

February 19, 1970

MEMORANDUM FOR: DWIGHT L. CHAPIN
FROM: STEPHEN BULL
RE: JAYCEE CONVENTION

A couple of days ago I saw a note from the President someplace or other suggesting that in the future we might want to consider attending the Jaycee Convention should it be convened (I think this was a notation in the daily news summary). In case the matter comes up, you might be interested in knowing that the Convention will be held in St. Louis, Missouri, June 22-26, 1970.

MEMORANDUM

THE WHITE HOUSE
WASHINGTON



January 30, 1970

FOR: DWIGHT L. CHAPIN
FROM: STEPHEN BULL 
RE: Distribution of Inexpensive Tie Clasps
to Military Support Personnel

Chuck Stuart has advised me that the White House Police and Secret Service have already received Presidential tie clasps. The only group remaining is the Military Aide's office. Col. Hughes (through Bill Gully) has advised that 1200 tie clasps would be required in order to give one to each of the military personnel engaged in Presidential and White House support. The next lowest category would be about 800 people. The groups covered include WHCA, Communications, Air Force One and Marine One maintenance and flight personnel, the garage, and military couriers.

I recommend that we make 1200 tie clasps available to Col. Hughes for him to distribute to all of the military people. Although this figure sounds extremely large there are quite a few people behind the scenes engaged in the tedious but important tasks that make this whole operation run.

Approve  Disapprove _____

January 30, 1970

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Approve _____ Disapprove _____

January 30, 1970

FOR: DWIGHT L. CHAPIN
FROM: STEPHEN BULL
RE: Trip Question: Chicago

1. Tom Thawley called this morning and recommended that the visit to the Hanover Sewage Treatment Plant be done about an hour later than scheduled. He suggested that, following the EQC meeting, the President return to the hotel for lunch and then check out of the hotel at about 1:15 and motorcade to the plant. He says it is about a 45-minute motorcade. Following the tour of the plant the President and party would motorcade directly to O'Hare Airport for the return to Washington.
2. Thawley needs guidance on where crowds are desired or required. He is currently discussing a crowd in front of the Blackstone, but I advised him of our discussion last night in which it was suggested that crowds be restricted to that area at the end of the block with only photographers permitted at the front of the Blackstone upon arrival.

January 29, 1970

FOR: DWIGHT L. CHAPIN
FROM: STEPHEN BULL
RE: Indiana

Dick Howard called from Indianapolis and requested the following:

Upon our arrival ~~the~~ City Hall at approximately 1:15 he would like to stage a presentation of the key to the city. Mayor Lugar and the President will be the only two people on the platform with the remaining VIP's, i.e., visiting Mayors, off to the side. The platform would be placed right in front of City Hall with the crowd occupying the mall area in front of the Hall. The entire ceremony would take 10 minutes with a brief speech by the Mayor and a response by the President.

Approve _____ Disapprove _____

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

January 29, 1970

FOR: DWIGHT L. CHAPIN

FROM: STEPHEN BULL *SB*

Recently there have been occasions when individuals coming to the White House for an appointment with the President have not been properly cleared with the White House Police. Although ultimately the individuals have been admitted, confusion and delay have resulted.

Although the Appointments Office is concerned with people meeting with the President, there are frequently last minute changes made or known only to the staff member sponsoring the appointment. Therefore, it is recommended that the staff member originally requesting the appointment and preparing the briefing paper be asked to insure that the people participating in the meeting have been properly cleared through the gates with the White House Police. In most cases this is what is being done. However, in order to catch that 5% in which it is not being done, I would like to spell it out. On the other hand, perhaps we would be shirking our duties by transferring this responsibility to someone else. What do you think?

*We should
clear them -
make to make
sure someone
doesn't pull a
one of add
on us - we don't
want / C*

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January 29, 1970

FOR: DWIGHT L. CHAPIN

FROM: STEPHEN BULL

Ron Walker called at 11:30 and wanted the following items brought to your attention:

1. An article appeared in the Chicago Tribune this morning leaking all information relating to the President's trip there, including times, participants, and activities. This information is probably coming from the various politicians, each of whom is attempting to upstage the other in the eyes of the press.
2. Crowds -- Ron is planning the following:
 - (a) No crowds at O'Hare.
 - (b) Small (i. e., 2,000 or 3,000) at Miggs Field.
 - (c) Large crowd at the Blackstone.

January 28, 1970
Wednesday - 12:05 p.m.

MEMORANDUM FOR: DWIGHT L. CHAPIN

FROM: STEPHEN B. BULL

RE: Guest List for Dr. Burns' Swearing In Ceremony

The original memo on the Burns Swearing In had attached to it guest lists submitted by McCracken and Burns. The memo came back without the guest list, but also without any comment indicating disapproval. I assumed (perhaps fatally) that the guest list was satisfactory and forwarded it to Connie Stuart for the preparation of invitations. What you see attached here is a consolidation of the three individual lists originally submitted. These people are currently being invited. As Arthur Burns thinks of additional friends, he has been submitting their names to me and I have subsequently forwarded them on to Connie's office.

Attachment

SBB:hle

January 27, 1970

FOR: DWIGHT L. CHAPIN

FROM: STEPHEN BULL

RE: Invitation to the Wedding of Carole Bassmann
(Secretary to Bill Gavin) and Sgt. Morris Bronson
of WHCA

At Tab A is the invitation to the wedding and a co-signed memo from Bill Gavin and Lee Huebner that sets forth the background on the prospective bride and bridegroom. Since this couple are both employees at the White House, I recommend that special consideration be given their invitation. The following plan is submitted:

- a. The invitation be regretted.
- b. The etching of the White House, similar to the one given Rob Odle when he was married, be prepared as a wedding gift for the couple. This would be done by the East Wing who would have it autographed by Mrs. Nixon.
- c. At some point Carole and Sgt. Bronson be brought into the President's office together where the President would present them their wedding gift. Ollie Atkins would be on hand to photograph this presentation, the whole thing taking not more than two minutes.

January 26, 1970

MEMORANDUM FOR: H. R. HALDEMAN
VIA: DWIGHT L. CHAPIN
FROM: STEPHEN BULL
RE: Addendum to January 23rd Memo
on Presidential Gifts

Attached is an idea submitted by a New York design firm for a very unusual and dignified Presidential handout. What you see is called a "gate fold" card. This particular one is extremely rough but demonstrates four basic aspects of the idea:

1. A folded card with the gate sealed with a gold Presidential Seal.
2. On the inside of the card an embossed image of the White House and/or the Presidential Seal.
3. An appropriate slogan or catch phrase.
4. The President's "personal" signature.

The card that you are inspecting is 7 inches wide when folded. I would visualize something at least half this size, perhaps even smaller. The same ratio of length to width would still exist however.

This gift idea has numerous applications:

1. As a substitute for an autographed card.
2. As an office gift.
3. As an item to accompany a letter written by another staff member in the name of the President.

4. With slight variations, as a card of greeting or acknowledgment of correspondence received.

The identifying slogan could be changed with relative ease. The principal expense is in the embossing of the design on the inside of the card.

This example that I am submitting is only a rough, but I think that you can see its applications with a little imagination. Personally, I feel that it is worthy of some serious consideration.

January 23, 1970

MEMORANDUM FOR: H. R. HALDEMAN
VIA: DWIGHT L. CHAPIN
FROM: STEPHEN BULL
RE: Presidential Gift Items

General

The gift items displayed in Larry Higby's office last week which you and Dwight examined represent the entire range of gifts that the President has available for distribution. The gifts range in price from \$212 for the diamond pins to 15¢ for a ballpoint pen. Incidentally, it was too late to stop the order on the additional 20 diamond pins and double cufflinks. They were just received yesterday.

During the previous administration President Johnson had a much wider range of gifts bearing the Presidential seal. To a certain extent I feel that his overuse of the Presidential seal was in somewhat poor taste. For example, the President had a woman's pocket perfume dispenser shaped like a lipstick tube with a Presidential seal at the end. I feel that this is going too far.

President Nixon requires items that reflect the humility and dignity that he personally brings to the office of the Presidency. It is my impression that the President finds it awkward to distribute something with images of himself. With the exception of the Inaugural Medal which bears his likeness, I have never seen him distribute anything such as a photograph or anything like that. Therefore, in order to satisfy the concepts of dignity and humility while still retaining the Richard Nixon identification, the approach has to be more subtle and subliminal.

Basic Idea

The basic symbol of the Presidency is the Presidential seal. Almost all of our jewelry bears this seal but says nothing of Richard Nixon. Any gift item that we develop should be identified with Richard Nixon personally. Instead of actually spelling out "Richard Nixon" we must decide upon a slogan that most clearly is identified with the President. If we cannot agree upon one that is satisfactory, then the writers should begin working on one and pushing it. To date we have a few that might be appropriate:

1. Forward Together.
2. Bring Us Together.
3. New Federalism (I dislike this because it is too parochial-- to most people it refers to an economic concept; specifically, the welfare program).
4. "I ask you to join in a high adventure."

The slogan or theme would be recurring in every gift item. For example, a deck of playing cards would bear the Presidential seal but would also have inscribed the slogan so instead of being stamped "Richard Nixon" it would suddenly bear Richard Nixon's slogan.

Principal Inexpensive Item

Currently we have three inexpensive items that can be given out at random. They are:

1. Presidential signing pens - 88¢.
2. Gold ballpoint pens - 15¢.
3. Tie pins - 45¢ to 50¢.

The tie pins are the newest of the items and are quite good. However, they are male gifts. We need to develop a neutral multi-purpose gift. I suggest the following: development of a miniature medallion costing less than 50¢. On one side would be the Presidential seal such as appears on the Inaugural Medal, but on the opposite side instead of the President's likeness would be another image associated with the President.

Possibilities include (a) a picture of the White House, (b) an actual flag, (c) a design utilizing the colors red, white and blue. Some suggested designs are shown on Attachments #1 and #2. This coin, about the size of a penny, would be given out like a lucky coin or souvenir in crowds. However, back in the office it would also be available encased in a dignified velveteen box similar to the ones that used to be used for presentations of gold pieces. This would be our principal give-away item in crowds as well as to guests. The basic design for both sides of the coin could be utilized in other ways. Attachment #3 shows the coin encased in lucite that could be used as a paperweight or desk set.

Miscellaneous Gift Suggestions

Following is a list of items that could be used as Presidential gifts:

1. Playing cards with seal and appropriate identification.
2. Cigarette lighter with seal and identification.
3. Charm bracelet with basic coin described above adapted as a charm (a charm bracelet distributed by President Johnson accompanies this memo).
4. Pen and pencil set with President's signature and seal on one and First Lady's signature on the other.
5. Lapel pin with the Great Seal or Presidential Seal along with an appropriate RN identification symbol.
6. Leather pocket reminder with Presidential seal and RN pen (sample accompanies memo).
7. Single glass goblet with seal silkscreened or otherwise embossed.
8. Color prints of former Presidents who have been personal favorites of President Nixon. These prints would be similar to the George Washington gift that was given to all staff members at Christmas. The cover would bear an appropriate quote from the President pictured and President Nixon would inscribe the entire folder to the recipient.

9. Miniature model of Air Force One.
10. Miniature model of the President's limousine.

Attachments #4, #5 and #6 are some ideas that were submitted to me but which I rejected. I am submitting them to you for your interest only.

DETERMINED TO BE AN
ADMINISTRATIVE MARKING
E.O. 12356, Section 1.1

~~CONFIDENTIAL~~

By [Signature] NARA, Date 5/9/91

January 21, 1970

FOR: DWIGHT L. CHAPIN

FROM: STEPHEN BULL

Attached is a copy of the January, 1970 edition of the Ripon Forum which contains an article extremely critical to the Attorney General of the United States. Please note the members of the Board of Governors of the Ripon Society listed on the inside page. Lee Huebner and John Price, both of the White House staff, are listed as being members of the National Governing Board. Even though they may not be actively participating, by lending their names to this organization they obviously condone and endorse the contents of the editorials printed in the Ripon magazine. I, Personally, feel that it is a disgrace for any White House staff member to participate in such outside organizations critical of the President and the Administration. I feel they should make a choice between being loyal to the President or becoming a critic of the Administration and severing ties with such antagonistic organizations.

This is just offered for what it might be worth.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

January 14, 1970

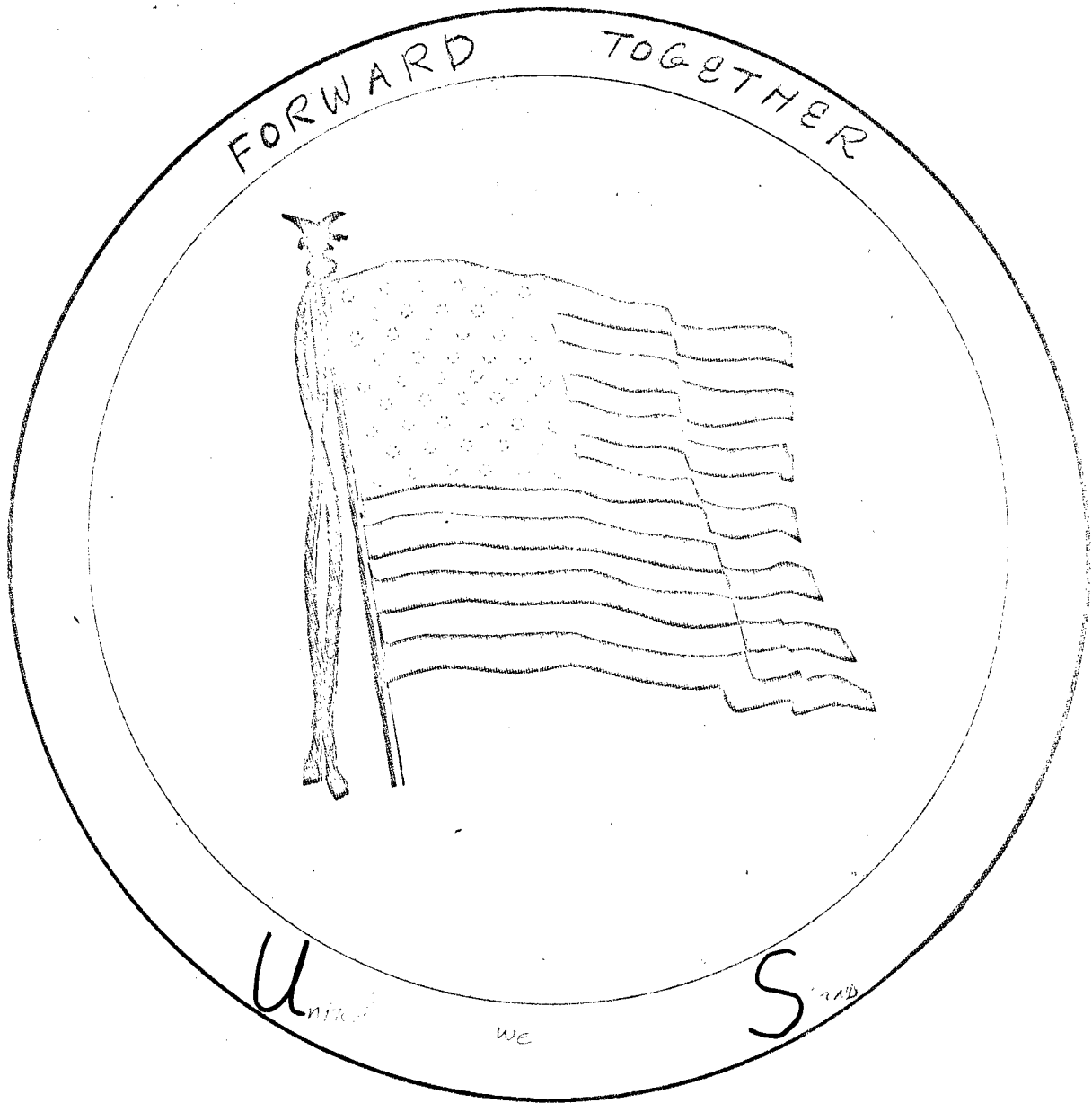
MEMORANDUM FOR: H. R. HALDEMAN
VIA: DWIGHT L. CHAPIN
FROM: STEPHEN BULL
RE: Presidential Gift Items

Attached is an inventory of the Presidential gifts we have on hand and on order and, in most cases, their value. In your memo to Dwight of January 9th (Subject: Some General Items for Schedule Guidance) you indicated that the President feels we need new gifts. Dwight and I have been discussing this matter and are currently investigating with outside suppliers the possibilities of various gift items.

In addition to items that the President can present to guests in his office, we need a gift that can be handed out in large crowds to men, women and children alike. One possibility we are toying with is a miniature medallion similar in size to the one used on the tie-bar. One side would bear the likeness of the President and the other side would have the Presidential Seal or some motto which would be associated with President Nixon. This is not to be merely a miniature version of the Ralph Menconi Inaugural Medal.

Another possibility is a small lapel pin that is sketched on the attached sheet. The central point of focus would be an American flag. Around the periphery would be inscribed a slogan readily identifiable with President Nixon. The idea is to create a general non-partisan item (i.e., American flag) that would be fashionable to openly display, but would subtly, albeit clearly, show the Richard Nixon association. One possible slogan is "Forward Together". Unfortunately, this is probably not associated firmly enough in the minds of the general public. However, as Dwight suggested, perhaps a good strong slogan will emerge from the State of the Union address next week.

We hope to have a wide-ranging list of gift ideas by the end of next week.



GIFTS ON HAND AS OF WEDNESDAY, JANUARY 14, 1970

Bob

Checked
0

	<u>On Hand</u>	<u>On Order</u>	<u>Price</u>
JEWELRY			
(ladies')			
Bracelets	9	20	55.25 each
Diamond Pins	13	20	212.00 each
Pearl Pins	4	20	37.50 each
Charms w/P. Seal & Image of P.	53		1.55 each
Inaugural bracelets	1,278		Gift
(men)			
Double cuff links - Seal	4	20	24.50 set
Single cuff links - Seal	3	20	19.00 set
Cuff links w/ P. Seal & Image of P.	93		3.40 set
Tie Bars w/P. Seal & Image of P.	9		2.25 each
Tie Bars w/Seal and Richard Nixon			
Rhodium finish in plastic boxes	735		.50 each
Gold finish in plastic boxes	478		.50 each
Rhodium finish in cellophane wrap	3,655		.45 each
Gold finish in cellophane wrap	1,335		.45 each
Money Clips	50	100	9.40 each
Key Chains	44	100	4.80 each
BOOKS - Six Crisis	91		Gift
BOOK ENDS - walnut w/P. Seal	7		9.00 set
LETTER OPENERS - leather case (inexpensive)	10		Gift
LETTER OPENERS - SILVER	93		12.00 each

(These were ordered by and paid for by Mrs. Nixon to use as wedding gifts)

MEDALLIONS

	<u>On Hand</u>	<u>On Order</u>	<u>Price</u>
Inaugural Medallion	193		2.25 each
Franklin Mint Medallion	833		gift
Paperweight medallion - in lucite	313		gift
✓ Spinning medallion -Pre-election converted	70		11.40 each
COASTERS - Diamond cut w/ P. Seal	19		6.80 set
GOLF BALLS	58 dozen		gift

ASH TRAYS

Air Force One <i>sent to AF1</i>	15		gift
Presidential Seal (Festoria)	54		4.00 each

PENS

Gold colored ballpoint in plastic boxes	104		.39 each
Gold colored ballpoint in cellophane wrap	9,300		.15 each
Signing Pen	484	3000	.88 each
Gold colored ballpoint -cellophane wrap (Mrs. Nixon)	1,484		.15
APOLLO Mugs	78		gift
APOLLO ViewMasters (children's gift)	99		gift

January 12, 1970

FOR: DWIGHT CHAPIN

FROM: STEPHEN BULL

RE: Approved But Unscheduled Presidential
Appointments or Events

1. A Commission for Bill Hopkins was prepared back in November but has yet to be presented. At one time we were discussing the possibility of finding an opportunity to recognize the contributions that Bill has made, not only to our Administration but for the past 25 years or so. I have asked John Brown to try to find some "peg" upon which an appointment with the President could be hung. For example, the presentation of the Commission by the President might be appropriate on Bill's birthday or the anniversary of the date upon which he first entered the White House, etc. I will give you a recommendation.
2. Presentation of Medal of Freedom to Ambassador David K. E. Bruce. You have been sent a separate memo on this subject.
3. Atomic Pioneer Awards. A ceremony for the presentation of these awards was originally set for November 25th. At the last minute we had to postpone the presentation and have yet to reschedule this event. The three recipients are rather elderly and there is serious concern that if we wait too much longer one or more of the recipients might expire.
4. Presentation by Eddy McGinnis and a group of Medal of Honor recipients of the original portrait of the President that was used for the Inaugural programs. We tried to schedule this event for September 23rd but Eddy McGinnis was unable to rally the Medal of Honor recipients together to make this presentation. I have not heard from Eddy McGinnis since.

January 12, 1970

TO: Dwight Chapin
FROM: Stephen Bull
RE: Presentation of Medal of Freedom
to Ambassador David K. E. Bruce

The proposed guest list for the January 27th State Dinner honoring Prime Minister Wilson indicates that Amb. Bruce will be present. Since Mr. Bruce is former Ambassador to Great Britain, and since the dinner honors the Prime Minister of Britain, perhaps this might be an appropriate time for the President to present the Medal of Freedom which, you will recall, was authorized last April.

I am currently checking with Ambassador Mosbacher to determine his personal opinion as to the appropriateness of the presentation being made at this time.

December 16, 1969

TO: Dwight Chapin

FROM: Stephen Bull

Some confusion still exists regarding whether or not there should be a press photo for a particular Presidential event. It was my understanding that each morning the Press Secretary would review the President's schedule and consult with the President about which appointments would receive press photo coverage. This is not being done or at least we are not being advised by the Press Office. Members of the press staff still call asking us whether there is to be a press photo. Can we perhaps refine this so as to eliminate the confusion?

cc: R. Ziegler

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

(F)

December 12, 1969

TO: Dwight L. Chapin

A couple of months back we discussed having someone other than Bill Timmons handle the Congressional "comedy" hour. The reason would be to expose the President to other members of the Congressional relations staff and, at the same time, increase that staff member's stature in the eyes of the Congressmen present. At the time we discussed this we decided to hold off until the staff changes had been made. Although Bryce's replacement as assistant for Congressional relations has not yet been named, perhaps it would be appropriate now to start having other members of Bryce's staff handle the Congressmen. Of course I, myself, expect to continue working on the Congressional Half-Hours.

Perhaps this is a matter you might want to bring up with Bryce.

✓
No - I think
a good idea and
you should discuss with ~~Stephen Bull~~
Lomas and if he gets
Bryce's agreement just
start doing it! - we should
always know who it will
be so we can advise
the P. ✓

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

December 12, 1969

TO: Steve Bull
FROM: Bill Timmons *BT*
SUBJECT: Congressional Half-Hour

By and large I think the regular comedy half-hours go pretty well. However, there is one flaw and that is escorting visitors out of the building.

You and I are so busy getting the second Congressman in to see the President, we drop the previous guest outside the Oval Room. So many of them don't know how to get out.

Maybe we could arrange to have a secretary wait just to see our friends out.

What do you think?

December 12, 1969

TO: Dwight L. Chapin

A couple of months back we discussed having someone other than Bill Timmons handle the Congressional "comedy" hour. The reason would be to expose the President to other members of the Congressional relations staff and, at the same time, increase that staff member's stature in the eyes of the Congressmen present. At the time we discussed this we decided to hold off until the staff changes had been made. Although Bryce's replacement as assistant for Congressional relations has not yet been named, perhaps it would be appropriate now to start having other members of Bryce's staff handle the Congressmen. Of course I, myself, expect to continue working on the Congressional Half-Hours.

Perhaps this is a matter you might want to bring up with Bryce.

Stephen Bull

November 10, 1969

TO: Dwight Chapin

RE: Connie Stuart's Christmas "Battle Plan"

In response to your request for my opinion and recommendations on Connie's plan, I offer the following:

1. Although admittedly Connie's plan is just a brief outline, the approach seems to be of a "shot gun" variety, with no real goal evident. I think it is necessary to determine what we want to accomplish at Christmas in terms of public relations, staff morale, etc., then the activities should be directed towards this goal.
2. The activities that Connie mentions, specifically, Church Services on the 21st and the Open House that evening, are a little vague. For Church, she says that there will be no preacher, only "Christmas music". If this is to be only a Christmas Carol session, it might be better structured in some other format. The afternoon press open house and evening staff open house are also a bit sketchy. If the President and Mrs. Nixon have to be there the entire time they are going to be exhausted and probably will fire us both. If, on the other hand, these events are not structured so as to permit a symbolic drop by they will lose their effectiveness.
3. I see no mention made of the Christmas tree lighting ceremony. This is, as I understand it, a traditional annual event in which the President flips the switch which will illuminate the large Christmas tree on the Ellipse. This tree-lighting ceremony should provide the occasion for one of the open houses that Connie recommends and therefore allows us to spread out these events over a longer period of time.

4. The live TV broadcast from the White House on Christmas Eve suggests a good many possibilities. This might be the occasion to project the warm, family image of the President in a traditional setting. Perhaps we could further consider including special friends of the family, including Frank Borman. You will recall that it was a year ago that he did the Scripture reading from the far side of the Moon. Perhaps we could work out some reenactment of this event.
5. Again, the goals of these Christmas activities must be considered in the total context of the long-range goals of the next six months to one year.

Stephen Bull

November 10, 1969

TO: Dwight Chapin

RE: Congressional Guests for Apollo XI Launch

In addition to the ranking members on the House and Senate Science and Aeronautics Committees, Bryce Harlow recommends that the two Florida Senators and all three of Florida's Republican Congressmen accompany the President to Cape Kennedy on Friday. Two of the Congressmen, Cramer and Frey, have already been approved. The third one would be Congressman Burke. Bryce Harlow strongly recommends his inclusion.

NOTE; Dr. Paine will not be riding down on Air Force One to Florida with the President. He will go to the Cape on Thursday. Consequently, we have room for Congressman Burke.

Yes _____ No _____

Stephen Bull

November 7, 1969

TO: Dwight Chapin

RE: Unveiling of American Pavilion for Japanese Exposition

You will recall that Frank Shakespeare had been pushing vigorously for the approval of an appointment with the President at which the American Pavilion would be unveiled. You approved this appointment and scheduled it tentatively for November 21st.

Eugene Rosenfeld of USIA and others have been over here a number of times to check the Roosevelt Room and make plans for setting up the model of our Pavilion. This is fine. What does disturb me are their casual comments regarding "the ceremony", "the President's speech", "the presentation to some Japanese financier", and other such matters. I have this strange feeling that there might be a slight misunderstanding between what we approved and what Frank Shakespeare thinks we approved.

May we discuss this matter?

Stephen Bull

NIXON PRESIDENTIAL MATERIALS PROJECT
DOCUMENT CONTROL RECORD

ITEM REMOVED FROM THIS FILE FOLDER

A RESTRICTED DOCUMENT OR CASE FILE HAS BEEN REMOVED FROM THIS FILE FOLDER. FOR A DESCRIPTION OF THE ITEM REMOVED AND THE REASON FOR ITS REMOVAL, CONSULT DOCUMENT ENTRY NUMBER N 17 ON EITHER THE DOCUMENT WITHDRAWAL RECORD (GSA FORM 7279 OR NA FORM 1421) OR NARA WITHDRAWAL SHEET (GSA FORM 7122) LOCATED IN THE FRONT OF THIS FILE FOLDER.

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November 6, 1969

FOR: D. Chapin

RE: Congressional Half-Hours

At this morning's Congressional Half-Hour a situation developed that could have been potentially embarrassing. Although it was understood that Congressman John Wold was to present the President with a fact book on Vietnam, he suddenly unraveled a lengthy petition on gun control legislation and asked the President to pose with him for a photograph that would subsequently be published in the Congressman's home newspapers. Although I don't know what the President's reaction was to this unexpected development, it is obvious that such future occurrences of this nature could be embarrassing, if not ~~damaging~~, to the President. In a situation such as this morning there is practically no way that the President can say no and consequently must accede to these requests.

An additional comment about this morning's Congressional Half-Hour is that two of the three Congressmen brought more people with them than the ones that had been approved in the basic request.

If we are going to continue to hold Congressional Half-Hours, and to keep them effective, we should tighten up immediately on these matters. Bill Timmons' primary function at the Congressional Half-Hour is not to search and seize contraband that crafty Congressmen want to smuggle in to the President's office. At some point in the initial planning for a Congressional Half-Hour event we should lock up who is coming and what is going to happen and then hold the participants to this. I think the only way that this can be done is for the person in Bryce Harlow's office who confirms the Presidential appointment with the requester to specify in strict terms exactly who should come and what should happen. The understanding must be made well in advance--it is too late when Bill Timmons is greeting the Congressional Half-Hour participants in the Roosevelt Room.

The best reason for tightening up on the Congressional Half-Hours is that a few more like this morning and we are going to lose the Half-Hours altogether. I don't think the President will retain his sense of humor at such matters much longer.

Stephen Bull

cc: Bill Timmons
Susan Reinke

November 4, 1969

TO: Dwight Chapin

RE: Christmas

The Christmas period is the obvious and most traditional time for staff or "office" parties. As trite as it might be to have a party for employees, the occasion does lend itself readily to such an event and provides the obvious excuse for it.

As suggested in an earlier memo to you on the general subject of the White House staff, it is desirable, if not necessary, for the President to have a degree of contact with the people who work for him, i. e., the White House staff. Even a limited form of contact with the President provides a degree of motivation and tends to make the individual staff member, regardless of his level, feel an integral part of the whole. So far there have been three events in which all White House personnel have been included:

1. The Military Parade on the south lawn.
2. The San Diego Chargers Football Game (all San Clemente White House personnel had the opportunity to attend).
3. Fourth of July fireworks display.

There was contact with the President on only one of these occasions and even there it was extremely limited. The trick is to have a function in which it appears that the President has participated fully and equally with all attendees. If this is to be accomplished, it must be done with a relatively small group that is something considerably less than the 3000 people who attended the Twilight Parade.

Hugh Sloan and I have discussed this matter and recommend the following activities for the Christmas period:

1. Christmas Tree lighting ceremony. All White House staff (approximately 2000) to be invited to the south lawn to witness the Christmas tree lighting ceremony. At the conclusion hot chocolate or egg nog would be served. There would be no Presidential contact. The only purpose of this function is to

act as a placebo to those who would not be invited to the major event to be described later on.

2. A series of two or three children's parties in the East Room for children of the White House staff. Again, the President either would not participate or would only drop by. Principal participation would be in the part of the First Lady and perhaps the Nixon daughters.
3. The major event. A formal black tie evening party to be held on the main floor of the Residence. Approximately 400 White House staff members and dates/spouses to be invited. The invitation list would have to be based purely on subjective determinations. For example, all of our office would be invited including Mary Rawlins, Barbara Franklin, etc. However, BOB would not be included with the exception perhaps of Mayo and Maurice Mann and perhaps their secretaries. The criteria for selection would be based upon proximity to White House operations, previous participation in the campaign and a few other arbitrary factors like that. The invitations would be high-quality engraved cards.

The party would begin at 8 or 9 o'clock in the evening with champagne served and dancing in the East Room and the Grand Hall. The President and First Lady would be expected to attend and mingle with their guests. Ideally they might even dance. Since this party would be held right around Christmas it would be great if the President might even sit down at the piano and accompany the singing of Christmas Carols.

In addition to the President and Mrs. Nixon attending, top White House staff members should also be present including Bob Haldeman, John Ehrlichman, Pat Moynihan, et. al. An effort should be made so that the theme of the party does not appear to be "stroke the staff night". This could easily happen if we weren't careful. We have to create an atmosphere that suggests that the guests really are welcome in the House and that this event is being put on in that spirit.

Although it would be desirable to be able to include all White House staff such as Police, GSA, etc., this formal party is not the occasion for it. So many people would merely dilute the event and detract from the overall intention. There will be other times next spring and summer when we should make an effort to do something for the other members of the White House.

Stephen Bull

October 31, 1969

TO: Dwight Chapin

The Halloween Party in the Residence is being held for the children participating in the Widening Horizon Program of the Urban Service Corps.

1:00 Children arrive North Portico where they will be met by Tricia. There will be approximately 250 children present. There will be entertainment booths in the East Room with events such as puppet shows, magic acts, etc.

1:45 The children will have refreshments in the State Dining Room followed by group singing led by John Nidecker. At the conclusion of the singing they will be taught a dance step which they will then have the opportunity to practice in the Grand Hall at 2:15.

2:30 Children depart.

If the President has the opportunity to drop by the most appropriate time would be between 1:15 and approximately 1:45. He might merely walk through the East Room and chat with a few of the children. This will be the most informal period since the children will not be seated in chairs.

Stephen Bull

October 23, 1969

TO: Dwight Chapin

RE: Redskins/Rams Football Game

According to Gerry Warren, when the President met with Coach Allen of the Rams last year, Allen indicated that the Rams would be playing the Redskins in Washington on November 30th. The President told Allen that he would "be there". This statement was made in front of the press who were assembled in the office.

According to our long-range schedule, the President will be in Key Biscayne on the weekend of the 29th and 30th. However, if he decides not to go, perhaps the President would like to attend this game.

Stephen Bull

October 22, 1969

FOR: Dwight Chapin

RE: Inter-American Press Association Dinner
October 31, 1969

It is recommended that Bill Casselman be asked to advance this event. A preliminary observation suggests that this should be a fairly simple advance and would not require that much of his time. I have sounded Bill out on this matter and he is agreeable, if not anxious, to work on this function.

If you are in agreement with the choice of Casselman, would you please formally request Bill's services from Bryce Harlow. As an additional courtesy, Bill Timmons should also be consulted.

Stephen Bull

October 16, 1969

TO: Dwight Chapin

I understand that on October 14th a House Resolution, H.J. 910 was passed by the House. This Resolution would make Sunday, November 9th, a National Day of Prayer and Concern on Behalf of American Servicemen Being Held Prisoner by North Vietnam.

I note that the President does not wish to hold any White House worship services until after the November 3rd speech. It is highly likely, therefore, that we will hold services on the 9th. Because of the Resolution, it might be appropriate to invite the wives of two or three POW's to the service on that day. You will recall that this subject was a matter of discussion two weeks ago.

Possibly mitigating against a favorable decision is the proximity of November 9th to the next war demonstration scheduled for the 15th.

Stephen Bull

October 15, 1969

MEMORANDUM FOR: Dwight Chapin

FROM: Stephen Bull

RE: Determination of Press Photographs for
Presidential Meetings

On two occasions on Tuesday morning there was some confusion as to what photographers were to be taking pictures in the President's office. The first occasion was the visit of Prince Fahd. At the conclusion of the meeting the President called for Ollie Atkins. I told the President at that time that there was to be a press picture. The President seemed totally surprised but then directed that the press be brought in. Immediately following there was the meeting with Mrs. Boehm. The same situation occurred again with the President calling for Ollie and then my having to advise him that there was to be a full press photograph.

Some of the following things are causing this confusion:

1. Ron Ziegler is not discussing the photo requirements each morning as he is supposed to.
2. Ron is discussing these matters with the President but the President is forgetting.

Perhaps we should have Ron discuss the photo requirements the night before and then insure that we note on the President's schedule what the photo situation is. We might also consider typing up a short summary schedule for the President showing when the photographers should come in.

- 2 -

I would hope that we could correct this situation and work out some sort of definite system so that we can avoid the awkward situation we experienced twice within a half-hour period yesterday.

October 7, 1969

TO: DWIGHT CHAPIN

SUBJECT: Presidential Telephone Procedure

The following "Presidential telephone plan" is a consolidation of Alex Butterfield's proposal and the plan that you and I agreed upon and have been attempting to implement.

Procedure Outline

1. Calls are solicited from key staff.
 - (a) Submission is requested on a regularly scheduled basis.
 - (b) Call requests may be submitted by anyone but must be approved by the department head or key staff member authorized to submit calls.
2. For the sake of uniformity and rapid perusal by the President, telephone calls should be submitted in a standard format (see example attached). In addition to the obvious points, the format must include purpose/objective and suggested talking points.
3. In order that the Presidential telephone calls be productive, it is necessary that the calls be geared against our current objectives. For example, if there is a push for a certain piece of legislation, the President should be calling those key Congressmen and Senators who are involved. This is obviously part of the "objective" that is an integral part of the phone request. Although there does exist a "personal category" of telephone calls that would be an exception to this rule, unless a call ties into an overall game plan or program it is probably unnecessary.

4. Calls for the following day are to be submitted to the Staff Secretary by 2:00 P.M. each afternoon.
5. I think it is unwise to ask the individual submitting the call to assign a priority. In the first place, priorities are an interpretive matter, and secondly most people would consider their recommendations to be of top priority, whatever that might be. Therefore, it seems that the staff secretary, in the person of Ken Cole, is best qualified to assign the initial priorities. He would place the phone sheets in order of importance in the folder and then submit them to Bob Haldeman. Haldeman in turn would review Cole's suggested priority and then, following any modifications, would number the calls in the upper right-hand corner in the order of importance.
6. After Bob Haldeman has reviewed the calls and checked the priority stacking, they will be submitted to the President. Based on the President's working habits, it seems unlikely that we can set a "phone half hour" for a specific time during the day. Therefore, the President should be given the folder along with his other material for the next day and we should hope for the best.
7. At the conclusion of the next day, we will retrieve the telephone folder from the President's office. Unmade calls will be returned to the initiator and resubmitted at his discretion. Those call sheets bearing evidence that the call has been made will be returned to the initiator, with appropriate notification. In those cases where there is a notation by the President the sheet will be given to Elmer Juanich and a xerox copy will be forwarded to the initiator. As a follow-up, the daily telephone log prepared by the White House operators will be examined to determine what other calls, if any, were placed by the President. It will be my responsibility to check the log and notify the key staff people of the status of their recommendations. Therefore, the President's phone folder should be returned directly to me.

Stephen Bull

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

October 6, 1969

MEMORANDUM FOR MR. STEPHEN B. BULL

RE: Telephone Calls

The President is convinced that no one is giving any thought to the phone calls which are submitted to him. He feels that phone calls should be geared against our current objectives. By this, he means in order to push legislation through Congress, we should call those key Congressmen or Senators who are involved and with our particular bill. This would apply to political objectives and objectives geared into the Vietnam war.

Bob is going to review the subject of the phone call procedure with the 8:00 a.m. staff group on Friday. Prior to that time, I would like to provide Bob with a memorandum (talking paper) which can be used in conjunction with his comments.

I also would like to incorporate into our telephone call plan some type of priority system such as Alex Butterfield suggested in his memorandum of a month or so ago.

Will you please get from Nell the talking paper which I had prepared prior to this time for Bob regarding the phone call system and also Alex Butterfield's memorandum which described a priority system and try to mesh the two and let's review it sometime tomorrow morning.

Thank you.


DWIGHT L. CHAPIN

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

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Thank you.


DWIGHT L. CHAPIN

September 17, 1969

MEMORANDUM FOR MR. H. R. HALDEMAN

RE: Telephone Procedure

The following is a recommended "Presidential Telephone Plan" for your consideration. After you have had an opportunity to look it over, perhaps we should discuss it.

OUTLINE

1. Calls are solicited from Key Staff.
 - Calls must have a purpose/objective and must be accompanied by talking points.
2. Call sheets are received by the Appointments Office (alternative here - Staff Secretary).
 - Calls for the following day are to be in at 2:00 p. m. each afternoon.
3. The call sheets are put into a priority order and sent to the Staff Secretary's office where they are cleared and sent to Haldeman.
4. Bob Haldeman reviews the calls (usually a maximum of 6) and clocks the priority stacking within the folder.
5. The calls go to the President every morning. A phone "half-hour" is to be set for 4:30 p. m. every day at which time the President will place the calls. The White House operators will have the phone numbers available when the President wishes to make the calls.
6. Calls are reviewed and resubmitted daily. Old calls are returned to the initiator and resubmitted at his discretion. People are promptly notified by the Appointments Office when calls are completed. If the President writes a comment on a call sheet, it is automatically routed through the Staff Secretary.

2.

The phone system/plan should be discussed at the 8:00 a. m. meeting on Friday and implementation begun on Monday, September 22, 1969.

You should cover the phone plan with the President and get a reading as to what period of the day he would like to have set aside for calls.
Suggestions: 11:30 to 12:00; or 11:45 to 12:15 or 4:45 to 5:15.

DWIGHT L. CHAPIN

DLC:ny

THE WHITE HOUSE
WASHINGTON

September 16, 1969

MEMORANDUM FOR: MR. COLE
MR. CHAPIN

I have just this moment received a carbon copy of Bob Haldeman's September 15th memorandum to each of you -- the one in which he states the necessity for thorough planning prior to forwarding to the President recommended phone calls and asks for a system which will easily accommodate and interpret priority levels.

For what it might be worth to you, let me suggest this procedure:

- By memorandum from the Staff Secretary remind all staff members once again of the requirement ... and the importance to the President of their combined thoughts and recommendations.
- Include in the memorandum format instructions which are similar to those now being followed, but ask that recommendations (like all other Presidential correspondence) be forwarded to the Staff Secretary rather than to Dwight Chapin.
- Direct that each recommendation carry a designated priority ... in accordance with something along the lines of the following:

President's PriorityRecipient's Priority

- | | | | |
|---|---|---|--------------------------------------|
| 1 | (Directly or indirectly in the interests of national security ... a serious and/or major issue ... to avoid certain embarrassment to self and/or Office of President) | A | (Call definitely expected) |
| | | B | (Call possibly or probably expected) |
| | | C | (Call definitely not expected) |
| 2 | (Positive enhancement to passage of legislation, political base, Nixon image, etc... a major issue) | | |
| 3 | (Probable or possible enhancement to passage of legislation, political base, Nixon image, etc... not a major issue) | | |

(Thus priorities would be listed as 2A, 1A, 3B, etc.)

- The Staff Secretary or his representative should review recommendations and quickly staff them by phone or in person through Rose Mary Woods and Dwight Chapin, then send them to the President along with the midday dispatch enclosed in a folder which by its color distinguishes its contents from other Presidential business.
- The out-basket custodian (Cole or Brown) should send each "recommendation sheet" found in the out-basket to Elmer Juanich (as has been done in past months) and notify the originator of the recommendation -- by telephone call, handwritten note, or typed memo -- as to action taken by the President, e.g. call made, RN said no, RN wants letter instead, RN wants letter also, re-submit after weekend, called but no answer, etc.


ALEXANDER P. BUTTERFIELD

October 7, 1969

TO: Dwight Chapin

SUBJECT: Leadership Meeting and People-to-People Reception
Tuesday, October 14, 1969

Lamar Alexander feels that we would be cutting it rather close if werwere to assume that the Leadership Meeting would break up by 9:45 a.m. next Tuesday. He called to our attention the experiences we have had in recent weeks in which the Leadership Meetings have concluded a little after 10:00 and then the President has invited the leaders into his office for discussions prior to the press conference.

The People-to-People Reception is quite flexible, at least within the 10:00 and 11:00 o'clock framework in which it is scheduled. I recommend that we schedule the President's participation in the People-to-People Reception for 10:30 a.m. and then reschedule Prince Fahd of Saudi Arabia to 11:00 a.m.

Stephen Bull

October 7, 1969

TO: Dwight Chapin

SUBJECT: Dinner for Astronauts and Cosmonauts

I discussed this subject with Frank Borman who made the following recommendations:

- (1) The two Russian Cosmonauts, who have been invited **but** not yet identified by name, will arrive in New York City on November 4th. They will be met by Susan and Frank Borman who will bring them to Washington, D. C. On the night of the dinner at the White House, November 5th, Col. Borman recommends that the Cosmonauts and their wives be invited to spend the night at the White House.
- (2) Frank Borman recommends that the President should meet the returning Astronauts at Andrews Air Force Base. Frank recommends this over an arrival ceremony at the Ellipse. He feels that the Ellipse arrival ceremony would be too contrived. At Andrews we would have a regular arrival ceremony such as the ones for the President when he returned from Europe and Southeast Asia.
- (3) The fact that the Russian Cosmonauts have been invited to the dinner at the White House has not yet been announced. A plan has not yet been drawn up for publicity but Frank said that "he will take care of this". As soon as they do have a firm plan, they will so advise us.

Stephen Bull

October 3, 1969

TO: Dwight Chapin

Ron Ziegler called at 2:30 this afternoon regarding the medal of honor ceremony that we have scheduled for Thursday, the 9th, at 10:00 a.m. The President indicated to Ron on the helicopter last night that he does not want a large south lawn ceremony. Rather, he wants to low-key the event. Ron did not have any more details, but I assume that what the President wants is an office presentation or, at the most, a Rose Garden ceremony.

I have not yet requested of anyone that we cancel the plans for the south lawn but, by copy of this memorandum, I am advising Col. Coffey of the likelihood that the plans that have been made will very likely be changed.

Stephen Bull

cc: Col. V. Coffey

October 3, 1969

TO: Dwight Chapin

The attached is a scenario for the presentation of the Secret Service gold badge. I had considered doing this down in Room W-16, the Secret Service command post located here in the White House. I decided, however, that the oval office was more appropriate.

I think that at some time in the future the President would very much enjoy visiting the command post for 5 or 10 minutes and receiving a briefing. The place is loaded with highly sophisticated electronic and telephone equipment. Additionally, were the President to evidence such an interest in the Secret Service and Secret Service matters, it would be a real shot in the arm for the White House security detail.

Stephen Bull

DETERMINED TO BE AN
ADMINISTRATIVE MARKING
E.O. 12356, Section 1.1
By DD NARA, Date 5/9/96

CONFIDENTIAL

October 3, 1969

TO: Dwight Chapin

SUBJECT: Presidential Gifts

We seem to be rather limited in the gifts that we have available for the President to distribute. I understand that during the previous administration there was a wider variety of gifts that included everything from good quality charm bracelets to cigarette lighters to playing cards.

At one time I thought that this was an area over which Nick Ruwe had responsibility but apparently this is not the case. Shouldn't someone be working on this area and coming up with trinkets that we can give to the natives? They have a terrific value, politically, and I think that the cost of such items can probably be borne (or buried) in the budget of another department such as State.

Stephen Bull

cc: K. Cole

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

~~CONFIDENTIAL~~
DETERMINED TO BE AN
ADMINISTRATIVE MARKING
E.O. 12356, Section 1.1

By AA NARA, Date 5/9/96

October 3, 1969

TO: Dwight Chapin
SUBJECT: Presidential Gifts

*Let's discuss
ASK me
C*

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Stephen Bull
Stephen Bull

cc: K. Cole

October 2, 1969

TO: Dwight Chapin

SUBJECT: President's Meeting with the Citizens Committee
for Peace with Freedom in Vietnam

As per your instructions, I checked out certain aspects of this meeting with Al Haig. He advises the following:

- (1) He recommends that no more than one-half hour be allotted for the meeting with this group.
- (2) I raised the question of whether or not the proximity of this meeting to the Vietnam Moratorium Day might have an adverse effect. Al Haig's considered opinion is that there would be no problem in this regard.

Stephen Bull

26 to B. Chapin

October 1, 1969

TO: Dwight Chapin

SUBJECT: Presidential Meeting with One or Two Wives
of POW's

You indicated an interest in the idea presented by Col. Hughes in his memorandum to me of September 27th. As you will recall Col. Hughes suggested that the POW wives might be brought in for a Church Service rather than for a specific meeting. To elaborate on this idea, Col. Hughes suggested that we invite a total of four wives, one for each of the four military services. Although in a memorandum on this same subject Secretary Laird recommended that we invite as many as 20 women, Col. Hughes and I recommend against this because it is possible that, with such a large number, one or two of the women could conceivably commit some embarrassing act (you will recall the scene created by Eartha Kitt about two years ago in the East Room).

Looking ahead on the schedule, I don't see any church services for the next few weeks. The President will be in Key Biscayne this Sunday, Oct. 5th, so conceivably the earliest church service would be Sunday, Oct. 12th. If we were to invite the POW wives for the 12th this would be just two days before the Vietnam Moratorium and might merely serve to underscore U.S. involvement in the war. I think that during the Moratorium week we should play down U.S. involvement in the war and particularly not draw attention to the relatively large number of prisoners in North and South Vietnam. On the other hand, I might be reading this entirely wrong and, having the President meet with the wives, might be just the thing to offset criticism of our Vietnam policy.

By any means, I recommend that, if you agree with my thoughts on the church service on the 12th, we have the wives instead come in some day next week to meet with the President in the office. Otherwise, I recommend that we wait until the week of October 26th when the Moratorium activity would have died down some what and then invite the POW wives to a church service.

Stephen Bull

NIXON PRESIDENTIAL MATERIALS PROJECT
DOCUMENT CONTROL RECORD

ITEM REMOVED FROM THIS FILE FOLDER

A RESTRICTED DOCUMENT OR CASE FILE HAS BEEN REMOVED FROM THIS FILE FOLDER. FOR A DESCRIPTION OF THE ITEM REMOVED AND THE REASON FOR ITS REMOVAL, CONSULT DOCUMENT ENTRY NUMBER N 19 ON EITHER THE DOCUMENT WITHDRAWAL RECORD (GSA FORM 7279 OR NA FORM 1421) OR NARA WITHDRAWAL SHEET (GSA FORM 7122) LOCATED IN THE FRONT OF THIS FILE FOLDER.

October 1, 1969

TO: Dwight Chapin

SUBJECT: Dinner for the Apollo 11 Astronauts

It was necessary that I transmit a confirmation of the Astronauts' Dinner on November 5th via a man by the name of John Condayan at the State Department. Condayan just called me and advised that November 5th is a problem for that dinner. The Apollo 11 crew will be returning to Houston at 11:20 P.M. on the evening of the 5th. Consequently, we will have to come up with another date. I understand that November 8th is out because of some previous commitment. I would suggest the 6th or 7th.

Stephen Bull

October 1, 1969

TO: Dwight Chapin

SUBJECT: Award of Air Medal to Dr. Walter Tkach

You have scheduled the award of this medal to Dr. Tkach for Tuesday, October 7th, at 12:15 p.m. I would recommend that this event take place in the President's office and that the following people be present:

Dr. Tkach's family
Members of his staff
Colonel Hughes
Bryce Harlow
Rose Woods
Bill Hopkins

I recommend these last three people because they were here in the White House when Dr. Tkach was serving President Eisenhower.

The Air Medal itself is not that important an award. However, the President might very well wish to use this occasion as a "peg" around which he would like to make comments to Dr. Tkach and the assembled staff concerning the Doctor's many years of service to two Presidents and one Vice President. This would seem to be consistent with the suggestion in Bob Haldeman's memo to you of yesterday in which it was suggested that the President is interested in having more personal contact with various staff members.

Stephen Bull

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

September 18, 1969

TO: Dwight L. Chapin

SUBJECT: Cancellation of Eddie McGinnis Presentation

Our schedule for Tuesday, the 23rd, at 12:15 P.M. shows a presentation by Eddie McGinnis of the inaugural program portrait to the President. Mr. McGinnis called today and advised that the situation had become fairly complicated and that those Medal of Honor winners who were to attend will not be able to. He requested that this presentation be postponed for approximately 30 days.

I agreed to this and we left it that he would contact us in the middle of October.

*Steve -
make sure - he
only bring in 5 people
No more!
C*

Stephen Bull
Stephen Bull

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

September 12, 1969

MEMORANDUM FOR MR. STEPHEN B. BULL

In early August, Eddie McGinnis had requested an appointment with the President to present the original portrait that was used for the inaugural programs. He was told the President would try to receive this portrait "after California."

We have now scheduled this for 12:15 p.m. on Tuesday, September twenty-third. The group must be kept small -- five is the absolute maximum -- it will be done in the President's office with only our photographer present.

Will you please work out the details of this appointment with Mr. McGinnis?

Thank you.



DWIGHT L. CHAPIN

July 18, 1969

Post
Trip

MEMORANDUM

TO: Dwight Chapin
FROM: Rose Mary Woods *Rm*

Eddie McGinnis asked about the possibility of the President (or head -- don't know the title) of the Medal of Honor Men and Eddie presenting the original portrait that was used for the inaugural programs (see attached) to the President.

Frankly, I think it would be a good idea and I hope we can work it out between the trip and the departure for California if at all possible.

Eddie McGinnis can be reached at the office at 296 4370 or at home 966 7767.

THANKS

Will call him & we will call him after 4 days trip - he only has 4 days in work and will be present.

September 11, 1969

TO: Dwight L. Chapin

SUBJECT: Dinner Honoring the
Right Honorable Keith J. Holyoake
Tuesday, September 16, 1969

Following are elements of the dinner that I am bringing to your attention for approval and/or comment. Please note that this function is not an official State visit and this fact will affect the tone and ceremony of the dinner.

Questions:

- | | <u>Yes</u> | <u>No</u> |
|--|------------|-----------|
| (1) Should the President and Mrs. Nixon greet Prime Minister and Mrs. Holyoake in the North Portico entrance? | | |
| (2) The President and party will be escorted to the Yellow Oval Room where they will be joined by:

Vice President and Mrs. Agnew
Under Secretary of State and Mrs. E. Richardson
Amb. and Mrs. Frank Corner of New Zealand
Amb. and Mrs. Kenneth Franzheim | | |
| Does the President approve? | | |
| (3) At the foot of the staircase, should the President and Prime Minister and their wives pause briefly for official photographs? | | |
| (4) Following the photo-taking session, should honors be rendered by the Marine Band? | | |

- | | <u>Yes</u> | <u>No</u> |
|---|------------|-----------|
| (5) Does the President want a receiving line in the Blue Room in front of pre-positioned colors? | | |
| (6) An E-shaped table is planned. Is this what the President wants? | | |
| (7) Should toasts be exchanged at the conclusion of the dinner? | | |
| (8) Since there is no scheduled entertainment, does the President wish to show his guests the family quarters in the Residence? | | |
| (9) Should there be dancing and champagne for the guests in the Grand Hall? | | |

Stephen Bull

DATE 1/2

FYI_____ PLEASE HANDLE_____

The first of these is
 the fact that the
 water is not pure
 but contains a large
 amount of impurities
 which are not removed
 by the ordinary
 process of filtration.
 The second is the
 fact that the water
 is not pure but
 contains a large
 amount of impurities
 which are not removed
 by the ordinary
 process of filtration.