Form 370-100M-10-67 Pads 100

DATE 8-14-68

TO F. D. Holmes

FROM Jim Lyon

REMARKS
August 14, 1968

To: All Officers, Department Heads, and District Staff Members

From: Jim Lyon

Subject: Room Reservations for Open House at Kancol Factory

The Company has reserved a limited number of rooms at the Buffalo Inn in Goodland for those requiring overnight accommodations on Friday and Saturday nights, September 20 and 21.

In order to facilitate the handling of reservations for these rooms and any additional rooms that may be required, and in order to guarantee that anyone who plans to attend these ceremonies will have accommodations, all room reservations must be made through my assistant:

Miss Charlotte Crenshaw
Room 300 - Ext. 272

In addition to requests for rooms for the nights of September 20-21, anyone who plans to be in Goodland overnight at any time during the entire week of September 15-21 should contact Miss Crenshaw for reservations.

Please let Miss Crenshaw know just as soon as your plans regarding this matter have been made.

We ask your cooperation regarding room reservations so that all aspects of the planning involved in the Open House ceremonies can be completed as rapidly and as smoothly as possible.

cc: Goodland Management Staff