

SUGGESTION MANUAL

World Peace Study Mission
325 Lafayette Street
New York, N. Y. 10012
WA. 5-1386

325 LAFAYETTE STREET
NEW YORK, N. Y. 10012
Walker 5-1386

MEMORIAL LANTERNS

The floating on rivers of memorial candle-lanterns is traditional in Japan. In Hiroshima it is part of every Hiroshima Day observance; each floated lantern bears the name of a person dead as a result of the atom bombings.

On Memorial Day in Washington, the hibakusha of the World Peace Study Mission will float lighted lanterns down the Potomac after dark, in memory of all the dead, soldier and civilian, of all wars. It is suggested that the lanterns used here can simply bear the legend: Repose in Peace. This moving and beautiful ceremony will be broadcast to American homes coast-to-coast by a major TV network.

Because of the insuperable difficulties of packing and shipping sufficient lanterns in time, the World Peace Study Mission Committee in Japan has asked that the lanterns be made here.

Five to ten from each local committee will be needed. We suggest that you involve young people, such as high-school students, in making them. Concrete and useful participation like this is a fine way to interest them in the Mission's aims.

TO MAKE THE LANTERNS

Materials needed for one lantern:

Two thin boards, each about $2\frac{1}{2}$ inches wide by 8-to-10 inches long
(Orange crate wood is ideal.)
Four even lengths of narrow doweling, each 12-to-14 inches long
(The Japanese use chopsticks.)
One three-inch nail; plus three or four small nails
One candle
One sheet of red, green or blue tissue paper, crepe
paper or colored cellophane,
about 15 inches wide by 30 inches long

Instructions:

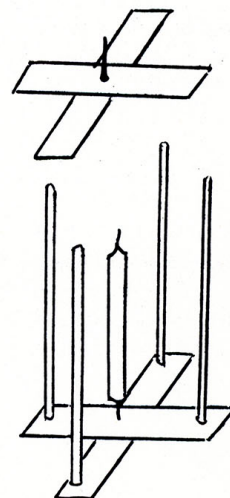
Nail the boards together at right angles to form
a cross, using 3-inch nail in center,
plus three or four small nails

Drill four holes, one near each end of the boards,
and insert uprights (doweling).

Fix candle on nail.

Wrap the colored paper or cellophane around the
uprights, and seal the overlap with
glue or paste.

If legend is wanted, it can be added with fine paint
brush, in paint or ink; or with magic
marker.



Finished lanterns should be carefully packed in cardboard cartons, with tissue or other packing to hold the individual lanterns away from each other and in position. Mark carton fragile. We will let you know shortly where in Washington they are to be sent.



SUGGESTION MANUAL

We suggest that you enter this material for the Manual in a loose-leaf notebook, and that each coordinator keep the book in a convenient place for committees to consult. We may send you further sections, or more pages for the sections below, as questions and ideas arise. If you wish additional copies of any of the material, please let us know. If you have suggestions for needed material in the Manual, let us know. We hope this will be of help to the planning committees.

INDEX

Section A	COMMUNITY ORGANIZATION	Pages A1, A2, etc.
Section B	SCHEDULING	Pages B1, B2, etc.
Section C	FINANCES AND FUND-RAISING	Pages C1, C2, etc.
Section D	PUBLICITY (Please place in this section copies of national and local press releases and other pub- licity materials.)	Pages D1, D2, etc.
Section E	DISPLAYS, EXHIBITS, AND OTHER MATERIALS	Pages E1, E2, etc.
Section F	FOLLOW-UP	Pages F1, F2, etc.
Section G	DELEGATES (Please place in this section your participants' lists and biographical sheets.)	Pages G1, G2, etc.
Section H	INTERPRETERS AND STAFF (Please place in this section your interpreters' lists and any material we may send you on the interpreters and staff.)	Pages H1, H2, etc.
Section J	SPONSORS (Please place in this section your sponsors' lists, and any information on local sponsors.)	Pages J1, J2, etc.
Section K	HOSPITALITY, TRANSPORTATION AND RELATED MATTERS	Pages K1, K2, etc.
Section L	PROMOTIONAL MATERIAL (Please place in this section the original WPSM brochure, letters from Japanese organizations, fliers we have sent you, the WPSM folder, and copies of any materials you have put out locally.)	Pages L1, L2, etc.

COMMUNITY ORGANIZATION

SPONSORING COMMITTEE:

In many communities, a Sponsoring Committee is being formed, either by invitation from those initiating the local program, or by appointment by the mayor upon the request of interested citizens. Members of the Sponsoring Committee are prominent citizens, and/or representatives of various community organizations.

PLANNING COMMITTEES:

A Coordinating Committee, preferably composed of representatives of a number of community organizations, should be in charge of over-all planning. Working under the Coordinating Committee should be several subcommittees, such as:

Scheduling--Receptions, press conferences, personal meetings, speaking engagements, interviews, sight-seeing, etc.

Publicity---Send out advance releases in coordination with national Public Relations Director, Lew Irwin; personal notification of editors, news commentators, columnists, interviewers, program directors, etc.; scheduling interviews and panel programs, etc., on radio and TV stations; setting up interviews with columnists (See Section D, on Publicity); distributing posters in community; arranging for film showings on TV and at meetings.

Hospitality and Transportation--Arrange for home hospitality for all members of the World Peace Study Mission (including interpreters and drivers); arrange for transportation for each delegate to each engagement; and preferably for a local person to accompany delegates to these engagements). (See Section K, on Hospitality.)

Fund-Raising--Raise funds both for local expenses and to contribute to the general expenses of the World Peace Study Mission. (See Section C, on Finances.)

Section A
PLANNING COMMITTEES (continued)

Page A2

Displays--Arrange for displays of posters, photographs, and literature by local groups cooperating with the Mission (displays and literature must relate to organizations' work in international understanding, world peace, or other work of an international, peaceful nature. Also help arrange for display of World Peace Study Mission exhibits. (See Section E, on Exhibits and Displays.)

Follow-up--Arrange for follow-up programs and work by cooperating organizations; make contact with people who have met World Peace Study Mission delegates and have asked, "What can I do?" Follow-up contact with national organizations. (See Section F, on Follow-Up.)

COORDINATOR:

Each local committee should have one or two coordinators, working full-time if possible and if necessary. The coordinator will be familiar with the entire local program, especially as regards scheduling of the delegates. The coordinator may need volunteers, assistants, perhaps one for each delegate to keep track of that delegate's schedule for the whole period of the stay in the community.

CALENDAR AND SCHEDULING:

A careful calendar should be kept for the activities of the Mission, and perhaps one also for each delegate and interpreter. No delegate should be scheduled for more than two major public appearances each day.

Please observe this rule strictly. If you are notified that a delegate is to have an additional rest day, or a half-day of rest in your community, please observe these requests.

Regular weekly rest days for each delegate given in Section B.

OFFICIAL COMMITTEES:

Some cities and towns have officially-appointed committees such as "Sister-City Committee" or "International Cooperation Committee". If these committees will cooperate or take over certain aspects of the program, such cooperation will probably result in more official interest and helpful publicity.