

# INFOCOM

February 25, 1983

MEMO:

TO: All Employees

FROM: Gabrielle

RE: The "Administrative Wing"

You've all noticed the expansion of the Goldfish Pond side of the office, and although you already know Linda, Jennifer, Ellen and me, you probably don't know what we're doing. Here's some enlightenment.

Linda has recently moved into T101(B?). She's handling product support which includes customer service correspondence, replacements for our distributors and dealers, sending out review copies and much more. If you're concerned with getting our products or product information to the outside world, see Linda.

Jennifer, also in T101(B?), is assisting me with order processing, tons of paperwork, the supply room and other projects. We're working on a system (details later) to provide you with "stock" and "special" supplies and equipment. In the meantime, see Jennifer to request routine office supplies and to ask about ordering special supplies.

Ellen is in T108. She'll be relaying phone calls, greeting visitors, distributing mail and preparing outgoing mail. She's also in charge of special transportation like FedEx and local couriers. If you're expecting someone or something, and you're not where you usually are, let Ellen know where she can find you.

I'm still here doing most of what hasn't been mentioned. If you're not sure who to speak with about any given topic, I'm probably the appropriate person.

# INFOCOM

MEMO

DATE: December 29, 1983  
TO: All Employees and Consultants  
FROM: Personnel  
RE: New England Home for Little Wanderers

I dropped off our donation (\$167.00) at the Home for Little Wanderers last week. The woman I spoke to asked me to thank you all on behalf of the Home! She told me that they will use the donation to buy the gifts that they still need.

If you would like to read about the Home for Little Wanderers, I've put information on the Personnel bulletin board. Again, THANK YOU for your contributions. They were well appreciated.

Donna

# INFOCOM

MEMO

DATE: December 19, 1983

TO: All Employees and Consultants

FROM: Personnel

RE: Holiday Charity

If you are interested in donating to THE HOME FOR LITTLE WANDERERS fund, could you please stop by my office or drop your donation off in my mailbox sometime today or tomorrow?

At the end of the day tomorrow, we will count what we have and either get a gift or send a check to the Home so that they can pick out what they want. Apparently they need a few large gifts such as bicycles and clothing for the older kids.

Thank you in advance for your contribution. It will be well appreciated!

Donna

# INFOCOM

MEMO:

DATE: December 16, 1983

TO: All Employees

FROM: Joel

RE: For Your Information

On Monday night on the PBS Business Report, Broadcast over national television, the stock market analyst made the following statement:

"Digital was up 3/8 point today based on an agreement with Infocom that allows DEC to begin selling Infocom's bestselling line of recreational software."

# INFOCOM

December 15, 1983

MEMO

TO: All Employees

From: Mike

Re: Hint Calls

"FOR A GOOD TIME CALL EXTENSION 63."

Now, not only do you not have to give hints over the phone, you don't even have to refer to 17 pages of memos to explain our new product support program to callers.

If you happen to answer a phone call from someone requesting a hint (for most of you this applies only on weekends and evenings), all you need to do now is transfer the call to extension 63 (which may require reading 17 pages of instructions on how to use your phone, but that's another matter).

Please be courteous - explain to the caller that you are transferring him to a recording which explains our new policy.

12/83

A special offer to InfoDope readers

Do you long for those tender winter nights in front of a blazing fire-place in New Hampshire? Are you the kind of person who loves to frolic in 12-foot snowbanks at 5 a.m.? Do you want to stay up late and tell ghost stories?

Maybe you are ready for an InfoRetreat. A weekend in a cozy cabin somewhere in New Hampshire (or Maine or Vermont. Where ever they'll have us). At this point in time the details are a bit misty, but the whole point of this wonderous brochure is to help define the details.

Basically: we would leave on a Friday and return on Sunday. We will rent a cabin or house somewhere in the woods (maybe near a place to ski). We would all throw in for food or everybody bring some or any other ideas. So if this sounds good to you, write down a weekend in January or later when you could attend. Also any other ideas as to food, sleeping, skiing etc.

Julie,

InfoBoat Cruise Director

# INFOCOM

MEMO:

TO: All Employees

FROM: Gabrielle

DATE: December 13, 1983

RE: Assured Parking

In response to Abt Associates, Inc.'s parking lot security improvement program, Infocom has decided to provide **PAID ASSURED PARKING** for all employees as part of our employee benefit package.

Effective December 19, 1983, new parking procedures and options will be put into place by Abt (see attachment for details.) Infocom will pay \$50 for each employee with a vehicle for Assured Parking (\$65 for employees hired after December 16, 1983). Any employee may decide to purchase Reserved Parking instead of Assured Parking. In this case, Infocom will pay an equal dollar amount toward the cost of a Reserved space and the employee will pay the remaining cost.

We're scheduled to be assigned new parking stickers and to have our present I.D. cards encoded this Thursday morning, December 15. Donna will be representing our entire company on Thursday, so by the end of the day on Wednesday, please give Donna the following:

1. Your Abt I.D. card.
2. Your Vehicle(s) License Plate #(s).
3. Your Choice of Parking Options.

If Donna doesn't receive these on Wednesday, she'll assume you've chosen Free Parking.

PARKING OPTIONS

PAID RESERVED PARKING - RED STICKERS

- added security gates
- adjacent to main entrance
- proximity to security guard station
- reserved for individual on a 24 hours a day, seven days a week basis--hassle-free parking
- first priority for snow removal
- fixed one year rate of \$250.--\$200. if paid in full prior to December 16, 1983
- monthly rate of \$25 payable in advance

PAID ASSURED PARKING - stickers: green for employees, yellow for tenants.

- added security gates
- close to main entrance
- guaranteed parking including live parking
- one year guaranteed rate of \$65. - \$50. if paid in full prior to December 16, 1983.
- monthly rate of \$12.paid in advance

FREE PARKING - stickers: orange for employees, dark blue for tenants

- added security gates
- approximately 100 spaces limited to allocated free parking area only on a first come, first serve basis.

FREE PARKING FOR GUEST

- limited to Guest parking area, also live parking area in free parking areas if space is available.

Cars with orange or blue stickers are to be parked in the free parking area only and may not occupy spaces even if they are available in the Reserved or Assured parking areas before 5:00 P.M. on normal workdays.

Any person leaving a car overnight in any part of the parking lot must leave the key with the security guard or at the front desk.

Any cars which are lived-parked in the lot must have keys for them left with the security guard regardless of the time of the day. Parking is prohibited in the fire lane, in front of the loading dock, and in the emergency and delivery service area in front of the lobby. Please note that the Cambridge Police have installed no-parking signs and ticket cars parked in the spaces on Wheeler Street from the speed bump out to Concord Ave.

Pat Pittella will notify you when your I.D. card can be encoded to provide convenient passage through the security gate and readers to be located in the parking lot.

We seek your cooperation in order to make this program run smoothly. Please park in the area indicated on the attached parking lot map which relates to the type of parking you have chosen.



# INFOCOM

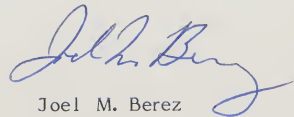
December 15, 1983

To: Selected Employees

1983 has certainly been a banner year for Infocom with sales well over \$5 million - more than triple last year's. Along with this we have gained recognition as an innovator and a leader not only in the interactive fiction category, but in the software market as a whole.

To express our sincere appreciation to all of our employees who have contributed to this year's success, the officers and directors of Infocom are pleased to announce a special bonus. All members of the R&D staff who have produced a product in the market this year are eligible as well as all members of the support departments (Administration, Accounting, Production, Marketing, and Sales).

We wish you all a pleasant holiday season and look forward to another record year in 1984.



Joel M. Berez  
President

# INFOCOM

MEMO:

TO: All Employees

FROM: Personnel

DATE: December 13, 1983

RE: Internal Job Posting and Promotion/Transfer Policy and Procedure

## Policy

It is Infocom's policy that whenever a vacancy occurs or a new position is created, and there is a qualified and interested person available, the position will be filled from within the Company. Toward this goal, each job opening (with the exception of those deemed by the Management to be inappropriate to post) will be posted on the Personnel bulletin board for three work days before Personnel begins recruiting outside the Company to fill the position. Job postings will remain on the bulletin board until filled either from within or from an outside source.

Each Infocom employee may apply for any posted job openings. In determining an employee's qualifications for a job opening, education, training, experience, job knowledge and past performance with Infocom shall be considered. When more than one qualified employee applies for a job, the most qualified employee will be selected to fill the position. Once Personnel begins recruiting outside the Company, it is possible that a qualified employee will not be selected for a job due to a prior commitment made to an outside applicant.

**Note:** Employees are not eligible for promotions or salary increases until they have been employed by Infocom for six months. So, while an employee may be transferred to a new job during the initial six months of employment, any promotion or salary increase which would normally go along with the position will not occur until the employee's six month performance review.

### Procedure

To apply for a posted job opening, an employee must first express interest to Personnel. Personnel will qualify the employee for the position, and guide the employee in the transfer process. If a potential match does exist, the employee will be given a "Request for Transfer" form. Before the transfer process begins, the employee must have the transfer form signed by his/her current supervisor, indicating that the supervisor is willing to release the employee from the present position should he/she be selected to fill the new position. Once this is done, Personnel will initiate the transfer process. Once an employee has the required approval to transfer, issues such as new salary (if changed), new status, and effective date of transfer must be decided upon. Personnel will insure that all appropriate people are involved in such decision making.

**It should be noted that Infocom's policy regarding promotion/transferring from within is not required by law, but is our privilege as employees. The continuance of this policy requires consideration and fairness by everyone involved in this process.**

GA:ern

December 7, 1983

TO: Joel  
Michael D.  
Marc, Mike B., Stu, Steve, Dave L.

FROM: Linda

RE: The Washington Post Interview

Thursday, December 8, The Washington Post is sending a reporter, and a photographer to do a company profile. They hope to find out how we do it!

The content should be the same as the TIME interview.

The reporter: Curt Suplee  
The photographer: Richard Howard

The agenda:

1:00 Curt Suplee arrives: 10¢ tour.  
1:30 Mr. Suplee meets with Joel and Michael D.  
2:00 Mr. Suplee meets with implementers.  
Photographer will hopefully be set up to photograph Michael and Joel.  
Picture of Implementers at conclusion of interview.

Infocom, Inc., 55 Wheeler Street, Cambridge, MA 02138  
(617) 492-1031

**INFOCOM**

# INFOCOM

DATE: December 7, 1983

MEMO:

TO: All Employees

FROM: Ellen

In case you haven't heard, Monday was moving day for the Business Products Development group. They have moved up to the 2nd Floor where Lotus used to be. Their room numbers have changed (which you can find on the new phone list, dated December 5), but their phone extensions have remained the same.

So, go on up and welcome them to their new Infobase headquarters! They may be feeling a little lonely way down at the far end of the hallway!

# INFOCOM

DATE: December 6, 1983

MEMO:

TO: All Employees

From: Ellen

RE: **TRASH IN HALLWAYS!**

Until we have a better place for it, all trash **MUST** go out in back by the coffee machine, where there will be a trash sign. Right now, trash is being left in the hallway with trash signs but this looks very bad (i.e., to our visitors, other tenants and Abt).

It would also make it much easier for the cleaning people.

Your **HELP** in keeping the hallways neat will be very much appreciated by everyone.

Thank you very much.

Infocom, Inc., 55 Wheeler Street, Cambridge, MA 02138  
(617) 492-1031

# INFOCOM

\*\*\*\*ANNOUNCEMENT\*\*\*\*

Our Company Meeting will not be held on December 2. Instead we will meet on Friday December 9, at 4:00 in the Meeting Hall.

SEE YOU THERE!!

# INFOCOM

MEMO

DATE: November 30, 1983  
TO: All Employees  
FROM: Personnel  
RE: Birthdays

This month's Birthday Luncheon will be held on Tuesday, December 6. The guests of honor will be:

Brian Cody  
Stu Galley  
Dan Horn  
Larry Martin  
Jeff Gishen  
Mary Ellen O'Connor  
Mike Dornbrook  
Joy Pulver

Please join us in the meeting hall for lunch and cake at 12:30.

P.S. Don't forget these people in their REAL birthdays.  
(The dates are posted on the Personnel Bulletin Board.)

Donna

# INFOCOM

MEMO

DATE: November 29, 1983  
TO: All Employees  
FROM: Ellen and Donna  
RE: Christmas Party and Christmas Holidays

As you all know, our Christmas Party will be held on December 11 from 7 to 11 p.m., at the Hyatt Regency in Cambridge. What we need to know is if you will be attending (we hope you will) and if you will be bringing a guest.

Could you please note that information on the bottom of the page and drop it in either of our mailbox's this week?

Also, don't forget that we will be officially closed on the day after Christmas and the day after New Years, since they both fall on Sundays this year.

We'll keep you posted on more Holiday Events as plans become finalized.

Ellen and Donna

# INFOCOM

December 13, 1983

MEMO

TO: All Employees

FROM: Stevo

RE: Memo Proliferation

A four day research project by several staffers in our Memo Department reveals the following startling facts:

In the first 45 weeks of 1983, 27 memos were distributed to Infocom employees. This represents an average of 0.60 memos per week. In the four-week period ending 12/13/83, 17 memos were distributed to Infocom employees. This represents an average of 4.25 memos per week.

The shocking truth is that during the last month we have witnessed a 708% increase in the occurrence of memos. This is an obvious and serious drain on valuable employee time. People should try to refrain from distributing frivolous or unimportant memos in the future.

# INFOCOM

**MEMO**

**DATE:** November 23, 1983

**TO:** All Employees

**FROM:** Personnel

**RE:** Games

Our "Free Game For Employees" benefit policy states that each Infocom employee is eligible to receive one free copy of each game (choice of machine version) and any remaining games at a 50% discount from list price.

If you would like any games, please call to let me know what you'd like to order. I will process orders each Wednesday, so in most instances your order will be here a week or so after you place the order. If you have an urgent need for a game, please let me know and I'll see what I can do.

Don't forget that the holidays are approaching. Think ahead and order early.

Donna

# INFOCOM

## MEMO

**TO:** All Employees

**FROM:** Gabrielle Accardi

**DATE:** November 22, 1983

**RE:** Requesting Office Services

Ellen now has available "**Request for Office Services**" forms. They come in attractive easy-to-use pads which look something like the bottom portion of this page.

Please use these forms to report any office problems you encounter (flickering lights, leaks, etc.) and to request any additions/deletions/changes you need to existing offices (shelves, etc.) or office equipment (telephones, etc) They'll probably prove useful for other things as well.

Please begin using them immediately.

### INFOCOM REQUEST FOR OFFICE SERVICES

NAME \_\_\_\_\_ OFFICE \_\_\_\_\_

EXTENSION \_\_\_\_\_ DATE \_\_\_\_\_

REQUEST \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

LOCATION \_\_\_\_\_ DATE REQUIRED \_\_\_\_\_

# INFOCOM

MEMO:

TO: All Employees

FROM: Gabrielle Accardi

DATE: November 21, 1983

RE: Obtaining Office Equipment, Furniture, Supplies

Now that Ellen's organized and settled into her Purchasing role, we've established the following procedures to be implemented today.

To obtain routine office supplies, fill out a Request for Office Supplies form, which is available in the hallway or from Ellen. In most cases, Ellen will deliver your supplies to you or to your mailbox in 1/2 day or less. If your need is urgent, she'll be happy to accommodate you. Bear in mind that Ellen won't be held responsible for requests that are made other than by use of the form.

For items other than routine office supplies, Requisition forms are available from Ellen. The Requisition form will serve as a request to Purchasing to order items assumed not to be regularly stocked. Requisitions will be generated by the department in need and must be approved by the Department Manager before being forwarded to Purchasing. When a Requisition does not contain exact specifications for the item requested, and the item is a non-standard item which requires Purchasing to conduct research or make a recommendation, Purchasing will present a Purchase Order to the Department Manager for approval before placing it with the supplier. Department Managers may approve non-routine expenditures up to \$250.00. Requisitions for expenditures of more than \$250.00 require the approval of an Officer.

To Managers: Certain Requisitions will not be subject to the \$250.00 limit as they will be covered by budgets. Routine office furniture for new personnel, for example, should be included in your budget.

**To Purchasing and Accounting:** Purchasing will stock routine office supplies and will periodically write Purchase Orders to maintain inventory. Purchase Orders will also be written from properly approved Requisitions. All Purchase Orders must be approved by either the Office Manager or the Manager of the requisitioning department before being placed with suppliers. Purchasing will forward copies of all Purchase Orders to Accounting, where they will be matched to their corresponding vendor invoices for payment.

If you have any questions or find any problems using these procedures for obtaining what you need, please see me.

12/83

# INFOCOM

MEMO:

TO: All Employees

FROM: Joel

RE: Coleco, etc.

As part of a new agreement with Coleco allowing us to get proprietary technical information concerning the Adam, we have agreed that we will not "make or cause to be made disparaging or critical references to the quality of Coleco's products and/or Coleco's business methods." Whatever you may think of a company that imposes such a restriction, it should be our policy to not publicly criticize Coleco or any other company. Such criticism tends to tarnish our own image as much as anyone else's.

Please remember also that proprietary information from Coleco or any other manufacturer we deal with must be kept confidential. In many cases, we are prohibited from revealing the name or the very existence of a computer on loan to us. Some of the companies we deal with play rough and are highly protective of their secrets. It would be foolish indeed to be sued out of existence because we mentioned to someone AT&T's new 64-bit home computer...

# INFOCOM

## MEMO

**TO:** All Employees

**FROM:** Joel Berez

**RE:** Sales Department

**DATE:** November 18, 1983

In the life of every growing company there comes a time when it is necessary to actually sell something. In recognition of this fact, we are creating a new department -- Sales.

The Sales Department will be responsible for expanding our customer base, soliciting orders from current customers, and generally working with customers to facilitate and encourage sales.

Betty Rock has moved from Administration into Sales. While continuing to accept orders (and occasional returns) from customers, she has been placing an increasing emphasis on developing new business. In recent weeks, we have added several major new accounts and revitalized some older ones.

Betty will continue to report to Gabrielle Accardi who has sales responsibilities in addition to her other duties.

# INFOCOM

MEMO:

TO: All Employees

FROM: Donna and Ellen

RE: CHRISTMAS PARTY!

DATE: November 16, 1983

MARK YOUR CALENDARS!

We've got the date: The Evening of December 11th, 7 to 11 P.M.

We've got the place: Hyatt Regency - Cambridge.

We've got the Disc Jockey: Jay Harney.

Cocktails and a mouth-watering assortment of hors d'oeuvres  
will be served so get ready and we'll see you there!

Bring a guest too!

# INFOCOM

November 28, 1983

MEMO

TO: All Employees

FROM: Marketing

RE: Hint Calls

Good news: The D M Group did a mass-mailing of Bilk & Wheedle order forms last Tuesday. This means that our hint line will officially close on December 6. As we all know, limiting and/or ending hint calls will be a difficult project, so we will do it gradually.

Beginning Monday, November 28, we will inform customers that our temporary hint-line will be discontinued shortly. We wish to stress the positive side of this change, so **each and every** hint call needs to be prefaced with the following:

\*We are changing over to an improved hint service on December 7.

\*We will have maps and hint booklets available to help you with our games.

\*These aids will be inexpensive (compared to long-distance charges), available 24 hours a day, amusing and entertaining by themselves, and they let you control the amount of information you get.

\*If you have returned a warranty card or requested information from us, you will receive an order form from us. If not, please wait until December 9

to be sure you are not on our mailing list, and then request an order form from us in writing.

\*We will be continuing our temporary hint-line until December 6.

\*Due to the volume of calls we receive, every caller will be limited to one question per call. There are **no** exceptions.

A limited number of users are bound to be angry about losing this service. Please make an effort to be courteous and patient with them.

# INFOCOM

MEMO

DATE November 8, 1983  
TO All Employees  
FROM Donna

This month's birthday luncheon will be held on Wednesday, November 16. The guests of honor will be:

Jennifer Fine  
Marc Blank  
Jerry Wolper

Please join us in the meeting hall for lunch and cake at 12:30.

PS: Don't forget these people on their **REAL** birthdays (the dates are posted on the personnel bulletin board)!!!

Date: 8 Nov 1983 1118-EST  
From: David G. Anderson <DA at ZORK>  
Subject: GABBY  
To: SEM

\*\*\*\*\*CONFIDENTIAL\*\*\*\*\*

TO: ALL TEAM OWNERS  
FROM: WORLD WALLEYBALL LEAGUE HEADQUARTERS, NEW YORK

Gabby Accardi, of the Cambridge franchise of WWL is refusing to honor her contract. She has walked (wimped) out for the second week in row. I'm sure all owners are with me when I say that this type of behavior must be dealt with in a stern manner. With this in mind, I have instructed our WWL Public Relations manager, Hollywood Dave Anderson, to begin leaking stories to the local press about Accardi. The first story will appear in tomorrow's Boston Globe linking Accardi romantically with the Ambassador from Blow'k-bibben-Gordo. More will follow. Please stay abreast of the situation, any suggestions in this matter will be forwarded to Hollywood Dave for dissemination.

Wishing you a good season,

Walter Walley  
WWL Commissioner

# INFOCOM

November 4, 1983

MEMO

TO: All Employees  
FROM: Gabrielle  
RE: November Company Meeting

Our company meeting will be held at 4:00 today in the meeting hall (right next to the duplicating machine).

In addition to the usual festivities, Sheila Stone from the Harvard Community Health Plan will be here to briefly explain the plan and, for those interested, our meeting will conclude with a tour of our newly acquired space upstairs.

See you there!!

# INFOCOM

MEMO

TO: All Employees  
FROM: Gabrielle  
DATE: November 3, 1983

Co-Function Managers Donna McCarron and Ellen Nelson are now accepting ideas and suggestions for the 1983 Christmas Party Project.

Please comment below and submit ideas to either Ellen or Donna.

THANKS!!!



\*\*\*\*\*

# INFOCOM

MEMO

Date: October 24, 1983

TO: All Employees  
FROM: Donna  
RE: Monthly Newsletter

## HELP!!!

We've been toying with the idea of a monthly Infocom Newsletter to keep everyone informed on what's going on outside their own department. We need your HELP, though. We have SOME ideas on what to include, but we would like YOUR input.

If EVERYONE could please write SOMETHING (ideas, reactions, comments, perhaps you'd like to help write, anything!!) on the bottom of this memo and drop it in my mailbox, I would be ETERNALLY GRATEFUL.

MUCH THANKS,

DONNA

Donna

Wallyball  
Marc in drag  
"Ask the Imps"

# INFOCOM

MEMO

Date: October 17, 1983

TO: All Employees

FROM: Donna

RE: Harvard Community Health Plan Coverage

Harvard Community Health Plan has presented us with the opportunity to offer insurance coverage with better options than before.

Under this plan, the following extra options will be covered.

1. First and most important - everyone is covered if they apply in the initial enrollment period. Even if you've been refused before, you may reapply and will be accepted.
2. All prescriptions are covered at \$1 per prescription.
3. You and your family are covered completely for all conditions including pre-existing ones.
4. HCHP also provides a yearly preventive dental visit for children under 12 for \$5.
5. The only centers open right now are Cambridge and Wellesley until next summer, unless you are enrolled already at one of the others.

The new rates for you will be \$27.75 individual, \$60.03 family.

In order to enroll, we need a minimum of five people interested. If you are interested, could you please drop me a note in my mailbox by October 28 and I will get you more info.

Thank you

Donna

DM/bak

# INFOCOM

MEMO:

TO: All Employees

FROM: Ellen

DATE: November 15, 1983

If you need to report any kind of a problem to ABT -  
PLEASE do not call them on your own! Tell me and I  
will call for you.

Five people from Infocom called Mike Bonacci down from  
his ladder today to report the goldfish dying in the  
fish pond (He may have exaggerated on the number . . .but)  
and he was rather disturbed about that.

I'm sure we will get better service if we don't all  
hassle them at once.

THANK YOU FOR YOUR CONSIDERATION!

# INFOCOM

MEMO:

TO: All Employees with BIRTHDAYS

FROM: Gabrielle

DATE: October 13, 1983

RE: Birthday Celebrations

Which would you like first, the GOOD news  or the  
BAD  news?

If you chose the BAD news, read below. If you chose the  
GOOD news, turn to the next page.

\*\*\*\*\* There's absolutely no way \*\*\*\*\*  
that we can continue to celebrate birthdays  
as we have in the past -- there's far too  
many of us to collect with just a few day's  
notice. (Believe me, this hurts me more than  
it hurts you!)

If you chose the GOOD news first, stop here.  
Now for the GOOD news, turn the page.

As we all know, BIRTHDAYS are much too important to go unrecognized, so beginning this month, we are going to have monthly celebrations honoring those born in the corresponding months.

For October.....

The Distinguished Guests of Honour are:

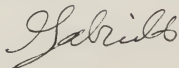
Paul DiLascia	October 9
Duncan Blanchard	October 11
Craig Leckband	October 15
Michael Berlyn	October 21

And the Celebration will be

Tomorrow, October 14, 1983 at 12:30 P.M.  
in the 1st floor hallway conference room.  
Luncheon will be served.

P.S.: In future months, the BIRTHDAY Celebrations will be announced well in advance.  
Please attend.

Thanks,



If you chose the BAD news first, stop here.  
If you chose the GOOD news first, turn to the previous page.

# INFOCOM

MEMO SUPPLEMENT #10983-B (See memo re:birthday celebrations)

TO: All Employees

FROM: Gabrielle

RE: The last memo I sent out

WE MISSED A BIRTHDAY!!! Our other guest of honour is

DAVE LEBLING, whose birthday is October 30. Sorry Dave,  
see you at the party!!

A handwritten signature in cursive script, appearing to read 'gjb', is located below the typed text.

Infocom, Inc., 55 Wheeler Street, Cambridge, MA 02138  
(617) 492-1031

# INFOCOM

## ANNOUNCEMENT

October 7, 1983

Our October Company Meeting will be held at 4:00 today  
in the first floor conference room.

SEE YOU THERE!

# INFOCOM

September 28, 1983

MEMO

TO: All Employees  
FROM: Donna  
RE: Softball Shirts

A few people have approached me about the possibility of buying Infocom softball shirts for friends and family. If you are interested, please drop this information in my mailbox: how many, what sizes, names and numbers if you like. Please do this by the end of next week. At that point, I will call the sporting goods store and find out the prices and place the order.

A point to note--the more shirts we order, the less the cost per shirt. Also, they run a little small. The biggest point to note is that I will need the money up front to order. OK?? So please let me know if you are interested soon.

Thanks,

Donna

PS If you have not received YOUR shirt, please let me know and I'll get it for you.

# INFOCOM

MEMO

DATE: September 23, 1983

TO: All Employees

FROM: Donna

RE: Employee List

I am in the process of compiling an updated employee list. If anyone has had an address or telephone number change, could you please put the new information in my mailbox or call me by the end of next week.

THANKS!!!

Donna

17-Oct-83 10:22:52-EDT,781;000000000001

Mail-From: SEM created at 17-Oct-83 10:22:13

Date: 17 Oct 1983 1022-EDT

From: Steve Meretzky <SEM at ZORK>

Subject: WALLEYBALL

To: everybody at ZORK

Where's the company spirit that swept us to that stunning softball victory over G/R? Here we are, the day before our second Walleyball match, yet there are only 4 people signed up. Last week, through four games, we were improving constantly, finally winning the last game in sudden death overtime. This week, with our added practice and experience, we should be ready for a big breakthrough, maybe even a few shut-outs! And don't forget the free Jacuzzi, sauna bath, and wild celebration following our near-certain victory! So get the lead out, you wimps, and let's see some more names on the sign-up!

# INFOCOM

MEMO:

TO: All Personnel

FROM: Joel

RE: Congratulations Gabby!

In recognition of the job that she has already been doing for some time now, I have expanded Gabrielle's title from Office Manager to Office Manager and Assistant to the President.

In this new role, Gabrielle will assist me with sales, contracts, and special projects. She will also support my interface with the outside world with scheduling, initial contacts, etc. (In other words, if you can't get to me, talk to her!)

Gabrielle will continue to be responsible for supervising general office functions, including administration, personnel, and sales support.

# INFOCOM

August 16, 1983

MEMO:

TO: All Employees

FROM: Donna

RE: Supply Room

As you all know, Ellen will be taking over the supply room as soon as we find a replacement for her.

Until then, so that we can keep supplies in stock, could you please follow this procedure (or else!!):

Fill out the Request for Office Supplies form (they will be above the table by the copy machine). Drop it in my mailbox and I'll get the supplies to you that day. If supplies are not in stock, I'll order them for you.

Thank you!

Infocom, Inc., 55 Wheeler Street, Cambridge, MA 02138  
(617) 492-1031

# INFOCOM

July 25, 1983

## ANNOUNCEMENT

All outgoing mail must be ready to go by 3:30 P.M. so please bring any mail you wish to go out the same day to Ellen's office before 3:30. Thank you for your consideration!

# INFOCOM

MEMO:

TO: All Employees

FROM: Gabrielle

DATE: June 7, 1983

RE: Ernie Brogmus

We've all met Ernie Brogmus already, but just to formally introduce him . . . .

Ernie started (officially) on June 1 as **Production Manager**. He's located in T120 for now, although he'll be moving across the hall a bit later this month. He's taken over all Production activities as well as related Traffic activities and sometime in the near future he'll be gearing up for some MIS responsibilities also.

Ernie graduated from M.I.T. in '72 with a Chemistry degree and attended the Sloan School from '73 to '75. He was Treasurer of M.I.T.'s Lecture Series Committee in '73, '76 and '79, and he enjoys tennis.

We all welcome Ernie to Infocom, and hope we can help him to get settled in quickly.

**WELCOME, ERNIE!**



## ANNOUNCEMENT

I just wanted to let you know that there are two new HMO's available to you. Here are the two plans and the cost to you.

1. Family Health Plan costs \$37.36 per month for a single employee. For an employee and family, the cost is \$61.46. This is the cost to you; Infocom pays the rest. Family Health services the following towns:

Ashland	Hudson	Northborough
Bellingham	Marlborough	Northbridge
Berlin	Maynard	Sherborn
Blackstone	Medfield	Southborough
Bolton	Medway	Stow
Dedham	Mendon	Sudbury
Douglas	Milford	Upton
Dover	Millis	Uxbridge
Framingham	Millville	Wayland
Franklin	Natick	Wellesley
Holliston	Needham	Westborough
Hopedale	Newton	Westwood
Hopkington	Norfolk	

2. West Suburban Health Care costs \$28.01 per month for a single employee. For an employee and family, the cost is \$49.38. This is the cost to you; Infocom pays the rest. West Suburban services the following towns:

Arlington	Bedford	Belmont
Burlington	Concord	Framingham
Lexington	Lincoln	Maynard
Natick	Needham	Newton
Somerville	Sudbury	Waltham
Watertown	Wayland	Wellesley
Weston	Winchester	Woburn

If you are interested in either of these plans, stop by my office and I'll give you more information.

Donna

MEMO:

TO: Most Employees.

FROM: Gabrielle

DATE: June 1, 1983

RE: Social Calendar of Events.

\* \* \* \* \*

As most of us are aware Friday, June 3 is Erica Zissman's last day with Intocom. An informal gathering of all employees is planned for  $\approx$  3:00 in the Conference Room. Hors d'oeuvres will be served, so please eat a light lunch and plan to attend to wish Erica good luck and say good-bye.

Our customary "first Friday of the month Company Meeting" will become our good-bye party. (Come and see a demo of Intobase!!!)

\* Plan to eat lunch tomorrow (Thursday, June 2) in the conference room (12 noon). It's a surprise birthday party for Joel (May 29) and Ellen (May 31). They think it's a surprise going away party for Erica, so if they sound confused, ignore them. See you there!!!

Gabrielle

# INFOCOM

MEMO:

TO: All Employees

FROM: Gabrielle

DATE: May 23, 1983

RE: Rec Center Membership

Each employee interested in joining the Rec Center must complete the attached application and drop it in my mailbox on Tuesday.

Although we officially become members and can begin using the facilities on Wednesday, May 25, please be prepared to show identification until we have Rec Center IDs. There'll be an ID session on Thursday between 5 PM and 7 PM in the ABT cafeteria.

The employee contribution toward the Rec Center membership is \$8.50. It will be deducted from our May 31 paychecks.



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## ABT ASSOCIATES RECREATION CENTER 1983 Season

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### FACILITIES:

- 30' x 50' swimming pool
- one 3/4 meter diving board
- two lighted plexi-pave tennis courts
- sauna
- locker rooms and showers
- 120' x 30' sun deck
- charcoal grills and picnic tables
- umbrella tables and lounge chairs

### 1983 SEASON SCHEDULE:

The Recreation Center is open May 21 through September 30, seven days a week; between 7:00 a.m. and 10:00 p.m. weekdays and 9:00 a.m. and 10:00 p.m. on Saturdays, Sundays and holidays. From September 6th to the 30th, the Recreation Center will be open 11:00 a.m. to 7:00 p.m.

### I.D. CARDS

Picture I.D.'s will be required for *all* Recreation Center Members.

### FEES:

Adult Membership	\$175.00*
Child Membership	\$120.00*
Swimming Lesson Fees	Free to members
Ball Machine	\$4.00/hr.
Tennis Lesson Fee	\$12.00/hr.
Guest Admission Fee	\$4.00 weekdays \$7.00 weekends and holidays
Book of 10 Guest Passes	\$40.00 weekdays \$70.00 weekends and holidays
Locker Rental (season)	\$20.00
Locker Rental (daily)	\$.50

### FUNCTION FEES:

\$50.00 to reserve sun deck, plus \$2.00 per head for non-members. If you wish to reserve exclusive use of the tennis courts the charge is \$10.00/hr./court. If a function is to continue past 10:00 p.m. there will be an additional \$25.00/hr. charge to cover cost of staff supervision.

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\*If Memberships are paid by *May 21st*, the Adult Membership will be \$165.00 and Child Membership will be \$110.00.

\*\*We do not want to discourage members from bringing guests, but we do want to discourage the type of person who, in the past, has bought guest books rather than joining the Center. Therefore, each adult membership may purchase one book of 10 guest passes at a special rate of \$35.00 for weekday passes and \$60.00 for weekend and holiday passes (provided such purchase is made with membership application).

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# INFOCOM

## !!! ANNOUNCEMENT !!!

... Just a preview of the September 5th HOTLIST™

ZORK I	#1
DEADLINE	6
ZORK II	10
ZORK III	11
STARCROSS	15
WITNESS	16
SUSPENDED	19

! YEA INFOCOM !

For all of you trendwatchers:

Note that this is the second consecutive month that Zork I has been #1 on the first HOTLIST™ of the month.

# INFOCOM

## !!! ANNOUNCEMENT !!!

As exciting as all our company growth is, communications have certainly become more difficult. To bridge some of the gaps that we all feel from time to time, we'd like to start having Infocom "company" meetings on the first Friday afternoon of each month. These meetings will allow us to get together regularly to find out from each other what's going on at Infocom. We'll have new product demos and previews, announcements and discussions of whatever comes up. Any thoughts and suggestions are welcome.

The first meeting is scheduled for Friday afternoon, May 6 at 4:00. A demo of The Enchantor is planned. Attendance is optional, of course, but we hope to have wide participation. The customary Friday afternoon refreshments will be served.

# INFOCOM

MEMO:

TO: All Employees

FROM: Gabrielle

DATE: April 20, 1983

RE: Banker's Life Medical and Life Insurance Coverage

As many of you already know, your coverage in the Bankers Life Medical and Life plans became effective as of April 1, 1983.

Although our individual certificates and group administrative kit have not been processed yet, Bankers Life has informed me that the underwriting process is completed. In the event that you need to use your insurance before we receive these materials, our **group contract number is 29723**. Bankers Life will verify coverage to your medical institution or doctor. They can be contacted as follows:

**Boston Group Office  
The Bankers Life  
One New England Executive Park  
Burlington, MA 01803  
617/272-6770**

The following rates are employee contributions toward the monthly premiums:

**Single Employee \$15.25  
Emp. and Family 46.54**

A double deduction will be made on your April 29th paycheck to cover the premiums for April and May - after that you can expect a standard deduction each month to cover the next month's premium.

# INFOCOM

MEMO:

TO: All Employees

FROM: Gabrielle

DATE: April 14, 1983

RE: Holidays

Infocom will be officially "closed" on the day of celebration (in Massachusetts) of the following holidays:

1. New Years Day
2. Presidents Day
3. Patriots Day Mon., April 18, 1983
4. Memorial Day Mon., May 30, 1983
5. Independence Day Mon., July 4, 1983
6. Labor Day Mon., Sept. 5, 1983
7. Columbus Day Mon., Oct. 10, 1983
8. Veterans Day Fri., Nov. 11, 1983
9. Thanksgiving Day Thurs., Nov. 24, 1983
10. Christmas Day Mon., Dec. 26, 1983

# INFOCOM

TO: Marc Blank, VP Prod. Dev.

FROM: Stu Galley, Interlogic Proj. Mgr.

I want to recommend Steve Meretzky for promotion to Principal Product Designer, with an increase in his salary to \$34,000 per year, effective August 1.

Steve has done an excellent job of designing and writing both his first Interlogic game and the first few books in the Zork series. I believe that he is now capable of developing new consumer products of high quality by working on his own. I think he could also lead a group effort or train new developers, should the need arise.

Stu Galley  
7/25/83

OK *Marc Blank* 7/25/83

INFOCOM, INC  
55 WHEELER ST  
CAMBRIDGE MA 02138 17PM

Western  
Union Mailgram 

4-1985240137012 05/17/83 ICS WA16614  
01165 MLTN VA 05/17/83

BSNB

▶ JOEL REPEZ  
INFOCOM INC  
55 WHEELER ST  
CAMBRIDGE MA 02138

THIS THURSDAY INFOCOM WILL VISIT 2,832,000 AMERICAN HOMES ON  
NETWORK T.V.

THAT'S RIGHT. CBS MORNING NEWS WILL FEATURE INFOCOM'S COMPUTER  
PROSE GAMES ON THURSDAY MORNING MAY 19 BETWEEN 7 AND 9 A.M.

NATIONAL PUBLICITY IS GREAT NEWS FOR THE SOFTWARE BUSINESS,  
ESPECIALLY YOURS! LOTS OF FUTURE CUSTOMERS WILL BE WATCHING THE  
SHOW AND WANTING THE GAMES SO BE SURE YOU'VE GOT PLENTY OF INFOCOM  
GAMES IN STOCK.

AND BE SURE TO TELL YOUR SALES PEOPLE TO WATCH. THEY'LL BE SEEING  
WHAT THE FUTURE OF COMPUTER GAMES REALLY LOOKS LIKE.

22:54 EST

HGNCOMP

# INFOCOM

March 14, 1983

MEMO:

FROM: Gabrielle

RE: Good News!!!

The good news is . . .

**Michael Berlyn** has been promoted to **Project Manager of the Interlogic Product Line**. As such, he'll be managing the development and maintenance of our Interlogic Series of games. Michael will have full responsibility for all components of the development process. This includes staffing, training, setting standards for and supervising product implementation, assuring quality, scheduling, and much more. He'll be representing the Interlogic line in dealings with other departments outside the company - and in house.

For all of us, this means that Michael is the contact for all Interlogic information: the status of products under development, quality issues/problems, schedules, and packaging, promotion and production related issues.

Congratulations are in order. Michael's been a real pleasure to work with since his arrival here six months ago, and we're sure he'll be even more of an asset to Infocom in his expanded role with the company.

**Congratulations, Michael!**

To: Everybody

From: Richard

Subject: Softball

**PROPRIETARY INFORMATION OF  
INFOCOM INC.  
COMPANY CONFIDENTIAL**

There comes a time in the life of all growing companies when they become large enough to field a softball team. I believe the time has come for Infocom.

Various people have expressed interest in playing softball. In trying to set up a one-time game with Lotus, I found out that a small softball league of software companies just began last Tuesday. The league plays Tuesday evenings at a Tufts field.

If I can get around thirteen people willing to play, I'll try to get us in this league. Let me know if you're interested. If you are, I need the following information:

- \* Would you be interested in coming out weekly, only one time, or several times during the summer?
- \* What positions can you play?
- \* Would you be interested in a practice? What times are best?
- \* Do you know anybody who might be interested in playing for us, in case we can't get enough Infocom people interested?
- \* Are you any good? (I.e., if a ball is coming toward you, do you try to catch it, or do you do your best to get out of the way?)

# INFOCOM

## MEMORANDUM

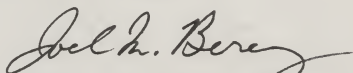
TO: Members of Infocom  
FROM: Board of Directors  
SUBJECT: Albert Vezza to Join Infocom Full-Time  
DATE: December 9, 1983

Infocom is in the process of concluding a very successful year and preparing to enter another one. During the present year, Infocom has established itself as the dominant force in the computer-based adventure field and has performed according to projections that many considered to be as fantastic as our games. Also during the present year, Infocom has brought its first business product to a stage of development from which we can chart its course into the market and into widespread application. Next year, we shall have (at least) two product divisions actively engaged in the whole gamut of operations from R&D to customer service.

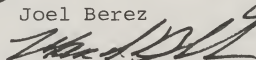
On the first of January, 1984, at the invitation of the Board of Directors and the present officers of Infocom, Al Vezza will come to Infocom full-time as Chief Executive Officer of the company. He will continue to serve as Chairman of the Board of Directors. The main focus of Al's attention will be the long-term growth and success of the company. One of the first steps in that direction will be to build up the management team to the point at which we can stay squarely on top of the growing business and take full advantage of the opportunities that are presenting themselves. In particular, Al will be looking for a director of marketing for the Business Products Group and a Vice President for Finance and Administration. Other steps will be concerned with additional products for consumer and for business applications and, indeed, with new worlds for Infocom to conquer. The financial base upon which the company will be developed will involve additional funds from outside the company. Al has been giving the acquisition of those funds most of his effort for several months, and a good announcement will be made on that subject in a few weeks.

In the new line-up, there will be three main groups reporting to the Chief Executive Officer: the Consumer Products Group, the Business Products Group, and, as soon as a head for it has been determined, Finance and Administration. Joel Berez will continue to run the Consumer Products Group. Joel's main objective for 1984 will be another fabulous year of stimulating imaginations, with new products and new directions of development and marketing as well as continuation along well established and very successful lines. Al Vezza will serve as acting head of the Business Products Group. His main objective for that group in 1984 will be to establish it in the marketplace and place it on the road to being a significant profit center.

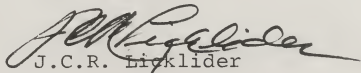
The Board of Directors takes this opportunity to congratulate all the members of Infocom on the success of their efforts this year, to commend the officers who have led the company through its steep climb to the present vantage point, and to express appreciation to Al Vezza for his willingness to put aside his work at M.I.T. and to dedicate himself full-time to the future of Infocom.



Joel Berez



Marc Blank



J.C.R. Licklider

Christopher Reeve

