

25 OCT 1963

MEMORANDUM FOR THE RECORD

SUBJECT : Christmas Planning

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1. On 22 October 1963, [REDACTED] chaired a meeting of representatives from the ODCI and the Deputy Directorates. In attendance were [REDACTED] STATINTL

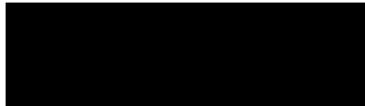
2. The group was informed that the representatives would be working as a policy group on the various questions that might be involved in planning for a Christmas program. In addition, a working level group would be established under the chairmanship of C/BSD and consisting of representatives named by those in attendance. They were asked to call these designees to C/BSD as quickly as possible. Also, the group was asked to get their Deputy Directors behind the program so as to ease the ability of the working level representatives to perform the various aspects in the planning for a Christmas program. The group then discussed various subjects for the coming Christmas program as follows:

- a. The group approved last year's idea of having trees decorated at the entrance to the cafeteria in the same fashion as was done last year.
- b. Employees would be encouraged to decorate their doors, but the group did not feel a contest should be conducted.
- c. On religious services, the group felt that chaplains should be used.
- d. The group agreed that we should try to have a chorus, preferably a male from the military services, to sing at the Headquarters building.
- e. The group approved either decorating the trees in the main court or decorating the windows near the court or leading to the cafeteria, depending on which was more feasible or practical. It was also agreed that any designs on window decorations would be discussed with [REDACTED]
- f. The group agreed to not centralize a basket collection for needy families but rather, to leave it decentralized. Names would be obtained from BSD.

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g. The group asked that we look at the possibility of obtaining a recording of the "Messiah" that could be played in the auditorium. The group also agreed to have the taped music played in the main entrance and the cafeteria as was done last year.

3. On the question of planning Christmas programs at the outlying buildings, the group agreed that this should be encouraged, but that the Christmas Committee only provide guidance and assistance as may be needed. The extent of any Christmas program for outlying areas would be left entirely to them.

  
Chief, Benefits and Services Division

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