Please prepare luncheon tickets for the NASA Field Inspection using the wording attached, except that five different tickets will be required each having a different date from May 18 - 22. The format of the ticket and type sizes will be as per attached sample from previous inspection.

600 tickets will be needed for each of the five days. Ticket for each day will be a separate color using whatever color stock is available. EACH TICKET SHOULD BE XXX NUMBERED STARTING AT No. 1 THROUGH 600.

USE: 1964 NASA FIELD INSPECTION

Deliver to: E. T. Maher  
Req. date: 5/1/64  
Date req'd: 5/1/64  
PJO or J0 AGA 807

Requested: E. T. Maher  
Name  
ASD  
Tel. No.  
3487  

Approved:  
Section Head  
Other Officer  

Construction of furniture, fixtures for Center buildings, or major repairs thereto, must be approved by ADMINISTRATIVE MANAGEMENT OFFICER.
Sample Wording
To: Hamilton - Photo Div.  4-6-64

Work required:

Please make 500 signs with wording as follows:

GUEST
NASA FIELD
INSPECTION

For size of sign and lettering - see attached sample.

Use: NASA INSPECTION

Deliver to: E. T. Maher
Stop 710
Bldg. No. 1212

This work is: □ Confidential  X Unclassified

Date required: May 1, 1964  PJO or JO AGA 807
Requested: E. T. Maher
Name  Section  Tel. No. 3486

Construction of furniture, fixtures for Center buildings, or major repairs thereto, must be approved by ADMINISTRATIVE MANAGEMENT OFFICER.

To: Reproduction - Fred Rector  Date: 4/7/64

Work required:

Prepare badge inserts on perforated strips in quantities specified, same size and color as samples shown.

- A - 3000
- B - 550
- C - 350

Use: NASA Inspection Program

Deliver to: E. T. Maher  Bldg. No. 1212
Stop 710

This work is: Confidential [X] Unclassified

Date required: 4/20/64  PJO or JO AGA-807
Requested: E. T. Maher  Name  3486
Section  Tel. No.

Approved: Section Head  Other Officer

Construction of furniture, fixtures for Center buildings, or major repairs thereto, must be approved by ADMINISTRATIVE MANAGEMENT OFFICER.

L-36F125

LANGLEY RESEARCH CENTER WORK ORDER

To: D. Willment - Illustrators  
Section  
Date: 4/8/64

Work required:

Please make signs as indicated on attachment in numbers and size indicated.

Use: NASA Inspection

Deliver to:  
E. T. Maher  
Stop 710  
Bldg. No. 1212

This work is:  
Confidential  
Unclassified

Date required:  
May 1, 1964  
PJO or JO  
AGA 807

Requested:  
E. T. Maher  
Name  
Section  
Tel. No. 3486

Approved:  
Section Head  
Other Officer

Construction of furniture, fixtures for Center buildings, or major repairs thereto, must be approved by ADMINISTRATIVE MANAGEMENT OFFICER.

L-36F125  
<table>
<thead>
<tr>
<th>SIGN</th>
<th>NUMBER REQUIRED</th>
<th>LETTERING</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS FOR CHAMBERLIN HOTEL</td>
<td>3</td>
<td>3&quot; Letters</td>
</tr>
<tr>
<td>BUS FOR LANGLEY BASE OPERATIONS</td>
<td>3</td>
<td>3&quot; Letters</td>
</tr>
<tr>
<td>BUS FOR NASA HANGAR</td>
<td>2</td>
<td>3&quot; Letters</td>
</tr>
<tr>
<td>BUS FOR PATRICK HENRY AIRPORT</td>
<td>2</td>
<td>3&quot; Letters</td>
</tr>
<tr>
<td>BUS FOR HOLIDAY INN MOTEL</td>
<td>2</td>
<td>3&quot; Letters</td>
</tr>
<tr>
<td>PRESS ROOM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHECK BAGGAGE HERE</td>
<td>2</td>
<td>1st line 2 1/2&quot;, other lines 1&quot;</td>
</tr>
<tr>
<td>All baggage checked here may be picked up at the end of the inspection program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NOTICE</td>
<td>1</td>
<td>1st line 2&quot;, other lines 1&quot;</td>
</tr>
<tr>
<td>Special busses to NASA Field Inspection will leave for Langley Field from side door at 7:30 a.m., E.S.T., May 18 - 22, 1964.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
NOTICE

Special busses to NASA Field Inspection will leave from main door at 7:30 a.m., E. S. T., May 18 - 22, 1964

SIGN

NUMBER REQUIRED

LETTERING

1

1st line 2"

other lines 1"
Please make 50 copies of the attached mat on Langley letterhead.
The National Aeronautics and Space Administration will hold an NASA Field Inspection of Advanced Research and Technology at the Langley Research Center, Hampton, Virginia, on May 18 through May 22. Members of Congress, other Government officials, the aerospace industry, educators, and representatives of the news media will receive reports of recent progress in advanced research and technology related to programs in aeronautics and space. There will be demonstrations of new facilities and research techniques. Identical programs will be presented each day from 8 a.m. to 4 p.m., Eastern Standard Time.

Since the facilities of the Langley Research Center make it impractical during the Inspection to accommodate more than 400 guests on any one day, attendance will be by invitation. You are cordially invited to attend and to send one or more representatives of your editorial organization to the Inspection. I would appreciate hearing from you as to the date or dates you and your representatives plan to attend so that we may register them accordingly. A news center will be in operation during the week in Building 1213 for the convenience of newsmen actively covering the Inspection.

Many of the exhibits to be seen during the Inspection on May 18 through May 22 will be set up in the large Flight Hangar of the Langley Research Center and the general public will be invited to visit the Center on Saturday, May 23, for an Open House observance, the first to be held in 3-1/2 years. The Open House is in response to numerous requests from residents of Virginia and neighboring states who are interested in having the opportunity to visit the Langley Research Center and see illustrations of aerospace research.

Yours very truly,

H. Lee Dickinson
Public Affairs Officer
To: Wayne Williams  Date: 4/24/69

Work required:

Please print 450 copies of the attached mat on NASA Langley.

Deliver to: C. Welt  Bldg. No: 1212

This work is:  □ Confidential  □ Unclassified

Date required:  PJO or JO  Ref: 267

Requested:  C. Welt  Tel. No: 3487

Approved:  □ Section Head  □ Other Officer

Construction of furniture, fixtures for Center buildings, or major repairs thereto, must be approved by ADMINISTRATIVE MANAGEMENT OFFICER.
A word about the enclosed invitation to the Field Inspection of Advanced Research and Technology at the NASA Langley Research Center in Hampton, Virginia. This affair, which runs for a five day period beginning on May 18, is being staged for key members of the Government, industry, and the scientific community. Identical programs will be put on each day to demonstrate and discuss advanced researches in aeronautics and space.

There are some interesting things to witness and a solid program of background information on NASA work, some of which should provide good news stories. A news release is being issued now to announce this affair and a Langley open house on May 23, 1964.

Please return your reservation as soon as possible. If you do not find it practical to attend the opening day, you may be accommodated on another day of your choice.

I hope to see you there.

Sincerely yours,

Julian Scheer
Assistant Administrator for Public Affairs

P.S. Calls for further information should be made to Joseph A. Stein WOrth 2-0195, Washington, D. C., or to H. Lee Dickinson, Langley Research Center, 722-7961, extension 4866, Hampton, Virginia.