

4 May 1967

Memo to: NCAR Staff

From: W. O. Roberts

Subject: Additional Dedication Information

I. Inquiries from Visitors on 9 and 10 May

There will be, as you realize, many visitors in our building on 9 and 10 May. For the most part, these people will be with a special tour guide. However, if there is no tour guide in your office or laboratory at the time and the visitor has questions about the Dedication functions, transportation, or use of telephones, etc., and you don't have the information, please call John Kennedy on extension 266. John is directing the dedication activities, and I believe he will be able to answer almost any questions you have.

II. NCAR Staff Bus Schedule

The Table Mesa Shopping Center Association has reserved for NCAR the north end, plus the unpaved area north and northwest of the Shopping Center for staff parking during the morning of the NCAR Laboratory Dedication, Wednesday 10 May. I would like to ask that the NCAR staff park in the area reserved, and take the buses that have been scheduled to shuttle staff members from the Shopping Center to the Mesa. (To those staff members who need their cars for specific Dedication jobs, we have given a palcard to place on the dashboard. Other staff members driving up to the gate will be asked if they would be willing to take the shuttle buses. If we don't do this, we'll be out of parking space for our out-of-town visitors to the Dedication.)

The shuttle buses will run from the Shopping Center to the laboratory from 7:45 a.m. until 10 a.m. Return transportation from NCAR to the Shopping Center will be available at noon and at 5 p.m..

After the Dedication ceremony is over, we won't need to reserve the parking lot. So if you want to drive your car back to the Mesa at lunchtime, please do so.

END OF MEMO