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June 5, 1995

TO: All Division Managers
FROM: S. P. McBride
SUBJECT: Special Promotions - 1996 Promotion Planning

We will begin compiling the 1996 Special Promotion Plan at Division meetings during the week of 6/19/95.

The following is a TENTATIVE SCHEDULE of Division meetings:

<u>DIVISION(S)</u>	<u>DATE</u>
Newark/Newark So.	6/20
Philly So.	6/20
Philly No.	6/20
Wilmington	6/20
Camden/Trenton	6/21
Paterson	6/22

All meetings will be held in Division offices. The appropriate disks and instructions will be forwarded to you prior to your meeting.

Please contact me immediately if any of your personnel will not be able to attend your Division's meeting or if there is any other problem with this schedule.

S.Mc.

cc: F. P. Alessio

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