

# The First Year

## From Worldcon Runners' Guide

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## The First Year

### Convention Office

If your group is not fortunate enough to own a clubhouse, some sort of central office is recommended. A central office can serve the following purposes:

1. Place to put the computer(s) where more than one department can make use of them.
2. Central mailing supplies repository. Also an area where mailings can be done (and paused for the night) without messing up people's apartments.
3. Photocopying center. The amount of photocopying needed for a Worldcon is greater than even the most generous employer will let one get away with.

A trade-off decision needs to be made between expense of having an office right away (rent, need to 'furnish' and there is temptation to get the needed things right away rather than slowly and inexpensively, volunteer time) versus the convenience of having an office early.

The location should be convenient for a reasonably large percentage of the 'local' committee/staff members.

It should be located in a reasonably central part of town in a low-crime area, as it will be common for unescorted staff to be coming and going late at night.

A telephone should be installed, with an answering machine, and the number provided as a standard information number. The recording on the machine should be kept updated with mailing address, current rates, etc.

Technology has now made it possible to obtain a telephone number which can be forwarded so that it can be answered at various people's houses. You need to take into account obtaining a number which can be forwarded, without a long distance charge, to the convention office and to the Information Desk during the Worldcon.

## Table of Organization and Recruiting

(To be added)

## Computers

The war in PC's is IBM (and compatibles) versus MAC. Each has its advantages and disadvantages. We therefore make no recommendation per se between those two architectures. However, do NOT use any other type of architecture (CP/M, NeXt, etc.) You want to keep things as standard as possible.

Likewise, reasonably standard software should be purchased. In the IBM/Compatible world:

Word processing: WordPerfect or Microsoft Word

Windows vs DOS: The choice has been made by the industry: Windows

Database: Access, dBase, Foxpro, or Paradox

The most portable database manipulation tools of choice appear to be Visual Basic and Delphi.

(This is changing rapidly—this section is going to have to be updated each year)

## Setting up the Finance Division

(To be added)

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(<http://www.noreascon.org/users/sflovers/u1/wcrg/toc.html>) | [crg@sflovers.org](mailto:crg@sflovers.org)  
(<mailto:crg@sflovers.org>)

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