

MEMO TO: Special Hosts

DATE: April 20, 1967

FROM: W. O. Roberts

SUBJECT: Suggested Arrangements to Make for Your Special Guest
for the NCAR Dedication

We're trying this "special host" idea in an effort to personalize, a bit, the dedication ceremony for a few of our guests who are not intimately familiar with NCAR and Boulder, or who, for various reasons, deserve to be greeted in a more-than-routine way.

We hope you will find the chore also a pleasure. I will indeed be grateful for your help!

Some guests are invited both to the Damon Room ceremony on the 9th of May and to the NCAR dedication on the 10th. Others are invited only to the affairs on the 10th. All invited guests and their hosts are invited to the luncheon on the 10th. An attached sheet shows in which aspects of the dedication your "special guest" is to be involved.

Needless to say, you are cordially invited to all the functions your "special guest" will attend.

I suggest that each of you carry out the hosting as you find natural and comfortable. The things that our dedication committee and I will count on you to do are the following:

- a) Introduce yourself to and meet your guest one way or another. Some hosts are planning to do this by a pleasant letter on NCAR stationery, asking the guest to call at such-and-such a place or number when he arrives. Others plan to call the guest at his hotel after his arrival. In very special cases, we are asking that the host meet the guest at the airport; i.e. John Firor will go to meet Dr. Haworth.
- b) Answer any special questions he may have about arrangements, and be sure that he does indeed have a hotel room (sometimes the best plans fail!) and that it is satisfactory, etc.
- c) See also that he knows how to get to the Dedication exercises. If he uses our buses or cars, you may want to greet him when he arrives at the site, and show him about, and tell him about NCAR. We have good bus and car service arranged and generally will be able to get people to and fro from Denver and from the Harvest House.
- d) Extend my personal greetings, tell him I regret being unable to spend as much time as I'd like with him; introduce him around, as is convenient and as far as he seems to desire.

e) See that he gets off for home satisfactorily.

Anything else that comes naturally and appeals to you and your guest is fine - and up to you.

You will note on the attached sheet that some special guests are definitely expected, and others may or may not come. It is also possible that some who are now planning to come may be forced unexpectedly to cancel out. Needless to say, we will keep in touch with you, and advise you of any change in plans your "special guest" may make.

A few days in advance of Dedication Day, we will send you an information sheet, giving you a complete schedule; arrangements for transportation; the location of information desks at the airport, hotels, and at NCAR; arrangements for tours, etc.

Meanwhile, if you have any questions, please call Ed Wolff, Dedication Committee Chairman, Ext. 206; John Kennedy, who is over-all coordinator, Ext. 500; or Anne Scott, who is in charge of transportation and the invitation list, Ext. 511.

Once more, my thanks for your willingness to participate.

End of Memo