

**NR\_key\_name:** 7D5650CA919FE916852564F000562868  
**SendTo:** CN=Christina Mays/O=ARRB @ ARRB;CN=Janice Spells/O=ARRB @ ARRB  
**CopyTo:**  
**DisplayBlindCopyTo:**  
**BlindCopyTo:** CN=Tom Samoluk/O=ARRB  
**From:** CN=Eileen Sullivan/O=ARRB  
**DisplayFromDomain:**  
**DisplayDate:** 08/11/1997  
**DisplayDate\_Time:** 12:01:56 PM  
**ComposedDate:** 08/11/1997  
**ComposedDate\_Time:** 11:41:04 AM  
**Subject:** news release this week  
We have a news release going out tomorrow. The process includes several steps.1) send advisory today to the media day books stating that we will be issuing a press release tomorrow and that selected samples will be available at our office. (This advisory will not be included in the mailing.) 2) issue press release by fax tomorrow. I can show you how that is done at the other computer at your desk. I will send the press release to the public by e-mail.3) mailing. We need to print envelopes and make copies of the press release for the mailing. This process should begin either today (if you have time) or tomorrow after the press release has gone out by fax. You can then coordinate with Janice about getting the stuff out the door.I apologize for the short notice. Just so you know, as it stands now, we will be issuing another press release in this same manner next Tuesday as well.I will photocopy the press release for the mailing. Christina -- can you please print the envelopes?As always, thank you both for all of your help!!  
**Body:**  
**recstat:** Record  
**DeliveryPriority:** N  
**DeliveryReport:** B  
**ReturnReceipt:**  
**Categories:**