

Memorandum

CAL POLY
SAN LUIS OBISPO
CA 93407

To : DR. HAVANDJIAN
JOURNALISM DEPT. HEAD

Date : FEB. 7, 1991

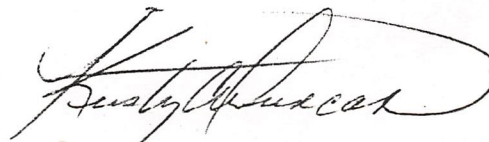
File No.:

Copies : S. RIBEAU
Y. MOORE

From : K. DUNCAN
NEWS DIRECTOR - KCPR
Subject: PRODUCTION ROOM FOR NEWS STAFF

ATTACHED IS A PRICE LIST FOR EQUIPMENT NEED TO HAVE A NEWS PRODUCTION ROOM. THE PRICES ARE ESTIMATES I RECEIVED FROM KCPR ENGINEER PATRICK CUTTS. IN ADDITION TO THE EQUIPMENT LISTED, BUILDING SUPPLIES WOULD ALSO NEED TO BE PURCHASED.

INCLUDED ON THE PRICE LIST IS A BRIEF DESCRIPTION OF WHAT EACH ITEM IS USED FOR BY THE STAFF. IF YOU HAVE ANY QUESTIONS, PLEASE CALL ME. YOU CAN REACH ME AT THE STATION ON MONDAYS FROM 12 TO 4PM, AND ON THURSDAYS FROM 11-1PM. KCPR'S PHONE NUMBER IS 544-4640. YOU CAN ALSO REACH ME AT HOME WEEKNIGHTS FROM 6:30 TO 10:00PM. MY HOME PHONE NUMBER IS 545-8529.



KRISTY A. DUNCAN

