

Notes for Okamoto's discussion with William Moravek

1. We will start out with printing three (3) sets of contact sheets on each roll; they must all be printed facing the same way and with frame numbers visible.

How should we set them up (6 rows of 6 frames each or 7 rows of 5 each)?

What size paper should they be on? Do you (Moravek) want a set of contacts at lab, if so we will need four (4) sets.

2. On each frame edited we will need ---- Three (3) 11 x 14 double weight matte finish prints, one 4 x 5 copy negative and one 4 x 5 glossy contact print. One print is for the President, one for Dorothy Territo, the archivist, and one for us.

3. All prints must be spotted.

4. How can we incorporate the date on each roll so that it appears on contact sheet?

5. We will start numbering with J-1 when your lab operation starts.

6. We will print some pictures 8 x 10 for the President's family album.

7. Show Moravek examples of bad prints.

I General premise will be:

✓ A. What are the photographic requirements of the White House?

1. Categorize above

✗ B. What are the purposes of these pictures?

1. Categorize above

✓ C. To what extent is color needed?

II The Standard will be that no matter what the assignment in the White House it should be second to none in the United States whether journalistic, commercial or press.

A. Any past standards must be forgotten and new ones established immediately.

1. These will be based on technical quality, imagination & effort, study, meeting new challenges and interpreting rather than just recording an assignment, also try never to repeat a picture.

2. Thus the staff must have the desire to become the best in the country, the willingness to learn and to change and to accept new challenges and assignments.

3. There must be loyalty and unity among the staff and no clashes between the military and civilians.

4. The staff must always consider the public relations aspect of their jobs.

B. The most important element in the success of any photographic organization is TALENT, but I firmly believe that most people have more talent than they realize.

C. I want ideas on improving the system, techniques and assignments from everyone.

D. I fully intend to be fair to everyone in the organization, but I do expect an entirely new standard to be established within one month.

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E. I want a concrete system of assignments established. I want to know of every assignment done and see contact prints of every photo taken. The photographer who takes the pictures will edit them initially and I'll approve.

F. On large assignments (requiring more than one photographer) I want to have a briefing and planning session first.

G. Basic responsibility of photographers is to the truth- influence of Roy Stryker.

- I Accountability of all supplies, equipment and authority and responsibility
- II Complete list of all equipment and who assigned to-- both dark room and photographic camera equipment.
- III Complete bookkeeping on all we do-- phone orders will be followed in writing and accounts will be kept.
- IV List of all types of pix taken in past by military and where the assignments came from.
- V Establishment of priorities of assignments
- VI Shifts and weekend duty
- VII Office space in White House.
- VIII Burn in tops of heads

Notes for discussion with William Moravek

I. Contact Sheets

- A. How should we set them up (6 rows of 6 each or 7 rows of 5 each)?
- B. What size paper should they be on? (Present size is only one that will fit in black notebooks)
- C. Do you (Moravek) want to keep a set of contacts at the lab?
- D. If not, we will need three sets of contacts. If you do want one then we need 4.
- E. How can we incorporate date of each roll so it appears on contact sheet?
- F. All [REDACTED] frames must be printed facing same direction, + with frame numbers visible.

II Prints

- A. We will start numbering rolls with "J-1" when your lab operation begins.
- B. On (almost) all edited frames we will need Three (3) 11 x 14 double weight matte prints, one 4 x 5 copy negative and one 4 x 5 glossy contact.
- C. The only exceptions to above will be some 8 x 10 double weight, glossy prints for the President's family albums, etc.
- D. All prints must be spotted.
- E. Show Moravek examples of bad prints.
- F. How can we date all prints, automatically?