

### **Grab your pole on July 13 and head on down to the Bloodmobile Fishin' Hole!**

This summer's bloodmobile will be held near the fishing hole in the Williamsburg Lodge, North Ball Room between 10 a.m. and 4 p.m.

Get a FREE "Gone Fishin'" sign just by calling Donna Whalen, ext. 7118, for an appointment. The bloodmobile is sponsored by the Hospitality and Courtesy Committee!

### **Getting your picture taken for your employee ID is a SNAP!**

Beginning July 6, pictures for dependent and replacement employee passes will be taken on **Thursdays, noon to 5 p.m., at the Franklin Street Office.** Please come to Room 102 during those hours or call Peggy Bender at ext. 7185. (There will be a \$5 replacement fee for lost employee passes.)

### **Historic Area Tickets Now At Greenhow Lumber House**

Ticket sales in the Historic Area have moved from the Courthouse to the Greenhow Lumber House. The Lumber House is located on Duke of Gloucester Street one door to the west of the Greenhow Store.

All operations previously conducted at the Courthouse have moved, including:

- General Admission Ticket Sales
- Special Focus Tours: Tickets and Departures
- Children's Tours: Tickets and Departures
- Lantern Tours: Tickets and Departures
- Carriage and Wagon Ride Tickets\*

\*Carriage and wagon rides will continue to meet at the same departure points.

Hours for the Greenhow Lumber House are from 9 a.m. to 5 p.m., seven days a week. The Lumber House also will be open during the evenings prior to scheduled Lantern Tours. For complete details, see the weekly *Visitor's Companion*.

### **Town Criers Toastmasters Club takes the butterflies out of public speaking!**

Do you avoid speaking in front of a group? When you do, does your stomach tighten up in knots (your butterflies forget formation and become dive bombers)?

Town Criers offers you the opportunity to learn effective speaking, listening, and evaluating skills through practical experience. By participating in this club you can build confidence in yourself and develop your ability to organize your thoughts and present them logically. You also can develop or improve leadership skills.

You can have fun and be challenged in a friendly, supportive atmosphere. Two "brown-bag" meetings are held at the Personnel Training Building each month. You have a choice of attending either or both meetings: on the second Tuesday of each month at 12:15 p.m. and/or the second Wednesday of each month at 5:45 p.m.

Call Town Criers at ext. 7791 for information. Join us!

### **Volleyball ends June 29**

Fourteen teams have played volleyball this past spring come rain or shine! The Tuesday night competitive league will finish their season with a one-game, single elimination tournament on Tuesday, June 27. The Recreational league finishes Thursday, June 29.

For an update on the two leagues' revised schedules, call the Sports Line, ext. 7695, or check your bulletin board for the special volleyball newsletter, "From the Net".

### **Weight Watchers next eight-week session begins July 12**

Are you facing the long, hot summer with a shadow bigger than you want? Weight Watchers provides an easy-to-follow nutritious food plan, exercise plan, and a self-discovery program designed to help you lose weight and keep it off.

Colonial Williamsburg sponsors the Weight Watchers-at-Work program for employees, retirees, and spouses (friends may attend on a space-

available basis). The registration fee is \$67 payable by check or money order to Colonial Williamsburg. There is an installment payment plan for employees. The registration deadline is Friday, June 30.

Call Sue Houser at ext. 7029 to register or for more information.

## Call us...we'll PAY you to sweat!!

If you exercise in a structured, supervised, paid exercise program then you may be eligible for the Exercise Incentive Rebate. This incentive is designed to reimburse employees \$5 for each month with eight hours or more of documented exercise--a possible total rebate of \$60 a year.

You can come to Room 102 in the Franklin Street Office Building between 9 a.m. and 5 p.m. and pick up a card or call Sue Houser at ext. 7029 and the card can be sent to you through the interoffice mail.

Employees' cards are processed for reimbursement quarterly. Third quarter begins July 1. Second quarter (April, May and June) cards are due by July 14.

## Reduced-price mammograms available in July and August

A mammogram is a special low-dose x-ray which produces a sharp, detailed picture that can usually reveal breast cancer before it's detected by physical examination. The American Cancer Society recommends that every woman have a screening mammogram at least once after age 35, every one to two years between the ages of 40 and 50, and annually after age 50.

The Chesapeake Mobile Imaging Service is providing mammograms for \$40 and the Williamsburg Community Hospital is offering them for \$50.00. Most insurance carriers do not reimburse for screening mammograms. If your doctor recommends a mammogram due to a symptom or high risk status, ask for a referral -- this may influence your insurance carrier's reimbursement decision.

The van will be available and parked on July 17, 19, and 22 at five locations:

- Lodge, far north parking lot (across from Craft House, Magazine)
- Motor House/Visitor Center Complex, Commonwealth Hall Parking Lot
- Franklin Street Office Building, on Franklin Street
- Capitol parking lot
- Parking lot off Prince George Street near Caseys (near Rectory)

Williamsburg Community Hospital is offering appointments between August 14 and 25.

**CALL SUE HOUSER AT EXT. 7029 FOR AN APPOINTMENT** and to tell here whether you prefer the van or the hospital. She has the correct form you **MUST** complete and return before you have the mammogram.

## New Summer Program-- "The Runaway"

What happens when a young, uneducated slave boy runs away from his plantation home to Williamsburg, after he accidentally shoots his overseer? Find out as you follow Joe as he escapes possible punishment.

"Runaway" is performed on Sundays at the Benjamin Powell House at 7, 7:30, 8 and 8:30 p.m. CW employees and their families are admitted free of charge on a space-available basis. Just show your valid employee or dependent's pass. For more information on dates and schedules, see the weekly *Visitor's Companion*.

## Summer's Coming...time to turn in that Winter Wardrobe!!!

If you are a costumed employee, you must return your winter clothing to the Costume Department. You may bring your clothing into the Costume Shop anytime between 8 a.m. and 4:30 p.m. Monday through Friday. For faster service, call ext. 2138 to make an appointment. **All winter clothing must be returned to the Costume Department by July 14!!!**

## "Private" sale for employees and their dependents only!

For the best savings of the year, come to the Products Division special sale of NEW Products (used in recent photography for the new *Williamsburg* catalog)

The sale will be held on Friday, July 7, 1989 in the Motor House Center Room (Lobby Level) from 5:30 p.m. - 9 p.m.

SAVE 75% and more OFF suggested retail price on:

\* NEW Kittinger Furniture upholstered in a variety of Schumacher Fabrics--Sofas, settee, wing chairs, dining chairs, and more!

\* Various chandeliers and lanterns in brass, tin, and copper

\* Plus, assorted accessories from room settings, such as slipcovers, pillows, and draperies!

Valid employee or dependent pass required. Payment by check or credit card. All items must be paid for and picked up by noon, Saturday, July 8.

Some "Scratch & Dent" Accessories also available at these same great savings!

## And the Lucky Loofa contest winners are....

The results have been tabulated! Over 90 employees entered the Tazewell Club Fitness Center's recent Loofa giveaway. The lucky winners are: Sally Barnes, Lynn Bloch, Legna Limos, Phil McCormick, and Collette McKown.

Congratulations to the winners. For added information on Loofa and other massage services, dial ext. 7690.

## Moving in, moving up...

In Historic Area Programs and Operations, Roy Underhill has been named the director of Interpretive Development. This is a new department that incorporates many of the responsibilities that Conny Graft handled in her former position of assistant director, Interpretive Planning.

John Moon continues to be the director of Music for the new Department of Music, formerly part of the Company of Colonial Performers. His responsibilities remain unchanged and include the Fife and Drum Corps, CW concert series, and consultation for the tavern entertainment.

Robert Watson joins CW as assistant director, Department of African-American Interpretation and Presentations. Formerly with the Vaughn Cultural Center in St. Louis, MO, he will begin his duties in early August.

Dylan Pritchett has assumed responsibilities as interim supervisor of the Department of African-American Interpretation and Presentation. His office is located on the second floor of the Raleigh Tavern.

In the Products Division, Rhonda Russell, acting manager of the Visitor Center Bookstore and Wallace Gallery Shop, has been promoted to manager. She replaces Delois Campas, who retired.

In the Human Resources division, Kathy Taylor has joined the Human Resources Development department as a training specialist. Formerly assistant manager in reservations, Kathy replaces Kelli Mansel Arbuckle, who was promoted to director.

## Help your mail move faster!

Would you like to see your mail move faster? Here are a few suggestions:

- Send large quantities of mail BEFORE 4 p.m.
- Call ahead of time if you must mail large quantities of mail or packages late in the day. Your phone call will prepare us for the heavy mail load!
- Give your name AND department to the vendor when ordering merchandise to be shipped

to CW. It slows us down when the packages come addressed only to "P.O. Box C!"

•Are you moving to a new department or new location? Are you a new employee? Great! Tell us (via memo) if you hire a new employee or if you or your employee moves, terminates, or retires. This will help us get your mail to you and provide you with better service!

•Mailing something overnight? Remember that Federal Express cut off time is 3:45 p.m. Just missed it? No problem! There is a Federal express box located in the Franklin Street Office Building! The last pickup there is at 5:45 p.m. Remember, cut off time for Parcel Post is 3:30 p.m.

•Use the department name as well as the recipient's name when addressing interoffice mail.

•Paper clip air mail letters when they are included in a multiple mailing. The paper clip will distinguish the air mail letters from the rest of the mail.

•Include your telephone number on envelopes to be delivered by the messenger service. If the messenger cannot find the recipient, he can call you for more information.

•Call us at ext. 2127 or 2227 if you have questions concerning the mail room. We're here to help!!

The "Extra" is published twice monthly by Human Resources Development. Deadlines are 5 p.m. the first and third Thursdays of each month. Our next deadline is July 6, 1989. Call Heidi Moore at ext. 7121 for assistance. Send announcements to "CW News Extra",