

4/10/79

TO: All Staff  
FM: Doug & Mary Helen  
RE: Newsletter ideas

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Together with Nance, we are in the process of writing the 1st edition of a regular newsletter. The emphasis will be on service and information.

We're soliciting articles idea for this edition (and subsequent ones.) It's an advantage if topics lend themselves to visual display (pix or graphs). Also keep in mind that our mailing list audience of 100,000+ at present is more issue-oriented than the average constituent, but that space limits<sup>(4 pages this time)</sup> and readability require articles to be short.

Subjects ~~already~~ planned for issue #1 include:

- ① \* The work of the Constituent Services staff, including information about the people who do the work. (What they do & what they can't do.)
- ② \* A guide to Federal <sup>Energy</sup> information sources: publications, toll-free numbers, offices in Massachusetts.
- \* An introduction to the Tsongas mobile van operation. Also: a mobile van schedule.

- ⑥ \* A Question & Answer piece. This one will be excerpts from the Town Meeting in Boston. There will be a sidebar on Paul's support on the Town Meeting approach. (and overlapping)
- ③ \* The impact of the energy crisis on two vulnerable groups: the elderly; poor people.
- ④ \* An introduction to renewable energy sources, with a statement on their neglect in Federal funding.
- \* <sup>③</sup> ~~box listing free Federal booklets on energy conservation and alternative energy sources.~~ <sup>①</sup> ~~An article of suggestions for individual and cooperative steps for energy savings.~~
- ⑤ <sup>②</sup> ~~This will run with a~~ *an article of suggestions for individual energy conservation*
- ⑦ - A point-of-view piece on SALT.
- \* ~~An article about proposed cutbacks in Federal spending for social services and income support to those in need.~~
- \* ~~An article on housing and urban revitalization.~~
- \* A back-page personal statement from Paul about priorities (of our office, of U.S.).

Future newsletters may have more specific themes. This one introduces the \_\_\_\_\_ office's service orientation, and delivers basic information. Please put your newsletter ideas in our folders or our ears. Thanks.