



CITY OF OXNARD

MEMORANDUM

August 17, 1973

To: Mayor Tolmach

From: Administrative Assistant II

SUBJECT: Visit by Group of Russian Teachers

On Friday, August 17, the City will host a group of Russian teachers who are spending this summer at U.C.L.A. studying English. This group of some two dozen professors reportedly teach English at colleges and business schools in Russia. They are participating in this teacher exchange program to refine their English skills. Their visit to Oxnard was arranged by Bea Hartman; Bea's daughter has apparently helped to host the Russians during their stay in Southern California. They will arrive at City Hall at approximately 11:30 a.m. for a one-hour visit before continuing on to Santa Barbara. Your role in this program will be to informally "welcome" them to Oxnard and chat with them for a few minutes about their program.

Approximately
Approximately

SCHEDULE

11:30 a.m.	Guests arrive at City Hall; go to Council Chambers
11:35 a.m.	Mr. Manny Soria greets guests and introduces Mayor Tolmach
11:35 a.m.	Mayor Tolmach "welcomes" guests to Oxnard and talks briefly with them about their program
11:40 a.m.	Coffee and donuts are served to guests
11:45 a.m.	Mr. Soria provides brief tour of City Hall Complex and visit to new Bookmobile
12:30 p.m.	Guests depart for Santa Barbara


Bob Brown
Administrative Assistant II

BB:mi
cc Mr. Manny Soria