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December 17, 1993

To: Jane Powers, Delco Electronics Corporation *Delco P.R.*
John M. Robertson, Delco Electronics Corporation *1993 Engineer*
John Tappan, Kokomo High School

From: Jessica Forbes
Program Manager, U.S. FIRST Competition

I have just joined U.S. FIRST as the Program Manager--your contact for administrative, logistical and competition-related questions. Many of you may have already met my assistant, Kelly Whitehead, over the phone. We thought it would be a good idea to confirm your preliminary information in writing.

Team Members

You and the other team members listed above are the people we will be corresponding with directly. If there are any changes to these contacts, please let us know right away so we can help everyone be prepared. Please call me or Kelly with any changes or additions to this information, or FAX it to us at (603) 666-3907.

Kickoff Workshop

We also wanted to be sure that you are planning to attend, or send someone to the workshop on **Friday, January 7, 1994**. It is very important that your team be represented at this workshop. We recommend that each team send at least two engineers and one teacher. At this meeting you will receive:

- Jack*
- background on the competition
 - a parts kit for constructing your vehicle. You will take this self-contained (26x18x17) kit back with you--it can be checked onto the airplane.
 - competition rules and playing field specifications
 - further information on how to proceed with developing your team and your vehicle.

If you need another packet sent to you or need information on traveling to Manchester, please give us a call.

Next Steps

As the Competition grows nearer, we will be contacting you for other pieces of information. But, FIRST, start here:

1. Call U.S. FIRST if the contacts listed above change.
2. Decide who will attend the Kickoff Workshop on January 7th and make travel arrangements.
3. By **Wednesday, December 29, 1993**, call or FAX us the names of those attending the workshop.

Delco
I look forward to meeting you on January 7th!

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