

Convention Procedures: Press and Public Relations

IMPORTANT: National Council sessions are "executive" in nature; therefore, closed to those without credentials. The National Board or National Director may admit those without credentials on an invitational basis. All other Convention Events are open to the public and reporters are free to cover them as they see fit.

Press Liaison Officer (designated by the National JACL Board):

1. Mainly concerned with National Council sessions.
2. On hand to assist local reporters and inquiries.
3. Prepares news releases of National Council action.
4. Clears copy of official delegates serving as correspondents for newspapers back home.

Convention Press & Public Relations Committee:

1. Should have "working" knowledge of convention in general, except for matters before National Council.
2. Should keep local city editors and radio-TV news directors informed on arrival time of Convention Dignitaries, when they are to appear on Convention program to help them line-up stories for the day.
3. Should arrange at least one press conference of visiting Convention Dignitaries as early as possible.
4. Should schedule TV appearances of Convention Dignitaries most convenient to all concerned.
5. Should be prepared to reproduce text of speeches to be made at Convention, if speaker does not bring adequate supply for local press and correspondents. Such copy should clearly indicate the "release time". Advance text of speeches are delivered to working press as early as possible. *(Oratorical, Nisei of Biennium, JACLer of Biennium, etc.)*
6. Should have official results of Convention events, such as the tournaments, estimated attendance figures and made available as quickly as possible. *(Include winning texts of oratorical + essay contests.)*
7. Should arrange press accommodations at the principal banquets.
8. Should maintain the press room.
9. Should prepare a Convention Press Kit, distributed to local news outlets at least a week in advance.
10. Should look into possibilities of tape-recording speeches.

Convention Press Room: Should contain the following--

- 2 work tables (one for typing, one for duplicating)
 - 2 typewriters (one electric) with stands if work table too high
 - 1 Ditto duplicating machine, Ditto paper and masters
 - Copy paper (newsprint 8 1/2 x 11") - Stamps (Optional)
 - #10 envelopes (Convention supply, if available)
 - Clips - Extra Pencils - Carbon Paper
 - Staplers and Staples
 - Extra paper towels, if wash room included.
- (Services of a typist to prepare news releases, run the Ditto machine and mailing out stories required.)

Facilities of the Press Room are also open to Convention and National JACL Committees to prepare last-minute reports.

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Convention Press Kit:

Distinctive jacket would help to include the following items for the 17th Biennial:

1. Brief story of JACL, its history and objectives.
2. List of current National JACL officers, addresses; indicate their professions.
3. List of Convention Committee personnel.
4. Souvenir Convention Booklet.
5. Copy of JACL press release giving background on Dillon Myer and Secretary Harriman as convention speakers.
6. Brief rundown of candidates for Nisei of the Biennium and JACLer of the Biennium.
7. Brief report of the JACL Japanese History Project, possibly include background on Dr. Scotty Miyakawa.
8. Telephone number, conspicuously placed, of Convention Headquarters and the Olympic Hotel.
9. Letter from Convention Chairman, co-signed by the Press and Public Relations Committee chairman, inviting news media to personally attend some of the events (enclose press tickets). [Tickets not necessary, if distributed to Nisei newspapers outside of Seattle.]
10. Might include History Project brochure.

Other items which would provide sufficient background of the Nisei, JACL, its program and personalities so that reporters would have an intelligent understanding of why the convention are recommended.

List of names, suggested above, are for purposes of getting names spelled correctly. List of National Officers and their home addresses is a matter of public record (PG Publisher's Statement to the Post Office).

Brief story of JACL, History Project, suggested above, are contained in Chapter Clinic brochures published by the PSWDC.