

PROCESSING & TRAINING PROCEDURE

NEW YORK WORLD'S FAIR TEMPORARY PROCESSING

Processing of Day Shift

April 1 & 2

Following processing groups by Group Leader: **Hotel Commodore (MU 6-6000)** will be grouped by Group Leader: **Lexington & 42nd Street** for discussion and explanation of Policy and **New York City** and working schedule. **Room #107 & 108**

10:00 Noon - 1:30 P.M. - Executive Health Examiners (MU 7-1070)
801 Second Avenue
Between 42nd & 43rd Streets
15th Floor
New York City

1:30 P.M. - Group I (now approximately 40 people) will be transported by Metropolitan New York residents will be advised to have their physical examinations at their own convenience prior to April 1.

Michigan applicants will be instructed to have their physical examinations at Central Office Building Medical Center prior to April 1.

All others will receive examinations at the Executive Health Examiners on April 1 and 2, as part of processing procedure.

9:00 A.M. - Processing begins.

Review of Physical Report.

Complete employe history for IEM card file.

9:00 A.M. - Explain Company policies regarding:

- 1) 7 Day Status
- 2) Overtime
- 3) Medical Insurance
- 4) Issue "Ford" Identification Card

(Processing time approximately 15 minutes per applicant).

Measuring of garments in Room 108.

Distribution and explanation of Training Packet. Contents:

- 1) Work Schedule Assignment
- 2) Pavilion floor plan outlining assignment stations and visitor routing.

- 8:30 A.M. - 3) East & Hostess Policy Procedure Manual
4) Ford Motor Company Reference Information
5) 1963 Annual Report
6) "A Car Is Born" Booklet
7) Buyer's Digest
10:00 A.M. - 8) 1964 "Ford Family of Fine Cars" Brochure
10:30 A.M. - 9) International Products Brochure
11) Ford International Fact Sheet
12) Philco Products Brochure
12:30 A.M. - 12) Mustang II Information
13) Bentley-Brinkley Fair Report
14) Our FAIR City - a map guide to New York City

12:30 P.M. - Lunch

Following processing, employees (approximately 20-25) will be grouped by Guest Relations Supervisor for discussion and explanation of Policy and Procedures Manual and working schedule.

12:00 Noon - 1:30 P.M. - Luncheon

After luncheon, continue processing of remaining applicants as outlined in A.M.

1:30 P.M. - Group I (now approximately 40 people) will be transported by bus to:

- 1) Fair Corporation Service Building
 - 2) Photographs and World's Fair Identification Passes
 - 3) Fair Corporation Headquarters - Model Room
- Briefing and orientation on entire Fair layout

April 6, 7, & 8 - Employees report directly to Ford Pavilion for orientation training

April 2

9:00 A.M. - Continue processing of remaining applicants, which will be known hereafter as Group II, and follow same procedure as outlined in P.M. of April 1.

April 21 - Final briefing and on-site training in preparation of departure

9:00 A.M. - 4:00 P.M. - Group I - Depart by bus from Hotel Commodore to Ford Pavilion

- 1) Orientation
- 2) General Briefing
- 3) Locker Assignment

April 16, 17, & 18 - Group II - Balance of day in Ford Pavilion
Uniforms for same assignment as Group I.
Orientation training

April 3

9:00 A.M. - Groups I & II

Depart by bus for Sheraton Tenney Inn

TRAINING & ORIENTATION SESSION

- **Ten - Crystal Ballroom**

Page 3

9:45 A.M. - Welcome & Opening Remarks by J. O. Millaly

Introduction of C Gayle Wainock and W. W. Harscy

10:00 A.M. - Ford Pavilion Slide Presentation

10:30 A.M. - World's Fair Corporation Slide Presentation

11:30 A.M. - Break

11:40 A.M. - Showing of films of "Bouge"

12:30 P.M. - Lunch

1:30 P.M. - Showing of film "Secret Door"

2:00 P.M. - Product Review - Roy Adams

Service Complaints Reference

3:00 P.M. - Discussion - Crowd Control, Safety, Fire and Evacuation Procedures

4:00 P.M. - Questions and answers

4:30 P.M. - Depart for Hotel Commodore

April 4 & 5 - Days off for all personnel

April 6, 7, & 8 - Employees report directly to Ford Pavilion for on-location training

**April 9 & 10 - Days off for all personnel
(This will eliminate overtime for previews)**

April 11 - Final briefing and on-site training in preparation of forthcoming previews

April 12, 13, & 14 - Previews

**April 15, 16, & 17 - On-site continued training
Written tests - general
Evacuation training**

April 18 & 19 - Days off

April 20 & 21 - Continued on-site training

Afternoon Shift

April 14 & 15 - Follow processing procedures as outlined for Group I & Group II on April 1 and 2.

April 16 - Same schedule as on April 3 at Sheraton Tenny Inn

April 17 - A.M. Shift to brief and orient P.M. Shift
(On-site Training)

April 18 - Continued training of P.M. Shift only at Ford Pavilion

April 19 - P.M. Shift off

April 20 & 21 - All employees begin regular day-off working schedule
A.M. & P.M. Shift continue on-site training

April 22 - Fair Opening

Both shifts report according to working schedule

APRIL

Tuesday

MAR 31	12
APR 1	13
APR 2	14
APR 3	15
APR 4	16
APR 5	17
APR 6	18
APR 7	19
APR 8	20
APR 9	21
APR 10	22
APR 11	23
APR 12	24
APR 13	25
APR 14	26
APR 15	27
APR 16	28
APR 17	29
APR 18	30
APR 19	31

7

14

21

20

P.M. Shift Meeting with J. G. M. Intro of supervisors at.

P.M. Shift report schedule Rel. Open

1964

APRIL

1964

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	MARCH 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	MAY 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	A.M. Shift On Site Training	A.M. Shift Processing Medicals Fittings	A.M. Shift Processing Medicals Fittings Fair Passes	A.M. Shift Training en masse Talk by J. G. M. Intro. of super- vision Hotel	OFF
5	6	7	8	9	10	11	
Press Preview A.M. Shift works	Press Preview A.M. Shift works P.M. Shift - Processing Medicals Fittings	VIP Preview A.M. Shift works P.M. Shift - Processing Medicals Fittings	P.M. Shift Meeting with J. G. M. Introduc. of supervision Etc.	P.M. Shift On Site Training A.M. Shift - Helps in train. P.M. Shift 15, 16 & 17	P.M. Shift On Site Training A.M. Shift - Same as 15 & 16	A.M. Shift - OFF P.M. Shift - OFF	
12	13	14	15	16	17	18	
A.M. Shift - OFF P.M. Shift - OFF	A.M. Shift begins Reg. Schedule P.M. Shift - On Site Training	P.M. Shift On Site Training	P.M. Shift begins regular schedule Fair Opens				
19	20	21	22	23	24	25	
26	27	28	29	30			

TRAINING & ORIENTATION SESSION

Sheraton Tenney Inn - Crystal Ballroom

April 3 & 16

- 9:00 A.M. - Board buses at Hotel Commodore,
Lexington & 42nd Street, for
Sheraton Tenney Inn
- 9:45 A.M. - Arrival - Crystal Ballroom
Welcome - J. G. Mullaly
- 10:00 A.M. - Slide Presentation on Ford Pavilion
- 10:30 A.M. - Slide Presentation on World's Fair - General
- 11:30 A.M. - 10 Minute Recess
- 11:40 A.M. - Showing of "Rouge" Film
- 12:30 P.M. - Lunch - Assembly Room
- 1:30 P.M. - Ford Division Product Review
Stan Baryj, Vehicle Training
- 2:15 P.M. - Lincoln-Mercury Product Review
Emil Rader, Product Training
Tom Green, Product Training
- 3:00 P.M. - Discussion - Safety & Evacuation Procedures
Gunnar Berglund, Fire Control Director
- 4:00 P.M. - Questions & Answers
- 4:30 P.M. - Adjourn

PROCESSING & TRAINING SCHEDULE
FOR
NEW YORK WORLD'S FAIR TEMPORARY PERSONNEL

Day Shift

April 1

- A.M. - Processing & Garment Fitting
- 1:30 P.M. - Group I (approximately 40) depart from Hotel for World's Fair Grounds to view World's Fair Model - American Express Bldg.
- 3:45 P.M. - Report to Fair Corporation Service Building for World's Fair Identification Passes & Photographs

April 2

- 9:00 A.M. - Report to Hotel Commodore, Lexington & 42nd St. (Room 108)
- 9:15 A.M. - Group I will leave by bus for Ford Pavilion for orientation and general briefing
- 9:15 A.M. - Group II depart from Hotel
- 10:45 A.M. - Group II report to Fair Corporation Service Building for World's Fair Identification Passes & Photographs
Will view World's Fair Model - American Express Building, and proceed to Ford Pavilion

April 3

- 9:00 A.M. - Hotel Commodore - depart by bus for Sheraton Tenney Inn
- All Day - Briefing and orientation - Crystal Ballroom

April 4 & 5

- Days off

April 6, 7, & 8

- 9:00 A.M. - Report to Ford Pavilion, on-site training & orientation

- April 9 & 10 - Days off
- April 11
- 9:00 A.M. - Report to Ford Pavilion, on-site training & orientation
- April 12
- 10:30 A.M. - Report for work at Ford Pavilion, Press Preview, 12:00 - 5:00 P.M.
- April 13
- 9:00 A.M. - Report for work at Ford Pavilion, Press Preview, 9:00 A.M. - 5:00 P.M.
- 1:00 P.M. - All hosts and hostesses are to report to VIP Lounge for briefing for VIP Preview
- April 14
- 1:30 P.M. - Report for work at Ford Pavilion - (VIP Preview, 4:00 P.M. - 9:00 P.M.)
- April 15 & 16
- 9:00 A.M. - Report to Ford Pavilion for additional training
- April 17 & 18 - Days off
- April 19
- 12:00 Noon - Report for work at Ford Pavilion (A.N.P.A. Preview)
- April 20 - Effective today, you will start regular days off, in accordance with your working schedule and zone starting times
- April 22 - Opening Day

NEW YORK WORLD'S FAIR

FORD PAVILION HOSTS AND HOSTESSES
SELECTED FOR RE-EMPLOYMENT IN 1965

PROCESSING & TRAINING SCHEDULE

FOR

NEW YORK WORLD'S FAIR TEMPORARY PERSONNEL

Afternoon Shift

April 14

- A.M. - Processing & Garment Fitting
- 1:30 P.M. - Group I (approximately 40) depart from Hotel for World's Fair Grounds
- 2:30 P.M. - Report to Fair Corporation Service Building for World's Fair Identification Passes & Photographs
- 3:30 P.M. - Report to American Express Building to view World's Fair Model, if time permits

April 15

- 9:00 A.M. - Report to Hotel Commodore, Lexington & 42nd St. (Room 108)
- 9:15 A.M. - Group I will leave by bus for Ford Pavilion for orientation and general briefing
- 9:15 A.M. - Group II (persons processed in P.M. of April 14) depart from Hotel
- 10:45 A.M. - Group II report to Fair Corporation Service Building for World's Fair Identification Passes & Photographs
Will view World's Fair Model - American Express Building, and proceed to Ford Pavilion

April 16

- 9:00 A.M. - Hotel Commodore - depart by bus for Sheraton Tenney Inn
- All Day - Briefing and orientation - Crystal Ballroom

April 17 & 18

- 9:00 A.M. - Report to Ford Pavilion, on-site training & orientation

NEW YORK WORLD'S FAIR
AND PAVILION HOSTS AND HOSTESSES
EMPLOYMENT IN 1965

Page 2

- April 19 - Day off
- April 20
- P.M. - All Afternoon Shift employes report for work according to the zone starting times. Also, effective today, you will start your regular days off in accordance with your working schedule
- April 22 - Opening Day