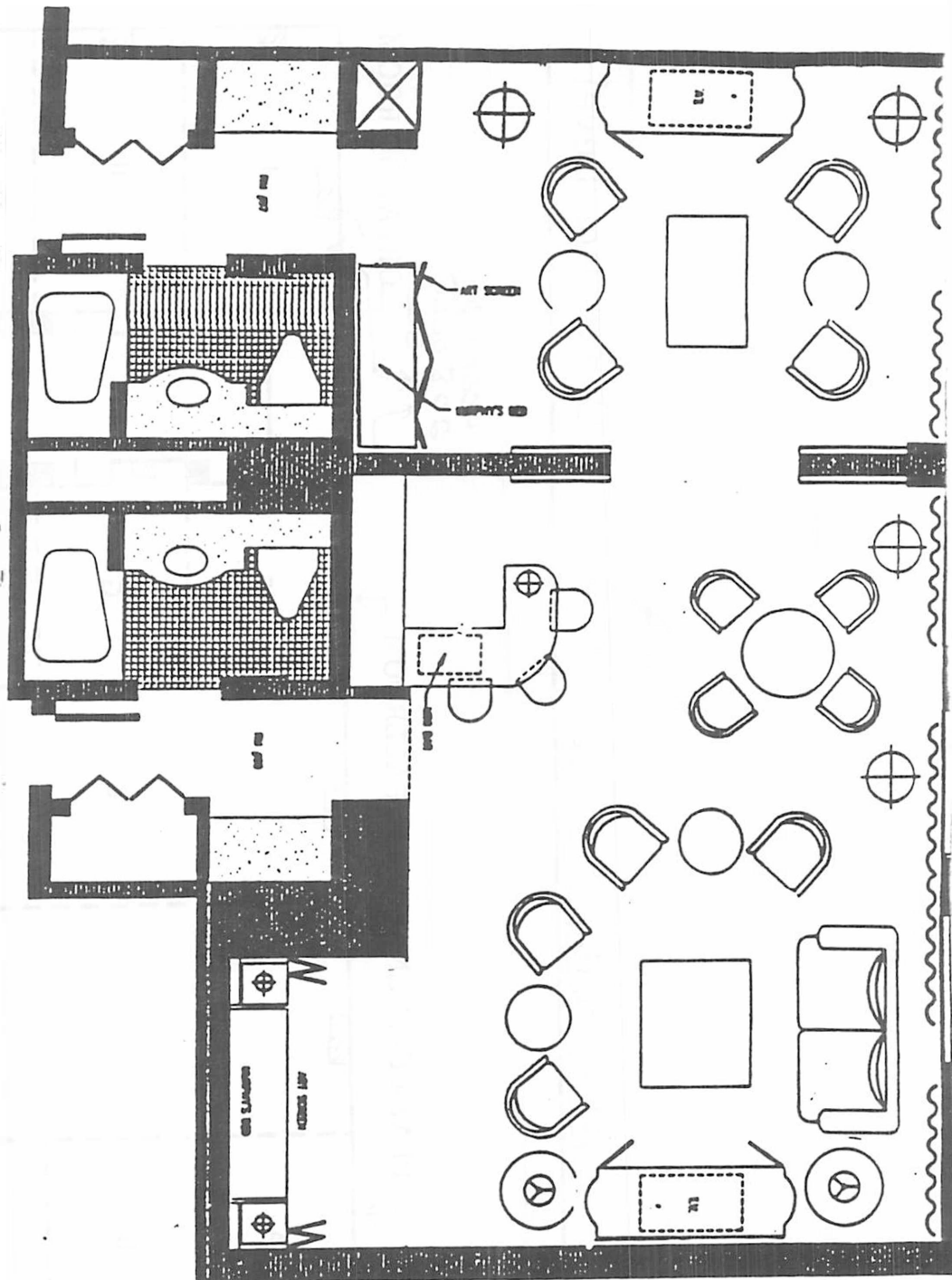
THANK YOU,  
 PEABODY ENGINEERING DEPARTMENT

**1990 RACK RATE:**

2 Rooms	-	\$500.00
Main Parlor	-	
only	-	\$350.00
Secondary	-	
Parlor	-	\$170.00

**ESTIMATED OCCUPANCY**  
**RECEPTION STYLE:**

30-40 people



**INTERNATIONAL SUITE**

**Square Footage:** 700 (total both rooms)

**Number of Suites:** 11

<b>Location:</b>	1-5th floor	1-11th floor
	1-6th floor	1-12th floor
	1-7th floor	1-13th floor
	1-8th floor	1-14th floor
	1-9th floor	1-15th floor
	1-10th floor	

**Suite codes/Room numbers**

IN05A/507-09	IN10A/1007-09
IN06A/607-09	IN11A/1107-09
IN07A/707-09	IN12A/1207-09
IN08A/807-09	IN13A/1307-09
IN09A/907-09	IN14A/1407-09
	IN15A/1507-09

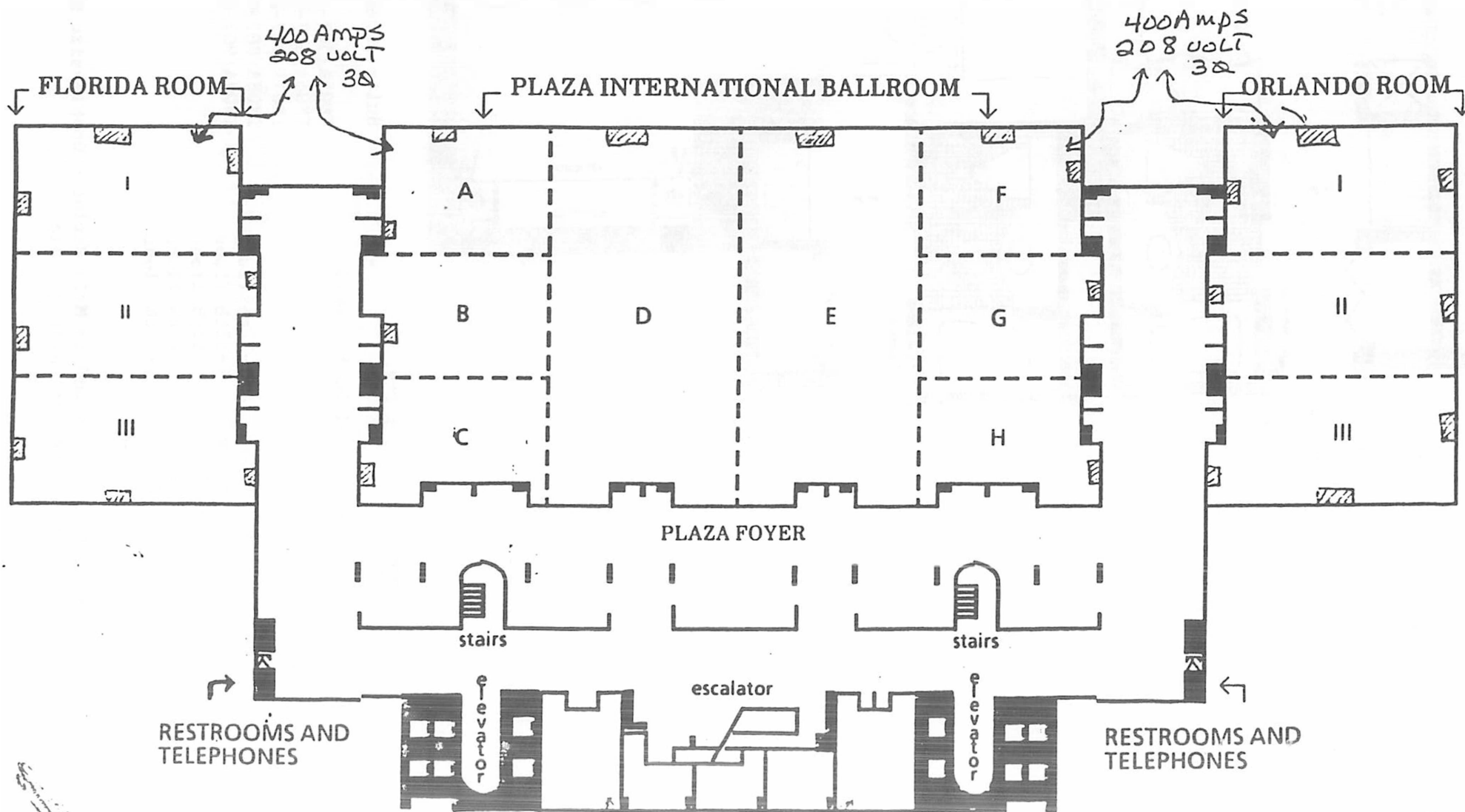
**Features:** King-size Murphy Bed in Main Parlor - Double-size Murphy Bed in Secondary Parlor  
Walk-behind Wetbar, Dining Table

# The Peabody

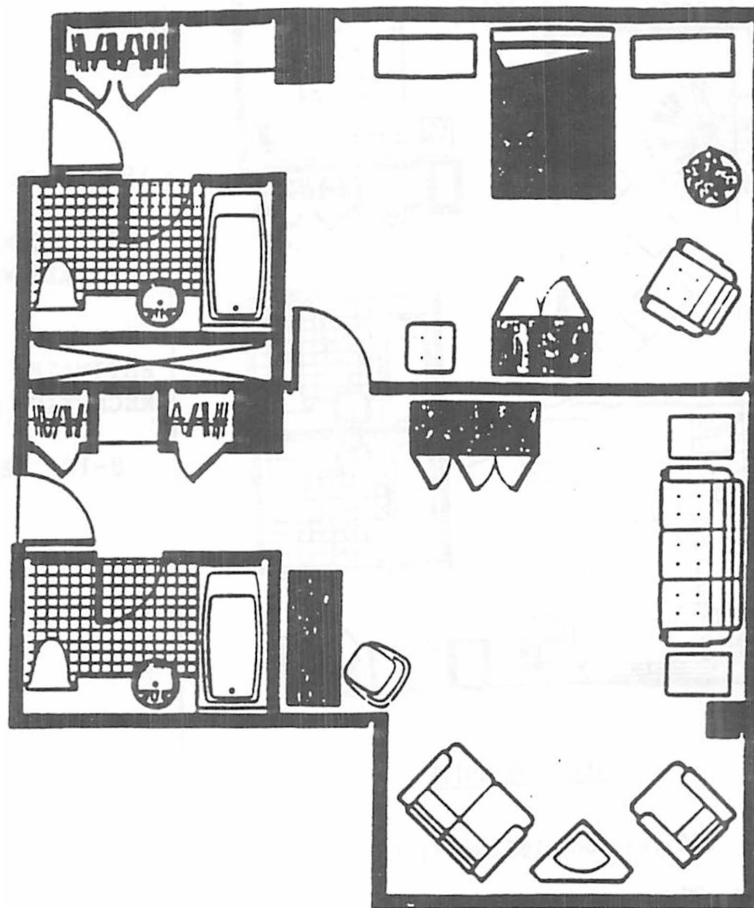
## ELECTRICAL BOXES

## Convention Level

ORLANDO







1990 RACK RATE:

ONE BEDROOM - \$375.00

ESTIMATED OCCUPANCY  
RECEPTION STYLE:

15-20 PEOPLE

### PLAZA SUITE

Square Footage: 885

Number of suites: 12

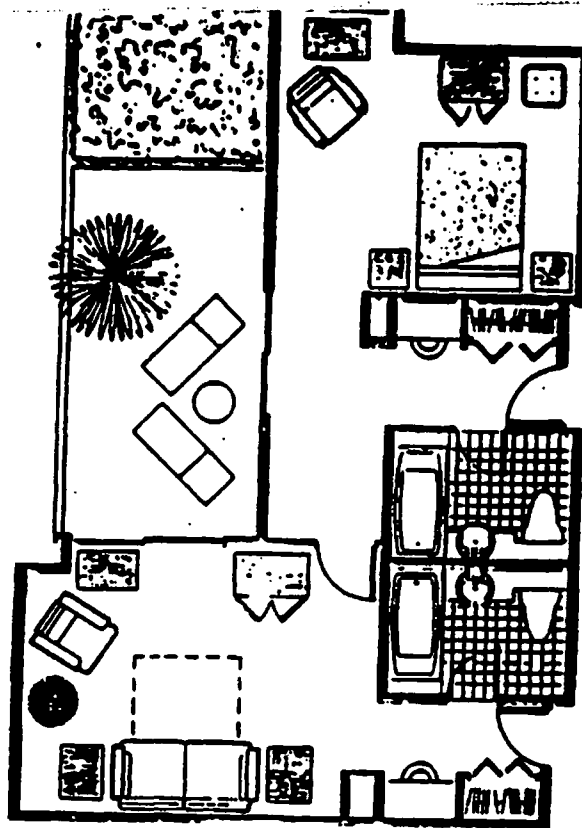
Location: 2-5th floor  
2-6th floor  
2-7th floor  
2-8th floor  
2-16th floor  
1-17th floor  
1-18th floor

Suite codes/Room numbers

PZ05A/516-18  
PZ05B/552-54  
PZ06A/616-18  
PZ06B/652-54  
PZ07A/716-18  
PZ07B/752-54

PZ08A/816-18  
PZ08B/852-54  
PZ16A/1630-32  
PZ17A/1730-32  
PZ18B/1838-40

Features: Fold out queen sofa sleeper in the parlor, king bedroom



1990 RACK RATE:

1 BEDROOM - \$325.00

2 BEDROOM - \$475.00

ESTIMATED OCCUPANCY  
RECEPTION STYLE:

8-10 PEOPLE

EXECUTIVE SUITE

Square Footage: 800 (balcony 190 sq. ft.)

Number of suites: 26

Location: 1 bedroom

4-14th floor  
4-15th floor  
2-16th floor  
4-17th floor  
2-24th floor  
2-26th floor  
2-27th floor

2 bedroom

2-16th floor  
2-23rd floor  
2-25th floor

Suite codes/Room numbers

1 bedroom

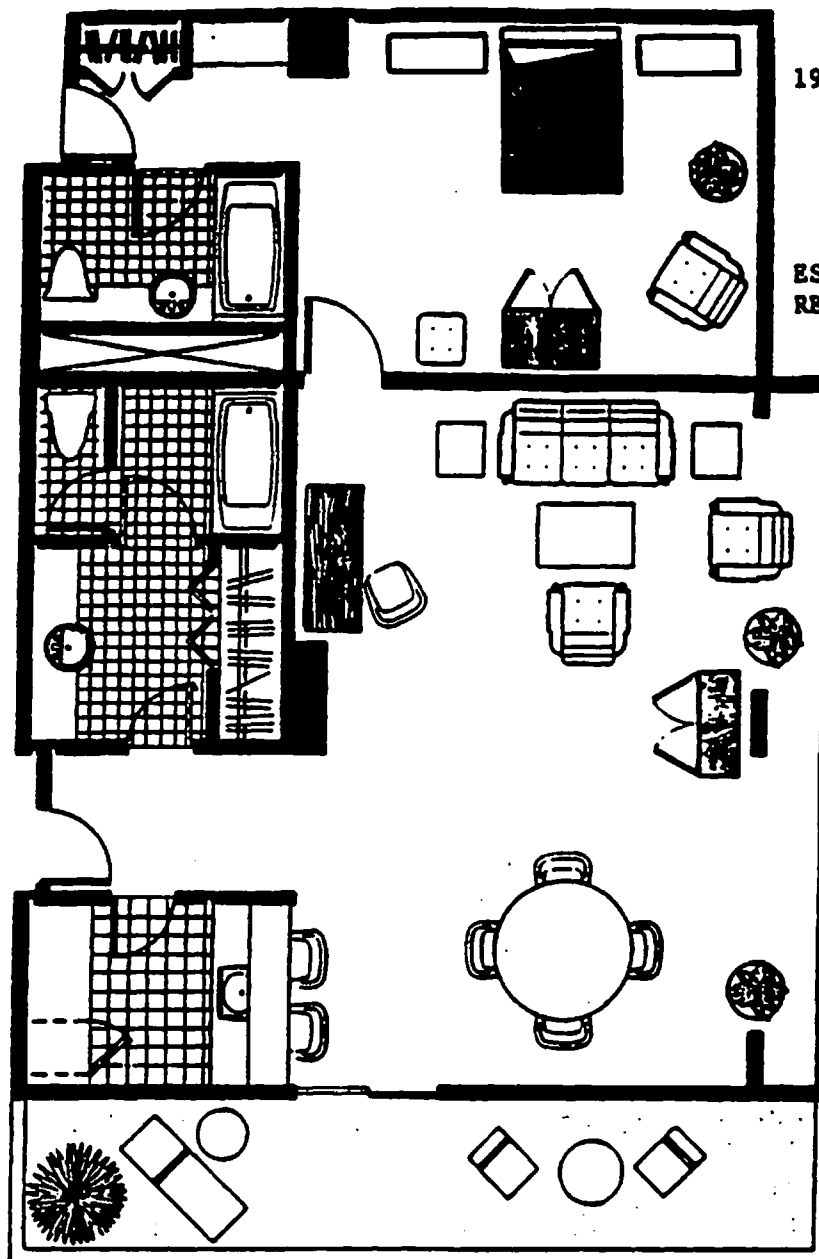
X14A/1401-05  
X14B/1404-08  
X14C/1462-66  
X14D/1467-71  
X15A/1501-05  
X15B/1504-08  
X15C/1562-66  
X15D/1567-71  
X16A/1605-07  
X16H/1663-65

X17A/1705-07  
X17B/1710-12  
X17C/175860  
X17D/1763-65  
X24A/2421-23  
X24B/2447-49  
CX26A/2625-27  
CX26B/2643-45  
CX27A/2725-27  
CS27B/2743-45

2 bedroom

X16D/1610-14  
X16G/1656-58-60  
X23C/2321-23-25  
X23F/2345-47-49  
CX25C/2525-27-29  
CX25F/2541-43-45

Features: Fold out queen sofa sleeper in the parlor, king as primary bedroom, 12 with balcony, 6 with ability to be two bedroom suites, 6 on Concierge Level.



1990 RACK RATES:

ONE BEDROOM - \$450.00

ESTIMATED OCCUPANCY  
RECEPTION STYLE:

25-30 PEOPLE

### LARGER DELUXE PLAZA SUITE

Square Footage: 1159

Number of suites: 2

Location: 9th floor

Suite code/Room numbers:

PZ09A/914-18

PZ09B/952-56

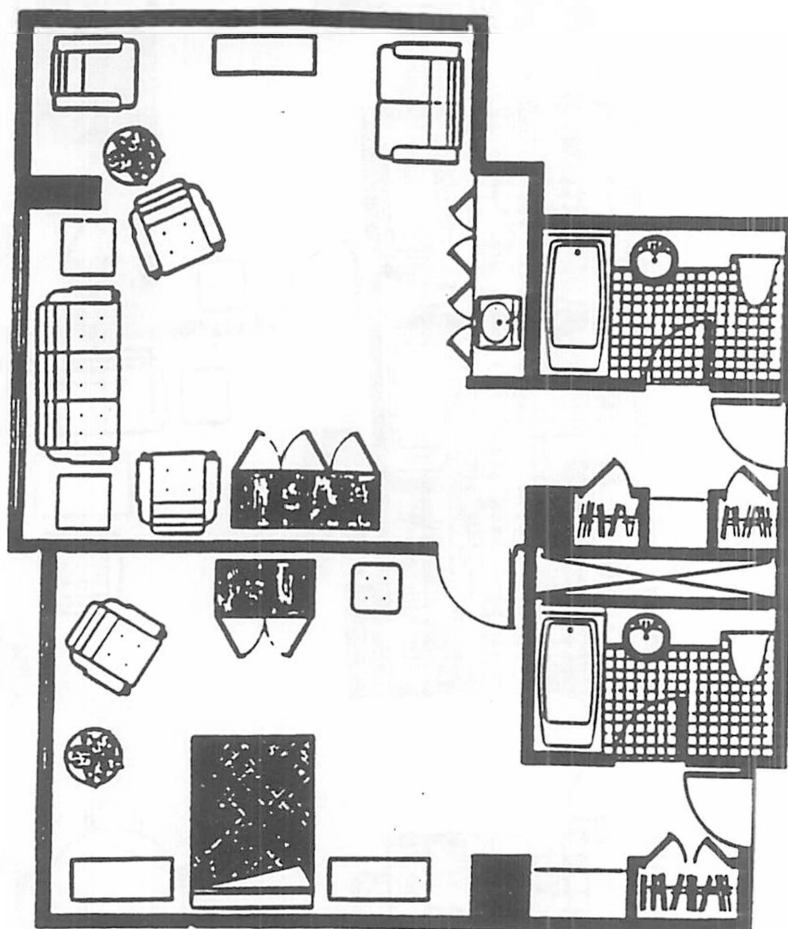
Features: Balcony, fold-out queen sofa sleeper in the parlor, king bedroom, walk-in wet bar in the parlor.

1990 RACK RATE:

1 BEDROOM - \$425.00

ESTIMATED OCCUPANCY  
RECEPTION STYLE:

15-20 PEOPLE



DELUXE PLAZA SUITE

Square Footage: 995

Number of suites: 10

Location: 2-8th floor  
2-9th floor  
2-10th floor  
2-11th floor  
2-12th floor

Suite codes/Room numbers

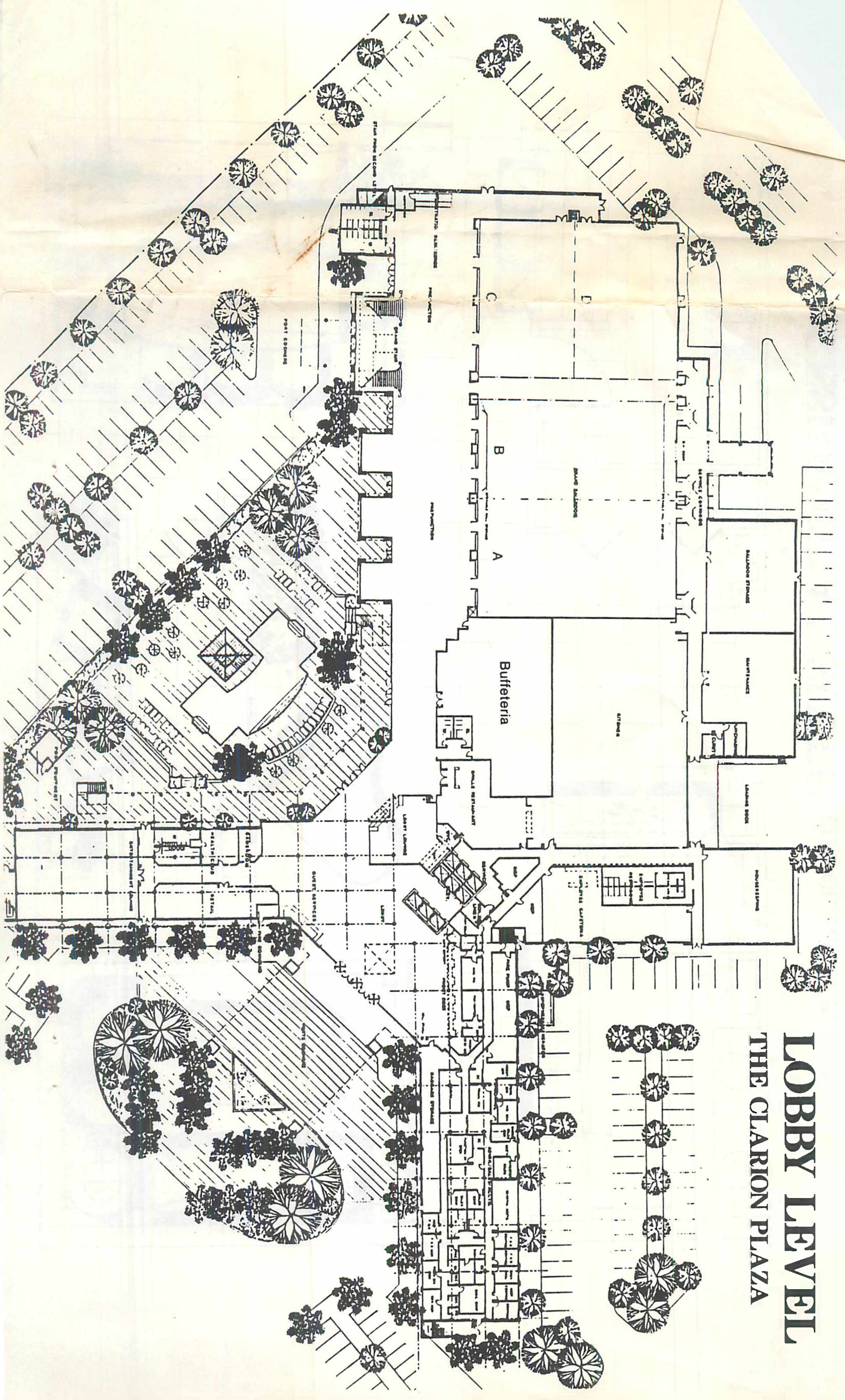
PZ08C/830-32  
PZ08D/838-40  
PZ09C/930-32  
PZ09D/938-40  
PZ10A/1030-32

PZ10B/1038-40  
PZ11A/1130-32  
PZ11B/1138-40  
PZ12A/1230-32  
PZ12B/1238-40

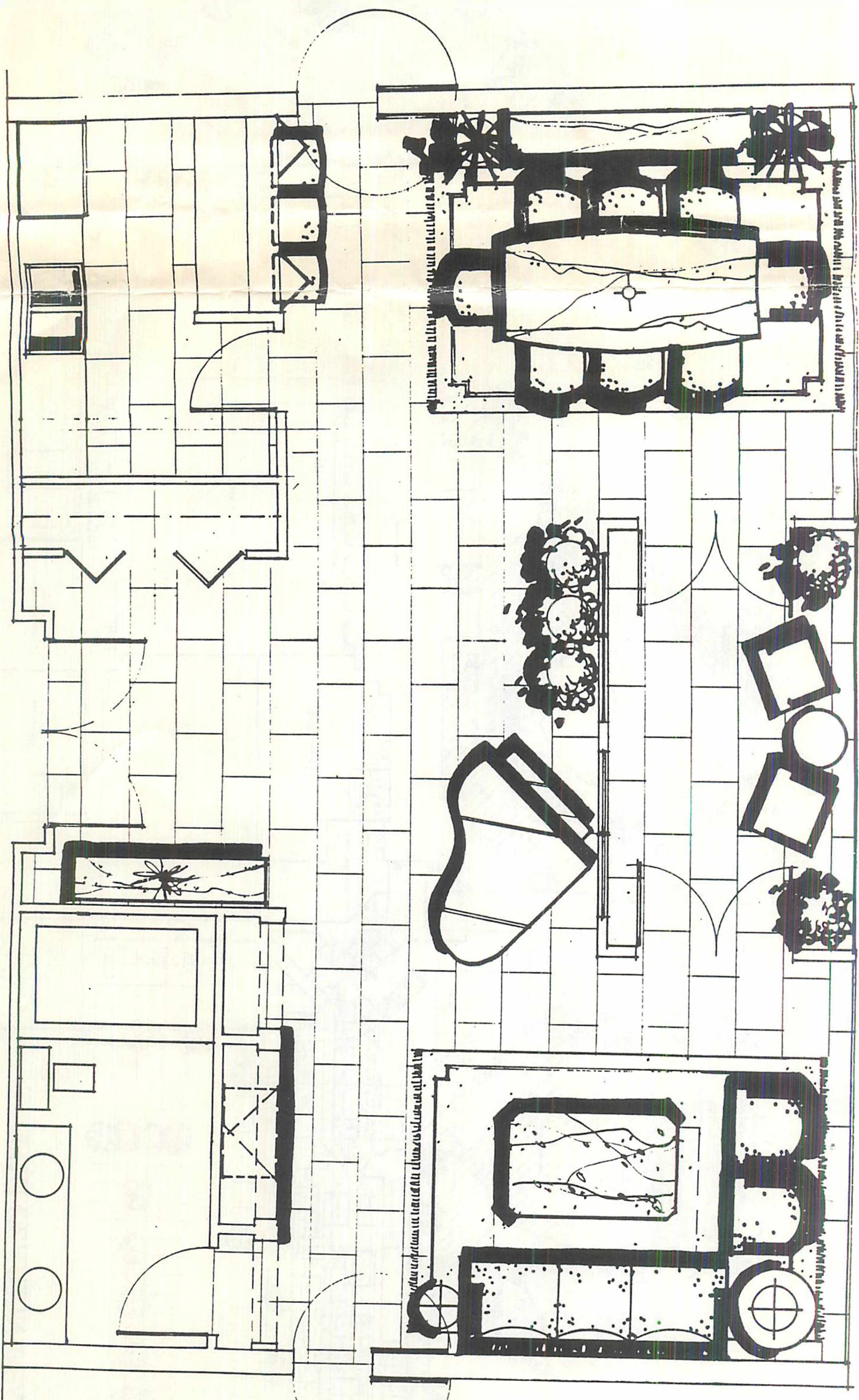
Features: Fold-out queen sofa sleeper in the parlor, king bedroom,  
wet bar in the parlor.



**LOBBY LEVEL**  
**THE CLARION PLAZA**







PRESIDENTIAL SUITE THE CLARION PLAZA



# CONVENTION MIX

## THE CLARION PLAZA

### GRAND BALLROOM

**GRAND BALLROOM - A,B,C,D**  
 225 x 115 26,000 SQ FT  
 Theatre 3,150  
 Classroom 1,550  
 Banquet 2,050  
 8 x 10's 166

**GRAND BALLROOM - A,B**  
 135 x 115 15,525 SQ FT  
 Theatre 1,880  
 Classroom 920  
 Banquet 1,220  
 8 x 10's 92

**GRAND BALLROOM - A**  
 67.5 x 115 7,762.5 SQ FT  
 Theatre 940  
 Classroom 460  
 Banquet 610  
 8 x 10's 47

**GRAND BALLROOM - B**  
 67.5 x 115 7,762.5 SQ FT  
 Theatre 940  
 Classroom 460  
 Banquet 610  
 8 x 10's 37

**GRAND BALLROOM - C,D**  
 90 x 115 10,350 SQ FT  
 Theatre 1,250  
 Classroom 610  
 Banquet 810

**GRAND BALLROOM - C**  
 90 x 57.5 5,175 SQ FT  
 Theatre 620  
 Classroom 300  
 Banquet 400  
 8 x 10's 22

**GRAND BALLROOM - D**  
 90 x 57.5 5,175 SQ FT  
 Theatre 620  
 Classroom 300  
 Banquet 400  
 8 x 10's 28

**GRAND BALLROOM - B,C,D**  
 157.5 x 115 18,112.5 SQ FT  
 Theatre 2,200  
 Classroom 1,000  
 Banquet 1,400  
 8 x 10's 109

### BREAK OUT MEETING ROOMS (Mezzanine Level)

**MEZZANINE - 1,2,3,6,9,10,  
 11,12,13,14**  
 1,000 Square Feet  
 Theatre 120  
 Classroom 55  
 Banquet 75

**MEZZANINE - 4,5**  
 1,500 Square Feet  
 Theatre 180  
 Classroom 85  
 Banquet 115

**MEZZANINE - 7,8,15,16**  
 500 Square Feet  
 Theatre 60  
 Classroom 25  
 Banquet 35

**MEZZANINE - 1&2, 9&10,  
 11&12, 13&14**  
 2,000 Square Feet  
 Theatre 240  
 Classroom 115  
 Banquet 150

**MEZZANINE - 3&4, 5&6**  
 2,500 Square Feet  
 Theatre 300  
 Classroom 145  
 Banquet 190

### FOOD & BEVERAGE

**GRILLE** 2,090 SQ FT  
 (à la carte)  
 No. of Seats 110

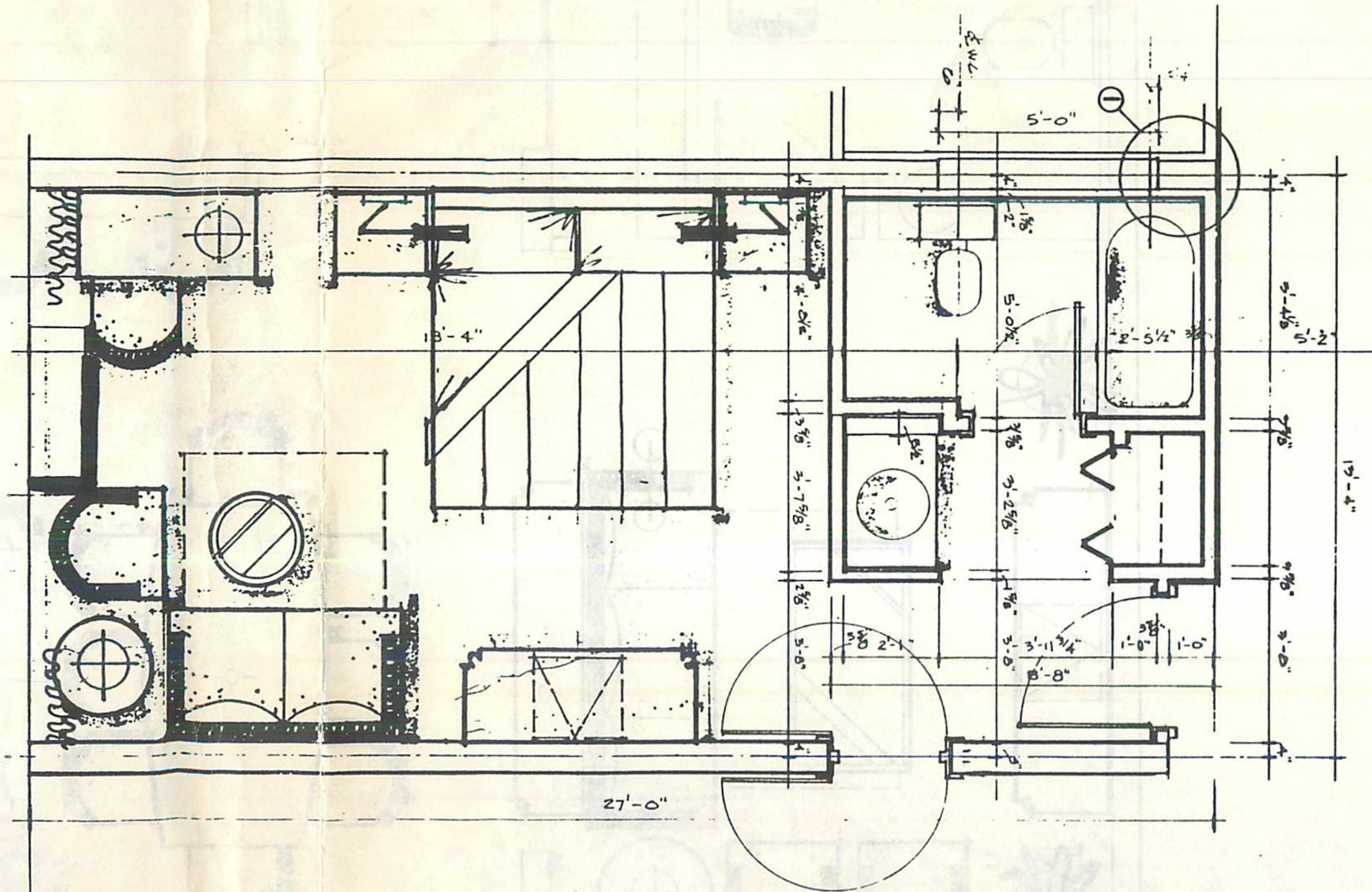
**BUFFETERIA** 5,560 SQ FT  
 No. of Seats 350

**LOBBY LOUNGE**  
 No. of Seats 50 approx.

**ENTERTAINMENT LOUNGE**  
 No. of Seats 225 approx.

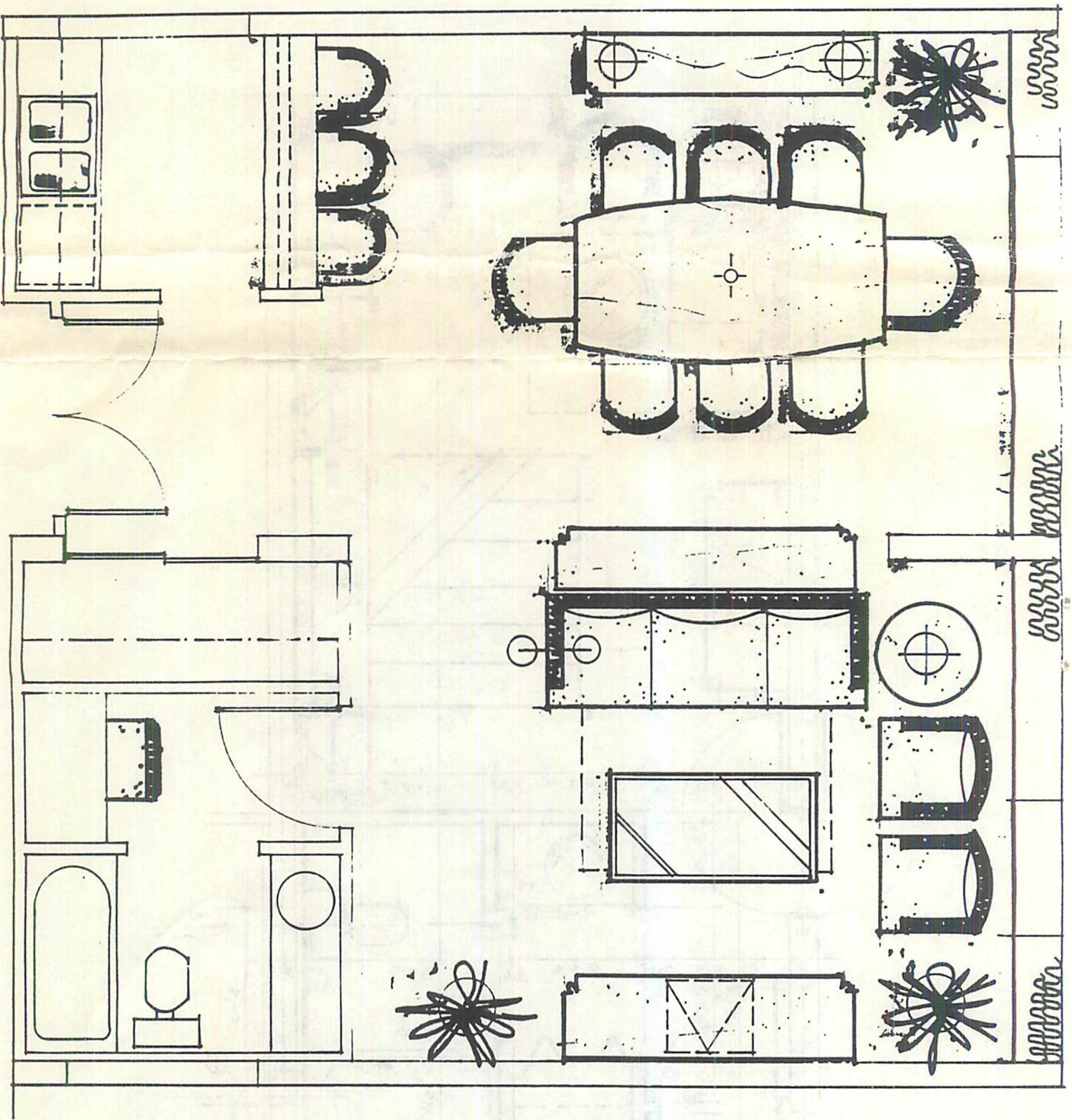
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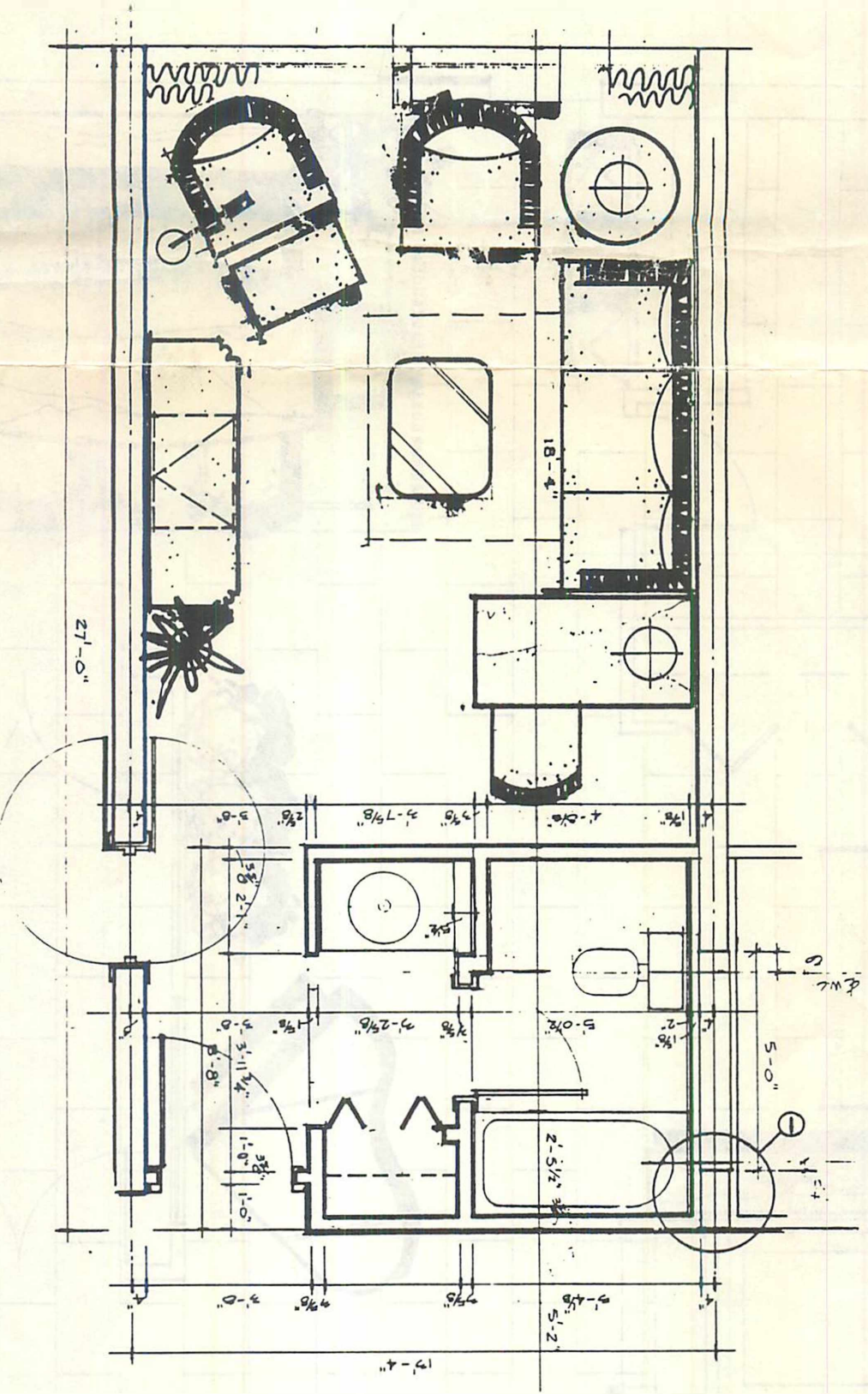
# HOSPITALITY SUITE

## THE CLARION PLAZA

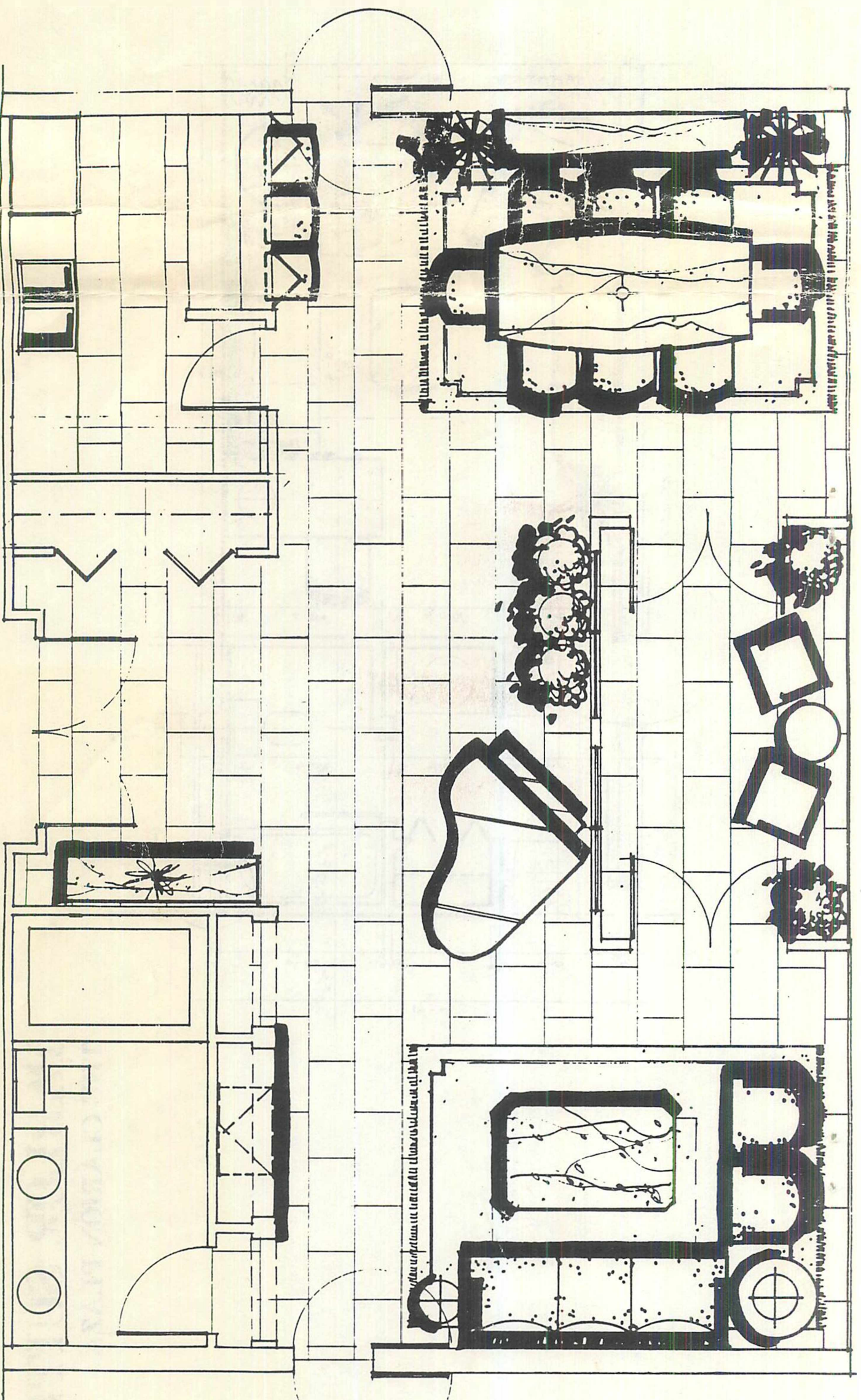




**PARLOR SUITE**  
**THE CLARION PLAZA**







# PRESIDENTIAL SUITE THE CLARION PLAZA