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Form 20a

EVENT OF ADMINISTRATIVE DEPARTMENT DESCRIPTION	
Event/Department: LABOR COMMITTEE	Location: Room 2063, Bldg. A
*Labor Inaugural Reception for Number on Staff:	*Labor Inaugural Reception for Ronald Reagan
Event Date: Saturday, January 17, 1980	Time Start:
Date Conclude:	Time Conclude:

A. Introduction:

Provide a general overview of the Event or the duties and responsibilities of the Administrative Department:

While it is without precedent for any Inaugural Committee, the Labor Committee was conceived by the President-elect to insure that organized labor played an active role in the Inaugural.

The labor committee's function is twofold: to acknowledge the contribution of unions that actively campaigned (some at great personal risk) for Ronald Reagan as well as provide the President-elect with an opportunity to meet with leaders of all 243 unions (as well as others influential in labor) whose bi-partisan support he will need for quick enactment of his legislative program to put America back to work.

EVENT or ADMINISTRATIVE DEPARTMENT DESCRIPTION

Event/Department:___Labor

B.Organization:

Briefly describe the organization of the Event or Administrative Department will be organized and what key factors will influence success or failure:

Administrative Staff of the Labor Committee

Paul Locigno	Executive Director (uncompensated) '
Kathy Vogt	Deputy Director
Anne O. McCarthy	Administrative Assistant
Debra King	Executive Secretary
Denise Balzano	Program Assistant
Nat Landry	Program Assistant (UMMomp)
Robbie Motter	Executive Secretary (uncompensated) (nights/weekends)
Shirley Foote	Volunteer Cordinator (days) (uncompensated)
Wallace L. Alexander	Volunteer Coordinator (nights) (uncompensated)
Alice Burroughs	Receptionist (uncompensated)
Ernie Shinemans	Receptionist (uncompensated)
Roseann Fuhrman	Staff (uncompensated)

Key Factors for Success

(1)Cooperation from other internal departments--procurement, personnel, facilities is vital to our operation in the same way that our department may provide critical logistical support for other departments: parade, security, transportation for the Inaugural Balls. For example, insofar as the Parade we are serving as a liason with the construction unions who have equipment that is critical.

(2)Our main charge **d**f insuring labor's particiaption in the Inaugural has been severely hampered by the unrealistic allocation of the Inaugural tickets to the various events. (Literally, hundreds of union officials risked their jobs to endorse the Reagan-Bush ticket by going agains the wishes of their national union leadership.) Yet, our allocation was a mere fraction of the union people who must have an opportunity to attend the Inaugural Balls.

(3) Our Inaugural Reception is not only an opportunity to recognize that organized labor's support is critical to his Administration--will also act as a safety value for those union officailas who risked their jobs by endorsing Page two Form 20b

the Reagan-Bush ticket and who the labor committee can not accomodate with the unrealistic amount of tickets alloted it.

Form 20c

EVENT or ADMINISTRATIVE DEPARTMENT DESCRIPTION

Event/Department:<u>LABOR COMMITTEE/ Labor Inaugu</u>ral Reception for Ronald Reagan C.Resource Requirements:

Describe the resources required to successfully present the Event

or to meet Administrative Department responsibilities:

Travel

The executive director needs to confer with the co-chairmen, Jackie Presser and Shannon Wall.

Labor Inaugural Reception for Ronald Reagan on Saturday, December 17

For the reasons stated in Form 20a and Form 20b, it is critical that we receive funding for this reception. It is possible if we have the event at the International Brotherhood of Teamsters in Washington, we might be able to receive some in kind contributions. However we will still need funding.

Staff

To effectively adminstrate we require a staff of 12. The majority of our staff requirements are filled with volunteers (we have had great success in attracting and retaining capable volunteers). The paid staff has the responsibility of insuring labor's participation in all events, as well as coordinat logistical support provided by various unions to Inaugural events and committees. Also the paid staff must be the liason between the Inaugural and organized labor nationwide. Line Item #625

÷ . . .

Staff Payroll (Dec. & Jan.)

Deputy Director\$2000.00 Administrative Asst..\$2000.00 Secretary....(Exec.)\$1550.00 Program Assistant....\$1550.00

Uncompensated Staff

Executive Director Volunteer Coordinator (Day) Volunteer Coordinator (Eve.) Receptionist Receptionist Program Assistant Executive Secretary (Weekend/Eve.) Staff Assistant

LABOR COMMITTEE BUDGET

SPECIAL EVENT

Invitations	4
Merkle Press, Inc. 200 invitations with reply cards	350.00/
Stamps Basedon bid U.S. Post Office	150,00
Entertainment	200100
Dr. Isaac Gregg band, transportation included	1000.00/
Facility Rental Based on estimate IBT	400,00
Food & Beverage \$10.00 per person 500 people	5000.00/
Catering Personal Based on estimate from IBT	1000,00 Misc. 4500
Security Based on estimate from IBT	300.00
Decorations Ice sculpture \$400.00	
Flowers & etc. \$400.00	800.00
Glasses, dishes, napkins, and etc. Rental & purchase	500.00 Her Surter
Favors	
\$9.00 per person	1800,00
Clean-up Based on estemate from IBT	200.00
	200.00
Photographer	150.00

Date Submitted:

	EXPE	NSES	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH
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FICE EXPENSES:	652	Admin. Assessment					
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1	658	Media	•				
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scember 12, 1980

MEMORANDUM

TO: Fred Biebel

FROM: LABOR COMMITTEE/ GROUP XIX/ Paul Locigno

SUBJ: WEEKLY ACTIVITY REPORT

I. UPDATE ON STATUS REPORT

Because of the poor communication between labor and other committees, we faced deadlines that were both impossible and unrealistic. Our second budget report was due before any memorandum regarding the deadline or procedure for preparing the first budget. Although the President-elect iniated the labor committee (unprecedented for either Republican or Democratic Inaugurals) to insure that organized labor played an active role in the Inauguration, the drastic cut in our allocation of Inaugural tickets has seriously jeopardized the President-elect's conception. Consequently, the deadline for special invitations became a massive project of sifting through hundreds of names submitted because of the original assurances that all those key labor people who should be invited would be. Lacking an updated directory of all unions (there is none available that is nore recent in 1978), we had to call every union to determine if the address and the President listed was still accurate since every union president should receive at least a commenorative.

Also, this week initial preparation for the Labor Inaugural Reception had to be done as part of the budget process. However, our ability to adequately prepare for this event has been affected by our uncertainity reagarding its amount of funding.

Our small staff has met all deadlines, despite having only three typewriters and that we are constantly inundated with worthless memos and time-consuming requests.

ALL COSTS OUT EXCEPT FOR PAYROLL (7100/116 & RELATED RAROLL TAX



Honorary Chairman Frank E. Fitzsimmons

Co-Chairmen: Jackie Presser Shannon Wall

Executive Director Paul Locigno

Presidential Inaugural Committee - 1981

Second and T Streets, SW Washington, DC 20599

(202) 382-8240

Labor Committee

URGENT URGENT URGENT URGENT URGENT URGENT

MEMORANDUM

TO:	TED GARRISH
FR:	PAUL LOCIGNO
RE:	LABOR COMMITTEE ALLOCATION FOR 1981 INAUGURAL
DATE .	DECEMBER & 1080

In conjunction with the Presidential Inaugural theme, "Together... A New Beginning", consideration for substantially raising the Labor Committee's allocation could be a pivotal point for a new relationship between the Republican party and organized labor.

My recommendations are as follows:

Commemoratives	2300
Special Invitations Balls	625
Candlelight	6
Concert	32
Gala	41
Vice-Presidential Reception	55
Distinguished Ladies	25
Governor's Reception	60

The rationale for such request is as follows:

1. Historically, the state party's attitude toward organized labor has ranged from little rapport to openly hostile. As a consequence our committee has met with minimum success in obtaining Inaugural tickets for key labor supporters through the cooperation of the state party organization.

2. The massive grass roots effort that recruited organized labor bypassed the state campaign structure and was totally directed out of the national Reagan-Bush campaign headquaters. Literally hundreds of union officials risked their jobs to endorse the Reagan-Bush ticket by going against the wishes of their national union leadership.

These individuals must have an opportunity to attend the Inaugural Balls.

This will prevent the alienation of those trade unionist whose allegiance formerly was owed to the Democrat party.



Presidential Inaugural Commisee - 1981

Second and T Streets, SW Washington, DC 20599

(202) 382-8240

Labor Committee

December 8, 1980

Ionorary Chairman

MEMORANDUM FOR: THE HONORABLE ROBERT GRAY

FROM: PAUL LOCIGNO

aul Locigno

Co-Chairmen ackie Presser Shannon Wall

> SUBJECT: REQUEST FOR LABOR INAUGURAL RECEPTION FOR RONALD REAGAN

In conjunction with the Presidential Inaugural Theme, "A New Beginning," consideration for holding the above event could be a pivotal point for a new relationship between the Republican Party and organized labor.

This reception would give the President-elect an opportunity to meet with leaders of 243 labor unions representing over twenty-six million Americans.

In evaluating this request, the following points should be considered:

- There should be recognition of the massive grass roots efforts by trade unionists on behalf of the Reagan-Bush campaign.
- (2) This is a golden opportunity for the President-elect to "pamper" leaders of organized labor whose support he will need for quick enactment of his legislative program to put America back to work.
- (3) Promotion of such an event is a viable alternative to acknowledge the support of hundreds of union officials who risked their jobs to endorse the Reagan-Bush ticket and will not have an opportunity to attend the Inaugural Balls. This will prevent alienation of those trade unionists whose allegiance formerly was owed to the Democratic Party.

I would appreciate your comments and suggestions regarding this request.

cc: Frank E. Fitzsimmons Jackie Presser Shannon Wall



Honorary Chairman Frank E. Fitzsimmons

Co-Chairmen Jackie Presser Shannon Wall

Executive Director Paul Locigno

Presidential Inaugural Committee - 1981

Second and T Streets, SW Washington, DC 20599

(202) 382-8240

Labor Committee

MEMORANDUM

TO:	FRED BIEBEL
FR:	PAUL LOCIGNO Your
RE:	STATUS REPORT/LABOR COMMITTEE
DA:	DECEMBER 8, 1980

I. Staff of the Labor Committee

Paul Locigno.....Executive Director (uncompensated) Director, Research, Ohio Conference of Teamsters

Kathy Vogt.....Deputy Director
Anne O. McCarthy....Administrative Assistant

Denise Balzano.....Staff Aide

Debra King..... Executive Secretary

Roseann Fuhrman.....Staff Assistant (uncompensated)

Shirley Foote......Receptionist (uncompensated)

Robbie Motter.....Executive Secretary (uncompensated)

Ernie Shinemans.....Receptionist (uncompensated)

Alice Burroughs.....Typist (uncompensated)

II. Overview Group XIX

Logistically the other internal departments have been cooperative and supportive of our needs for personnel, procurement, security and facilities. However, our main charge of insuring labor's participation in the Inaugural has been severely restricted by the unrealistic allocation of Inaugural tickets to the various events.

A. Tickets

(see attached Memorandum)

B. Parade

I am coordinating with the different construction unions to provide logistical support for the parade.

C. Local Inaugural Balls

Organized labor is working closely with the state inaugural ball committee to insure active particpation by labor in all designated Inaugural Ball cities.

D. Labor Inaugural Reception for Ronald Reagan

(see attached Memorandum)

STATUS REPORT

III BUDGET

As of yet I have not been given any budget, and I would like to know the parameters for our committee.

cc: Otto Wolff Jo McKenzie

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EVENT OF ADMINISTRATIVE DEPARTMENT DE	SCRIPTION
Event/Department: LABOR COMMITTEE	Location: Room 2063, Bldg. A
*Labor Inaugural Rece Number on Staff:	ption for Ronald Reagan
Event Date: Saturday, January 17, 1980	Time Start:
Date Conclude:	Time Conclude:

A. Introduction:

Provide a general overview of the Event or the duties and responsibilities of the Administrative Department:

While it is without precedent for any Inaugural Committee, the Labor Committee was conceived by the President-elect to insure that organized labor played an active role in the Inaugural.

The labor committee's function is twofold: to acknowledge the contribution of unions that actively campaigned (some at great personal risk) for Ronald Reagan as well as provide the President-elect with an opportunity to meet with leaders of all 243 unions (as well as others influential in labor) whose bi-partisan support he will need for quick enactment of his legislative program to put America back to work.

Form 20b

EVENT or ADMINISTRATIVE DEPARTMENT DESCRIPTION

Event/Department: Labor

B.Organization:

Briefly describe the organization of the Event or Administrative Department will be organized and what key factors will influence success or failure:

Administrative Staff of the Labor Committee

Paul Locigno	Executive Director (uncompensated)
Kathy Vogt	Deputy Director
Anne O. McCarthy	Administrative Assistant
Debra King	Executive Secretary
Denise Balzano	Program Assistant
Nat Landry	Program Assistant
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Ernie Shinemans	Receptionist (uncompensated)
Roseann Fuhrman	Staff (uncompensated)

Key Factors for Success

(1)Cooperation from other internal departments--procurement, personnel, facilities is vital to our operation in the same way that our department may provide critical logistical support for other departments: parade, security, transportation for the Inaugural Balls. For example, insofar as the Parade we are serving as a liason with the construction unions who have equipment that is critical.

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the Reagan-Bush ticket and who the labor committee can not accomodate with the unrealistic amount of tickets alloted it.

Form 20c

EVENT or ADMINISTRATIVE DEPARTMENT DESCRIPTION

Event/Department:LABOR COMMITTEE/ Labor Inaugural Reception for Ronald Reagan

C.Resource Requirements:

Describe the resources required to successfully present the Event

or to meet Administrative Department responsibilities:

Travel

The executive director needs to confer with the co-chairmen, Jackie Presser and Shannon Wall.

Labor Inaugural Reception for Ronald Reagan on Saturday, December 17

For the reasons stated in Form 20a and Form 20b, it is critical that we receive funding for this reception. It is possible if we have the event at the International Brotherhood of Teamsters in Washington, we might be able to receive some in kind contributions. However we will still need funding.

Staff

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Honorary Chairman Frank E. Fitzsimmons

Co-Chairmen: Jackie Presser Shannon Wall

Executive Director Paul Locigno

Presidential Inaugural Committee - 1981

Second and T Streets, SW Washington, DC 20599

(202) 382-8240

Labor Committee

Line Item #625

Staff Payroll (Dec. & Jan.)

Deputy Director\$2000.00 Administrative Asst..\$2000.00 Secretary....(Exec.)\$1550.00 Program Assistant....<u>\$1550.00</u>

Uncompensated Staff

Executive Director Volunteer Coordinator (Day) Volunteer Coordinator (Eve.) Receptionist Receptionist Program Assistant Executive Secretary (Weekend/Eve.) Staff Assistant

LABOR COMMITTEE BUDGET

SPECIAL EVENT

Invitations Merkle Press, Inc. 200 invitations with 350.00 reply cards Stamps Basedon bid U.S. Post Office 150,00 Entertainment Dr. Isaac Gregg band, transportation included 1000.00 Facility Rental Based on estimate IBT 400,00 Food & Beverage \$10.00 per person 500 people 5000,00/ Catering Personal 1000,00 Misc. LABOR Based on estimate from IBT Security Based on estimate from IBT 300,00 Decorations Ice sculpture \$400.00 800.00 Flowers & etc. \$400.00 500.00 MAT SUPPLIES Glasses, dishes, napkins, and etc. Rental & purchase Favors 1800,00 \$9.00 per person Clean-up 200.00 Hisc. LABOR Based on estemate from IBT 150,00 Photographer

Cost	Center	Budget	Form
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Date Submitted		1	Cost Center Budget Form Labor			abon
	EXPENSES	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH
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	608 Printing & Signs		1	350.00		
	609 Production			1800.00		
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	613 Miscellaneous					
	614 Parade Stands					
	615 Transportation Sv.					
AFF PAYROLL:	625 Staff Payroll		7050	7,050		
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FICE EXPENSES:	652 Admin. Assessment		- Net	1 40.00		
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	658 Media					
	660 Office Occupancy					
	662 Postage & Delivery		15000	150.00		
	664 Supplies					
	666 Telephone					
	668 Travel Expenses		50000	50000		
analessada seda kadista kadista adalah	669 Insurance					
	TOTAL					
	HEADCOUNT					
	Paid		4	4		
	Volunteer		8	5		

1981 PRESIDENTIAL INAUGURA COST CENTER BUDGET SUMMARY

LABOR	
EVENT EXPENSES!	
CATERING A/C*601	\$ 5,000
DECORATION A/C #602	800
ENTERTAINMENT A/C *603	1,000
PHOTOGRAPHY AC+607	150
PRINTING SIGNS A/C 608	350
PRODUCTION A/C *609	1,800
EVENT OCCUPANCY A/C*610	400
SECURITY AC*611	300
MATERIAL & SUPPLIES A/C#612	500
SUB-TUTAL	10,300
STAFF PAVROLL!	
STAFF PAYROLL A/C #625	14,100
MISCELLANEOUS LAGOR A/C#626	1,200
PAYROLL TAXES A/C #627	2116
SUB-TOTAL	17416
OFFICE EXPENSES!	
POSTAGE , DELIVERY A/C+662	300
TRAVEL EXPENSES A/C # 668	_1,000
SUB-TOTAL	1,300
TOTAL	\$ 29,016

ANW MCCARTHAN LABOR-PAUL IDCIGNO LABOR PART IN ALL EUDIOTS RECEPTION ON SATO IBT. REMOVE - EQUIP KEEP IN LABOR STAT PHONE - EQUIP

December 1, 1980

MEMORANDUM

-

To: Jo McKenzie FROM: Lynn Rhoades RE: Labor

According to my discussions with the Archivist, and my own research, there is no record of any activities for "labor" from previous inaugurations.



Presidential Inaugural Committee - 1981 Second and T Streets, SW Washington, DC 20599 (202)382-8240

Labor Committee

the second	TO:	FRED BIEBEL
Honorary Chairman Frank E. Fitzsimmons	FR:	PAUL LOCIGNO
Co-Chairmen: Jackie Presser Shannon Wall	DA:	DECEMBER 22, 1980
Executive Director Paul Locigno	RE:	LABOR COMMITTEE

FRED, I BELIEVE THAT THE LABOR COMMITTEE WILL NEED TO BE OPERATIONAL UNTIL THE END OF JANUARY IN ORDER TO COMPLETE ALL OF ITS WORK.



Presidential Inaugural Committee - 1981

Second and T Streets, SW Washington, DC 20599

(202) 382-8240

Labor Committee

Honorary Chairman Frank E. Fitzsimmons	TO:	FRED BEIBEL
Co-Chairmen: Jackie Presser	FR:	PAUL LOCIGNO
Shannon Wall Executive Director Paul Locigno	DA:	DECEMBER 22, 1980

PLEASE FIND ENCLOSED THE CLEAN COPY OF THE BUDGET FOR THE LABOR COMMITTEE AS APPROVED DECEMBER 22 1980 PER YOUR REQUEST.

1-

Date Submitted: DECEMBER 22, 1980 Cost Center Budget Form						Approv Prepar	Form 21		
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TOTAL

41

16,78000

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2063-A



Presidential Inaugural Committee - 1981

Second and T Streets, SW Washington, DC 20599

(202)382-8250

MEMORANDUM

TO: All Divisions and Groups under Fred Biebel

FROM: Fred Biebel, Executive Director

DATE: December 21, 1980

RE: Budgets

Before you leave for the holiday break, please leave with my office a revised "clean" copy of your budget with appropriate backup support. This budget should also reflect the revisions made during the "review" by the Budget Committee on Saturday, December 20, or Monday, December 22.

Happy Holidays!

FKB/mjf

cc: John Ricche Bill DeMambro