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[1996 State of the Union]

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S	34	7	4	1

50TLL SPEECH

THE WHITE HOUSE

POTUS 650 + 100
 FLOTUS 150
 CAB. AFFAIRS 100 + 50
 IGA 100
 PUBLIC LIAISON 250
 POL. AFFAIRS 250
 SPEECHWRITERS 25
 LEG AFFAIRS 1,250
 Supreme Court & Marshall
 Sag. @ Arms & staff
 Congress (more than 1 copy)
 Sr. Cmte staff
 Asst. to Pres. 15
 H. Secs 12

Covers \$ 3,372.00 #1
 (2500)

Pages 1,372
 5,744

2.29 ea
 2.30

Covers ~~\$2,607.00~~ #2
 (1000)

Pages

1,372.00
 + 90.00 "Reprint"
 902.00

1462

~~2,274.00~~
 2,364 2.36

EXECUTIVE OFFICE OF THE PRESIDENT

24-Jan-1996 04:06pm

TO: Kim Holmes

FROM: Joyce A. Ford
Office of Administration, GS

CC: Ada L. Posey
CC: Stephen L. Jewell
CC: Ann Fleischman

SUBJECT: Printing/Binding/Cover Costs for State of the Union II

Kim:

The text portion of the second printing of the State of the Union book was approved approximately 2:30 pm by Todd Stern.

We have several options listed for your approval.

Option 1: Bethesda has 300/400 sheets of cover stock on hand to duplicate our previous order. Ordering stock would take 2 to 3 days, with a delivery date late next week.

Option 2: Bethesda has a substitute stock for the covers. Stock is on hand and they can supply it immediately, delivery date late Monday or early Tuesday.

Option 3: GPO could print the entire job in-house, the covers would print with a green border and text with a black seal. This job would delivery the next day.

All dates are tentative and will depend upon approvals.

The estimates are:

Original Stock:
400 copies = \$1,987

Substitute Stock:
500 copies = \$2,243
1000 copies = \$2,729

GPO (w/printed cover)
500 copies = \$1,876
1000 copies = \$2,306

Please E-mail your approval and number of copies to Steve Jewell

Don Baer's office for
war room



West Wing copies

Copies in Theatre

Hand held ⁴ dictaphones

drawer & file cabinet
21418 fixed

EXECUTIVE OFFICE OF THE PRESIDENT

16-Jan-1996 04:59pm

TO: Lorraine B. Donovan
FROM: Gabrielle M. Bushman →
Office of Communications

SUBJECT: State of the Union prep

In the final days before the State of the Union, we would like to make sure we have everything in order to make any last minute changes in the speech. We would like to have a similar set-up as last year.

We are looking to do two things:

- 1) Set up a War Room (probably in Don Baer's office) so that last-minute changes can be made quickly. *Enough work tips?*
- 2) Set up the Family Theater with a teleprompter so the President can rehearse the State of the Union. *Did not use last year.*

This is what we would need for each room:

War Room:

- 3 computers (must have WP 5.2 for Windows)
- 3 printers (must be high-speed and high-quality)
- 1 high-speed copy machine
- Computer technician on stand-by to help with any problems

Family Theater:

- Teleprompter (and operator)
- 2 computers and printers
- 1 high-speed copy machine
- Computer technician on stand-by to help with any problems

Please let me know what else I need to do -- thanks!

Customer Service - Dictaphones? Speech Prep
— Hand held tape recorders

his Table in Family Theater Table out of Don Baer's office

Monday/Tuesday on call Ask Jim Wright OA Computer representation WHCA

Was it provided last year? If not why not this year?

Reserve 2 canons for John Canon Tech will be on stand-by in the basement

What are you for?

2 phone lines in theater

E X E C U T I V E O F F I C E O F T H E P R E S I D E N T

19-Jan-1996 04:31pm

TO: (See Below)

FROM: Christopher S. Chroniger
 Office of Administration, IST

SUBJECT: State Of Union Address Prep support

Below is a status and update on the support being provided:

All systems as specified have been installed and tested to include:

2 PCs and 1 printer in Don Baer's office.

2 PCs and 2 printers in the family theater.

* Gabrielle Bushman has also inspected and tested each system.

* On-site coverage will be provided as specified in the list below.

NOTE: If technical support is required, an escort will be needed for the technician.

The individuals listed below will provide on-site coverage on the dates and times listed:

Saturday 20 Jan	5:00 pm until 11:00 pm	Kym Adams Ext 56485 (P)202-539-3014
Sunday 21 Jan	11:00 am until 5:00 pm	D. Dunning Ext 56532 (P)202-539-3063
	5:00 pm until ---	R. Glover Ext 56457 (P)202-539-0613
Monday 22 Jan	9:00 am until ---	B. Vanhorn Ext 56540 (P)202-539-2578
Tuesday 23 Jan	9:00 am until ---	J. Pickens Ext 56542 (P)202-539-2067

If there are any questions or concerns please let us know.

Thanks,
Chris

E X E C U T I V E O F F I C E O F T H E P R E S I D E N T

17-Jan-1996 12:58pm

TO: Ada L. Posey

FROM: Stephen L. Jewell
 Office of Administration, GS

CC: Joyce A. Ford

SUBJECT: Procedure--State of the Union Address

Ada--

When the President's "State of the Union Address" is printed and delivered to Congress the night of the speech, the following procedures and schedules have been followed:

1. Covers are approved for printing/embossing and sent to Bethesda Engravers. (Approval of covers should be received no later than Thursday Jan. 20th).
2. Copy for the text should be received in the Publishing Branch no later than 2:00 p.m. on Tuesday Jan. 23rd.
3. After approval of proofs by Legislative Affairs the Publishing Branch will electronically transfer files (camera copy) to GPO for printing. (hopefully by 4:00 p.m.)
4. Printing and binding should be completed by GPO somewhere between 7:00-8:00 p.m.
5. Copies of the speech is delivered to the Capitol by the Mail/Messenger Branch, (someone from Legislative Affairs should be their to receive the speech at the Capitol), the balance of the speech will be brought back to the White House and delivered to a designated person(s).

I will leave for the GPO as soon as the okay to print has been received from Legislative Affairs I usually monitor the printing through GPO and make myself available if any questions last minute edits occur while in production. I also call Ken Hembre and give him a estimated time when GPO will deliver the speech to his drivers.

E X E C U T I V E O F F I C E O F T H E P R E S I D E N T

18-Jan-1996 01:14pm

TO: Franklin S. Reeder

FROM: Ada L. Posey
 Office of Administration, GS

CC: Kim Holmes

CC: Jodie R. Torkelson

SUBJECT: Printing and Delivery Process for State of the Union

FYI,

I asked my friend Steve to commit the printing and delivery process he goes through for the State of the Union speech to writing... see the attached. Please note that step #1 has already been accomplished (today-- I received Kim's okay as we talked last night over the phone).

Also note step #2 is the published "drop dead" time to receive the text. However, you should know that at 3:00 p.m. we would actually have to pull the connections and call it DOA. This sounds morbid doesn't it?

Lastly, I'd like to get your direction on where the balance of the printed speeches should go. I would prefer for our shop not to have custody. Last year, the balance was delivered to Patsy. You should know that Steve gets dozens of calls the day after for a copy from many folks (even the big kahunas), in the White House.

Let me know if you have questions, need more clarification, etc.

Ada