

Inter-office Memorandum

Date November 16, 1938

IMPORTANT NOTICE
To THE STAFF

From T. D. Mabry

Staff

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Mr. Barr
Mr. Mabry

Miss Bellus
Miss Browning
Mrs. Collins
Mrs. Cooke
Miss Courter
Mr. D'Amico
Miss Dudley
Miss Fugarini
Miss Henrich
Miss Johlin
Miss Kaczka
Miss Kolmer
Miss Maynard
Miss Miller
Mr. McAndrew
Mr. Newhall
Miss Newmeyer
Mr. Powell
Mrs. Reinfeld
Mrs. Schwartz
Miss Sewall
Miss Smith
Miss Townsend
Miss Ulrich

Miss Olson
Miss van Hook
Mr. Tremp

Mr. Ekstrom
Billy
Eddie

Please read the attached release, which is being mailed to newspapers Wednesday, November 16.

No further information of any kind regarding the Bauhaus Exhibition is to be given to any person until after the press conference which will probably be held December 3. If you receive any inquiries regarding the Bauhaus Exhibition, the Bauhaus catalog, or even about the past or present of the Bauhaus itself, please make your reply only: "I am sorry but no further information can be given at present." This, of course, refers to casual inquiries made of you personally. All definite inquiries, particularly from anyone on a newspaper or magazine, should be referred to Miss Newmeyer, or, in her absence, Miss Fugarini.