

Withdrawal/Redaction Sheet

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001a. list	Office of the First Lady International Trip Checklist - Motorcade (partial) (1 page)	nd	b(7)(E)
001b. list	Office of the First Lady Domestic Trip Checklist - Motorcade (partial) (1 page)	nd	b(7)(E)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Speechwriting (Noa Meyer Subject Files)
OA/Box Number: 17213

FOLDER TITLE:

Advance Checklist

2012-0869-S

kc909

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

Freedom of Information Act - [5 U.S.C. 552(b)]

P1 National Security Classified Information [(a)(1) of the PRA]
P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
P3 Release would violate a Federal statute [(a)(3) of the PRA]
P4 Release would disclose trade secrets or confidential commercial or
financial information [(a)(4) of the PRA]
P5 Release would disclose confidential advice between the President
and his advisors, or between such advisors [(a)(5) of the PRA]
P6 Release would constitute a clearly unwarranted invasion of
personal privacy [(a)(6) of the PRA]

b(1) National security classified information [(b)(1) of the FOIA]
b(2) Release would disclose internal personnel rules and practices of
an agency [(b)(2) of the FOIA]
b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
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information [(b)(4) of the FOIA]
b(6) Release would constitute a clearly unwarranted invasion of
personal privacy [(b)(6) of the FOIA]
b(7) Release would disclose information compiled for law enforcement
purposes [(b)(7) of the FOIA]
b(8) Release would disclose information concerning the regulation of
financial institutions [(b)(8) of the FOIA]
b(9) Release would disclose geological or geophysical information
concerning wells [(b)(9) of the FOIA]

C. Closed in accordance with restrictions contained in donor's deed
of gift.
PRM. Personal record misfile defined in accordance with 44 U.S.C.
2201(3).
RR. Document will be reviewed upon request.



OFFICE OF THE FIRST LADY

ADVANCE INFORMATION

**OFFICE OF THE FIRST LADY
INTERNATIONAL TRIP CHECKLIST**

OFFICE OF THE FIRST LADY
CONTACT INFORMATION

Office of the First Lady

The White House
OEOB, Room 188
Washington, D.C. 20500
Phone (202) 456-6266
Fax (202) 456-6244

The White House Gift Unit

OEOB, Rm. 457
Washington, D.C. 20502
Phone (202) 456-7133
Fax (202) 456-2806

Scheduling

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Brenda Costello

OFFICE OF THE FIRST LADY

INTERNATIONAL TRIP CHECKLIST

Airport

- ☐ - Identify holding room.
- ☐ - Identify private restroom with soap, towels, and paper.
- ☐ - Forward and provide dialing instructions for phone and fax numbers.
- ☐ - Provide a meeting or guest holding area.
- ☐ - Confirm availability of one or two sets of stairs for the plane (usually a 707).
- ☐ - Board plane and advise Trip Director of any changes since last contact.
- ☐ - Briefing cards for HRC and a duplicate copy for the Trip Director.
- ☐ - Advance staff at rear steps directing traveling staff and press to motorcade vehicles.
- ☐ - Coordinate baggage arrangements for HRC, Staff, and Press.
- ☐ - Identify and assemble greeters in one line at bottom of front plane stairs, HRC's back to the sun.
- ☐ - Make umbrellas available, rain or shine.
- ☐ - Identify Local and Traveling Press area.

Withdrawal/Redaction Marker

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OFFICE OF THE FIRST LADY

INTERNATIONAL TRIP CHECKLIST

Motorcade

- ☐ - 15-passenger vans when available.
- ☐ - Label each vehicle clearly.
- ☐ - Front passenger seat of control reserved for trip director.
- ☐ - Typed directions and map for each route placed in each vehicle.
- ☐ - Location of all relevant hospitals placed in each vehicle (check with USSS).
- ☐ - Accurate drive times sent to Washington.
- ☐ - Individual sized bottles of non-carbonated water in all vehicles (including press).
- ☐ - Each vehicle cleaned, re-stocked and refueled each night.
- ☐ - Air conditioned vehicles.
- ☐ - Coordinate staff/press baggage and HRC baggage vehicle on arrival/departure.
- ☐ - Food and photos for drivers.
- ☐ - 30 passenger bus preferred for press. Alternative: (2) 15-pax vans
- ☐ - Secure press straggler for reporters needing to break-off
- ☐ - At airport check all vehicles for forgotten bags/equipment prior to traveling party departure.
- ☐ - Gift box in back of control.

(b)(7)(e)

OFFICE OF THE FIRST LADY INTERNATIONAL TRIP CHECKLIST

RON

Room Assignments/Floor Plan:

- ☐ - Press rooms should be located on a separate floor than HRC/CVC and the traveling staff.
- ☐ - Traveling Staff Office should be on the opposite side of the floor from the First Lady's Suite, if that's where the majority of the staff rooms are.
- ☐ - The control room can be on a separate floor.
- ☐ - Staff proximity to HRC:
 1. Personal Aide
 2. Trip Director
 3. COS
 4. Communications Director
- ☐ - Deputy Press Secretary on press floor.

Upon Traveling Party Arrival:

- ☐ - Provide separate check-in for staff and press.
- ☐ - Room assignments should be clearly posted in front of the elevators.
- ☐ - Rooms should be open, with keys in the door. Doors labeled.
- ☐ - If a credit card for incidentals is required, make arrangements for staff to do it in the control room after arrival.

Staff Room Requirements:

- ☐ - Welcome/Info packets.
- ☐ - A complete room and phone list.
- ☐ - Dialing instructions by the phone/How to reach AT&T operator/Room to cell phone #'s.
- ☐ - Instructions should show how to reach next/last city/country and the U. S. and the rates.
- ☐ - Bottled water, when water is non-potable.
- ☐ - Water warning signs on bathroom mirrors.
- ☐ - Baggage call posted on door or mirror.
- ☐ - Next day's schedule.

Press Requirements:

- ☐ - All reporters should be pre-registered. (Credit card information will be provided prior to our arrival.)

- ☐ - Key packets should be given to reporters en route to the hotel.
- ☐ - Arrange separate check-out for press. (Have hotel give a window of time in which they will have one clerk available to handle press check-out.)
- ☐ - Arrange wake-up calls when neither clocks nor operator service is available.
- ☐ - Press, if possible, should all be on the same floor.
- ☐ - Tape the reporter's name on their door.
- ☐ - Try to make sure that reporters are not given rooms with twin beds. Ask for full/queen/king size bed, even if it costs more.
- ☐ - Reserve an equipment room on the same floor with the press.
- ☐ - Make sure there is a list of room assignments by the phone. This list should include the room numbers for all traveling press, the Press staff -- Press Lead, the White House Doctor, and the Baggage Officer, Mike Ingraham.
- ☐ - Have your USIS counterpart test the phone line for computer filing from a hotel guest room and write directions. The phone jack will need to be converted to an RJ11 jack. Is the phone line pulse or tone? Reporters will need to dial out direct - they cannot go through the hotel operator for an outside line.
- ☐ - Make sure to have someone with technical knowledge available to help reporters file from hotel.
- ☐ - Traveling press corps members should be given access to the Embassy Control Room.
- ☐ - Inform press office of type of electrical adapter needed and what the electrical current is.

Welcome/Info Packets:

Each staff and press person should receive (in their room):

- ☐ - An updated schedule/trip book. (Separate for Press.)
- ☐ - Any advisories.
- ☐ - Baggage call time-posted.
- ☐ - Luggage tags for the next stop.
- ☐ - General hotel information (restaurants, gym, control room, staff rooms, etc.)
- ☐ - City information.
- ☐ - Complete manifest. (Staff only.)

FLOTUS Suite Requirements:

- ☐ - Two sets of transformers and adapters with enough power for US appliances. (One near the bed and one in the dressing area.)
- ☐ - Extension cord(s).
- ☐ - Extra blankets, pillows, and towels.
- ☐ - WHCA drop on left side of bed when lying on your back.
- ☐ - Water warning taped to bathroom mirror/Water in bathroom/Wet bar, etc.
- ☐ - Room service menus.
- ☐ - Copy of Welcome/Info pack.
- ☐ - Identify hair & make-up area.
- ☐ - Dialing instructions/TV instructions.
- ☐ - Alarm clock.

Speciality Needs (Assistant's Room):

- ☐ - Transformer/Adapter.
- ☐ - Extension cord.
- ☐ - Iron/ironing board.
- ☐ - Packing boxes and tape available.
- ☐ - Copy of all staff/press advisories.

Staff Office:

- ☐ - Phones-w/Dialing Instructions-posted.
- ☐ - Fax.
- ☐ - High volume copier.
- ☐ - Printer compatible with software.
- ☐ - Laptops (Word Perfect for windows 5.2 or 6.1, **not** Microsoft word).
- ☐ - Office supplies, including 3-hole punch.
- ☐ - Burn bags.
- ☐ - Mail/message center (staff envelopes)
- ☐ - Phone/room list (posted).
- ☐ - 24 hour coffee/tea service.
- ☐ - Batteries for laptops.
- ☐ - Signage.

Control Room:

- ☐ - Accommodation Exchange.
- ☐ - Bottled water.
- ☐ - Food for sale, if available.
- ☐ - Information packet.

Other Notes:

- ☐ - Always check baggage call times with the Trip Director prior to party arrival.
- ☐ - RON will coordinate with CARPET for luggage tags and pick-up times.
- ☐ - Never allow any greeters late at night or very early in the morning.
- ☐ - Always copy faxes onto hard paper before delivering.
- ☐ - Always deliver incoming faxes to Senior Staff.
- ☐ - Make sure USSS lead/supervisors receives all schedule updates.
- ☐ - Co-ordinate with Lead all motorcade arrivals and departures.
- ☐ - Make sure HRC Limo is cleared and stocked with water on each hotel departure.
- ☐ - RON should have master key for all rooms including press equipment storage area.
- ☐ - Co-ordinate with FLOTUS Press Office for clips.
- ☐ - Distribute clips to staff.
- ☐ - Check hotel rooms for any forgotten items.
- ☐ - Be prepared to create or update FLOTUS briefing book (see *Briefing Book* section).
- ☐ - Be prepared to put out updated staff advisories after traveling party arrives.

OFFICE OF THE FIRST LADY

INTERNATIONAL TRIP CHECKLIST

Site

Addresses/Speeches

- ☐ - Seats on stage for program participants-labeled behind chair or on top of seat.
- ☐ - Always a podium-preferred w/ a shelf.
- ☐ - Podium should support a fixed microphone.
- ☐ - Podium tray should be large enough to hold a speech box (9 ½" X 12") and allow the pages to turn and the text to be viewed without obstruction.
- ☐ - Microphone should be a center mounted mic (SM-57 if possible) with a flexible neck.
- ☐ - Back-up sound should be a wired microphone placed on top shelf of the podium.

Avoid at all costs:

- ☐ - A stand up microphone next to the podium.
- ☐ - A bolted microphone.
- ☐ - A condenser microphone.
- ☐ - A clear or see-through podium.
- ☐ - A podium step.
- ☐ - House lights should be dimmed.
- ☐ - When a ropeline is scheduled, extend stage lighting to wash the first 3 rows of the audience.
- ☐ - Identify ticketing procedure.
- ☐ - Determine counter-protest plan.
- ☐ - Control seating between press and stage.
- ☐ - Avoid white banner backdrops, if possible.
- ☐ - Always provide separate acknowledgment card.
- ☐ - Sign Language Interpreter.
- ☐ - Avoid placing banners flush to back-drop
- ☐ - Have poured water for all speakers on podium shelf or on a small table nearby.
- ☐ - Provide a feedback speaker or monitor at the base of the podium which operates on a separate feed to control loudness.
- ☐ - Provide back-up power generators. (10 amps of power for every 1000 Watts.)
- ☐ - Provide an "Announce" for the First Lady, et al.
- ☐ - Simultaneous translation.
- ☐ - Have seating diagram of stage participants available.
- ☐ - Identify staff seating area.
- ☐ - Record all remarks.
- ☐ - Provide an eight foot buffer zone when a rope line is possible.

- ☐ - Steps on both sides of the stage.
- ☐ - Make speechwriter provisions for last minute on-site changes i.e. power, copier, etc.
- ☐ - Discuss interpreting needs w/interpreter ahead of time.

Roundtables/Forums

- ☐ - Specifics vary site to site.
- ☐ - Tape record entire discussion.
- ☐ - Complete and accurate seating chart for briefing book and at HRC's seat.
- ☐ - Amplified sound.
- ☐ - Table top mics/mult.
- ☐ - Table cards.
- ☐ - Audience or non-participant seating
- ☐ - Skirted tables (preferably not white)
- ☐ - Water at each seat
- ☐ - Note pad and pen at each seat.

Meet and Greets

- ☐ - Smaller groups that need only a handshake and a candid photo.
- ☐ - Takes much less time than a photo receiving line.
- ☐ - Number of people is dictated by room size.
- ☐ - Guests can be pre-positioned in a semi-circle, principal moves from person to person.

Receiving Lines

- ☐ - More formal than a Meet and Greet.
- ☐ - Backdrop preferred.
- ☐ - Place principal in closest corner to door when no formal backdrop exists.
- ☐ - Move line from principal's left to right.
- ☐ - Use rope and stanchion when possible.
- ☐ - Identify host to intro guests as they come through the receiving line, or use name tags.
- ☐ - One external photographer who will take their direction from the WH photographer.
- ☐ - Floor padding for photo area, when guest number is greater than 35.
- ☐ - Water and/or soda nearby..
- ☐ - Gift and correspondence box at front of line.
- ☐ - Volunteers to move purses or other hand held items.
- ☐ - Identify P.O.C. for returning photos.

Ropelines

- ☐ - Wash first three rows of audience with light to avoid a blinding ropeline.
- ☐ - Maintain control of house lights.
- ☐ - Provide an area to wash hands immediately following ropeline.
- ☐ - Lead or site advance should always work ropeline with trip director
- ☐ - Advise of ground condition (Grass, stones, dirt, etc.)
- ☐ - Communicate length of ropeline prior to the event.
- ☐ - Make sure any obstacles (bus tables) are removed before start.
- ☐ - Don't allow groups of small children to be placed on the front line.
- ☐ - Identify disabled area.

Holding Rooms

- ☐ - Separate holding rooms for HRC and Staff.
- ☐ - Bottled water, sodas, hot tea, coffee available (food, when necessary).
- ☐ - Phone and fax whenever possible (w/ dialing instructions).
- ☐ - Restroom in or near HRC holding room (soap, towels, paper, mirror).

Briefing Book

- ☐ - Establish an appropriate contact for briefing materials
- ☐ - Provide an acknowledgment card for each event
- ☐ - Provide a seating chart for each event when applicable
- ☐ - Provide participant/guest lists, including final list reflecting last minute changes.
- ☐ - Provide biographies of participants/guests.
- ☐ - Provide site/venue background.
- ☐ - Provide award and/or event history.
- ☐ - See RON section for actual book construction.

Miscellaneous

- ☐ - Complete "Trip Site Information" form and fax to (202) 456-5340 ASAP.
- ☐ - Use waist high tables when HRC makes remarks from her seat, allow enough space for speech box.
- ☐ - Avoid using stools for seats.
- ☐ - Always provide shade or cover for HRC/speakers during outdoor events.
- ☐ - Rain site designated for outdoor events.
- ☐ - Communicate ground conditions
- ☐ - Use volunteers to aid in traveling staff needs.

**OFFICE OF THE FIRST LADY
TRIP SITE INFORMATION**

BELOW IS AN OVERALL EVENT SHEET FOR THE CONTACT INFORMATION NECESSARY FOR A FIRST LADY EVENT. THIS BASIC INFORMATION WILL HELP US IN PREPARING THE DAILY SCHEDULE AND TRIP BOOK. PLEASE FILL OUT ONE OF THESE FORMS AND FAX IT TO THE FIRST LADY'S SCHEDULING DESK AT (202) 456-5340 ASAP.

TRIP LEAD ADVANCE: _____

SITE #1:
ADDRESS: _____

CONTACT NAME: _____

FLOTUS HOLD: _____

PHONE: _____

FAX: _____

STAFF HOLD: _____

PHONE: _____

FAX: _____

SITE #2: _____

ADDRESS: _____

CONTACT NAME: _____

FLOTUS HOLD: _____

PHONE: _____

FAX: _____

Site Information, 2 of 2

STAFF HOLD: _____

PHONE: _____

FAX: _____

SITE #3: _____

ADDRESS: _____

CONTACT NAME: _____

FLOTUS HOLD: _____

PHONE: _____

FAX: _____

STAFF HOLD: _____

PHONE: _____

FAX: _____

SITE #4: _____

ADDRESS: _____

CONTACT NAME: _____

FLOTUS HOLD: _____

PHONE: _____

FAX: _____

STAFF HOLD: _____

PHONE: _____

FAX: _____

OFFICE OF THE FIRST LADY

INTERNATIONAL TRIP CHECKLIST

Press

- ☐ - Complete "Press Advance Event Sheet" and fax to your press desk as soon as possible at 202/456-7805
- ☐ - Review local paper and inform your press desk of any relevant hot topics (or fax these clips directly to the press desk).
- ☐ - If the event's host has put out a press release on the event, fax it to your press desk.
- ☐ - Fax list of all interview requests to your press desk.
- ☐ - Always tape HRC introductions and remarks. Give tape to Traveling Press Secretary.
- ☐ - Arrange separate press tour, when possible for B-roll.
- ☐ - Arrange press tours and shopping opportunities during down time (when press travels).
- ☐ - Make credentials for local press. White House press office will provide credentials for traveling press corps.
- ☐ - Provide relevant briefing information for each event. (Seating charts, etc.)
- ☐ - Arrange with White House press office for briefers to travel on press bus.
- ☐ - Always have rope available.
- ☐ - Arrange for event host to transcribe HRC remarks (if possible), and fax copy to (202) 456- 7805.
- ☐ - Fax local post-event clips to the press desk the next morning.
- ☐ - Have press sign in as they enter a site, and give copy of list to Traveling Press Secretary.

**OFFICE OF THE FIRST LADY
PRESS ADVANCE INFORMATION**

BELOW IS AN OVERALL EVENT SHEET REGARDING PRESS LOGISTICS FOR THE FIRST LADY'S EVENT. THIS BASIC INFORMATION WILL HELP US BEGIN PREPARING THE MEDIA ADVISORY. PLEASE FILL OUT ONE OF THESE FOR EACH EVENT AND FAX TO THE FIRST LADY'S PRESS OFFICE AS SOON AS POSSIBLE (FAX: 202/456-7805.)

IN ADDITION, IF THE HOST HAS PUT OUT A PRESS RELEASE ON THE EVENT, PLEASE FAX IT TO OUR OFFICE. THANKS.

BASICS:

CITY : _____

EVENT : _____

SITE NAME : _____
(NAME OF BUILDING AND ROOM)

ADDRESS : _____

PRESS ADVANCE NAME: _____

PRESS ENTRY TO SITE:

HOW SHOULD PRESS ENTER SITE (WHAT ENTRANCE, WHICH STREET)? _____

WHERE CAN PRESS PARK? _____

DOES HOST SITE REQUIRE CREDENTIALS OTHER THAN STANDARD PRESS IDENTIFICATION? _____ IF SO, WHERE DO THEY CHECK-IN TO RECEIVE THEM? _____

TIME OF SECRET SERVICE SWEEP OF SITE: _____

RECOMMENDED TIME FOR PRESS PRE-SET: _____

EVENT:

IS THERE A MULT BOX? _____ IS THE ROOM BEING LIT? _____

THROW FROM PRESS RISER TO STAGE: _____

WHO WILL THE AUDIENCE CONSIST OF (EX: STUDENTS, HEALTH CARE WORKERS)? _____

OFFICE OF THE FIRST LADY

INTERNATIONAL TRIP CHECKLIST

Thank-you/Gifts

- ☐ - Identify an embassy gift officer assigned specifically to the First Lady. They should coordinate with the Traveling State Department Gift Officer and Alice Pushcar, White House Director of First Lady Correspondence, for all gifts and “thank you” letters.

**OFFICE OF THE FIRST LADY
"THANK YOU" INFORMATION**

DATE: _____ **CITY:** _____

EVENT: _____

ADDRESSEE INFORMATION

NAME: _____

TITLE: _____

ADDRESS: _____

FUNCTION/ROLE PLAYED ON TRIP: _____

DATE: _____ **CITY:** _____

EVENT: _____

ADDRESSEE INFORMATION

NAME: _____

TITLE: _____

ADDRESS: _____

FUNCTION/ROLE PLAYED ON TRIP: _____

OFFICE OF THE FIRST LADY GIFT INFORMATION

DATE: _____ CITY: _____

EVENT: _____

GIFT DESCRIPTION: _____

GIFT IS FOR:

(please circle appropriate party)

FLOTUS

POTUS

CVC

FLOTUS & POTUS

ITEM OBTAINED BY:

_____ Presented to HRC (face to face interaction)

_____ Handed to HRC @ ropeline (brief interaction)

_____ VIP delivered to HRC (elected official)

_____ Given to HRC during speaking program

_____ Staff person took item on behalf of HRC

_____ Left in holding room / with 3rd party (no interaction)

DONOR NAME: _____

ADDRESS: _____

**OFFICE OF THE FIRST LADY
DOMESTIC TRIP CHECKLIST**

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CONTACT INFORMATION

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The White House
OEOP, Room 188
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Fax (202) 456-6244

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Fax (202) 456-2806

Scheduling

Phone (202) 456-7560 Fax (202) 456-5340
Patti Solis-Doyle
Evan Ryan
Wendy Arends
Julie Huffman

Advance

Phone (202) 456-2518 Fax (202) 456-5340
Kelly Craighead

Press

Phone (202) 456-2960 Fax (202) 456-7805
Marsha Berry
Steve Cohen
Julie Mason

Research

Phone (202) 456-2131 Fax (202) 456-2239
Brenda Costello

OFFICE OF THE FIRST LADY

DOMESTIC TRIP CHECKLIST

Airport

- ☐ - Identify holding room and forward information to scheduling/press desks.
- ☐ - Identify private restroom with soap, towels, and paper.
- ☐ - Dialing instructions for phone and fax numbers.
- ☐ - Provide a meeting or guest holding area.
- ☐ - Confirm availability of one or two sets of stairs for the plane (usually a 707).
- ☐ - Board plane and advise Trip Director of any changes since last contact.
- ☐ - Briefing cards for HRC and a duplicate copy for the Trip Director.
- ☐ - Advance staff at rear steps directing traveling staff and press to motorcade vehicles.
- ☐ - Coordinate baggage arrangements for HRC, Staff, and Press.
- ☐ - Identify and assemble greeters in one line at bottom of front plane stairs, HRC's back to the sun.
- ☐ - Make umbrellas available, rain or shine.
- ☐ - Identify Local and Traveling Press area.

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concerning wells [(b)(9) of the FOIA]

OFFICE OF THE FIRST LADY DOMESTIC TRIP CHECKLIST

Motorcade

- ☐ - 15-passenger vans when available.
- ☐ - Label each vehicle clearly.
- ☐ - Front passenger seat of control reserved for trip director.
- ☐ - Typed directions and map for each route placed in each vehicle.
- ☐ - Location of all relevant hospitals placed in each vehicle (check with USSS).
- ☐ - Accurate drive times sent to Washington.
- ☐ - Individual sized bottles of non-carbonated water in all vehicles (including press).
- ☐ - Each vehicle cleaned, re-stocked and refueled each night.
- ☐ - Air conditioned vehicles.
- ☐ - Coordinate staff/press baggage and HRC baggage vehicle on arrival/departure.
- ☐ - Food and photos for drivers.
- ☐ - 30 passenger bus preferred for press. Alternative: (2) 15-pax vans
- ☐ - Secure press straggler for reporters needing to break-off
- ☐ - At airport check all vehicles for forgotten bags/equipment prior to traveling party departure.
- ☐ - Gift collection box in back of Control Vehicle.

(b)(7)(e)

OFFICE OF THE FIRST LADY

DOMESTIC TRIP CHECKLIST

RON

Room Assignments/Floor Plan:

- ☐ - Press rooms should be located on a separate floor than HRC/CVC and the traveling staff.
- ☐ - Traveling Staff Office should be on the opposite side of the floor from the First Lady's Suite, if that's where the majority of the staff rooms are.
- ☐ - Staff proximity to HRC:
 1. Personal Aide
 2. Trip Director
 3. COS
 4. Communications Director
- ☐ - Deputy Press Secretary on press floor.

Upon Traveling Party Arrival:

- ☐ - Provide separate check-in for staff and press.
- ☐ - Room assignments should be clearly posted in front of the elevators.
- ☐ - Rooms should be open, with keys in the door. Doors labeled.
- ☐ - If a credit card for incidentals is required, make arrangements for staff to do it in the control room after arrival.

Staff Room Requirements:

- ☐ - Welcome/Info packets.
- ☐ - A complete room and phone list.
- ☐ - Dialing instructions by the phone/How to reach AT&T operator/Room to cell phone #'s.
- ☐ - Instructions should show how to reach next/last city.
- ☐ - Baggage call posted on door or mirror.
- ☐ - Next day's schedule.

Press Requirements:

- ☐ - All reporters should be pre-registered. (Credit card information provided prior to arrival.)
- ☐ - Key packets should be given to reporters en route to the hotel.
- ☐ - Arrange separate check-out for press. (Have hotel give a window of time in which they will have one clerk available to handle press check-out.)

- ☐ - Press, if possible, should all be on the same floor.
- ☐ - Tape the reporter's name on their door.
- ☐ - Try to make sure that reporters are not given rooms with twin beds. Ask for full/queen/king size bed, even if it costs more.
- ☐ - Reserve an equipment room on the same floor with the press.
- ☐ - Make sure there is a list of room assignments by the phone. This list should include the room numbers for all traveling press, the Press staff -- Press Lead, the White House Doctor, and the Baggage Officer, Mike Ingraham.
- ☐ - Make sure to have someone with technical knowledge available to help reporters file from hotel.

Welcome/Info Packets:

Each staff and press person should receive (in their room):

- ☐ - An updated schedule/briefing book. (Separate for Press.)
- ☐ - Any advisories.
- ☐ - Baggage call time-posted.
- ☐ - Luggage tags for the next stop.
- ☐ - General hotel information (restaurants, gym, control room, staff rooms, etc.)
- ☐ - City information.
- ☐ - Complete manifest. (Staff only.)

FLOTUS Suite Requirements:

- ☐ - Extension cord(s).
- ☐ - Extra blankets, pillows, and towels.
- ☐ - WHCA drop on left side of bed when lying on your back.
- ☐ - Room service menus.
- ☐ - Copy of Welcome/Info pack.
- ☐ - Identify hair & make-up area.
- ☐ - Dialing instructions/TV instructions.
- ☐ - Alarm clock.

Speciality Needs (Assistant's Room):

- ☐ - Iron/ironing board.
- ☐ - Packing boxes and tape available.
- ☐ - Copy of all staff/press advisories.

Staff Office:

- ☐ - Phones-w/Dialing Instructions-posted.
- ☐ - Fax.
- ☐ - High volume copier.
- ☐ - Printer compatible with software.
- ☐ - Laptops (Word Perfect for windows 5.2 or 6.1, **not** Microsoft word).

- ☐ - Office supplies, including 3-hole punch.
- ☐ - Burn bags.
- ☐ - Mail/message center (staff envelopes)
- ☐ - Phone/room list (posted).
- ☐ - 24 hour coffee/tea service.
- ☐ - Batteries for laptops.

Other Notes:

- ☐ - Always check baggage call times with Trip Director prior to party arrival.
- ☐ - RON will coordinate with CARPET for luggage tags and pick-up times.
- ☐ - Never allow any greeters late at night or very early in the morning.
- ☐ - Always copy faxes onto hard paper before delivering.
- ☐ - Always deliver incoming faxes to Senior Staff.
- ☐ - Make sure USSS Lead/Supervisors receives all schedule updates.
- ☐ - Co-ordinate with Lead all motorcade arrivals and departures.
- ☐ - Make sure HRC Limo is cleared and stocked with water on each hotel departure.
- ☐ - RON should have master key for all rooms including press equipment storage area.
- ☐ - Co-ordinate with FLOTUS Press Office for clips.
- ☐ - Distribute clips to staff.
- ☐ - Check hotel rooms for any forgotten items.
- ☐ - Be prepared to create or update FLOTUS briefing book (see *Briefing Book* section).
- ☐ - Be prepared to put out updated staff advisories after traveling party arrives.

OFFICE OF THE FIRST LADY

DOMESTIC TRIP CHECKLIST

Site

Addresses/Speeches

- ☐ - Seats on stage for program participants-labeled behind chair or on top of seat.
- ☐ - Always a podium-preferred w/ a shelf.
- ☐ - Podium should support a fixed microphone.
- ☐ - Podium tray should be large enough to hold a speech box (9 ½" X 12") and allow the pages to turn and the text to be viewed without obstruction.
- ☐ - Microphone should be a center mounted mic (SM-57 if possible) with a flexible neck.
- ☐ - Back-up sound should be a wired microphone placed on top shelf of the podium.

Avoid at all costs:

- ☐ - A stand up microphone next to the podium.
- ☐ - A bolted microphone.
- ☐ - A condenser microphone.
- ☐ - A clear or see-through podium.
- ☐ - A podium step.
- ☐ - House lights should be dimmed.
- ☐ - When a ropeline is scheduled, extend stage lighting to wash the first 3 rows of the audience.
- ☐ - Identify ticketing procedure.
- ☐ - Determine counter-protest plan.
- ☐ - Control seating between press and stage.
- ☐ - Avoid white banner backdrops, if possible.
- ☐ - Always provide separate acknowledgment card.
- ☐ - Sign Language Interpreter.
- ☐ - Avoid placing banners flush to back-drop
- ☐ - Have poured water for all speakers on podium shelf or on a small table nearby.
- ☐ - Provide a feedback speaker or monitor at the base of the podium which operates on a separate feed to control loudness.
- ☐ - Provide back-up power generators. (10 amps of power for every 1000 Watts.)
- ☐ - Provide an "Announce" for the First Lady, et al.
- ☐ - Have seating diagram of stage participants available.
- ☐ - Identify staff seating area.
- ☐ - Record all remarks.
- ☐ - Provide an eight foot buffer zone when a rope line is possible.
- ☐ - Steps on both sides of the stage.
- ☐ - Make speechwriter provisions for last minute on-site changes i.e. power, copier, etc.

Roundtables/Forums

- ☐ - Specifics vary site to site.
- ☐ - Tape record entire discussion.
- ☐ - Complete and accurate seating chart for briefing book and at HRC's seat.
- ☐ - Amplified sound.
- ☐ - Table top mics/mult.
- ☐ - Table cards.
- ☐ - Audience or non-participant seating
- ☐ - Skirted tables (preferably not white)
- ☐ - Water at each seat
- ☐ - Note pad and pen at each seat.

Meet and Greet

- ☐ - Smaller groups that need only a handshake and a candid photo.
- ☐ - Takes much less time than a photo receiving line.
- ☐ - Number of people is dictated by room size.
- ☐ - Guests can be pre-positioned in a semi-circle, principal moves from person to person.

Receiving Lines

- ☐ - More formal than a Meet and Greet.
- ☐ - Backdrop preferred.
- ☐ - Place principal in closest corner to door when no formal backdrop exists.
- ☐ - Move line from principal's left to right.
- ☐ - Use rope and stanchion when possible.
- ☐ - Identify host to intro guests as they come through the receiving line, or use name tags.
- ☐ - One external photographer who will take their direction from the WH photographer.
- ☐ - Floor padding for photo area, when guest number is greater than 35.
- ☐ - Water and/or soda nearby.
- ☐ - Gift and correspondence box at front of line.
- ☐ - Volunteers to move purses or other hand held items.
- ☐ - Identify P.O.C. for returning photos.

Ropelines

- ☐ - Wash first three rows of audience with light to avoid a blinding ropeline.
- ☐ - Maintain control of house lights.
- ☐ - Provide an area to wash hands immediately following ropeline.

- ☐ - Lead or site advance should always work ropeline with trip director
- ☐ - Advise of ground condition (Grass, stones, dirt, etc.)
- ☐ - Communicate length of ropeline prior to the event.
- ☐ - Make sure any obstacles (bus tables) are removed before start.
- ☐ - Don't allow groups of small children to be placed on the front line.
- ☐ - Identify disabled area.

Holding Rooms

- ☐ - Separate holding rooms for HRC and Staff.
- ☐ - Bottled water, sodas, hot tea, coffee available (food, when necessary).
- ☐ - Phone and fax whenever possible (w/ dialing instructions).
- ☐ - Restroom in or near HRC holding room (soap, towels, paper, mirror).

Briefing Book

- ☐ - Establish an appropriate contact for briefing materials.
- ☐ - Provide acknowledgments for each event.
- ☐ - Provide a seating chart for each event (when applicable).
- ☐ - Provide participant/guest lists.
- ☐ - Send final list reflecting last minute changes (post-event).
- ☐ - Provide biographies of participants/guests.
- ☐ - Provide site/venue background.
- ☐ - Provide award and/or event history.
- ☐ - See RON section for actual book construction.

Miscellaneous

- ☐ - Use waist high tables when HRC makes remarks from her seat, allow enough space for speech box.
- ☐ - Avoid using stools for seats.
- ☐ - Always provide shade or cover for HRC/speakers during outdoor events.
- ☐ - Rain site designated for outdoor events.
- ☐ - Communicate ground conditions
- ☐ - Use volunteers to aid in traveling staff needs.
- ☐ - White House photographer may only be used at "official" events. Host should make other arrangements, when necessary.

OFFICE OF THE FIRST LADY TRIP SITE INFORMATION

BELOW IS AN OVERALL EVENT SHEET FOR THE CONTACT INFORMATION NECESSARY FOR A FIRST LADY EVENT. THIS BASIC INFORMATION WILL HELP US IN PREPARING THE DAILY SCHEDULE AND TRIP BOOK. PLEASE FILL OUT ONE OF THESE FORMS AND FAX IT TO THE FIRST LADY'S SCHEDULING DESK AT (202) 456-5340 ASAP.

TRIP LEAD ADVANCE: _____

SITE #1:
ADDRESS: _____

CONTACT NAME: _____

FLOTUS HOLD: _____

PHONE: _____

FAX: _____

STAFF HOLD: _____

PHONE: _____

FAX: _____

SITE #2: _____

ADDRESS: _____

CONTACT NAME: _____

FLOTUS HOLD: _____

PHONE: _____

FAX: _____

Site Information, 2 of 2

STAFF HOLD: _____

PHONE: _____

FAX: _____

SITE #3: _____

ADDRESS: _____

CONTACT NAME: _____

FLOTUS HOLD: _____

PHONE: _____

FAX: _____

STAFF HOLD: _____

PHONE: _____

FAX: _____

SITE #4: _____

ADDRESS: _____

CONTACT NAME: _____

FLOTUS HOLD: _____

PHONE: _____

FAX: _____

STAFF HOLD: _____

PHONE: _____

FAX: _____

OFFICE OF THE FIRST LADY

DOMESTIC TRIP CHECKLIST

Press

- ☐ - Complete "Press Advance Event Sheet" and fax to your press desk as soon as possible at 202/456-7805
- ☐ - Review local paper and inform your press desk of any relevant hot topics (or fax these clips directly to the press desk).
- ☐ - If the event's host has put out a press release on the event, fax it to your press desk.
- ☐ - Fax list of all interview requests to your press desk.
- ☐ - Always tape HRC introductions and remarks. Give tape to Traveling Press Secretary.
- ☐ - Arrange separate press tour, when possible for B-roll.
- ☐ - Make credentials for local press. White House press office will provide credentials for traveling press corps.
- ☐ - Provide relevant briefing information for each event. (Seating charts, etc.)
- ☐ - Arrange with White House press office for briefers to travel on press bus.
- ☐ - Always have rope available.
- ☐ - Arrange for event host to transcribe HRC remarks (if possible) and fax copy to (202) 456-7805.
- ☐ - Fax local post-event clips to the press desk the next morning.
- ☐ - Have press sign-in as they enter site, then give copy of list to Traveling Press Secretary.

**OFFICE OF THE FIRST LADY
PRESS ADVANCE INFORMATION**

BELOW IS AN OVERALL EVENT SHEET REGARDING PRESS LOGISTICS FOR THE FIRST LADY'S EVENT. THIS BASIC INFORMATION WILL HELP US BEGIN PREPARING THE MEDIA ADVISORY. PLEASE FILL OUT ONE OF THESE FOR EACH EVENT AND FAX TO THE FIRST LADY'S PRESS OFFICE AS SOON AS POSSIBLE (FAX: 202/456-7805.)

IN ADDITION, IF THE HOST HAS PUT OUT A PRESS RELEASE ON THE EVENT, PLEASE FAX IT TO OUR OFFICE. THANKS.

BASICS:

CITY : _____

EVENT : _____

SITE NAME : _____
(NAME OF BUILDING AND ROOM)

ADDRESS : _____

PRESS ADVANCE NAME: _____

PRESS ENTRY TO SITE:

HOW SHOULD PRESS ENTER SITE (WHAT ENTRANCE, WHICH STREET)? _____

WHERE CAN PRESS PARK? _____

DOES HOST SITE REQUIRE CREDENTIALS OTHER THAN STANDARD PRESS IDENTIFICATION? _____ IF SO, WHERE DO THEY CHECK-IN TO RECEIVE THEM? _____

TIME OF SECRET SERVICE SWEEP OF SITE: _____

RECOMMENDED TIME FOR PRESS PRE-SET: _____

EVENT:

IS THERE A MULT BOX? _____ IS THE ROOM BEING LIT? _____

THROW FROM PRESS RISER TO STAGE: _____

WHO WILL THE AUDIENCE CONSIST OF (EX: STUDENTS, HEALTH CARE WORKERS)? _____

OFFICE OF THE FIRST LADY

DOMESTIC TRIP CHECKLIST

Thank-you/Gifts

- ☐ - Each site person is responsible for collecting and recording gifts recieved from their site.
- ☐ - Leads are responsible for collecting all gifts and packaging for White House delivery.
- ☐ - Leads are responsible for providing a complete "thank you" list to Alice Pushcar,
phone: (202) 456-2941 or fax: (202) 456-5199.
- ☐ - Use gift and "thank you" forms (attached).

OFFICE OF THE FIRST LADY
"THANK YOU" INFORMATION

DATE: _____ **CITY:** _____

EVENT: _____

ADDRESSEE INFORMATION

NAME: _____

TITLE: _____

ADDRESS: _____

FUNCTION/ROLE PLAYED ON TRIP: _____

DATE: _____ **CITY:** _____

EVENT: _____

ADDRESSEE INFORMATION

NAME: _____

TITLE: _____

ADDRESS: _____

FUNCTION/ROLE PLAYED ON TRIP: _____

OFFICE OF THE FIRST LADY
GIFT INFORMATION

DATE: _____ **CITY:** _____

EVENT: _____

GIFT DESCRIPTION: _____

GIFT IS FOR:

(please circle appropriate party)

FLOTUS

POTUS

CVC

FLOTUS & POTUS

ITEM OBTAINED BY:

_____ Presented to HRC (face to face interaction)

_____ Handed to HRC @ ropeline (brief interaction)

_____ VIP delivered to HRC (elected official)

_____ Given to HRC during speaking program

_____ Staff person took item on behalf of HRC

_____ Left in holding room / with 3rd party (no interaction)

DONOR NAME: _____

ADDRESS: _____
