

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

A. <sup>Some</sup> Someone should be manning the COFO news office 18 hours a day. Between 2 and 3 am. we can go to sleep. Hours for two teams can be 8 to 6 and 5 to 2 am.

Everyone will overlap jobs some of the time. Everyone will cooperate getting out the big mailings, mimeographings, etc.

B. Everyone should learn how to get all the facts on the first try from the projects regarding breaking incidents from the WATS phone. One goal should be to train the non-experienced people to become competent reporters and writers.

1. One full time enterprising researcher who can dig material up from files and get up documentation on important current news stories. These stories could be useful to all the COFO staff and could augment and supplement their researches.

2. One all-around secretary, stenographer, part-time researcher, copy boy, and telephone answerer. This person must be a fast, accurate typist, and should have some familiarity with mimeographing, stencil cutting, and general information about office machines.

3. Two out in the field reporters who can interview in depth for tape recordings, & once a month (or more if possible) long interviews on particular subjects. These people should be out in the projects at least half the time. The rest of the time they should handle the calls, shepherd the press around the city, get out accurate press releases.

4. The researcher and all-around secretary should be up on the latest news as much as the reporters. Everyone should suggest two story suggestions for the week (this is apart from the daily press releases).

## II. Proposed schedule for Communications: 8 to 6 pm. and 5 to 2 am.

A. The 8 to 6 pm. shift should handle the following chores:

1. Pick up copies of the Jackson and New Orleans papers at the Ebony news stand first thing in the morning. They have arranged to reserve copies for us. We will pay them once a week.

2. Clip papers, paste to sheets, put in notebook or file cabinets.

3. Call up people and places on list to see what is happening.  
a. the LDCG Lawyer's Guild, NAACP, Inc. Fund offices  
b. the Medical Committee offices  
c. projects which had incomplete stories from the day before  
d. the Girl's Freedom House

4. Draw up a memo for the WATS operator regarding questions necessary to ask for that day. For example, before the ASC elections we asked Miss WATS to check whether any projects heard of harassments against Negro farmers, etc.

5. Bug the WATS operator. Nag her about the incomplete, phony incident she typed up the day before which caused a nation-wide press screw-up. It probably wasn't her fault but we can't take all the credit.

6. - Cover stories in the area--the court house, police station, nearby projects where incidents occurred. Get out press releases on breaking stories.

7. Work out story suggestions for the week; prepare copy for the 10 minute radio news program on Tuesday nights. (They send out programs out to about eight other stations around the country.)

8. Answer correspondence. Post newsworthy mail and press releases on the wall for all to learn from.

9. When you are out of the office call up every hour so we can get you in case of emergencies. Everyone must be on call 24 hours a day for emergencies.

B. The 5 to 2 staff should follow up unfinished chores from the previous shift. They should do everything the earlier shift does plus more. For example--In the quiet of the evening we can type out labels for mailings stuff, fold stamped envelopes and do other such busy work like that.

Charley Horwitz, Communications.  
December 2, 1964.

II. Instructions for Communications Staff in the Office

1. The staff should be on call 24 hours a day for emergencies.
2. The staff should follow up unfinished chores from the previous shift.
3. The staff should do everything the earlier shift does plus more.
4. The staff should cover stories in the area--the court house, police station, nearby projects where incidents occurred.
5. The staff should get out press releases on breaking stories.
6. The staff should work out story suggestions for the week.
7. The staff should prepare copy for the 10 minute radio news program on Tuesday nights.
8. The staff should answer correspondence.
9. The staff should post newsworthy mail and press releases on the wall for all to learn from.
10. The staff should call up every hour when out of the office so we can get you in case of emergencies.
11. The staff should type out labels for mailings stuff, fold stamped envelopes and do other such busy work like that.