NASA-Lewis Research Center Cleveland, Ohio

MEMORANDUM TO: Staff

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FROM Director

SUBJECT : Employee Open House, Sunday, October 9

The Lewis Research Center will be open to NASA employees and their immediate families on Sunday, October 9, from 12:30 to 6:30 p.m.

Tickets for the Employee Open House must be obtained from division and staff offices at Lewis and Plum Brook. One ticket will be issued per family. Hembers of the family should be listed on the reverse side of the ticket, which will be collected as the family enters the Lewis gate. The ticket also will designate a parking lot which the family should use. No on-street parking will be permitted. Buses will be available to transport visitors around the Center.

During the Open House, the Inspection presentations will be given at facilities listed on the reverse side of this memo. A number of space exhibits also will be available, including the Gemini VII spacecraft (located in the Hangar), a full-scale Centaur rocket vehicle (Zero-G Facility) and numerous models of scientific spacecraft launched by Lewis vehicles (Hangar and picnic grounds). Refreshments will be available in the Main Cafeteria, DEB Cafeteria and at the picnic grounds.

In bringing their families to the Center, employees are reminded of a few basic rules: (1) Admission to the Center will be by ticket only (tickets should be completed prior to arriving at the Center), (2) No cameras will be permitted, and (3) Employees are responsible for the conduct of their families in observing proper safety rules and staying clear of those areas not open for visitors.

Any questions regarding the Employee Open House should be directed to the Technology Utilization Office or the Public Information Office, PAX numbers 8049, 5233, 2140 or 3284.

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Abe Silverstein

Copy to: Each Lewis and Plum Brook Employee NASA Headquarters Files

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Stop Title

Movie -- Report on Plum Brook and Nuclear Rocket Development Stations

Jet Engine Noise and Space Exhibits

Space Power Stationary Systems

Materials Research

Air Breathing Engines

Electric Propulsion

Launch Vehicles and Zero Gravity

Advanced Chemical Rockets

Space Power Rotating Systems

Location.

D.E.B. Auditorium

Hangar and Hanger Apron

Solar Collector Lab

Material Processing Lab

10 x 10 S.W.T. Test Chamber

Electric Propulsion Laboratory

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Zero Gravity Facility

P.S.L. Test Area

E.R.B. -- West Wing

Except for the Jet Engine Noise demonstration in the Hanger, all stops will present their programs approximately every one-half hour beginning at 12:30 p.m. The Jet Engine Noise demonstration will be repeated hourly (on the hour) beginning at 1:00 p.m.

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OFTIONAL FORM NO. 10 3010-104 UNITED STATES GOVERNMENT

Memorandum

TO : Inspection Stop Organizers and Coordinators

FROM : Open House Manager

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NASA-Lewis Research Center Cleveland, Ohio

DATE: October 6, 1966

reference 9)

SUBJECT: Employees Open House October 9, 1966

In anticipation of mishaps occurring at the October 9 Employees Open House, the following services will be available.

The Fire Station and Medical Services will be open at their normal locations. For lesser emergencies, NASA automobiles and drivers may be located by calling the DEB Lobby, PAX 8118 or PBX 6930.

In the event of trouble or failure of your communications equipment, assistance will be available at PAX 8325.

Would you please make the contents of this memorandum known to all members of your respective stops. Any questions regarding this memorandum, or the October 9, 1966 Open House, should be directed to me at PAX 8049.

Donald J. Vargo

Stop Title

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Movie -- Report on Plum Brook and Nuclear Rocket Development Stations Exhibits and Refreshments Jet Engine Noise and Space Exhibits Space Power Stationary Systems Refreshments Available Materials Research Air Breathing Engines Exhibits and Refreshments Electric Propulsion Launch Vehicles and Zero Gravity

Advanced Chemical Rockets

Space Power Rotating Systems

Location

D.E.B. Auditorium

D.E.B. Cafeteria

Hangar and Hangar Apron

Solar Collector Lab

Main Cafeteria

Material Processing Lab

10 x 10 S.W.T. Test Chamber

Picnic Grounds

Electric Propulsion Laboratory

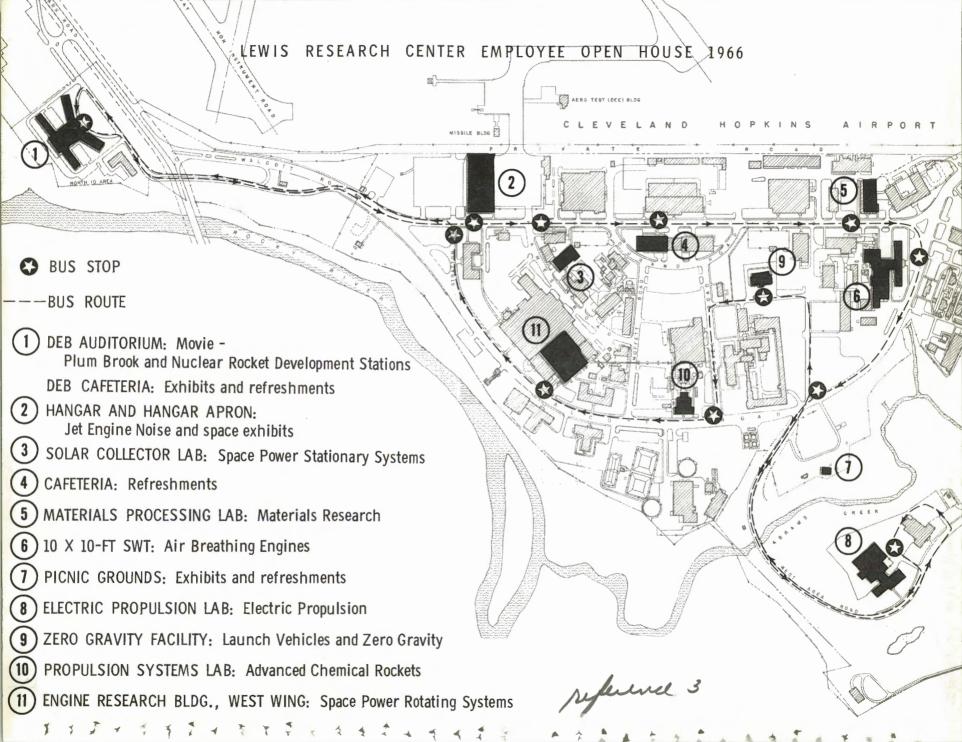
Zero Gravity Facility

P.S.L. Test Area

E.R.B. -- West Wing

Except for the Jet Engine Noise demonstration in the Hangar, all stops will present their programs approximately every one-half hour beginning at 12:30 p.m. The Jet Engine Noise demonstration will be repeated hourly (on the hour) beginning at 1:00 p.m.

All employees are to park in their off street assigned parking area. The provided C.T.S. bus transportation is to be used for movement within the Laboratory confines. Parking on the Lewis roads will not be permitted.



1966 LEWIS OPEN HOUSE TASK FORCE

Open House Manager Assistant Manager Special Consultants

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Donald Vargo Harold D. Wharton Willson H. Hunter James J. Modarelli

Chartered Bus Transportation Manager Special NASA Transportation Manager Picnic Grounds Arrangements Cafeteria Arrangements Ticket distribution and phones Conr

ager William V. Waite ger Harry F. Dombroski Joseph E. Bullock Janell J. Kercsmar Connie Mueller Linda Peterson Marilyn Edwards

Audience Seating (providing usherettes)

Evelyn Young

Usherettes

Dorothy Davidson Sue Barnes Eileen Staab Connie Mueller Marge Bolgany Mary Ann Kohl

Handouts (Literature and anniversary seal)

Frank J. Lalli Mary G. Brady

In addition to these people I freely used people on Willson Hunter's Task Force (ref. # 1).

- I. Early Planning
 - (a) Length and time of show (12:30 to 6:30; Oct. 9, 1966)
 - (b) What tour stops would we use. All tour stops were retained except for C & EC, which was dropped because of lack of space for accomodating crowds.
 - (c) Based on a 7500 person estimate it was decided using reference 2 to have the people park in their normal off street parking area. Transporation would be provided via nine CTS 53 passanger buses. Plum Brook people were to use either D.E.B., the Hanger North lot, or the combined EPL and C&EC parking areas.

(d) To inform visitors a handout was made. It consisted of a copy of the inspection brochure along with a map and a commerative seal, see reference 3.

- (e) Bus stop and Building designation signs were ordered (reference 4)
- (f) The main cafeteria, DEB cafeteria and the picnic grounds would be open for refreshments (wieners, ice cream, pop and milk) and as rest stops.
- II. Memoranda Sent
 - (a) Memo to Staff from Abe Silverstein (ref. 5)
 - (b) To Division Chiefs and Heads of Major Staff Offices (ref. 6)
 - (c) To A. D. Johnson (reference 7)
 - (d) Division Ticket Distributers, also included is a sample ticket (reference 8)
 - (e) To Inspection Stop Organizers and Coordinators (reference 9)
 - (f) Sample Thank You Memos (reference 10)
- III. Group Meeting

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- (A) With Bob Gaines, the Security people and representatives of the Fire station. The following decisions were made.
- (1) Code calls would be turned off during the Open House
- (2) Traffic lights at the Hanger, Fab shop and West area (picnic grounds) would be used
- (4) We would have a cross walk at MPL and the Picnic Grounds
- (5) DEB lights would be on flash until 4:00 p.m. They would then go to two lanes out one lane in.
- (6) The guard force would patrol the center roads discouraging people from parking on the streets. Also rendering general assistance where needed.
- (7) The Fire Station and Medical Services would be open.
 - (8) Open house workers could come in with their badges prior to 12:30
- (9) Any Citizenship problems were to be referred to the Security Office.
- (10) Bus routes were explained and arrangements were made to block off Ames, Moffett and Westover Roads.
- (11) The guards would handle both tickets and handouts
- (12) Security was informed that the Division Chiefs were asked to notify security of areas to be locked.
 - (B) With Bill Egan, his Division Chiefs and/or their representative
 - (1) The general plan of the Open House was discussed
 - (2) The shop areas were to be cleaned up and hazardous areas were to be marked and protected (by guards if necessary)
 - (3) Steam was to be left on where it did not interfere with the tour people.
 - (4) A general question and answer period followed.

IV. Observations made during the Open House

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- (1) In general people did as they were asked; they parked their cars off the streets and rode the buses.
- (2) By actual ticket count 8472 people attended the Open House. Security estimated that if we could have counted the families who came in by badge that we probably had equal to 10,000 people come through the lab.
- (3) Nine buses appeared about right. At peak load conditions we could have used maybe one more bus and a lesser number during the light load time.
 - It took the buses 22 minutes to cover their lab route during peak loading. Under light loads or empty it took them 18 minutes. The drivers were instructed to stop at every stop whether or not people were waiting there.
- (4) The Lab commerative seal was a best seller. Many people came up and asked for extra seals.

PARKING LOT	SPACES	PARKING LOT SPACES
		TRAINING OFFICE 42
1. AOO BLD ASB	120	12- LOB. SERV Chem LAR. 21 56
2. BML NO LINES	102	43. Leright PARK 155
3. CAFETERIA	22	14. ZERO G 20 martin
4. CAFETERIA CEXECUTIV	(2) 6	45. BX6 TUNNEL AREA 60 MAAKED
5. CARPENTER Shop	24	46. 8×6 0.B. FRONT 9
6. Chemical LAB	80	217. 8×6 main Lot 98
7. Chemical LAG, DOCI	K marks or	48. 10×10 0. B. FRONT 27
B. D.F.B.	763	49 10 × 10 MOIN LOT SOMETING
9. D.F.B. ANNEX	27	50, 10×10 0, B. EAST 20 BUILDIAN
10. E.C.L	42	51. 10×10 TUNNEL AREA 60 MARKED
11. E.P.L EAST	105	52. 10×10 Pic Deyer There
12 EP.L South	106	53. Bel. ST GARAGE 3 54
13 E.R.B FAST	. 81	
14. E.R.B WEST	34	
15. E.R.B WEST WING		
16. E.P. P. B	50	SPC -
17. E.S.B ERST	34	4- Buc NER
18. S.S.B South	59	SRB WEST wing DOCK 4
A. E.S.B. NORTH	141	Chem LAB Dock 2
20. FAB. Shop - routh	73	MOFFETT - AMES LOT 10
21. FAB. Shop - EAST	27	10210 SXLOUSTER SECTION 34
22 Flight RES.	280	WEST PARA GATE 4
23. F.M.L.	21	S.p.S.
24. ItEFL	20	
25. IRT	18	
26. M.P.LNORTH	46	
27. M.P.L South	13	
28. M. \$ 5 EAST	66	
29. M. 85 South	39	
30. Main GATE	54	
31. OLO ROCKET LAB.	56	
32. PSLEB	7	
DEJCD	0016	
34. LIBRARY SERVICE	5 IC-9/17	
35. J.R.B	GI 51	
36. PLT. SEE.	3 44	(referred # 2)
37. PRUT. SYST.	16	
38 RETE	10	
39 R.C.L.	7	
40 R. D. B.	74	
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