

NIXON PRESIDENTIAL MATERIALS PROJECT
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MEMORANDUM

THE WHITE HOUSE

WASHINGTON

June 28, 1971

✓
Save this
one!

MEMORANDUM FOR: MR. WILLIAM E. TIMMONS
FROM: DWIGHT L. CHAPIN ✓

In making future trip plans, the President wants to be generous in including Democratic Congressmen in the events that we do. This does not mean that he will be taking Democrats or for that matter Republican Congressmen with us on the plane. However, he does want them worked into the various events. He feels, for instance, that we probably should have had the Democrat - Lee Hamilton - in Jennings County, Indiana, since he is very popular there and he would do us some good.

We should keep this in mind on future trips.

cc: ✓ Mr. Bull
Mr. Dent
Mr. MacGregor
Mr. Walker

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

June 28, 1971

MEMORANDUM FOR: MR. BILL CARRUTHERS
MR. MARK GOODE

FROM: DWIGHT L. CHAPIN

Within the next several weeks, the President is going to be doing a great deal of traveling. He wants to use these trips as an opportunity to make some honest tests regarding the use of television, picture opportunities, and so forth. We should look over how things are staged and try out any new ideas which we have that we want to try out.

At the various trip meetings and in the planning period, we should discuss new ideas and decide what we want to try out.

cc: ✓ Mr. Bull
Mr. Walker
Mr. Ziegler

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

June 28, 1971

10:00 a.m.

MEMORANDUM FOR:

RON WALKER

FROM:

DWIGHT L. CHAPIN

The President has visited 40 States since becoming President. He has 10 to go. He wants to try to visit all 50 States -- perhaps by the end of this year. We should plan on his hitting nine of the States which he has not visited during the July-August period. Alaska we will obviously have to save for some unusual circumstance.

cc: ~~Dave Parker~~
~~Steve Bull~~

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

June 28, 1971

MEMORANDUM FOR: MR. RONALD ZIEGLER

FROM: DWIGHT L. CHAPIN ✓

SUBJECT: Local Press

On future trips into the country, the President definitely wants to set up a meeting with the local press at each stop. It will be done in a room at the hotel and handled just like we handled the GOP types. It will be set up as a little reception where they can come and pass through a receiving line and be introduced and shake hands with the President. I know that the President has talked to you about this and I will see that we follow through.

Ron Walker, will, as a matter of procedure, see that this meeting is worked into each of the President's stops in a given State. Obviously, this will be coordinated with Elbourne and your office to make certain that it does not conflict with any briefings, etc.

cc: ✓ Mr. Bull
Mr. Elbourne
Mr. Parker
Mr. Walker
Mr. Warren

✓

June 24, 1971
9:15 a.m.

FOR: DWIGHT L. CHAPIN

FROM: STEPHEN BULL

RE: Staff Member in President's Car

With regard to Bob's memo of yesterday in which he said either you or he should ride in the President's car, I think that definitely the individual should be Bob, not you. I am not sure what the problems would be in installing necessary communications between you and Bob, and perhaps Ziegler, in the President's car, but trust that something could be worked out.

Putting Bob in the President's car would obviously change the concept of the Control Car, but in actual practice the Control Car has been more of a convenience for the Aide and me, and sometimes Bob, rather than being a point of control. In reality, the Control Car has been the Pilot Car where you ride and you have been controlling the motorcade which you probably should continue to do. Bob has sat back two cars behind the President and reported occasionally to you developments as he thinks they appear from the vantage of the President's car. He would be in a much better position to do this were he to be riding in the front seat of the President's car.

I would still visualize the mechanics of the motorcade being primarily communication and decision making between you, Bob and the President, with you taking to the streets on foot as you have done occasionally in the past when the situation warrants.

Ron Walker would occupy Haldeman's seat in the Control Car and the other two passengers would be the Aide and me. The staff wagon which we have recently been using would be eliminated; all we would have would be a WHCA car.

This arrangement of you in the Pilot Car, Haldeman in the President's car and Walker and me in the Control Car (all of us within four cars of one another) would round out our operational unit into a nice neat package and I think it would work. With Haldeman riding in the President's car, Haldeman, being who he is, would probably be invited to ride in the back seat occasionally. This is fine and, provided that Bob can listen to the President with one ear and monitor radio conversations with the other, the whole operation would still work pretty well.

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MEMORANDUM

THE WHITE HOUSE

WASHINGTON

June 24, 1971
10:15 a.m.

MEMORANDUM FOR: MIKE SCHRAUTH
FROM: DWIGHT L. CHAPIN

I noted on the detailed staff schedules that came in that each one of them was dated June 23, 1971 at 10:30 a.m. Every time this schedule is revised or changed in any way it must be redated or the time changed. Obviously, it gets very confusing as to which schedule is accurate and the final version.

Also on the schedules in the future, let's list everybody on Helicopter #1 in protocol order and in Helicopter #2 I think we should follow alphabetical order.

On detailed schedules, every time we complete a day, we should put a heading at the top of the page which starts the next day just as though it were a clean schedule. For example, there should actually be two detailed schedules in one for a two day trip. The second day should have a masthead saying "Chicago, Illinois to Washington, D.C.", the date, etc. and then lead off with the baggage call.

cc: ✓ Steve Bull
Ron Walker

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

June 21, 1971

11:00 a.m.

MEMORANDUM FOR:

BILL RHATICAN
JOHN EVANS

FROM:

DWIGHT L. CHAPIN

SUBJECT:

Presidential Trips

As a standard procedure would you please have manifests of those staff people whom you need to haul to the various backgrounders routed through the Tour Office. There has been a great deal of discussion about the number of staff people whom we are taking on the road on these various trips. Any staff member who is a part of a Presidential trip -- this includes anyone who is going to appear at a backgrounder or to attend -- must be approved. The process for approval will be to route them in via the Tour Office. No one is to be added to the manifest without being approved.

cc: ✓ Mr. Bull
Mr. Walker

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

June 15, 1971
2:00 p.m.

FOR: GEORGE BELL
FROM: STEPHEN BULL 
RE: Presidential Greetings to Ethnic Groups

You recently recommended to Dwight Chapin that when the President is going to appear in or near a city with a large ethnic concentration, a delegation of ethnic leaders be gathered and the President could greet them. You pointed out the great success we had last year in Chicago with Al Mazewski and the Polish leaders.

Bob Haldeman discussed this suggestion of yours with the President and the concept of such meetings was approved. However, we will have to deal with these meetings on a city-by-city basis, and determine where the meetings should be held. For example, in some cities the schedule might permit having a meeting in a hotel room, as we did in Chicago, and in another city the best we could do would be a greeting at the airport. By any means, we shall attempt to follow through on your recommendation, and will be prepared to work closely with you in having the President greet the ethnic delegations. We will be requesting that you provide us a recommendation when you feel that we are going to a city where the President should meet with an ethnic group.

cc: D. Chapin
R. Walker

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

June 11, 1971
10:00 a.m.

MEMORANDUM FOR: H. R. HALDEMAN
VIA: DWIGHT L. CHAPIN
FROM: STEPHEN BULL
RE: Presidential Greetings to Ethnic Groups

George Bell has recommended that, whenever the President is going to appear in or near a city with a large ethnic concentration, a delegation of ethnic leaders could be gathered and the President could greet them at the airport in the same manner as he does with Republican types. George points out that the President's meeting last year in Chicago with Al Mazewski and a number of Polish leaders got excellent coverage and was very valuable.

Specifically, George Bell cites the following cities in which he would be interested in gathering a delegation of ethnics:

New York	Boston - ?
Cleveland	Pittsburgh
Detroit - ?	Philadelphia
Chicago	Buffalo
Los Angeles	Miami
Any major city in Texas.	

One consideration that might mitigate against having such a greeting session at the airport would be the conflict with Republican leaders whom the President will be greeting on the upcoming trips. Perhaps the solution would be to meet the ethnics upon arrival and, when the situation lends itself, to have a brief greeting in the hotel room as the President did with the Polish leaders in September of 1970.

*Concept of meeting with ethnic leaders on trips:

Approve *HB* Disapprove

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 26, 1971

H-FILE

*WALK -
Remain with
Aides of Bull
C*

MEMORANDUM FOR MR. H. R. HALDEMAN

VIA: DWIGHT L. CHAPIN

FROM: RONALD H. WALKER

RE: ADVANCING MRS. NIXON ON PRESIDENTIAL TRIPS

Since there has been some confusion on some of our recent trips concerning Mrs. Nixon's movements. I recommend the following:

1. *Yes* When on a military installation, the Military Aide should remain with the President and Steve Bull should remain with Mrs. Nixon.
2. *Yes* In other than military situations, Steve Bull should remain with the President and the Military Aide should stay with Mrs. Nixon.
3. The Lead Advanceman, Dwight and I should always be thinking of Mrs. Nixon and trying to prevent any possible difficulties.
4. Everyone concerned will be advised that Mrs. Nixon's movements are normally very low key.
5. *?* While the President and Mrs. Nixon are at the same location, Mrs. Nixon should be kept on a line of sight with the President.

*She wants
it that
way. -*

Right

March 23, 1971

FOR: DWIGHT L. CHAFIN
FROM: STEPHEN BULL
RE: Guests on Trip

I believe that we have discussed in very great detail the matter of the poor manner in which we handle guests on trips. However, with regard specifically to Mrs. Nixon and the First Family, I suggest that the Military Aide and I work together in moving the family. When the event is purely ceremonial such as the graduation at Newport, the Military Aide is moving the President and I back him up. During those occasions I am free to assist in directing the First Family to whatever destination it is they should be going. In other situations when I am primarily with the President, the Military Aide is free to work with the First Family.

We know that Mrs. Nixon has stated previously that she does not wish to have a Military Aide, but I think that if we handle this with a bit of delicacy she will respond, and hopefully will welcome the assistance that is offered. I have noticed that you have frequently been successful in such efforts and I think that, with a bit of attention, the three Military Aides and I can achieve the same thing.

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

March 18, 1971

MEMORANDUM FOR : DWIGHT CHAPIN
FROM : H. R. HALDEMAN
SUBJECT : Guests on Trips

While the general advance operation for trips has been great of late, one small suggestion that I would like to make that might result in some additional improvement --

We do a ~~relatively~~ ^{very} poor job of handling VIPs and Senior Staff and other guests on any of our trips. ~~Usually~~ ^{we} ~~have~~ ^{always} no one assigned to handle them and, as a consequence, they either slow us up or we have to treat them as someone other than Presidential guests in order to get them to the right place at the right time.

We have discussed before some of the alternatives here like assigning an additional advance man to the Presidential party, etc., but this doesn't seem to be working out. Why don't we try the idea of having a military aide assigned just to make sure that the guests are at the right place at the right time. There is usually a large abundance of military people available anywhere we travel. Simply assigning one to the advance man, that he in turn can use specifically for the official party, would probably solve this problem. It should be a junior officer.

Hughes may have some objection to this that I am not aware of, but I would appreciate you discussing it with him.

We still have the problem, of course, of handling Mrs. Nixon and the rest of the first family -- something to which I hope you are giving some thought.

Today capped it!

Xero to
Walker &
Bull

How Walker
will you please
give me your
recommendation
this/c

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 9, 1971

MEMORANDUM FOR:

General Hughes

Bob Taylor

Mark Goode

→ Steve Bull

David Parker

Ron Walker

FROM:

DWIGHT L. CHAPIN

RE:

NIXON AIDE BEING QUOTED IN
NEWSPAPERS

1. A Nixon Aide was quoted in many newspapers after the Des Moines, Iowa stop, as saying: "President Nixon has always promised to bring them together." Of course he was referencing bringing the farmers, the hard-hats, and the peaceniks together. Obviously, a remark of this nature looks bad in print. This is the kind of remark that can be misinterpreted widely.

This memorandum is to alert those people who are travelling on a continual basis, either prior to or with the President, to be cautioned against making any remark that could be misinterpreted or quoted by the press, even if it is in gest.

2. Would you please bring this to the attention of the men on your staff travelling in support of the President.

March 4, 1971

MEMORANDUM FOR ALEX BUTTERFIELD

The short-notice reaction to the President's request to visit Camp David last Saturday proved that the helicopters could be on the Lawn five minutes after notification. However, several considerations dictate that more time be allowed to accomplish an organized and orderly move.

For final preparation of the helicopter, as well as notifications to Secret Service, support and staff members, I suggest that when the President wants to leave "right now" he be asked to allow us 15 minutes.

Thank you,

BRIGADIER GENERAL JAMES D. HUGHES

Copy to:

→ Steve Bull

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

February 22, 1971

MEMORANDUM FOR: GENERAL JAMES D. HUGHES
MR. ROBERT TAYLOR

FROM: DWIGHT L. CHAPIN *DL*

Ron Walker has been assigned the responsibility of coordinating all of the arrangements for the President's travel, not only on trips but to California and Florida. As you are aware, I had been handling these responsibilities and then recently we had shifted them to Steve Bull. It is felt that it is more appropriate to have the details handled by the White House Tour Office and therefore Ron will be the staff link on all of the trips to these locations.

cc: ✓ Mr. Bull
Mr. Butterfield
Mr. Walker

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

January 25, 1971

MEMORANDUM FOR: DAVID PARKER
FROM: DWIGHT L. CHAPIN
RE: Postage Stamp Parks

We should have a list of the major cities which have developed small "postage stamp parks." The President on trips to these cities may very well decide to make it a point to start dropping by some of the city parks. Will you please get this list together and give a copy to me and also to Ron Walker and Steve Bull.

Thank you.

CC: ✓ Mr. Bull
Mr. Walker ✓

1/23/71

10:30 a.m.

Bull & Chapin

DETAILED STAFF SCHEDULE

PRESIDENT'S TRIP TO ATLANTA, GA.
TO HONOR THE LATE SENATOR
RICHARD B. RUSSELL

Saturday, January 23, 1971

12:40 p.m.

The following are requested to be on board
Marine One on the south lawn:

- 4 H. R. Haldeman
- 5 Gen. J. Hughes
- 3 Dr. Henry A. Kissinger
- 7 Dr. W. Lukash
- 2 Dr. Paul McCracken
- 1 G. Shultz
- 6 R. Ziegler

*never list
alphabetically -
always by
rank*

The following are requested to be on board
Air Force One in front of the main terminal
at Andrews Air Force Base:

Mr. and Mrs. Bryce Harlow
D. Chapin
S. Bull

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

January 15, 1971

MEMORANDUM FOR:

MR. STEPHEN B. BULL

FROM:

DWIGHT L. CHAPIN

✓
Bew -
Pls. note -
perhaps we should
start highlighting
VIP guests on
the staff schedule?

As you may have heard the other day, Bob Haldeman was giving me some static for my lack of initiative in seeing that Congressman Thone of Nebraska was well taken care of once he got on the plane in Lincoln to fly to Washington with us. I should have alerted the senior staff on the plane and made sure everyone dropped by to talk with the Congressman.

The President wants to make sure that our guests are well taken care of on the airplane and it is my responsibility to see that all staff are alerted as to who the guests are and to prod them along so that they go back and speak with the guests.

As we come into various trip situations, let's make sure the two of us discuss this subject and you can help me be alert to seeing that the guests are properly handled and conversed with.

The Aides can also be of tremendous help on this, as we know, and by carbon of this memorandum, I will alert General Hughes of our plans.

CC: General Hughes

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

u
Xerox to
~~CONFIDENTIAL~~ *Gene - Locke*

DETERMINED TO BE AN
ADMINISTRATIVE MARKING
E.O. 12065, Section 6-102
By *manull* NARS, Date *12/21/71*
October 24, 1970 *Put the Signatures on Hays / C*

MEMORANDUM FOR : MR. CHAPIN

It's a little disconcerting to have called you yesterday and found that you didn't have Price on the trip to the UN, although you know that as an automatic process the writer of a speech is supposed to attend the event. Please figure out a way to set up a system so that this happens and so that the President doesn't have to think of it at the last minute.



H. R. HALDEMAN

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

October 21, 1970

MEMORANDUM FOR MR. STEPHEN B. BULL

FROM: DWIGHT L. CHAPIN *dk*

From now on, we need to put on the President's schedule those cases where his speeches will be carried on local-live television and local-live radio. You will have to get this information from Tim or someone in the Press Office. This information should be listed on both the President's copy of the schedule and also on the detailed staff schedule.

Also, we should have included in the President's briefing material a list of the travelling press who will be on the trip. This list will have to be in ahead of time to John Brown. I assume it would be John's responsibility to get it from Ron Ziegler.

CC: Mr. Brown
Mr. Butterfield
Mr. Elbourne
Mr. Walker
Mr. Warren
Mr. Ziegler

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

October 21, 1970

MEMORANDUM FOR MR. STEPHEN B. BULL

FROM: DWIGHT L. CHAPIN

We need to make sure that in our scheduling of Presidential campaign trips that we include more time for the airport arrivals and the airport departures. It is also going to be necessary to include more time for shaking hands after each event. As you were aware on yesterday's trip, I had scheduled the day's events too closely, especially in regard to Tennessee.

Along this line, we must make sure that we get an accurate reading on driving times under the conditions in which the President will drive them. For example, when the route was driven in Tennessee, it was obviously driven without having the President's being in an open car and having to slow down for crowds. We must always make sure that we try to get the most accurate reading possible on motorcade times.

We should make sure all advance men understand the technique of looping the motorcade in order to pass by crowds who may be lined by a fence. Rather than always working the crowd, we can come up with the motorcade looping by the fence and it will save us considerable time should we be behind schedule or the weather bad.

All events where the President will be speaking should be inside, except under the rarest of circumstances. Obviously, we are late in the year and we are going to be running into bad weather so we might as well move everything inside from this point on.

2.

We had a problem in Kansas City the other night in the sense that the locals thought the President was going to drop by a fund-raising reception. All advance men must know, understand and make sure that they do not commit or even imply commitment to any events other than what is approved by the schedule office. In the case of the fund-raising event, it should have been turned down immediately and on an unequivocal basis.

In regard to introductions, the best introduction we had of the President on the whole trip was in Indiana. The President should go on the stage with the primary candidate that he is there to support and once on the stage they should wave to the crowd and then the candidate should go immediately to the rostrum and introduce the President. We must reinforce this. It was done very badly in Tennessee. We cannot afford to let a bunch of people go on talking when the President is on the platform. The President is the main thrust of the show and anything that takes place once he is on the stage and seated, only tends to dilute the impact that he can have. The advance men must understand this.

Steve, we have already covered this but you must always have a card prepared which shows the President what the pre-show events are. This should include the bands, choral groups, entertainers, or VIPS who have spoken etc.

Advance men should be alert to watching in the newspapers for special editorials or color features which the President could work into his remarks at the rally. All advance men should be aware of the names of the writers who are travelling with us so that should any of these men call the advance men direct, he will take the call and help them get whatever information they are after.

CC: Mr. Ron Walker

THE WHITE HOUSE

WASHINGTON

October 15, 1970

MEMORANDUM FOR: MR. STEPHEN B. BULL
MR. JOHN R. BROWN, III.

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Confirmation of Procedure

Although the procedure outlined below is one with which you are generally familiar, I would like to review it, step-by-step, and confirm the fact that it will be adhered to without fail whenever we are tasked with the preparation of schedules and/or scenarios of Presidential events to take place away from Washington, D.C.

Standard Procedure

- (1) Steve Bull will be given the requirements by Bob Haldeman and/or Dwight Chapin.
- (2) Steve will inform Jim Keogh of the specific requirements, and will pass on that same information to John Brown and to me.
- (3) John Brown will keep close track of the progress being made on the project. He will follow up where necessary and help ensure the proper coordination of materials.
- (4) John Brown will then receive the final products from Jim Keogh and/or Steve, review them for proper content, format, etc; put them in chronological order and in appropriately marked folders; and forward them to me.

Responsibilities may be delegated when necessary, but only to immediate assistants who are aware of our staffing system (and this particular procedure), and only after all principals concerned have been advised of the delegation plan and the name of the prospective "delegate".

Thank you.

August 23, 1970

MEMORANDUM FOR: MR. ZIEGLER

Once again we've blown the opportunity for the President to meet and shake hands with the local press.

At the Music Center last night you should have arranged to have the local press people come up and shake hands with the President. You had an ideal opportunity for this during the intermission period when, as you know, the President wandered out of the Founder's Room and into the hall to greet the general public that was out there.

Among the people he met were the drama critic from the Herald Examiner, the drama critic from the Citizen News, and the AP guy who covered his father's death - all of these are the kinds of people that the President would like you to take the initiative and bring up to meet him. You should be looking for these opportunities, developing them and taking advantage of them. Apparently you were nowhere to be seen when all this took place, which very much distressed him.

As a corollary to this, you also didn't know that he had some very interesting chats with people who were there on their wedding anniversaries and other things, which would have made great background stories to give to at least the local press, if not the traveling press.

The point here is that when we are in the field on a trip like this, the President wants you to take the responsibility for making sure that little opportunities are created for him to meet the local press people. He wants you to do this at your initiative and to be looking for it as a higher priority item than that of taking care of the national press, which you could leave to Jerry Warren and the rest of your staff.

H.R. HALDEMAN

cc: Mr. Chapin
Mr. Bull

August 12, 1970



MEMORANDUM FOR: STEVE BULL

FROM: DWIGHT L. CHAPIN

Will you let the Aide's Office know that Bob Haldeman would like to approve the menus for Air Force One. That means that we ought to have the menu today for the trip to Louisiana for approval.

Thank you.

DLC:hle

Called Military Aide's Office: Spoke to Bill Bulley and
alerted Cmdr. Larson. B. Kaye
8/12/70

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

August 7, 1970

FOR: DWIGHT L. CHAPIN
FROM: STEPHEN BULL *SB*
RE: Vehicle Seating Diagram

With regard to a vehicle seating diagram, I would heartily recommend that we not make any attempt to determine where an individual should be located in any particular car. The reasons are as follows:

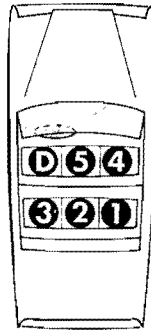
1. People would not observe their seating assignments. We are lucky enough that we can get them into the right car, let alone into the right seat in any particular car.
2. Specifying exactly where a person sits gets us rather deeply imbedded in matters of protocol, and might result in the type of petty resentment that we should all be trying to discourage.

Steve *Q* *agree!* *C*

VEHICLE SEATING ARRANGEMENT

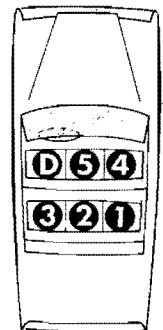
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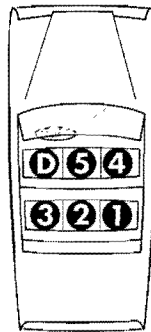
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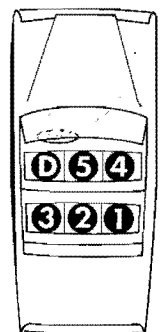
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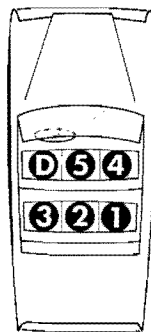
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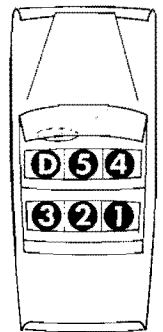
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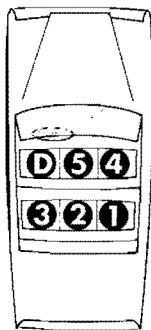
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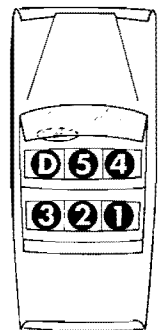
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CAR

1 _____
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MEMORANDUM

THE WHITE HOUSE
WASHINGTON

August 6, 1970

MEMORANDUM FOR: STEPHEN B. BULL
FROM: DWIGHT L. CHAPIN 
RE: Helicopter Diagrams

Attached you will find a new helicopter diagram which I would like to make sure we begin using immediately for all Presidential movements. Will you please have someone type at the top the trip description block that we now have at the bottom right-hand corner of the diagram we are presently using.

Also attached you will find a vehicle seating chart. I'm not sure that this is something which we want to use but I would be interested in knowing your opinion.

Thank you.

Attachment

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

August 4, 1970

Trips

MEMORANDUM FOR: RON WALKER

FROM: DWIGHT L. CHAPIN *DC*

RE: Motorcades

The President felt that the motorcade in Denver was too long. He will settle for an 8 to 12-block motorcade rather than try to do the whole route. This is perfect since it will give us an opportunity to concentrate on set areas and to do a better job than we would if we had to do the whole route.

The President also feels that when we are going to do a motorcade route such as we did in Denver, there is no need to do the airport.

We know that the crowd story is only going to be a portion of the day's activities which are played. Therefore, instead of stringing crowds out at the airport along the route and at the civic center or wherever, we should concentrate upon one or two opportunities and leave it at that. I know that this is contrary to instructions which we had before; however, this makes much more sense.

cc ✓ Steve Bull

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

August 4, 1970

MEMORANDUM FOR: STEPHEN B. BULL
FROM: DWIGHT L. CHAPIN
RE: Denver Airport

The President feels that he spent too long shaking hands at the Denver Airport. I agree wholeheartedly. In fact, I had talked to Ron Walker and perhaps to you about it during the period of time that we were at the courthouse.

The President should work the crowd for no more than four to five minutes. He should immediately go into the pocket area which has been set off by the Advance man. There is only so much airport footage that can be used and to string it out for a long period of time is not only wasting the President's time, but setting forth more risks since we never know what is going to happen during that portion of an event.

You must also think about moving him along the crowd faster. Just talk him along and give him room to walk by shaking hands and you'll be surprised how fast he will move.

cc: Cdr. Larson
Mr. Walker

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

August 4, 1970

MEMORANDUM FOR: STEPHEN B. BULL

FROM: DWIGHT L. CHAPIN

RE: Folders for Presidential Trips

When the President departs on a trip out of Washington, D.C. we have no problem with pulling together all of his briefing material because John Brown and Alex Butterfield do a thorough check and make sure it is all assembled properly.

When we are in California or operating out of some other city, and the materials have to be pulled together, we seem to fall down. For example, aboard Air Force One it became apparent that the political briefing material had not been placed into the President's folder which was sent over the night before. We need to have a check list of every item that is to be included in the President's folder. This would include the arrival remarks, any remarks which the President has to make at a meeting, any press statements that have to be released or that the President is to give, the political background, the background on the meeting in general, the agenda, etc. Also naturally included in this would be a copy of the President's Schedule as well as a copy of Mrs. Nixon's Schedule and a list of the press pool and press coverage which is to be expected.

We can do a better job on this than we did on the Denver trip.

cc: Alex Butterfield
Larry Higby
John Brown

July 25, 1970

**MEMORANDUM FOR MR. MURRAY CHOTINER
MR. HARRY DENT**

FROM: Dwight L. Chapin

From now on, on the President's trips to various cities and States, he wants to meet with the top four or five Republicans if only for a brief few minutes. This could be the State Chairman, State Finance Chairman, local City Chairman, or what have you. We cannot let this get out of hand or the President will discontinue doing it. These should be the key people -- those people who will be built up by having the opportunity to meet with the President.

We can arrange to do it immediately after a meeting in the holding room, perhaps on occasion briefly aboard Air Force One before the President departs (if we want to give special attention to the meeting) and in other such ways.

The list of attendees for these meetings, plus the timing and location of the meetings, must be approved by the Appointments Office before they are set.

We need to have a list of people who are recommended for such a meeting in Denver for the President's trip a week from Monday.

**CC: Mr. Haldeman
Mr. Bull
Mr. Walker**

DLC:ny

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

~~DETERMINED TO BE AN~~
ADMINISTRATIVE MARKING

E.O. 12065, Section 6-102

By McMull MARS, Date 7/28/77

July 15, 1970

~~CONFIDENTIAL~~

MEMORANDUM FOR: MR. CHAPIN

We should have taken Lucy Winchester with us to Kentucky.

On a trip to a state we should always carefully think through who on the staff we might have that is closely identified with that state, and who would be an asset for us to have along. It was a mistake to have skipped Lucy on Kentucky - she is practically a national hero there. Let's not make this mistake again.

This is one of those kinds of things that I keep writing memoes about as a matter of general policy that frequently don't seem to be implemented. I know I keep needling you on this, and I am going to keep on doing so because when I send a general one like this you've got to set up some kind of system where it automatically falls into your check list procedure.


H. R. HALDEMAN

✓ Steve
Note FYI

Put in trip
file you look
at for every
trip. so it
reminds us!
C

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

FYI

Xerox to

- Bull

- Vern ~~off~~

- Jack B

- Chuck L

- Gen. Hugen

July 15, 1970

MEMORANDUM FOR: MR. CHAPIN

As another general rule that must be followed and must be worked into your check list system somehow, passengers on the President's plane - Air Force One - must always be informed at the time they are invited and again when they board the plane, that the President will be working on this trip and will not be available. He is especially concerned that passengers are always aware of the fact that he is working in his cabin forward and is not going to be able to have time to socialize with them.

Note:

Please be sure that this is followed up on every trip.



H. R. HALDEMAN

February 9, 1970
Monday - 3:00 p.m.

MEMORANDUM FOR THE FILE FOR FUTURE TRIPS

1. When Cabinet Members or groups of VIPs are taken, one advance man should be assigned to watch out for them. Those people, if carried on a VIP bus, should be briefed by the person assigned to them -- prior to each stop -- they should also be made fully aware of whom they should follow.
2. ^{what} Herb Klein's operation should game plan with each Cabinet Member or VIP will do in the free time in a particular city. For example, TV interviews, newspaper interviews, special press conferences, etc.
3. Most importantly, an overall plan outlining the purpose of the trip must be developed at the initial stage of planning. All the PR activity must be directed against the purpose. This purpose should be agreed to by Bob Haldeman, John Ehrlichman, or Henry Kissinger -- if it is a foreign trip.
4. At the time the substantive portion of the trip is figured up, the outline should be reviewed by Bob Haldeman and John Ehrlichman. This would take into account everything from seating diagrams to the length of time allowed each participant and the follow through plan -- PR plan for the substantive content of the meeting.
5. It will be made clear from the start for any future trips where substantive items are to be a focal point that the Executive Secretary of that particular group (i.e. UAC, RAC, EOC) will be responsible for the execution of the meeting as detailed in the schedule. It is also the

responsibility of the substantive person to work in close coordination with the Appointments Office in seeing that the schedule, diagrams, and time allotments are fully understood and approved by Haldeman and Ehrlichman.

6. There has to be better separation of running the tour and running the President. On the Indiana-Chicago, the running of the President was handled very well whereas the running of the overall tour had drawbacks.

7. The President is always to ride in a Presidential-type automobile and never in a brown maddled Lincoln as was the case in Chicago. When the public is expected, the car is always to have flags.

8. When Cabinet or VIPs are along, special consideration must be made to see that they can move with the President at all times--that they are recognized--and that they are well used.

9. Advance man should work only their assigned steps and not move on to some other advance man's site unless requested. This leads to confusion and inability to recognize who is in command.

10. A trip plan should be developed as the initial step in working out future trips. This plan should include

- (A) the purpose and desired results of the trip;
- (B) A rough schedule showing rough time allotments;
- (C) Special activities which can be derived out of the trip i.e. press conference, color events, special meetings.
- (D) Political considerations evolving around the trip.
- (E) PR plan -- tentative plan.

- 11: At future Council-type meetings, the flags of various State representatives or of Mayors, plus the flags representing the various government departments should be on the Table. There would be miniature flags in front of the person's seat and next to his name plaques.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

9 March 1973

MEMORANDUM FOR: ALL PAGEBOY HOLDERS
FROM: COLONEL ADAMS *fra*
SUBJECT: Paging Procedures

Effective 15 March 1973 the paging procedure will be modified to include the name of the paged party, following the page tone. There will be a three second delay between the paging tone and the voice transmission.

THE WHITE HOUSE

WASHINGTON

March 8, 1973

MEMORANDUM FOR: LUCY WINCHESTER
REX SCOUTEN

FROM: STEPHEN BULL *SB*

SUBJECT: Recording of Entertainment

The only tangible item that a White House entertainer takes with him is a recording of his performance. Another copy of this recording is also necessary for the Archives and other possible uses, such as documentaries. In view of the importance of these taped recordings, we would like to provide the highest quality possible, utilizing the full electronic resources of WHCA.

The problem we have in providing a full fidelity stereophonic recording of an entertainer's performance is more an aesthetic than an electronic one. In order to make a good recording we had to erect a number of standup microphones all across the stage, and the general appearance is of a sound studio, not a platform in the East Room of the White House. As a result, we had to ask WHCA to remove most of the microphones which resulted in a very poor tape of the entertainment. This was the case with Sammy Davis, Jr.'s performance on Saturday, March 3.

At my request a few months ago, WHCA began diligently working on alternatives to the standup microphone approach that they had been using. They have now developed some very sensitive microphones that can be placed unobtrusively on the floor of the stage. I understand that fewer microphones are necessary, and that these new microphones are small enough that they can be concealed behind plants, etc., and we can still get a good recording. Of course, we have not yet had the opportunity to give this new system a full test in a formal setting in the East Room, but we would very much like to do^{so} at the March 17 Evening at the White House.

What we want to do is, when planning the decorative arrangement on the stage, such as flowers, plants or the like, we take into consideration where the microphones have to be placed. We're not talking about putting a potted palm in the middle of the stage just to cover a microphone in front of the bass guitar player; what we want to do is arrange the stage or make certain modifications so that the limited number of microphones that they now have to use can be placed so they can't be seen.

Personally, I'm delighted that WHCA has been able to come up with a partial answer to our problem. We will have to go half-way to assist them in accommodating their sound requirements. I see no real problem in this in that I think we have found the answer to maintaining a dignified appearance of the stage while still achieving the objective of getting a good quality reproduction of the entertainment.

cc: Colonel Adams
Commander Coates

WHITE HOUSE COMMUNICATIONS AGENCY
THE WHITE HOUSE
WASHINGTON, D.C. 20500

7 February 1973

MEMO FOR: STEVE BULL

FROM: COLONEL ADAMS *801*

As per our conversation, attached is the form we use in recording Presidential movement notifications.

Attachment
a/s

Please save

PRESIDENTIAL MOVEMENT NOTIFICATIONS

MOVEMENT	Arrive: Depart:	VIA	TIME /	LOCAL /	ZULU
----------	--------------------	-----	--------	---------	------

CRASHES

Mr. Chapin's Ofc.(2253)-----
Mil. Ass't Ofc./Duty Aide(662)
W-16(360)-----
WHCA Duty Officer
Ushers Ofc.(232)-----
Doctor's Ofc.(620)
Photo Ofc.(4050)-----
PPD Ofc./Duty hrs. only(392)
W.H. Sit. Rm.(263)-----
Receptionist's Desk/Duty hrs.(323)
Mr. Zeigler(276)-----
Press Office(278)
Miss Woods' Ofc.(197)-----
Recording Ofc.
Power Section(430)-----
Air controlman or stby(683)
PID "G" St.(372)-----
PRESUS Pilots Ofc.(767)
Cartwheel Secure Voice(458)-----
W.H. Garage(370)

NOT ON CRASHES

Destination(If not above)-----
E.P.S. Swbd.
Admin. Swbd.-----
Staff D.O.(After Duty Hrs.)
Navy Mess(Going to office only)--
Camp David Swbd.

AIRCRAFT:	ATD	/	LOCAL	/	ZULU
	ETA	/	LOCAL	/	ZULU
	ATA	/	LOCAL	/	ZULU

OFF THE RECORD

Destination
Mr. Chapin's Ofc.(2253)
Mil. Ass't Ofc./Duty Aide(662)
W-16(360)
WHCA Duty Officer
Ushers Ofc.(232)
Doctor's Ofc.(620)
PPD Ofc.(Duty hrs. only)(392)
W.H. Sit. Rm.(263)
Mr. Zeigler(276)
Miss Woods' Ofc.(197)
Power Section(430)
PID "G" St.(372)

Operator's Initials

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

October 29, 1971

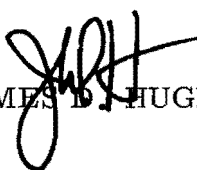
MEMORANDUM FOR STEVE BULL

SUBJECT: Telephones at the Kennedy Center

Following the President's spontaneous trip to the Kennedy Center, and anticipating his unscheduled appearance at future functions, Al Redman had telephones installed on the 18th of October in the reception rooms adjacent to the Presidential Box in the Concert Hall, the Opera House, and the Eisenhower Theatre.

The phones are standard White House trip phones with White House identification discs. They are equipped with 5-1/2' cords terminated in standard telephone plugs. To insure ready accessibility, the phone instruments are stored in a small closet in each reception room (see attached diagram).

Again, these phones were installed for unscheduled trips and will be supplemented as required for scheduled Presidential visits to the Center.


GENERAL JAMES D. HUGHES

EISENHOWER THEATER

PHONE JACK (A)
Temporarily installed
in position shown
below.

HALL OF STATES

OPERA HOUSE

HALL OF NATIONS

CONCERT HALL

KENNEDY
CENTER

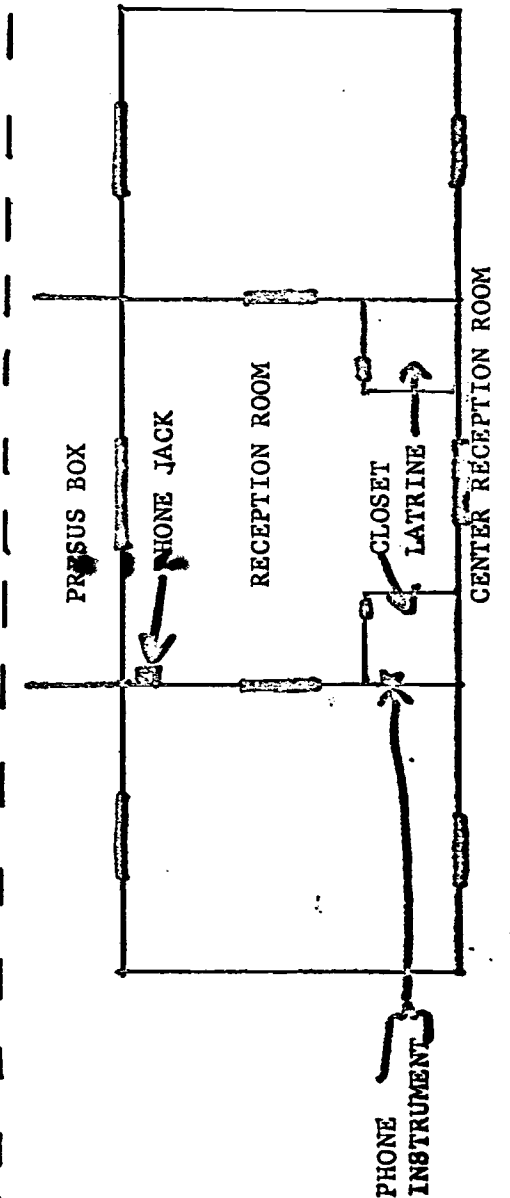
BOX TIER LEVEL

BOX TIER LEVEL

BOX TIER LEVEL

GRAND FOYER

RIVER SIDE OF BUILDING



MEMORANDUM

THE WHITE HOUSE

WASHINGTON

October 18, 1971
1:45 p.m.

FOR: BRIG. GEN. JAMES HUGHES
FROM: STEPHEN BULL *SB*
RE: Telephone at the Kennedy Center

A week ago the President made a spontaneous trip to the Kennedy Center, and, thanks to some quick action on the part of Major Brennan, who just happened to be attending the function at the Center that night, the Presidential visit went off flawlessly. However, there was a great deal of scrambling about beforehand on the part of Chuck Colson who was attempting to contact the Kennedy Center but no one answered (copy of Colson memo attached).

It has been suggested by Dwight Chapin that a telephone be installed in the anteroom or rest room off the Presidential Box which White House staff could use when occupying the Presidential Box, or respond to should we have a situation arise like the other night. This may or may not solve the problem, but perhaps would provide some degree of flexibility to us in such situations.

Thank you.

THE WHITE HOUSE
WASHINGTON

October 8, 1971

MEMORANDUM FOR:

DWIGHT CHAPIN

FROM:

CHUCK COLSON

SUBJECT:

Telephone Contact at the Kennedy Center

Steve
Let's get Reel
to Put Payphones
in Restroom off
of P box - with
Still could use
+ it could
be converted
for P. —
C

We had a couple of major problems last night in trying to arrange for the President to get to the Kennedy Center. Perhaps you would like to take some steps to remedy them in the future.

First, there is no telephone into the Kennedy Center. The box office and information office is closed. There is no way to get Mr. Blair or the theater manager on the telephone after 9 p.m. Happily, we found a cooperative waitress in the restaurant who kept shuttling between the restaurant and the Concert Hall to tell us what was happening when the President was deciding whether he would go.

The Kennedy Center should be asked to have some phone contact at all times during the performances in the event the President would like to attend.

Secondly, in addition to the Washington Post being in error in yesterday morning's schedule, the schedule put out by the Kennedy Center also showed last night as "Open"; hence, I first advised the President erroneously as to what was playing. It was only after I decided to double check and discovered through the friendly waitress who went down and told me what was going on and then discovered a duty officer in the Pentagon who was helpful, that I was able to get correct information. The Kennedy Center should keep us better informed.

By the way, I called everybody I could think of including Nancy Hanks who didn't know what was happening at the Concert Hall.

These are just suggestions that I pass on as my first and I hope my last experience as an advance man. Mr. Blair at the Kennedy Center, who by the way impressed me as an oaf, is probably still wondering who the wild maniac was who was trying to keep the music playing while the President was on his way and I am sure that the audience thought that the orchestra had, like a broken record, gotten stuck. In short, I am glad I am in my business and not yours.

cc: Steve Bull
Len Garment

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

October 18, 1971
1:45 p.m.

FOR: MICHAEL SMITH
FROM: STEPHEN BULL */2*

Attached is a break-down of certificates that have been sent out to various groups that participated in Presidential trips. Please note that, in certain cases, a parenthetical number was added by Ron Walker indicating the number of certificates that were requested. This is in contrast to the number that were actually sent out. Could you please help me in determining the discrepancy in the number of requests versus the number sent.

Thank you.

cc: R. Walker

CERTIFICATES

<u>Location</u>	<u>Band</u>	<u>Police</u>	<u>Individual</u>	<u>Group</u>	<u>Total Certificates</u>	<u>Other</u>
Rochester, N.Y. (June 18, 1971)	1 (2)				1 (2)	
Atlantic City, N.J. (June 22, 1971)	2 (3)	2		1	5 (6)	
Jennings County, Ind. (June 24, 1971)	3	6	1		10	2 Gifts
Chicago, Ill. (June 25, 1971)	2	(1)		1 (2)	3 (5)	
Bicentennial Telecast (July 3, 1971)	1			1	2	1 Gift
Kansas City, Mo. (July 6, 1971)		1		1	2	
Canton, Ohio (July 30, 1971)	2	5	2		9	7 Photos
Ottumwa, Iowa (July 31, 1971)	(1)	5		7*	12 (13)	
Bangor, Maine (August 6, 1971)	1	(1)		2* (1)	3	
Manchester/Nashua, N.H. (August 12, 1971)	1	1 (2)		5* (4)	7	
Dallas, Texas (August 19, 1971)	1	2			3	

*Includes Military and/or Fire Department Groups.
(5) (2)

Steve Bull

THE WHITE HOUSE
WASHINGTON

October 8, 1971

MEMORANDUM FOR: DWIGHT CHAPIN
FROM: CHUCK COLSON
SUBJECT: Telephone Contact at the Kennedy Center

We had a couple of major problems last night in trying to arrange for the President to get to the Kennedy Center. Perhaps you would like to take some steps to remedy them in the future.

First, there is no telephone into the Kennedy Center. The box office and information office is closed. There is no way to get Mr. Blair or the theater manager on the telephone after 9 p.m. Happily, we found a cooperative waitress in the restaurant who kept shuttling between the restaurant and the Concert Hall to tell us what was happening when the President was deciding whether he would go.

The Kennedy Center should be asked to have some phone contact at all times during the performances in the event the President would like to attend.

Secondly, in addition to the Washington Post being in error in yesterday morning's schedule, the schedule put out by the Kennedy Center also showed last night as "Open"; hence, I first advised the President erroneously as to what was playing. It was only after I decided to double check and discovered through the friendly waitress who went down and told me what was going on and then discovered a duty officer in the Pentagon who was helpful, that I was able to get correct information. The Kennedy Center should keep us better informed.

By the way, I called everybody I could think of including Nancy Hanks who didn't know what was happening at the Concert Hall.

These are just suggestions that I pass on as my first and I hope my last experience as an advance man. Mr. Blair at the Kennedy Center, who by the way impressed me as an oaf, is probably still wondering who the wild maniac was who was trying to keep the music playing while the President was on his way and I am sure that the audience thought that the orchestra had, like a broken record, gotten stuck. In short, I am glad I am in my business and not yours.

cc: Steve Bull
Len Garment

THE WHITE HOUSE
WASHINGTON

October 8, 1971

MEMORANDUM FOR:

DWIGHT CHAPIN

FROM:

CHUCK COLSON

SUBJECT:

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cc: Steve Bull
Len Garment

April 13, 1971

FOR: JON HUNTSMAN

FROM: STEPHEN BULL

RE: Piping of Presidential Remarks in the
White House to White House Offices

Attached is a memorandum on this subject. You will note the notation that Dwight made in the upper righthand corner in which he suggests that it would be more appropriate for you, rather than Al Snyder, to distribute this memorandum. My thinking was that Al Snyder (Office of Communications) would be the appropriate one since this is a form of communication and because they have done things of this nature in the past. However, Dwight makes the good observation that in the past they should not have been doing it, but rather memoranda for the White House Staff should all be going out through the Staff Secretary.

I don't feel strongly either way. Do you have any thoughts on this subject?

T CHAPIN
 EN BULL

MEMORANDUM FOR: DWIGHT CHAPIN

FROM: STEPHEN BULL

SUBJECT: Piping of Presidential Remarks
in the White House to White House
Offices

1. Remarks Carried over Muzak System. There are only a limited number of Muzak lines, and with very few exceptions, offices with Muzak are limited to the East and West Wings of the White House. Looking through the list of people with Muzak, it appears that there are only seven White House staff members in the EOB who have a Muzak system. Therefore, sending remarks over the Muzak system would only reach a limited number of people.

What we propose to do is to carry remarks that the President makes in the White House over one of our two closed circuit channels (2 and 6). We would also carry the remarks over the Muzak system. By using both the closed circuit TV and the Muzak we should be able to reach considerably more offices in the EOB. Obviously, the TV would be carrying an audio feed only.

The matter of announcing to the White House staff the availability of the President's remarks live on one of these two electronic outlets will be accomplished through Herb Klein's office (Al Snyder) who will send out a memorandum. Al Snyder and I will coordinate with each other and with WHCA on a weekly basis to insure that the remarks are being carried live to the White House staff and that all are appropriately notified.

2. Video Taping -- At the present time we do not have the capability to transfer to video tape events that are filmed by the Navy photo crew. Mark Goode and Al Snyder have discussed this, and perhaps as we approach the election, something of this nature might be done, but right now the cost is prohibitive. However, we will expand the replaying of Presidential events that are carried over the networks and have been taped by the video taping section of WHCA. Herb Klein's office (again, Al Snyder) will notify people that a certain event will be re-televised over the closed circuit channel at a certain time.

At the present time, there are no events for the week of April 12 that could be appropriately broadcast to White House staff members.

cc: Mr. Snyder
Col. Redman

THE WHITE HOUSE

WASHINGTON

April 12, 1971

2:30 p. m.

MEMORANDUM FOR: DWIGHT CHAPIN

FROM: STEPHEN BULL

SUBJECT: Piping of Presidential Remarks
in the White House to White House
Offices

A little over a month ago you gave me a project which was to see about having the WHCA Muzak system carry the President's remarks when he participates in public ceremonies here at the White House to the offices of individual White House staff members. Another portion of your memo related to the possibility of having Presidential events put on video tape and then carry them over closed circuit TV. Both of these elements have been explored and the status is as follows:

1. Remarks Carried over Muzak System. There are only a limited number of Muzak lines, and with very few exceptions, offices with Muzak are limited to the East and West Wings of the White House. Looking through the list of people with Muzak, it appears that there are only seven White House staff members in the EOB who have a Muzak system. Therefore, sending remarks over the Muzak system would only reach a limited number of people.

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cc: Mr. Snyder
Col. Redman

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

April 8, 1971

MEMORANDUM FOR: MR. STEPHEN B. BULL

FROM: DWIGHT L. CHAPIN

I had given you a project a few weeks ago concerning the piping of Presidential remarks etc. over the Muzak system. I have not heard from you as of this date. Can you give me some status on this project.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 8, 1971

MEMORANDUM FOR: STEVE BULL

FROM: DWIGHT CHAPIN 

Would you please scout around and get some recommendations together on using our WACA Muzak System to carry the President's remarks when he participates in public ceremonies here at The White House. My thought is that on a day when the President has a ceremony in the East Room or perhaps in the Press Center making a key announcement or whatever that it should be carried live on our Muzak System. The idea being to act as a means for keeping the White House Staff keyed in as to exactly what the President is doing and saying. For example, Bill Safire may be unable to go over to the East Room to watch a given ceremony. However, he may turn on his Muzak System to listen to the President's remarks and perhaps that would spark some follow-up ideas on his part. This would obviously work to our advantage in a substantive way. On the other hand, there are many secretaries, etc. who would feel more a part of the operation just by hearing live on our White House System the President's remarks.

Of course another idea pops into mind which is one you should check out with Mark Goode and that would be to have Presidential events put on video tape, rather than have the Navy crew come in and film them. Perhaps we can work out a way without too much of a capital investment in equipment to televize on our closed-circuit system Presidential events. We could simultaneously televize the event while we also were taping it. The tape would obviously be for the Nixon archives.

You will recall -- in fact I think it was your idea -- that after the Gridiron performance last year, we ran the President's and Vice President's gridiron wit over the Muzak System. We should do that with other outside events on the right occasions.

Obviously, we would have to send an announcement out to the White House staff stating that at 10 a. m. this morning we are going to play the President's remarks from his drop-by the blank, blank last night.

I personally feel this whole operation has some therapeutical values, as well as serving as a means to keep people cranked up and talking about what the President is doing.

CIRCUIT NUMBER	MUZAK PAIR	TELCO TERMINAL AL	NST. BY	TELCO CABLE NUMBER	RM #	SUBSCRIBER	TYPE EQUIPMENT INSTALLED	WHCA SERIAL NUMBER
23MT400-01	01	2801	phs	1603-2122	1	Butterfield	107A	7070
23MT400-02	02	2802	phs	1603-2123	2	Rosemary woods Sec'y Pool	107A	7053
23MT400-03	03	2803	phs	1603-751	3	Rosemary Woods	107A	7052
23MT400-04	04	2804	phs	1603-752	4	Higby & Staff	107a	7055
23MT400-05	05	2805	phs	1603-2124	6	Bryce Harlow Harlow	1070	7001
23MT400-06	06	2806	phs	1603-2125	6A	Sec'y Pool	107A	7054
23MT400-07	07	2807	phs	1603-753	51A	Steve Bull	107A	7051
23MT400-08	08	2808	PHS	1603-754	8	Flanagan	107A	7041
23MT400-09	09	2809	phs	1603-755	9	Flanagan Sec'y Pool	107A	
23MT400-10	10	2810	phs	1603-756	10	Rose Rose	107a	7040
23MT400-11	11	2811	phs	1603-757	12	Cole		
23MT400-12	12	2915	WJN		13	Finch	107A	7085
23MT400-13	13	2916	WJN		14	Finch's Secy	107A	7086
23MT400-14	14	2919	WJN		25	Erlichman's Recp. Room	107A	7096
23MT400-15	15	2815	phs	1603-761	15			
23MT400-16	16	2816	phs	1603-2126	16	Murdock	107A	7044
23 MT400-17	17	2817	phs	1603-762	17	Rumsfeld	107A(2)	7047 7046
23MT400-18	18	2818	phs	1603-763	21			
23MT400-19	19	2819	phs	1603-2127		Press Center		
23MT400-20	20	2820	phs	1603-764	23	Whitticour Sec'y	107A	7043
23MT400-21	21	2821	phs	1603-765	25	Erlichman Sec'y	107A	7042
23MT400-22	22	2822	phs	1603-2128		Navy Mess	Ramer Amp	7063
23MT400-23	23	2823	phs	1603-710		VIP Dining Rm	Ramer Amp	7062
23MT400-24	24	2824	phs	1603-711	W16	USSS	107A(2)	7060 7061
23MT400-25	25							
23 MT400-26	26	2826	phs	1603-713	40B		107A	7058
23MT400-27	27	2827	phs	1603-714	40C		107A	7057

CIRCUIT NUMBER	MUZAK PAIR	TELCO TERMINAL	INST. BY	TELCO CABLE NUMBER	RM #	SUBSCRIBER	TYPE EQUIPMENT INSTALLED	WHCA SERIAL NUMBER
23MT400-28	28	2828	phs	1603-715	55	Moynihan & Sec'y	2 Speakers by Ramer Amp	7099
23MT400-29	28	2829	phs	1603-2101		Kitchen residence	107A	7037
23MT400-30	30	2830	phs	1603-2102		House Keeper	107A	7036
23MT400-31	31	2831	phs	1603-2103		Flower Shop	107A	7039
23MT400-32	32	2832	phs	1603-2104		Electric Shop	107A	7038
23MT400-33	33	2833	phs	1603-2105		Ushers Office	107A	7035
23MT400-34	34				E200	LOVE WINDY PETER		
23MT400-35	35	2885	WJN	1603		Dispensary	107A	7088
23MT400-36	36	2836	phs	1603-2110	E100	Davies Sec'y	107A	7034
23MT400-37	37	2837	phs	1603-2111	E106	CASSELLMAN Castle	107A	7033
23MT400-38	38	2838	phs	1603-2112	E107	Timmons Sec'y	107A	7032
23MT400-39	39	2839	phs	1603-2113	E107A	Cook	107A	7030
23MT400-40	40	2840	phs	1603-2114	E107B	Timmons	107A	7031
23MT400-41	41	2841	phs	1603-2115	E107C	Nidecker	107A	7103
23MT400-42	42	2842	phs	1603-2116	E110			
23MT400-43	43	2843	phs	1603-2117	E112	Grubb Sec'y	107A	7029
23MT400-44	44	2844	phs	1603-2118	E112A	Grubb	107A	7028
23MT400-45	45	2845	phs	1603-2119	E112C	BeLieu	107A	7102
23MT400-46	46	2846	phs	1603-1583	EOB 1c	USSS Godfrey	107A	
23MT400-47	47	2847	phs	1603-1584	E202	Sanford Fox	Speaker by Ramer Amp	NWSN
23MT400-48	48	2848	phs	1603-1576	E208	Debbie Murray	107A	7022
23MT400-49	49	2849	phs	1603-1577	E209	Larson, Cmdr Brennan, Maj	107A 107A	7013 7012
23MT400-50	50	2850	phs	1603-1578	E209A	Coffee, Col.	107A	7020
23MT400-51	51	2851	phs	1603-1579	E209B			
23MT400-52	52	2852	phs	1603-1580	E210A	Hughes, Gen.	Fisher Radio Klh Speaker	7105
23MT400-53	53	2853	phs	1603-1581	E210B	Gully, Sgt.	Speaker by Ramer Amp	7007
23MT400-54	54	2854	phs	1603-1582	EW 212½	Caroi Ravis		

CIRCUIT NUMBER	MUZAK PAIR	TELCO TERMIN AL	ST. BY	TELCO CABLE NUMBER	RM #	SUBSCRIBER	TYPE EQUIPMENT INSTALLED	WHCA SERIAL NUMBER
23MT400-55	55	2855	phs	1603-2108	E213	Julie Robinson	107A	7023
23MT400-56	56	2856	phs	1603-2109	E213A	WELCH SMITH	107A	7024
23MT400-57	57	2857	phs	1603-1587	WHP	G-4	Speaker by Ramer Amp	NWSN
23MT400-58	58	2858	phs	1603-1585	WHCA D.O.		107A	7026
23MT400-59	59	2859	phs	1603-1586	Old shelter		107A	7025
23MT400-60	60	2860	phs	TT-236	EOB 10 1/2	Pontius Workroom ✓	107A	7013
23MT400-61	61	2861	phs	TT-237	EOB 10 1/2	Pontius	107A	7014
23MT400-62	62	2862	phs	TT-235	EOB 12	Pontius Sec'y ✓	107A	7015
23MT400-63	63	2863	Phs	097-317	EOB 23	Al Wong USSS-TSD ✓	Speaker by Ramer Amp	7012
23MT400-64	64	2864	phs	097-327	EOB 89	Maj. Lanier WHP ✓	107A	7016
23MT400-65	65	2865	phs	TT-1956	EOB 106	Hofgren ✓	107A	7065
23MT400-66	66	2866	phs	TT-2051	EOB 115	Pat Sieman ✓	107A	7064
23MT400-67	67	2867	phs	TT-1805	EOB 117A	Eliska Hassak ✓	107A	7007
23MT400-68	68	2868	phs	TT-1817	EOB 117B	Rock u ✓	107A	7009
23MT400-69	69	2869	phs	TT-1825	EOB 125	Safire Sec'y ✓	107A	7010
23MT400-70	70	2870	WJN		EOB 102	Anderson Sec'y ✓	107A	4854
23MT400-71	71	2871	phs	TT-826	EOB 237	USSS-VP	107A	7067
23MT400-72	72	2872	phs	TT-847	EOB 235	USSS-VP	107A	7066
23MT400-73	73	2873	phs	TT-848	EOB 239	USSS-VP	107A	7068
23MT400-74	74	2874	phs	097-395	EOB 598	Gillespie Hutchinson ✓	107A 107A	7069 7007
23MT400-75	75	2875	phs	1601-135	FOB 137	Gen Schulz ✓	107A	NWSN
23PT431		2876	phs	1603-2120		ROSE GARDEN		
23PT432		2877	phs	1603-2121		ROSE GARDEN		
395-2000 X265		2878	phs	1603-1588		WHCA A-V patch panel		
395-2000 X266		2879	phs	1603-1589		WHCA A-V patch panel		
23MT400-76	76	2880	RHD		EOB 351A	Exec. Prot. Service	107A	
23MT400-77	77	2881	phs		E208	Connie Stuart u	107A	7102

CIRCUIT NUMBER	MUZAK PAIR	TELCC TERMINAL	INST. BY	TELCO CABLE NUMBER	RM #	SUBSCRIBE	TYPE EQUIPMENT INSTALLED	WHCA SERIAL NUMBER
23MT400-78	78	2882	PHS		E208	Penny Adams	107A	7021
23MT400-79	79	2886	PHS			Curator	107A	7101
23MT400-80	80	2887	PHS		6B	Alexander	107A	7071
23MT400-81	81	2888	PHS		5	Haldeman	Speaker by Ramer Amp	NJSN
23MT400-82	82	2889	RHD		EOB 128	Hugh Sloan	107A	7000
23MT400-83	83					Chanin		
23MT400-84	84	27-48	RHD			Chapin Sec'y Pool		
23MT400-85	85	2883	RHD		FOB 294	Chief Shanis	Own Equipment	
23MT400-86	86	2814	RHD		EOB 233	USSS-VP	107A	
23MT400-87	87	2890	RHD		EOB 105 1/2	Dispensary Receptionist	107A	7082
23MT400-88	88	2891	RHD		EOB 105 1/2	Dispensary NCOIC	107A	7078
23MT400-89	89	2892	RHD		EOB 105 1/2	Dispensary Doctors Off	107A	7083
23MT400-90	90	2893	RHD		EOB 105 1/2	Dispensary Exam Room	107A	7081
23MT400-91	91	2894	RHD		EOB 105 1/2	Dispensary Exam Off	107A	7079
23MT400-92	92	2895	RHD		EOB 105 1/2	Dispensary Nurses Off	107A	7077
23MT400-93	93	2896	RHD		EOB 105 1/2	Dispensary Emer. Rm	107A	
23MT400-94	94	2897	RHD		EOB 105 1/2	Dispensary Plenth Rm	107A	7080
23MT400-95	95	2898	RHD		EOB 105 1/2	Dispensary Pharmacy	107A	7084
23MT400-96	96	2936				Press Area	Console Terminated	
23MT400-97	97	2937				New Reception	Console Terminated	
23MT400-98	98	2938				Old Reception	Console Terminated	
23MT400-99	99	2939				Ziegler	107A	
23MT400-100	100	2940				Elbourne	107A	
23MT400-101	101	2941				Woods	107A	
23MT400-102	102	2942				Warren	107A	
23MT400-103	103	2943				Whelihan	107A	
23MT400-104	104	2944				Press Research		

CIRCUIT NUMBER	MUZAK PAIR	TELCO TERMIN AL	INST. BY	TELCO CABLE NUMBER	RM #	SUBSCRIBER	TYPE EQUIPMENT INSTALLED	WHCA SERIAL NUMBER
23MT400-105	105	2884	WJN		EOB 572	Tom Manger	107A	
23MT400-106	106	2834	WJN		East 102	Dent's Secy	107A	
23MT400-107	107	2920	RAS		EOB 1B	Duncan SS	107A	
23MT400-108	108	2946	RAS		East Wing Base	Chief Cooper	107A	
23MT400-109	109	2900	RAS		EOB 1A	USSS Bob Taylor	107A	
23MT400-110	110	2949	WJN			W.H. Swbd Work Area	107A	
23MT400-111	111	2950	WJN			W.H. Swbd Lounge	107A	
23MT400-112	112	2825	WJN			West Wing Drivers Lounge	107A	
23MT400-113	113	2927			EOB 1	USSS Taylor SECY	107A	
23MT400-114	114				E 200B	Debbie Sloan		
23MT400-115	115				E 200C	Recpt Area		
23MT400-116	116				E212 213	Coral Schmidt		
23MT400-117	117				212 213	Brantley		
23MT400-118	118				212 213	Stephanie Wilson		
23MT400-119	119							
23MT400-120	120							
23MT400-121	121							
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23MT400-199	199							
23MT400-200	200							

WHITE HOUSE COMMUNICATIONS AGENCY
THE WHITE HOUSE
WASHINGTON, D.C. 20500

WHCA-A

15 March 1971

MEMORANDUM FOR MR. STEVE BULL

SUBJECT: Distribution of Presidential Remarks and Appearances in
the White House Area

In response to your two questions on the subject, the following comments
are provided:

Handwritten: I am not sure who is in charge of this thing
a. With respect to audio, we can "pipe" Presidential remarks over
the Muzak system directly from nine locations (East Room, Red Room,
Lincoln Library, Family Theatre, Family Dining Room, Cabinet Room,
Roosevelt Room, Press Lobby, and Rose Garden). Should you desire
the use of this capability, our audio-visual technicians (Ext. 4220)
should be notified sufficiently in advance so that we can make necessary
line level checks and adjustments prior to the broadcast.

b. With regard to the capability for television broadcast, we are
unable to provide this service at the present time for the following rea-
sons:

(1) There are no video lines available to carry the video signal
from the White House to the television cable distribution system in EOB.

(2) There presently are no personnel available with our Agency
who are capable of producing live television programs.

(3) Costs to provide a cable system and personnel would be
substantial.

(4) TV cameras of broadcast quality are not available.

We will advise you of any development which could provide the television
capability you have requested.


ALBERT REDMAN, JR.
Colonel, USA
Commanding

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

Bull?

September 22, 1970

MEMORANDUM FOR: H. R. HALDEMAN

FROM: STEPHEN BULL *SB*

RE: Sound System at Kansas State University

The sound system that was used for the speech at Kansas State University was contracted for from a firm in Kearney, Nebraska. The equipment used was Altec Lansing with the "acousta voicing concept". This is the same equipment that Ed McDaniels used to recommend that we use during the campaign.

The equipment at the field house was installed by the recording company and not by WHCA. However, the installation was done "under the direction of Capt. Ed Burmeister of WHCA". The cost of the rental was approximately \$500.

During the President's speech the equipment was operated by WHCA.

WHCA advised me that they are in the process of procuring the same type equipment with this "acousta voicing concept" (whatever that is).

When?

THE WHITE HOUSE
WASHINGTON

In a nutshell, this is what Dave Clevenger said about this subject.

Gen. Hughes gave Col. Redman go ahead to purchase two of the "acousta voicing" sets. However, WHCA has had to ask Altec Lansing for a cost estimate. They asked for this about 3 weeks ago and are keeping on top of it but it hasn't arrived yet. Once they get the cost estimate (expected to be \$10,000 a piece) they then have to reconfigure this new equipment with the equipment they now have (amplifier, etc.) in order to work it in. Once the order has gone in for the equipment, it will take 60-90 days to procure ~~the~~ it.

Note: There is only one firm in England which is presently qualified to run this type of equipment. No other European country has yet had anyone trained in this new concept. Thus, it is not yet possible to use it on trips abroad.

Sept. 25, 1970

July 23, 1970

FOR: GEN. J. HUGHES
FROM: STEPHEN BULL
RE: President's Microphones at
White House Dinners

The recommendation with regard to the stationing of a WHCA man at the Red Room door for White House Dinners was forwarded to Bob Haldeman with a request for his approval. He approved the entire request with one slight adjustment -- the WHCA man should be stationed at the southernmost rather than the northernmost door of the Red Room.

bcc: Col. Redman

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

Steve
July 21, 1970

MEMORANDUM FOR: H. R. HALDEMAN
VIA: DWIGHT L. CHAPIN
FROM: STEPHEN BULL
RE: President's Microphone at White House Dinners

At the last White House dinner it was discovered that there is a slight problem with the microphone in front of the President. Once the microphone is put in place it is activated and can pick up anything the President says from that point until the conclusion of the dinner. In the case of the last function, the UN dinner, the President called upon others who were present to make remarks. However, the President would make an occasional "aside" to a guest in his vicinity and his comments were picked up by the microphone and subsequently fed down to the Press who were seated in the theatre.

General Hughes has submitted the following proposal for future White House dinners:

At the conclusion of dinner, a WHCA man would position himself behind a serving table just inside the northernmost door from the Red Room. A small audio mixer would be prepositioned on the table and would be ready for use by the operator who would then control the President's microphone. An omni-directional microphone would be placed in another portion of the room in order to pick up any remarks that might be made by a guest called upon by the President. The main purpose of the WHCA man would be to control the President's microphone and deactivate it when the President is not speaking. By positioning himself in the Red Room doorway he is unobtrusive but can still see when the President needs his microphone.

Approve _____ Disapprove _____^c

*14- Should be the Southeast door
of Red Room*
Yes ✓ No —

July 21, 1970

MEMORANDUM FOR: H. R. HALDEMAN

VIA: DWIGHT L. CHAPIN

FROM: STEPHEN BULL

RE: President's Microphone at White House Dinners

At the last White House dinner it was discovered that there is a slight problem with the microphone in front of the President. Once the microphone is put in place it is activated and can pick up anything the President says from that point until the conclusion of the dinner. In the case of the last function, the UN dinner, the President called upon others who were present to make remarks. However, the President would make an occasional "aside" to a guest in his vicinity and his comments were picked up by the microphone and subsequently fed down to the Press who were seated in the theatre.

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Approve _____ Disapprove _____

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

DCOU

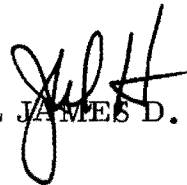
20 July 1970

MEMORANDUM FOR STEVE BULL

SUBJECT: President's Microphone at White House Dinners

In order to resolve the problem cited in your memo to Colonel Redman, 11 July 1970, a WHCA man would be required to position himself in the State Dining Room at the conclusion of dinner and just prior to speaking activities. He would enter via the northern-most door from the Red Room and stand directly behind the serving table which is always placed in this doorway for these functions. A small audio mixer would be prepositioned on this table and would be ready for use by the operator who would then control the President's microphone as well as any others which may be used. A separate microphone would be made available for the President and other microphones would be provided for other speakers as determined by prior identification. This would allow the operator to open and close microphones remotely as required by way of a professional approach.

BRIGADIER GENERAL JAMES D. HUGHES



July 11, 1970

FOR: COL. REDMAN
FROM: STEPHEN BULL

RE: President's Microphone at
White House Dinners

For most official dinners in the State Dining Room the toasts are recorded and piped downstairs to the theatre where the Press can listen to them. The usual procedure is for a microphone to be placed in front of the President at the conclusion of dinner so that his remarks can be heard. One slight problem is that frequently the President has made some brief remarks or a toast and then called upon other guests to deliver brief remarks. During the times when others are speaking the President will occasionally make a private remark to a guest sitting next to him. As we found out last night, remarks do not end up being as private as we thought, since the microphone picks up with full fidelity the tone, inflection and content of every utterance the President may whisper to his neighbor. On occasion these remarks are received with great delight by the members of the Press who are scribbling everything down with glue from their roasts in the theatre.

A remedy is obviously needed before the next official function in the East Room. Perhaps you could arrange to have a separate microphone for the President that could be activated and deactivated by the operator of the recording equipment. The problem in this, however, is that the operator is in the family dining room and cannot see when the President would like to speak. It may be necessary to station someone unobtrusively in the State Dining Room whose sole function would be to activate and deactivate the President's microphone. I feel that some sort of cut-off mechanism is required since the other alternative, having the Military Aide or butler physically remove the microphone, is extremely awkward and on occasion is just not possible.

It will be appreciated if you will please advise me of what we can do to correct this problem so that we can be prepared for the next dinner.

Thank you.

cc: Military Aide's Office Rex Scowden
D. Chaplin Helen Smith
Julie Robinson R. Ziegler