DOCUMENT WITHDRAWAL RECORD [NIXON PROJECT]

DOCUMENT NUMBER	DOCUMENT TYPE	SUBJECT/TITLE OR CORRESPONDENTS	DATE	RESTRICTION
N-1 [DX #130]	Manual	~~The Presidential Advance Manual 1971~~ Partially opened 1/2010	1971	~~C (Nixon)~~

FILE GROUP TITLE: JOHN DEAN

BOX NUMBER: 108

FOLDER TITLE: 1970 Campaign File The Presidential Advance Manual, 1971 C Removed from Binder 1

RESTRICTION CODES

A. Release would violate a Federal statute or Agency Policy.
B. National security classified information.
C. Pending or approved claim that release would violate an individual's rights.
D. Release would constitute a clearly unwarranted invasion of privacy or a libel of a living person.
E. Release would disclose trade secrets or confidential commercial or financial information.
F. Release would disclose investigatory information compiled for law enforcement purposes.
G. Withdrawn and return private and personal material.
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Presidential Materials Review Board

Review on Contested Documents

Collection: John W. Dean III
Box Number: 108

Folder: 1970 Campaign File The Presidential Advance Manual, 1971 [Removed from Binder]

Document	Disposition
~~130~~	~~Retain Close Agency Policy~~

Partially opened 1/2010

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DOCUMENT WITHDRAWAL RECORD (NIXON PROJECT)

DOCUMENT NUMBER	DOCUMENT TYPE	SUBJECT/TITLE OR CORRESPONDENTS	DATE	RESTRICTION
1	Manual	The Presidential Advance Manual, 1971 The Standard Motorcade, Pages: Motorcade-7 through Motorcade-8; The Parade Motorcade, Pages: Motorcade-9 throught Motorcade 10, 4 pp. total [Plans and requirements]	n.d.	A, ~~Possible~~ B

FILE GROUP TITLE

WHSF SMOF John Dean

BOX NUMBER

~~107~~ 108

FOLDER TITLE

The Presidential Advance Manual, 1971

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THE PRESIDENTIAL ADVANCE MANUAL

1971

38714

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IMPORTANT!!!

UNDER NO CIRCUMSTANCES SHOULD YOU EVER LET THIS MANUAL OUT OF YOUR SIGHT. Never give, or even show, a copy to the local committee or anyone else. When using this Manual, study the pertinent portions which are applicable to a particular discussion prior to your meeting. You should never make reference to this Manual when discussing advance techniques with anyone other than another Advanceman.

By the time of your first advance you should have committed to memory a complete outline of your responsibilities and duties. Without this basic know-how, coupled with a generous dose of common sense and the ability to make discrete and diplomatic decisions, you cannot be an Advanceman.

As an Advanceman you have an opportunity to make a real contribution to the American political process at its best, and--in winning--a quiet sense of pride for your contribution will remain with you the rest of your life.

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MEMORANDUM

THE WHITE HOUSE

WASHINGTON

September 10, 1971

TO: ALL ADVANCEMEN

FROM: RONALD H. WALKER

RE: ADDITIONS TO THE MANUAL #1

For your information:

The White House Switchborad	202/456-1414
Signal Switchboard	202/395-2000
Advance Office	202/456-2535
Advance Office Dex Number	202/395-4249

A. For those of you not familiar with the line-up of the Advance Office, it is as follows:

Mike Schrauth is handling staff schedules. In my absence, Mike is the man you should keep in touch with regarding problems, questions and various input.

Also assisting us in the Advance Office are:

Karen Rietz
Julie Rowe

It is imperative when setting up your advance office on the road that you brief your secretaries on the players in the Advance Office in Washington.

B. The following changes and additions from recent memos have been pulled together for insert into the manual.

1. Pre-Visit

a. Advancemen must feed local color to the Advance Office for speechwriters.

b. Dex to the Advance Office (at least 24 hours before the visit) three to five names for Presidential phone calls. (see attached form)

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c. Weather and demonstrator reports must be dexed to the Advance Office.

2. Finances

The Lead Advanceman must negotiate an arrangement with the hotel management covering the President and staff rooms. Dex this to the Advance Office.

3. Motorcade and Helicopters

a. Mr. Haldeman always will ride in seat number 7 in the President's helicopter.

b. Have a Quebec P-33 in the Pilot Car for the Tour Director.

c. In crowd situations, an advance car (not the route survey car) must proceed the motorcade by about 10 minutes. A complete report on what is along the route must be radioed to the Lead Advanceman (using codes when appropriate). A P-33 should be in this advance car.

d. On all crowd situation motorcades, a map must be in the Pilot Car for the Tour Director showing the location of color (e.g. bands). A copy must be in the control car for H. R. Haldeman with numbers only. The Tour Director can refer Mr. Haldeman to the map and numbers and tell him only about those groups he wants to.

e. Always have a planned "spontaneous" stop along the motorcade route which has been discussed with USSS. Identify it on the Tour Director's map.

f. If the President will be riding in a car other than a White House car (100X or 800X, etc.) insure that the USSS has the portable flag brackets and seal on the front door.

g. Local pre-publicity should state that the President's car is third and has flags.

h. The staff car should always be a nine passenger station wagon and the WHCA bull horn men should ride in the rear.

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4. Hotels

a. All elevators must stop on all floors including the President's.

b. Always have a staff lounge and a continental type breakfast in the morning. A T. V. should be in every staff lounge.

c. No liquor ever in staff lounge or office.

d. Have a room for Ollie Atkins and other photographers.

e. When the President meets the hotel manager insure that a White House photographer is present. Send the picture to the manager.

5. Meetings and Ceremonies

a. During outside ceremonial events, e.g. dam dedications, do not play "Hail to the Chief" to get the President off the platform. When he starts off, play up-tempo music. Clear this with the Advance Office.

b. If the President's remarks are to be carried live on T. V. or radio, advise Tim Elbourne and Mark Goode as soon as you get this information.

c. In normal situations Steve Bull will move the President and the Aide will stay with Mrs. Nixon. On military bases this will be reversed.

6. Miscellaneous

a. Airport meeting with GOP leaders will not be on board S '76. If at the airport (e.g. manager's office) a tour of S '76 might be appropriate. Other options are: the hotel or a private residence.

b. Arrangements should be made for the President to meet the local press on all stops. Coordinate this with Tim Elbourne and the Advance Office.

c. Advancemen should always have a few extra Presidential gifts in case Steve Bull or the Aide run out (include some lady's gifts).

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d. If no President has been to the city being visited, advise the Advance Office.

e. The Lead Advanceman should introduce new trainees to: Walker, Chapin, and Haldeman, in that order.

f. When a local political type is referred to in a schedule, include full name, state and party affiliation.

g. In the event of live T. V. coverage, there should be a T. V. monitor (set) with a direct feed from the local or national network doing the event. The monitor should be in the staff room for members of the President's traveling staff who wish to view the President's remarks. This should be coordinated with Mark Goode and WHCA operations. Make sure you get good sound and good color quality.

7. Post-Trip

a. T. V. and radio reports plus local newspaper clippings must be sent to the Advance Office. The T. V. and radio reports are due immediately following the broadcast. (see attached form)

b. In addition to submitting a list for Presidential thank-you letters and cards, the Advanceman should submit the names or titles of groups (e. g. bands, singing groups, color guards, police units) or in some cases individuals to receive Certificates of Appreciation.

c. Trainee and trip reports must be submitted within 48 hours after the trip. Also, the trainee's boss should receive a Presidential thank you letter after the trainee's first trip.

d. Expense forms must be completed and submitted to the Advance Office immediately after the event. The Lead Advanceman should carry expense forms with him for trainees.

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SAMPLE

RECOMMENDED TELEPHONE CALL

TO: Mrs. Harry S. (Bess) Truman

RECOMMENDED BY: Bill Timmons
Ron Walker

PURPOSE: To pay respects while visiting Kansas City, Missouri. Call should be made from Kansas City.

BACKGROUND: Senator Bob Dole recommended through Bill Timmons that the President make a side trip to visit former President Truman while the President was in Kansas City.

TALKING POINTS:

1. The health of the former President.
2. Great pleasure to be able to visit Kansas City.
3. Express regret at not having time for a personal visit.

July 3, 1971

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REPORT ON COVERAGE OF PRESIDENTIAL EVENTS

(BY NET NAME)

-- Event / Location being covered

-- Station call letters

-- Location of station

-- Network affiliation (if applicable)

-- Lead story (if not President, give length of lead)

-- How did they get into report? Report voice over? President? Crowd scene?

-- Crowd report. How many shots of the crowd? How did it look - enthusiastic, cheering, dead? Estimate of crowd size given? If so, what was it?

-- Did the report show the President speaking? Voice over? Direct?

-- A general feeling for the whole report - very positive, positive, straight, negative.

-- Any negative comment? Any strong plusses?

-- Length of report.

*NOTE: The above is a guide or format for the advanceman's use in reporting coverage. There is no need to include the question in your report. Simple yes/no answers are not sufficient.

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V	Financing
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VIII	Press - Television
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Preface

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I PREFACE

The purpose of this manual is to describe briefly the functions of the Advanceman and to set forth certain principles and guidelines that are necessary to insure the maximum effectiveness of every Presidential event.

Chapters 2 and 3 detail general procedures, policies and the guiding philosophy for a Presidential advance.

Chapters 4 through 13 are intended to be a "living" repository of proven and effective ideas and techniques essential to a good advance. It obviously is not exhaustive. Since the creativity of each Advanceman will enable us to expand this encyclopedia of knowledge, when proven new ideas are submitted, they will be added to the manual. If an Advanceman attempts to deviate from proven advance techniques he must be sure they are appropriate and right.

Chapter 14 consists of case studies of three different types of Presidential events (a) the political event; (b) the non-political event; and (c) the international event.

The balance of the manual provides useful information required or potentially needed for successful advancing.

At all times, you must remember that the results of your work will affect not only the President of the United States, but a significant segment of the population. In short, do not under estimate the importance of your functioning as an Advanceman.

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Introduction

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II INTRODUCTION

What is Presidential advancing?

Advancing is the exhaustive, detailed planning that makes every Presidential trip and appearance seem to be an effortless success. It involves an incredible diversity of activities: organizing the efforts of local citizens anxious to welcome President Nixon; publicizing the President's impending visit; deciding where and how the President will go; working with the White House support team to find the best parking places for airplanes, helicopters and motorcades; coordinating with the White House Communications Agency the audio/visual requirements; assuring crowd-filled auditoriums, motorcade routes, and airport welcomes with the right amount of "jazz," spontaneity and dignity; arranging for the right people to be in all the right places at the right time; meeting with governors, mayors and business leaders and telling them what to do in a way that convinces them that they are doing exactly what they want to do; and above all, anticipating potential problems and having solutions available.

What is a Presidential Advanceman?

He is the leader of a highly professional and dedicated team of White House experts. He is the President's personal representative and in most cases is the first tangible contact the local people have ever had with the White House. Thus his authority and responsibilities are awesome. He possesses a rare combination of characteristics and

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abilities: he is the decision maker graced with a tremendous amount of common sense and good judgement; he is diplomatic yet forceful; he has the ability to anticipate and think of things in their total context and not get bogged down in petty details, he is resourceful and has a unique ability to organize people, things and his own time; he has the answers; in short, he can get the job done in a manner becoming a personal representative of the President. Yet the Presidential Advanceman must accomplish these things in an anonymous fashion -- he must have a passion for anonymity -- giving gladly all the credit for a successful visit to the local people.

The Influence and the Responsibility

Advancing the President is one of the most rewarding and most difficult jobs a man can undertake. Designated to serve as the personal representative of the President of the United States, the Presidential Advanceman simultaneously assumes tremendous influence and responsibility. During the course of planning and conducting a Presidential appearance or visit, the Advanceman may delegate some of his power to the team he directs, but the responsibility -- the full responsibility -- for the final outcome of the event is his alone.

During every advance he works, a Presidential Advanceman is frequently the first direct contact any American citizen has with the White House. Except through the distant, impersonal medium of television, millions have never seen the President, or Air Force One or even a

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representative of the President. To all of these Americans, the Advanceman represents the awesome authority of the President. The Advanceman must quickly recognize the wide latitude that this suddenly acquired authority gives him and then use it effectively and with one purpose -- to serve one man, the President.

The only textbook for this job is a thorough knowledge of techniques proven successful in the past. Yet, never forget that every Presidential appearance is unique in some respect. The ever-changing requirements make common sense an Advanceman's most important asset.

The Team

The Advanceman's White House contact is the Tour Office. Beginning with the basics of the proposed site, date and reasons for a Presidential appearance, it is the Tour Office which is the Advanceman's key source for all necessary information. The Advanceman submits to the office tentative schedules for final approval, questions relating to the event and all matters requiring Presidential level mediation or a decision. An Advanceman should not feel that he is losing control if he has to ask the White House for advice or assistance, and he should keep the Tour Office up-to-date on the progress of the advance. On the other hand, he must not bother the White House with trivia he could handle himself. Call for necessities, not for niceties.

Working with the Presidential Advanceman in every instance is a team of elite professionals, each of whom is an acknowledged expert

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in his field. They are:

Military Aide

Secret Service Advance Agent

White House Communications Agency Representative

White House Press Office Advance Representative

The President's Television Consultant

At times, the team may also include Air Force One and Marine One or Army One advance representatives, a White House doctor, and in many cases, a representative from the White House Speech Writing Group.

As head of this team, the Advanceman coordinates all information provided him by these experts and uses it to make all major decisions affecting the advance. Because of the great number of decisions an Advanceman must make all day, every day, even the most experienced is going to make some wrong decisions. The only avenue to success when this happens is to acknowledge a mistake as soon as it becomes apparent and correct it immediately. Personal pride, stubbornness or fear of embarrassment can never be allowed to influence an Advanceman or hinder a Presidential advance.

Personal availability is a major responsibility of the Advanceman. The team is trained to come to the Advanceman with both facts and questions and they expect immediate decisions and answers. An Advanceman who is unavailable for even a few hours is sure to find his entire operation seriously bogged down -- the team cannot and should not operate without his direction.

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So that team members can function at peak efficiency at all times, it is up to the Advanceman to hold daily breakfast and evening meetings to keep everyone posted on his regular telephone conversations with the White House so that they know immediately when plans concerning their activities are confirmed, changed or cancelled.

How the Team Operates

Because he is completely responsible for the final outcome of an event, it is necessary that an Advanceman understand in broad terms the general functions, capabilities and procedures of his team members and of the agencies they represent.

The Military Aide assists in the execution and planning of most of the logistic requirements. It is he who can come up with the airplane and helicopters, who can advise of travel times and distances and the like.

Matters pertaining to the military should be coordinated by the Military Aide's Office. If it is nothing more than the initial contact with the Commanding General or the Base Commander, the Aide's Office should make the initial contact, in the long run it will expedite any matters where you need assistance. The Military Aide, in most cases, follows the President in uniform, and is available to attend to the needs of the President. In case of a purely political event the Military Aide's public and visible duties may be limited.

The Secret Service Advance Agent makes all arrangements relating to the security of the President and the First Family. He helps the Advanceman determine such factors as indoor and outdoor

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walking routes and motorcade routes to be used and discreetly checks into the activities of the local law enforcement agencies. But, he should not become directly involved with the local political situation except when Presidential safety is involved.

The Secret Service has an awesome responsibility, and the Advanceman must be understanding of his specific role.

The White House Communications Agency (WHCA) representative assumes overall responsibility for providing all communications, audio-visual, and support equipment. In short, WHCA establishes an arm of the White House Communications Net on the scene. It provides for radio and telephone communications between advance team members and the White House. WHCA arranges for the necessary sound, lighting, and power requirements. WHCA can get the job done but the Advanceman must keep them constantly informed of all requirements and changes.

The White House Press Office Representative is Tim Elbourne. He determines the physical and logistical requirements needed to insure adequate press coverage. It is the Advanceman's responsibility to insure that these requirements are met and ready. The Advanceman consults him for recommendations on the staging of an event, particularly with regard to the manner in which it will be covered by the press. The Advanceman must never forget that the final outcome of any event is

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determined to a great extent by the manner in which the press interprets it. Experience suggests that if the President were to give the most moving speech of the decade without adequate provisions for press coverage, it could conceivably be received with indifference. The press officer provides expertise to prevent such a reception.

The White House Press Office representative has a tremendous responsibility. He coordinates all the movements of the White House Press Corps during the Presidential trip. The Advanceman should always consult the Press Office representative on any arrangements being made for the White House Press Corps.

The President's Television Consultant is Bill Curruthers. Bill is assisted by Mark Goode, Special Assistant to the President for Television. Mark is a full-time member of the White House staff and provides the Advanceman with recommendations on the staging of an event in order to achieve maximum television coverage. Mark will help the Advanceman determine the best way to cover an event. He also will coordinate the efforts of the Navy Photographic Team.

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The Volunteers

In addition to this professional team, every advance also involves a second team, a group of enthusiastic, local volunteers. Some of these volunteer groups are efficiently organized and are of great help to the Advanceman. Others are not. Regardless of the actual value to him, the Advanceman must always encourage the participation of large numbers of local volunteers in planning committees, poster painting committees, etc. He should create the impression that it is the local organization that does all the work and deserves all the credit for a successful Presidential visit.

Whenever he is assigned an event by the White House, the advanceman will receive the name of the prime contact in the community to be visited by the President. If the event is a political rally, the prime contact might be the County Republican Chairman. In the case of a non-political event, such as a speech to an industrial group, the contact might be the president of the industrial organization sponsoring the function. Ideally, the Advanceman should arrange to channel all local volunteer efforts through this individual so that he can direct all instructions to one man and get all the local information he needs back from the same single individual. This is easier than working directly with a multitude of strangers However, if for some reason the prime contact cannot be used to serve this purpose, the Advanceman must find some way to diplomatically and discreetly circumvent the original contact and unofficially substitute a capable assistant.

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Ideally, a prime contact is a man who himself has contacts in as many places as possible -- he should be someone who can get things done quickly. He is a backup for the Advanceman. It is vital to have quickly available the phone numbers of all relevant poeple so that little time is wasted trying to find someone who is needed.

The Schedule

The Advanceman plays an important part in preparing the schedule (see Appendix for examples). This document guides the President and his party from the time they leave Washington until the time they return. It has to be accurate down to the last minute and detail. It has to be so thorough that the President and his party could go through the event in its entirety should something happen suddenly to the Advanceman. In other words, the schedule is the difinitive document that allows the Presidential event to stand and proceed by itself. There can be no deviation from this schedule unless there is full concurrence on the part of the Tour Office and the Advanceman. The schedule itself is determined through the joint efforts of all members of the advance staff and all members of the advance staff have to be thoroughly familiar

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with its content. Most of the information is confidential and the finalized version receives only limited distribution within the White House. It is never given to the press. The Press Advanceman prepares a separate press schedule that approximates the one just discussed but deletes significant pieces of information.

Remember Details, Television Does

Every Presidential appearance is at least partially symbolic in nature. Both the live and television audiences will have their interpretations of what is happening affected by a multitude of factors such as the size, nature and temperament of the crowd, the response of the audience to the President's remarks, and even by such apparently insignificant factors as the manner in which the hand signs are painted, the appearance of the hall and the quality of the decorations. The Advanceman must insure that all of these factors work to the advantage of the President and he must always remember that the televised effect takes top priority. Though thousands may be in the live audience they are a small group compared to millions of television viewers.

Remember, if the press can find an opportunity to photograph an area in the vicinity of the President where there is an absence of people they will imply that no one liked the President enough to come out and see him. Principle No. One of Advancing: It is much better to stuff

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6000 people into a 5000 person auditorium than 20,000 into a 30,000 seat auditorium, because if the press sees empty seats instead of saying that 20,000 people showed up they will say that 10,000 didn't.

NOTE: Where the Advanceman wants spectators to stand and where the spectators themselves want to stand do not necessarily coincide. Spectators like to stand where they can see. From the Advanceman's point of view, this is an absurd notion. They should stand where they can fill space and make the area look crowded for the benefit of TV and press cameramen.

Never Assume Anything

An Advanceman must never assume anything.

Do the members of the audience know to rise when the President enters the room? The Advanceman makes sure they do. He spots people throughout the audience who will rise.

Does the audience know to clap when the speech is finished? The Advanceman plays it safe. He puts people on the dais who will stand and lead the applause at the conclusion of the Presidential remarks.

On the date of the scheduled appearance, will anything be happening in town that could interfere with the President's visit? The Advanceman finds out. He checks every available source and then keeps checking.

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Just because the White House initially says Air Force One will land at Airport X, an Advanceman still has the responsibility of personally investigating Airport X to determine its suitability for a Presidential arrival. If an Advanceman believes Airport X is unsuitable, he tells the White House why and suggests an alternate landing site.

Just because the President is coming, the Advanceman never assumes a crowd. He makes certain that a general audience is invited -- and makes equally certain that the Presidential motorcade does not tie up rush hour traffic anymore than necessary -- remember, voters are in those cars.

The Advanceman plans all day, every day and he plans for all contingencies. He even plans what must be done in case of rain, snow or sleet when such weather is a meteorological rarity.

No Room For Doubts

The few men who have the opportunity to read this manual have been judged to have the ability, interest and desire to make a significant contribution to the Nixon Administration in the capacity of Presidential Advanceman. The exceptional demands of the job cannot be overemphasized. Anyone who at this point has any doubts about his ability to fill the role will best serve the White House and himself by stopping here.

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III ENCYCLOPEDIA OF ADVANCE TECHNIQUES

Organization of Committee Chairmen

How the Advanceman works with the Overall Chairman to coordinate all activities
Description of various types of people required for specific chairmanships

Financing

Local organization responsible for all costs -- those of the event as well as living expenses of the Advanceman

Communications - WHCA

When and how to use radio, telephone, and record communications
Description of all WHCA provided communications equipment and audio-visual support

Crowd Raising

Organizing telephone campaign
Handbills
Feeding news releases to local communication media to assure maximum free publicity
When all else fails, how best to buy advertising from papers, radio, and TV

Press - Television

The White House Press Corps
The local Press Corps
Providing operational facilities for both groups
Utilizing television for our advantage

Airport Arrivals

Crowd placement and direction
Planning for spontaneous remarks by the President
Building crowd enthusiasm with pre-arrival program
Assembling the Reception Committee

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Motorcade

Standard rules
Standard Motorcade
Parade Motorcade
Motorcade requirements

Rally Techniques

Decorating the hall
Staging the President's arrival
Sound systems
Bands
Hand signs
Choral groups

Overnight

How to arrange and what to do

Other Events

Meetings
Receptions
Dinners

Thank you letter procedure

Who the President writes thank you letters to
Example of form for list of names

State Contacts

Key people must be contacted

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Committee Chairmen

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IV COMMITTEE CHAIRMEN

Organization

Recalling that the function of an Advanceman is that of an organizer or manager rather than a performer of the multitude of tasks that need to be accomplished, it is absolutely essential that he organize the local volunteers to perform these duties. Once an Advanceman has established his schedule and is ready to go to work, the first thing he should do is meet and discuss with his prime contact the need for various committee chairmen. Neither the Advanceman nor the prime contact can be expected to perform the 1000 or so details in arranging for a Presidential visit, so they must seek as helpers dependable, enthusiastic and loyal people, anxious to become involved in the President's visit. Each one must be made to feel that his or her job is the most important of all. To reiterate, the primary functions of the Advanceman are to exercise command, watch for mistakes, and at all times anticipate and not try and do everything himself.

In nearly any situation the existing mechanism for planning and implementing the event will be insufficient. This will be the case even when there is an entire County Republican organization with which to work. Therefore, it will be necessary to restructure and, in some cases, to build from scratch, an organization that is task-oriented and is concerned only with the outcome of the Presidential visit.

In meeting with the prime contact, the Advanceman should first discuss the type of chairmen he is seeking and give him a brief description of the duties each individual will be expected to perform. This will better prepare him to select the best qualified individual for each particular job.

The ideal organization is one in which there are a number of committee chairmen all reporting to the prime contact with whom the Advanceman is working. Each one of the committee "task" chairmen is charged with the responsibility of a certain aspect of the visit. The following are some suggested task functions for which there should be a chairman when required:

Overall Chairman
Task Chairman
- Telephone
- Handbill
- Poster
- Press
- Printing
- Signs and Banners

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Event or Rally Chairman
Airport Chairman
Sub-Chairman:
Physical Facilities
Crowd Ushers
Decorations
Program
Entertainment
Platform
Parking
Out of Town Coordinator
Motorcade
VIP Chairman
Hotel

There may be any number of sub-chairmen reporting to any one of these task chairmen. The philosophy behind this structure is quite simple: delegate as much responsibility to as many responsible people as possible, but at the same time maintain control through as limited a channel as possible.

In some cases, until the first meeting with the prime contact, the Advanceman will not know what the requirements are for the event. Consequently, he will not be able to telephone ahead to ask the prime contact to line up committee chairmen. What he can do, however, is to request the prime contact to begin recruiting responsible people who will ultimately be assigned one of the positions of responsibility just listed.

During the Advanceman's private meeting with the prime contact, one of the items on the agenda will be assignment of these recruits to their respective positions. Then, the Advanceman and his prime contact should sit down with each individual chairman and brief him on his responsibilities, making each one feel he has the most important job. Also, he should be sized up as to his ability to perform.

As noted before, the need for any one of the chairmen listed will depend upon the nature of the function. In multiple event stops, such as a public airport arrival and a downtown rally, many of the chairmenships must be duplicated. Following is a brief discussion of the responsibilities of each of these principal chairmen:

Overall Chairman

Frequently, but not always, the prime contact becomes the Overall Chairman of the visit.

NOTE: The prime contact in many cases is the State Chairman, National Committeeman, President of an organization,

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etc., and does not always have time or the energy to act as Overall Chairman. If, in the Advanceman's opinion, this is the case, the Advanceman should encourage the appointment of a bright shining local star, eager to make a name for himself, as the Overall Chairman.

Your prime contact is generally a person with numerous contacts and has the clout to accomplish anything. If he details the major responsibilities of the visit to another individual, he should still be kept informed on a daily basis what progress is being made and if there is any situation in which help is needed, call on him. You are keeping him involved this way.

The Overall Chairman must be a leader and capable of dealing with the various committee heads. He should have an unlimited amount of time to devote to the pending visit. If he doesn't have the time, despite his qualifications and enthusiasm, he is obviously not the man.

The Overall Chairman must establish a smooth chain of command and make sure everyone is on the right track, checking many times daily for status and progress reports. The Advanceman and Overall Chairman should meet as often as necessary, but daily reports are a must.

It cannot be emphasized enough that the Overall Chairman is the person through whom the Advanceman must work as much as possible and even though he will meet with the various committee heads from time-to-time, he won't have time to personally supervise their every activity and must rely on the Overall Chairman to do this.

Telephone Chairman

The Telephone Chairman must be able to recruit, direct and firmly control the large corps of volunteers who will make the thousands of telephone calls which will urge individual members of the community "to turn out" to welcome the President. This must be an extremely dependable individual, able to perform a thankless task that is grueling and demanding. The success of any event is dependent to a large part on the success of the telephone campaign.

Handbill Chairman

The Handbill Chairman must arrange for volunteers to distribute

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at least 50,000 (often more) handbills, all during the two to three day period just prior to the rally. Hundreds of volunteers are needed. This Chairman should have youth contacts and have the ability to produce. Naturally, he will also be responsible for the actual printing and production of the handbills.

Poster Chairman

When ordering handbills, it is smart to order 500 to 1,000 36" x 24" posters (enlarged cardboard-backed versions of the handbills) that can be put in store front windows, bulletin boards, on telephone poles, in the lobby of hotels, public buildings, etc. The Poster Chairman will be in charge of the deployment of these signs and will need contacts and volunteers similar to those required by the Handbill Chairman. His volunteers, however, probably should be old enough to drive (an aid to distribution) and be mature enough to use discretion in placing the posters.

Press Chairman

This Chairman should have some press background and be able to help the White House Press Advanceman build a publicity program. This individual is VERY important and must be totally loyal and competent. He will be spokesman for the event so that the Advanceman can remain anonymous. He is not to be given a free hand, however, the Advanceman will have to screen the content of his news releases to insure that times are correct and that the tone is appropriate. Any inquiries from the press made to the Advanceman or any other member of his staff, or to the local organization, should be referred to this Press Chairman or the White House Press Office. A major responsibility of this Chairman is to have printed and issue press credentials for the local media covering the event.

The Press Chairman should be kept on a tight rein. Creativity should be encouraged only in relation to finding new ways for publicity.

Printing Chairman

This Chairman must be able to coordinate and obtain the professionally printed material required -- handbills, credentials, tickets, posters, banners, directional signs, information signs, etc. His responsibility does not include distribution other than getting the finished printed material to the proper person such as the Handbill Chairman, etc. The Printing Chairman must get a loyal printer who will maintain strict confidence regarding the nature of our order.

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Signs and Banners

This Chairman should have contacts with large numbers of teenagers. He is responsible for arranging sign-painting parties where thousands of signs can be made and then he must distribute them according to the directions of the Advanceman.

Event or Rally Chairman

The Event or Rally Chairman has the responsibility for directing and coordinating the multiple efforts required to successfully implement the event or rally the President is attending. He must be dependable, intelligent, creative, resourceful and above all, an excellent administrator. His is a major responsibility and requires the active assistance of various sub-chairmen. These sub-chairmen should report directly to the Event Chairman.

Airport Chairman

The Airport Chairman's functions are similar to the Event Chairman in that he is responsible for structuring and controlling a multifacetted affair. He must be able to coordinate the efforts of numerous sub-chairmen and volunteers.

Sub-Chairmen

The following sub-chairmen encompass most of the task functions required to successfully implement an event, rally or airport arrival. The actual event will determine which or all of them are required.

Physical Facilities Chairman

This Chairman must be "can do" "nothing is impossible" type. His responsibility is to construct the rally or event site to the Advanceman's specifications. He must be able to obtain a myraid of equipment and laborers on a moments notice, including such diverse items as flatbed trucks, portable bleachers, thousands of yards of rope, oil drums, etc.

Crowd Ushers Chairman

The Crowd Usher Chairman must be able to recruit, direct, and firmly control a large corps of volunteers to monitor, direct and place (not necessarily where they want to go) large numbers of people.

Decorations Chairman

This Chairman may or may not have some artistic ability but must have the contacts and imagination to decorate a hall, an auditorium, a gymnasium, etc., so as to present a colorful atmosphere -- large banners, signs, bunting, pictures and balloons should be useful.

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Program Chairman

This individual has the total responsibility for developing the program for the event, especially that portion that takes place prior to the President's arrival and participation. It is surprising how often the matter of a program is overlooked. This Chairman's responsibilities include the recruitment of a Master of Ceremonies. However, it is strongly recommended that the Advanceman personally approve the choice of the MC to insure that he is suitable in all respects to host an event in which the President of the United States will participate.

Certain considerations include:

a. General appearance
b. Personality
c. Temperance (no joke--find out if the proposed MC has a tendency to bolster his courage with alcohol)
d. Previous experience.

In addition to recruiting the MC, the Program Chairman will schedule speakers and entertainment up to the time of the President's arrival.

Entertainment Chairman

This individual should have numerous contacts with high school bands, radio disc jockeys, TV personalities, etc., so that he can be called upon to provide entertainment to round out a program of speeches and introductions.

Platform Chairman

The Platform Chairman must be both very diplomatic and firm. He coordinates and helps with the seating of those individuals who are selected to sit on the platform with the President. He will be at the event to receive these people and make sure they are properly taken care of.

To briefly describe his problem, if people were given their choice, everyone would sit on the stage and no one would be in the audience. Further, a lot of people will come forth with good reasons

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why they should be on stage. As much as possible, the Advanceman should let the Platform Chairman handle the situation. The Advanceman should avoid having to say "no," but he shouldn't let the Platform Chairman say "yes." The Secret Service can help, because they will have a list of platform guests and only those people will be allowed on stage. The Platform Chairman is responsible for establishing the arrival time for those to be on the platform, getting their credentials, making the place-cards for their chairs, etc., BUT HE SHOULD NOT SEAT HIMSELF ON THE PLATFORM.

Parking Chairman

This is an extremely important function -- if people come to see the President and cannot find parking or get stuck in a crush, a real tragedy exists. Therefore, the Parking Chairman must recruit a large number of volunteers to coordinate and direct the parking in conjunction with the local police. The Parking Chairman should also arrange to have parking ushers identifiable (arm bands, flashlights, etc.). He should also provide parking directional signs (arrows, etc.). This chairman should produce a logical parking plan and implement it.

Out of Town Coordinator Chairman

This Chairman should be an individual who has a lot of contacts out of town. Primarily, his job will be to make phone calls and encourage those in out-lying areas to get together busses and box lunches and come to see the President. Then he must continually check up on the progress of these plans and provide any necessary assistance.

Motorcade Chairman

This must be a dependable person who has access to a lot of vehicles. He will also help with labeling and getting people into the right vehicles. He will work in conjunction with the Secret Service and the Advanceman.

VIP Chairman

This Chairman takes care of the issuing of credentials and disseminating information to the VIPs. He makes sure special guests know where and when they should report to get VIP treatment. All VIPs should be referred to him -- he should have all authority in this area.

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Hotel Chairman

On those occasions when there is an overnight stay by the President and his party, particularly in a political situation, the hotel arrangements play an important part. The Hotel Chairman will work closely with the Press Advanceman in establishing press facilities and a press room, and with the Advanceman and the Military Aide in making arrangements. This is an important job because in the case of an overnight, offices must be established so the White House can continue to function on the road. The Hotel Chairman must be willing to perform some menial tasks and must be blessed with great resources of energy, patience, and a sense of humor.

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Financing

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V FINANCING

The single most important problem every Advanceman faces on every advance is the matter of financing. This section of the Manual concerns itself with two portions:

A. Event Financing
B. Personal Financing.

Event Financing

The matter of who pays the bills is an extremely complicated one and is a matter that must be broahced right at the start. During an Advanceman's first meeting with the organization key contact, it is advisable that he lay the matter out on the table and discuss it openly.

For a political event, unless the Advanceman has received specific information to the contrary, he assumes the local organization hosting the event will pay all the expenses involved, and they should be told this. Specifically, expenses to be paid locally will include all costs incurred in rental of the hall, hiring entertainment, sending out invitations, placing advertisements and the costs for all event-related hotel accommodations, including those of the Advanceman and the Presidential party. If the President is appearing on behalf of a local Republican candidate, the local organization will pay for the cost of flying Air Force One from Washington to the rally destination.

To make matters even more difficult, an Advanceman soon discovers that many vendors and local businessmen have an inherent distrust of political organizations and will demand cash on the line.

In many cases the local organizations have meager resources and they will be dependent upon a few generous loyal Republicans. However, it is not the Advancemen's job to go out and solicit funds. That responsibility belongs to the County Chairman or the head of whatever organization is hosting the event.

In initial talks with the key contact, during which the event will be discussed and a general attack planned, it is important that agreement be reached regarding certain basic requirements including necessary crowd-raising techniques, potential halls for the rally, and the hotel where the party will stay. On the basis of these initial discussions, the Advanceman should make a rough estimate of the funds required. The

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subject of finances should come up right after the key local contact has agreed that all of the factors relating to the general event that you have just discussed are indeed necessary. There are some crafty County Chairmen who have had many years of practice in feigning horror, disbelief, innocence or shock when advised that they are responsible for the financing. This obligation, however, is not unknown to them. Before the Advanceman even arrived on the scene they undoubtedly suspected that their organization would be asked to incur the expenses involved in the event.

This whole situation is extremely delicate and, in some cases, the local organization will not, in fact, have the funds the Advanceman considers necessary to do the job.

At that time the Advanceman will have to make some very quick judgements and consider where it may be possible to pare the budget without sacrificing the outcome of the event. The existence of this situation should be determined by the Advanceman early in the planning stages and he should notify the Tour Office immediately.

Once the Advanceman has received the commitment for the money, he should get a billing address where bills can be sent. He, himself, should avoid handling money. Additionally, he should avoid signing any receipts for property -- the responsibility for the loss or damage of which would then accrue to him.

Along the same line, the Advanceman should avoid paying out of his pocket for items or services related to the event because it will be next to impossible to get reimbursement from the local organization. Instead of cash he should give the vendor or whoever it is demanding money the billing address provided by the local contact.

Personal Financing

On any advance, be it a political or non-political event, an Advanceman's personal expenses will be paid through the Tour Office. An Advanceman is requested to use moderation and good sense with regard to personal expenses. While he is not expected to consume all his meals at a drug store lunch counter, it should be understood that the funds are just not there to provide wine and filet mignon for every meal. The same applies to hotel rooms. Although it is accepted, if not encouraged, that he rent a comfortable hotel room, he needn't lodge in the most expensive and elegant suite that the hotel has to offer. When traveling by airplane an Advanceman is expected to purchase coach or tourist tickets rather than first-class.

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An Advanceman will get the local organization to incur his living expenses. The easiest way to facilitate the absorption of a hotel bill by the local people is simply to give the hotel the billing address that was provided. If the hotel has a nice restaurant, the Advanceman should eat as many meals there as he can and put them on his hotel bill.

Although an Advanceman is usually provided with a signal phone in his room from which he can make telephone calls, there may be occasions when it is necessary to make a long-distance call from a private telephone. The costs for such job-related calls may be reflected on his expense report.

For certain events Advancemen are issued Air Travel Cards that may be used for charging airline tickets. When air tickets are charged, the Advanceman must append a copy of the ticket to his weekly expense sheet so that a record may be kept. In cases where an Air Travel Card is not used, particularly in the case of a non-political event, Advancemen are given a government air travel ticket. All that is necessary in this case is to make a reservation on the desired airline. The ticket will enable the holder to fly to the destination previously noted on the ticket.

Prior to departing on an advance, every Advanceman is provided with a weekly expense form which he should subsequently submit for reimbursement for his personal expenses. Any unusual expenses, including extraordinary entertainment bills, should be fully explained in the section provided. The completed forms should be signed and submitted to the Tour Office which will review them and direct the funding officer to draw up the check for reimbursement which will be mailed to the Advanceman at the address indicated on the expense sheet.

Notes on Financing

Prior to leaving for an advance the Advanceman should discuss the matter of who is responsible for the finances with the Tour Office.

As stated in this chapter, frankness and honesty are essential in your dealings with the sponsoring organization. It is wise to take notes on any discussions regarding finances. Very often after a trip an amazing thing happens -- the prime contact often "forgets" various financial agreements and commitments.

A recurring problem this past year has been the responsibility of the sponsoring organization to assume the cost of locally obtained sound, power, and lighting facilities. WHCA often must obtain these additional resources -- and they are expensive. Therefore, the Advanceman must get definite financial agreements from the locals to assure covering these costs.

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Communications
WHCA

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VI COMMUNICATIONS - WHCA

Introduction

Communication is the Lifeline of the Advanceman

1. An Advanceman's radio is the closest and best means to contact the various members of his advance team. He should always have it and it should always be turned on.

2. Trivia and nonsense communications of any kind should be avoided when using the radio. It is one of the most sophisticated systems in the world and one should not take advantage of it.

3. It is important that the Advanceman be aware of the don'ts in using his radio:

a. Don't talk about demonstrators.

b. Don't talk about crowd estimates.

c. Avoid unnecessary talk once the Presidential party has arrived

d. When you have doubts about a subject, don't use the radio -- use the land line (telephone).

e. Jokes are not funny over the radio.

f. It is important to remember that there are a lot of people monitoring these transmissions and an Advanceman should say nothing that would discredit himself or the Presidential operation.

g. Always use an ear piece when the Presidential party has arrived because the sound of a DCN travels far and loud. A conversation could not only be distrubing to the President and the staff, but could be overheard by the press.

h. The Advanceman should be totally and completely aware of traffic on Sierra prior to the President's arrival. Traffic should be kept to a minimum by all stations, including WHCA, Air Force One Advance and locals. There is too much happening to be talking trivia -- use the radio only when absolutely necessary. Ear pieces should be worn at all times during the President's visit. Good Advancemen should always be aware of radios without ear pieces in the area of the President and GET THEM TURNED OFF.

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Background

The White House Communications Agency (WHCA), an element of the Department of Defense, was formed as the White House Army Signal Agency in 1942 and has the responsibility for providing communications for the President of the United States, First Family, the White House Staff, the United States Secret Service and others as may be directed by the Preside

List of Services Provided

For ready reference, the WHCA provides the following type services, which are discussed in more detail elsewhere in this section.

a. Voice Communications - Telephones, switchboards

b. Record Communications - Teletype; all security classifications, courier service

c. Audio-Visual Support - Recording, lighting, public address systems, etc.

d. Radio Communications - Base stations, hand-held radios, phone patches, etc.

The WHCA will always have a Trip Officer at a trip site. All requirements for communications services should be forwarded to this Officer.

Voice Telephony

The WHCA, in most cases, will provide an operator-attended switchboard which will function on a 24-hour per day basis from the day it is placed in service. This switchboard has the capability to terminate a maximum of 150 extensions, if required, and has the capability of extending users to other cities, states, and countries via the White House Signal Switchboard.

The switchboard has the additional capability of interfacing radio calls with telephone subscribers, providing dial service (operator or subscriber dialed), and furnishing service to other switchboards, i.e., hotels, police departments, hospitals, etc.

There are times when it is not practical to provide a switchboard. In these instances, the WHCA endeavors to install Message Business (MB) or Flat Business (FB) type service to satisfy the telephone requirement. Simply stated, MB or FB service is regular dial service and operates like commercial service in any residence.

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In order to provide required telephone service on a timely basis, it is required that the WHCA Trip Officer be furnished the following information at the earliest practicable time:

a. A complete list of all personnel to accompany the President. This list to include room assignments.

b. A list of all areas that will be visited by the President. This enables them to plan adequate communications services.

Since the major efforts involved in installing complete telephone services are performed by commercial telephone companies, overtime and union problems, etc., may occur. To avoid this whenever possible, it is incumbent on the Staff Advanceman to notify the WHCA Trip Officer as soon as possible of all schedule changes, rooming changes, additions or deletions of agenda items, personnel, etc.

It is imperative an Advanceman keep the switchboard informed of his location at all times in order that changes from the staff may be disseminated as they occur. Locator service is a vital function of every trip.

All Staff Advancemen are to inform their trip staff that the TELEPHONE SHOULD NEVER be used to discuss CLASSIFIED or PRIVILEGED INFORMATION.

Record Communications

The WHCA is required to provide record communications for the President and the White House Staff. Simply stated, record communications consist of teletype and cryptographic machines. This method of communication can afford secure transmission of any security classification. Staff Advancemen should avail themselves of this means of information exchange. It is secure and provides a written record of a communication between the staff advance and the White House.

The Communications Center must be in the same hotel as the President or Presidential staff. To that end, Staff Advancemen should be prepared to aid the WHCA Trip Officer in acquiring a room 10' x 12' to be available for use as a Communications Center and classified storage area.

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In addition to the secure means of transmission detailed above, the WHCA provides a non-secure means of graphic transmission/ reception which can transmit an 8 x 10 page of information in six minutes.

At trip sites, the WHCA also provides a courier service used primarily to move classified documents and material.

Audio-Visual Support

The WHCA provides all audio-visual support for the President of the United States. This support consists of providing lecterns, microphones, lighting, public address systems, audio distribution for news services, and the recording of all Presidential speeches.

Since all efforts expended in the speech environment, both public and private, are directly used by the President and other dignitaries, and are instrumental in projecting the President's image visually and orally, it is imperative that these requirements be made known and identified at the earliest possible time. The Advanceman should always survey a speech site in the company of the Communications Officer in order to identify any problems as soon as possible.

At a minimum, the WHCA will provide the following support:

a. Public address system at the arrival and departure airport. This is a standing requirement even if a speech or statement is not scheduled. In the arrangements for the airport, the system is installed and available but concealed if no address is scheduled. If the President should decide to speak, the microphones can be brought out in a matter of a few seconds. These microphones will be mounted on a stand-up microphone.

b. The WHCA will provide the lectern and microphones to be used by the President. This is a custom built lectern for the President. No other will be used except in an emergency.

c. Adequate lighting (250 foot candle) of the dias area in sufficient intensity for color TV and color movies will be provided by WHCA. Also, lighting the main crowd area (150 foot candle) which we expect the cameras to shoot from the camera platform, that includes both in front of the dias and behind.

d. Public address systems are normally furnished by the host organization. However, any such systems must be approved by the communications officer and its installation coordinated with him. Also, sound amplification for the band playing

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Both types of radio transceiver enables two-way conversation between an individual equipped with a radio and the base station operator, switchboard operator, or between another radio equipped subscriber.

Additionally, there is available for issue a receive only system which is also on the Staff net. This system is called the Page-Boy system. A call is received by a subscriber only when his number is dialed and precludes the subscriber from having to monitor all calls on the net. The Page-Boy unit is a very effective means of communications and the unit itself is considerably smaller than a two-way radio.

Brevity in transmission is important to preserve availability of the net for other traffic. The most frequently used code signals and pro-words, together with their meanings, are shown below:

Code Signals	Meaning
22	Telephone location or person designated in message.
76	Leaving the net. Should be followed by a location, time, duration, or other contact instruction.
77	Entering the net. May be followed by destination.
78	What is your location, or my location is _____.

Pro-Words	Meaning
Over	End of my transmission. Response expected.
Out	End of my transmission. No response expected.
Roger	Your transmission received and understood.
Wilco	Your message received, understood, and will comply with your request.

It must be assumed that all radio transmissions are vulnerable to interception; therefore, NO CLASSIFIED or PRIVILEGED information should be discussed.

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Crowd Raising

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VII CROWD RAISING

Any Advanceman learns very quickly that as long as there is a crowd present, even if all else fails, a meeting can still be a success. On the other hand, even if an advance is technically perfect but there are empty seats, the meeting can be a total failure. So, it's important to pick the right size hall.

Generally the hall should never exceed 5,000 to 7,000 capacity, even in a large city, and it should not exceed 2,500 capacity in a town of less than 100,000 people. When in doubt, the rule is to always go for the smaller size auditorium or hall. A good Advanceman rapidly develops a sixth sense which enables him to judge almost instantly just how well the local organization is prepared to produce.

Helpful in attracting crowds to an airport are news stories and photos featuring the President and the First Family, Cabinet Members and other Presidential guests, Air Force One, Helicopters -- Marine One and Army One -- and background (Advancemen are furnished press packages containing such information on these military units and photos, as well as information on the pilots.) The reception given these aircraft is amazing, and in many towns this information can get front page coverage.

If Air Force One is to land at a military installation, the Base Commander should be encouraged to allow his personnel time off to greet the President, and to encourage all their families to come.

Keep in mind that in the large cities it is possible to fill halls that hold 8,000, 10,000, and even 15,000. But don't forget the central point: The Crowd is merely a backdrop for the media reports. Therefore, a packed house is the important thing. For example, 6,000 overflowing a place that holds 5,000 people is much more impressive than 10,000 in a hall that holds 12,000 people.

An important basic of successful crowd building: Every notice of the event, written or verbal, should give the starting time as being at least one-half hour before the real time of the event to insure that the crowd is there and waiting when the President arrives.

Crowd-building for the main meeting of a Presidential trip is, therefore, most important. The backbone techniques of crowd-building (and each is equally important), are:

A. Telephone Campaign
B. Publicity and Advertising Campaign
C. Handbills

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A. Telephone Campaign

It is important to organize a telephone campaign to turn out the crowd for every public meeting. The Local Chairman cannot allow the calls to be made from the party workers' homes. Instead, the operation should be centralized in one room with numerous phones so the operation can be well supervised to insure the maximum number of completed calls. The Telephone Chairman will often want to use a brokerage house phone after hours. This is not a good idea. The phones are needed from 9:00 a.m. to 9:00 p.m.

The telephone campaign should start four days before the meeting (earlier and the telephone message may lose its impact.) Four 3-hour shifts should be organized, i. e., 9:00 a.m. to noon; noon to 3:00 p.m.; 3:00 p.m. to 6:00 p.m.; and 6:00 p.m. to 9:00 p.m. A minimum of 15 phones should be used. Many more are desirable if there are enough volunteers to make it practical. Have a supervisor for each shift.

Telephone Campaign Checklist

Call every Republican voter. If there are no prepared telephone lists and it is impossible to obtain them, use the telephone book -- this method is better than no telephone campaign at all. When the committee is short-handed, only exchanges in districts with a LARGE GOP registration should be called.

The Advanceman may also approach the local Chief Operator at the Telephone Company, and arrange for the information operators, in their professional manner, to look up the numbers of the GOP mailing list. They should be paid for their assistance. These numbers can be picked up early every morning for that day's phone operation. In many cases this is better than using the phone book.

The Telephone Chairman should supply as many volunteers as possible and then the number recruited determines the number of phones that should be installed. Volunteers should be given directions to locate the telephone headquarters, a sample message, and, if necessary, arrangements should be made to transport the volunteers to and from telephone headquarters.

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Do not expect a volunteer to work more than one shift of three hours, because the work is quite arduous. Besides, you want them to come back.

Give each shift a quota of calls to make and instruct them to deliver the message with a minimum of conversation. Have a contest between shifts with a prize for the one who makes the most calls.

Casual visitors to the telephone headquarters should be discouraged and only those having direct business with the callers should be admitted to the telephone room.

Have light refreshments (sandwiches, coffee, etc.) available for the volunteers.

Provide a supervisor for each shift.

Avoid press coverage of the telephone activity. The telephone operation should be set up in an out-of-the-way location.

Telephone Headquarters Checklist

Ask the Telephone Company to assign numbers not in sequence to the phones to be used by the volunteers. Also, ask the Telephone Company not to put the assigned numbers on the dial of the phones used, and to keep those numbers unlisted. The numbers of the phones used should be given only to the shift supervisors. These measures are intended to prevent the phones from being tied up by persons outside the operation, and to guard against any outside attempt to disrupt the operation.

Contact the Telephone Company early enough to insure installation of phones well in advance of the four-day period before the meeting. WHCA has nothing to do with this operation, it is strictly a local effort.

Have two phones installed for incoming calls and for regular use. The numbers of these phones should be listed and furnished to all volunteers for family and business contact purposes.

Make sure the supervisor of each phoning shift knows whom to contact at the phone company if trouble should develop with the mechanical operation of the phones.

The suggested message to be delivered by the volunteers should be fastened near each phone. In addition, the same message should be printed in large letters at several locations in the telephone room on the walls. Make sure each such copy of the message is totally accurate.

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Touch Tone Phones: Have these new phones installed if possible -- they are faster and easier to use.

Notes on Message Preparation

The message should be short (not more than 30 seconds). The volunteers must be reminded that their job is not to have a conversation, but to deliver a message. Each call should be completed in one minute or less.

The message should be positive. It should include the name of the organization calling, the President, when and where the meeting will be held, a mention of any added attraction and the main facts should be repeated.

Sample Message

"Hello. This is Sally Jones calling for the Republican State Committee to invite you and your family to see and hear the President of the United States, Richard Nixon, June 6 at 8:00 p.m. in the Memorial Auditorium. Won't you help our community give the President and Mrs. Nixon a warm welcome. That is this Friday night, June 6, 8:00 p.m. at Memorial Auditorium ... there is no charge and plenty of parking space."

With a minimum of conversation, plus dialing time, one call should be completed every minute. Each volunteer should complete 60 calls per hour. Therefore, with an efficient 15-telephone operation, 12 hours a day, it is possible to complete 10,800 calls per day, or 43,200 calls in the four-day campaign. Anything less than a 15-phone, well-disciplined operation is not productive. Often a fifty-phone operation, delivering over 140,000 messages in four days is easily obtainable if the Advanceman effectively puts the technique across and sees that the telephone campaign is well implemented by the Telephone Chairman. The telephone campaign must be used as standard operating procedure for every advance of a Presidential visit.

Running a telephone campaign is a "real drag," but it is absolutely -- REPEAT, ABSOLUTELY ESSENTIAL.

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PUBLICITY

Publicity and promotion are important parts of overall planning and staging of a Presidential visit or event. Publicity, when the President is involved, is vastly different from promoting a candidate or local bazaar. You will find that local news media--newspapers, radio, TV--are usually hungry for information. And they will use nearly anything worthwhile that is given to them by the Press Chairman.

Accordingly, the tactic is not "How can we get this into the paper?" but rather "When do we want this to appear?" in order to achieve maximum assistance in crowd raising and total impact of the visit.

The bywords are PLANNING AND CONTROL.

The Press Kit

The Press Release Kit which is provided each Advanceman contains basic information and photos on the President, the First Family, Marine or Army One, Air Force One, and biographical material and photos on pilots and Cabinet members. You will find this material will be used by many publications and can be ultra helpful in crowd-building and creating excitement of the visit within a community.

Appropriate photos and biographies should be given to the Press Chairman so he may distribute them to the local news media in accordance with a news release plan.

The News Plan

At the outset of an advance, the Advanceman should take inventory of all events and stops and determine where and when help is needed from the news media. From this basic accounting, he outlines a news release plan.

This plan should be discussed with the Chief Advanceman and the White House Press Office for its basic content and release scheduling. Almost always, the initial announcement of a trip and the basic itinerary will be released from the White House in Washington. Once the basic announcement is made from the White House, possible stories from the local angle might be:

1. Announcement of visit.
2. Story on some details of the visit.

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3. Story on all details of the visit.
4. Pictures of local workers--decorating a hall, making homemade signs, human interest pictures and stories.
5. Wrapup story on the entire visit, including the President's plans before and after the visit.
6. Should a parade-type motorcade be planned, then the route should be published in the paper--showing a map--after carefully clearing it with the Secret Service.

Following the establishment of a news plan, the next step is to meet with the local Press Chairman and outline the news release plan to him. If any stories must be written, the Local Chairman should write them for your approval. There is often a tendency for the Local Chairman to "dump" all of your hard news at one time--remember, however, the local papers will use much of what you give them--so draw it out for as many new news leads as you can figure out.

Deadlines

When formulating the overall release plan, it should be considered that the press works on various deadlines. If you want a story to appear, for example, in the morning papers (AMs), the story should be released in the afternoon of the day before. If you want a story to appear in the afternoon papers (PMs) it should be given to the paper by 10:00am of the day you want it to appear. For TV stations the deadline is usually 2 - 3 hours before the local news show. Radio doesn't present serious deadline problems because of the "spot" nature of their news shows.

Sample Deadline Schedules

Morning Papers (AMs) - Release story in late afternoon. Deadline is usually 7:00-10:00pm the night before, depending on the size of the paper.

Afternoon Papers (PMs) - Release story early morning of the day paper is to appear. Deadline is usually 10:00 - 11:00am.

Weeklies - Most weeklies appear on Tuesdays or Thursdays. For Tuesday papers, copy should be released on Saturday. For Thursday edition, copy should be submitted on Monday or Tuesday before noon.

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News Release Tips

News releases should be prepared as if the story will appear in the newspaper exactly as you submitted it. While you will find that large AMs and PMs will usually rewrite the story, weeklies and smaller PMs most often will not.

Releases should be prepared with the most important material high up in the story or in the lead, as stories are usually cut from the bottom. Often an AM paper will not use material that was given to a PM the day before (this is due to depleted news value as well as a certain amount of jealousy). Always check circulation figures of a PM paper before letting them break a story first, so as to justify the break.

Usually the best way to plan an important story is to give it to AMs and PMs after 4:00pm the day before you want the story to appear. This way both AMs and PMs have time to work with the story and to give it better placement. With this method of releasing, AMs (usually larger circulation) will give it play, but the PMs will often use it also.

Almost never should you let a weekly newspaper break a story first, due to their limited circulation (they are usually throw-aways or shoppers). Among the few exceptions would be announcement of a shopping center rally where a weekly's circulation may be heavy among adjacent residences. Weeklies will often use biogs of the First Family, Helicopter or Air Force One pilot, etc.

The Wire Services

If you have announcements to make, such as time and place for issuing local press credentials, overall schedule of visits, changes in the President's itinerary--the quickest and easiest way to get this information to all local media is over the local AP, UPI or city wire services. They go directly and simultaneously to newspapers, radio and TV stations. However, these wire services shouldn't be expected to release feature stories and "filler" type material--those are best handled by giving news releases directly to the local media. Sometimes, however, the Press Chairman can get feature-type stories on the local wire by planting some background material with the local AP or UPI reporter.

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Television and Radio

TV and radio stations present an entirely different problem, although related. TV is interested in audio and visual material over straight news releases. If there are colorful or respected local individuals you can trust to go on TV or radio talk shows, or news shows, it can be of tremendous help in creating an overall impact for an event. Civic leaders, local politicians, heads of volunteer groups, chairmen of rallies often are good subjects. They should be articulate, respected, dignified--however, they must never talk about substantive issues, administration policy or decisions. Their primary reason for appearing is to generate enthusiasm for the visit, spread the word, and help build a crowd.

The Press Chairman should arrange these interviews and they should be scheduled as an integral part of the overall news plan. Normally interviews should have the approval of the Appointments Secretary and the White House Press Office, especially where political personalities are involved.

Potential Story Ideas

1. President coming to visit
2. First Lady coming to visit
3. Tricia, Julie and David
4. Cabinet to join President
5. Other Presidential guests
6. Senior White House Staff
7. Air Force One and Pilot
8. Marine One or Army One and Pilots
9. Presidential cars
10. Recap of week's stories

There should never be a time that you have to pay for advertising. The Presidency is NEWS. Most city newspapers are starving for information regarding the President, the First Lady, Tricia, Julie and David, Cabinet Officers, senior White House Staff, Air Force One, Marine One, Army One, and even the President's limousine.

With a well-thought-out publicity program, it is possible to provide the local news media with front page material on a daily basis.

The Advanceman should make sure that he is in full control of all publicity from the time he enters town. Nothing should be given the newspapers without his clearance. If he is not careful, an enthusiastic Press Chairman will give the entire schedule, the names of everyone included in the Presidential party, plus the background material on the aircraft, etc., all in one story. It is easy to see the benefit of organizing these headline stories separately and then having the Press Chairman "feed" them to the local press on a day-to-day basis.

To recap -- a sound publicity program would be:

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a. After coordinating with the White House Press Office, the first local story would be an announcement of the impending visit of the President.

b. The second story would be the news that the First Lady is accompanying the President.

Later stories could feature such news as:

c. Tricia, Julie and David accompanying the President.

d. Members of the Cabinet accompanying the President.

e. The Senior White House Staff accompanying the President.

f. A story and pictures of Air Force One and the pilot.

g. The Presidential helicopters or the President's car--maybe both.

h. A tentative schedule of the President's activities, keeping in mind that all public appearances should be billed at least half an hour prior to the actual time.

i. On the day of the President's arrival, news releases should be front page headlines, such as "MR. PRESIDENT, WELCOME TO INDIANAPOLIS!" or "WELCOME TO SANTA BARBARA, MR. PRESIDENT AND MRS. NIXON!" The motorcade route can be released at this time if it has been cleared by the White House and the Secret Service. Also, a recap of all information given during the week.

Paid Advertising

In the event it is necessary to supplement free publicity with paid ads, these guidelines should apply:

a. Daily newspapers are extremely useful. They can be used if the event is taking place anywhere within a 100-mile radius of the paper's origin. The paper's impact depends, obviously, on its area of circulation.

b. Daily newspapers schedules vary. Some require material a day previous to scheduled publication, others need it two days before.

c. Normally weekly newspapers can be used only if there is a good deal of "lead" time. Most weeklies publish on Wednesdays or Thursdays and they need two days to process the ad. Therefore,

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to advertise an event on a Wednesday, the copy must be submitted to the paper on the previous Tuesday.

d. An ad never need be larger than 3 columns by 9 inches, but not much smaller. Three columns by 9 inches is 378 inches. The ad should run for two days on three pages each day, preferably on pages 3, 5 and 7, in the lower right-hand corner. The preferred positions should be requested, but it is not advisable to agree to an additional charge to guarantee the desired or "fixed" position.

e. In particularly critical situations, or when there are few other means of publicizing the event, it may be well to run the ad for the three days previous to the event. Ads can cost from 6¢ a line to $1.86 a line, depending on the area.

f. In the case of a large city, it would be less costly and probably more effective to place an ad in just one of the largest daily papers and then buy additional, much less expensive ads in the suburban papers, as well as those in nearby small towns.

* Radio is a very effective means of rally advertising if utilized properly. In some areas there are more radio stations available for use than there are newspapers.

The most effective time to advertise on radio is during what is known as "prime drive time". This can vary per station. Generally, it is from 7:00 am - 9:00 am and 4:00 pm - 6:00 pm.

If the event is in New York City where 12 stations are available, usually only the 3 or 4 most popular stations would be used. The cost of advertising over a large metropolitan station can be extremely expensive. Also, in a city like New York, it is important to remember that the suburban population is reachable through the much less expensive suburban stations.

In Portland, Oregon, for example, it would be most effective to use just a few Portland stations, a greater number of suburban stations, and even more stations in outlying towns.

If the event is in a small town, it is good to use both the station in that town and the stations in all surrounding towns within driving distance.

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Generally, it is not necessary to schedule more than 7 of the 10 second spots a day, dividing them between morning and evening prime time. Most likely the announcements will run for two days, but if there are circumstances which call for it, they are sometimes run for three days. A spot should be no longer than 10 seconds, unless there is a specific point to get across, in which case it can go to 30 seconds. Also, the local announcer should read the commercial on the air live. You don't have the time nor money for producing a spot on tape. Costs can range from $3.00 for a 10 second commercial, to $20.00, depending upon the area.

* Television is expensive. Costs vary from $30 to $500 for a 10 second spot, depending on the area. Also, the production of the slide can be a problem. However, some stations will produce it for you. If TV is used, 5 to 7 spot commercials a day in prime time -- with maybe one scheduled near noon -- can be effective. TV can be used as much as 3 days prior to the event.

Television should be used only if there is an exceedingly large hall to fill or if no other effective media, such as a daily or weekly paper, is available. Using TV involves giving the station a script for the local announcer to read (as on radio) and a slide. A slide would have the picture of the President and the time and place of the event.

NOTE: With an effectively organized publicity campaign there should be very few occasions that the Advanceman has to pay for advertising. The White House Press Office and the Advanceman together can feed information to newspapers, radio and TV on a daily basis, and it will be NEWS. And the best advertising.

Again, REPEAT: For all events, advertise the starting time as at least one-half hour before the actual time of the event to insure that the crowd is there and waiting when the President arrives.

C. Handbills

Next to the telephone campaign and a saturation news release and publicity program, the best crowd-raising technique is handbills. The campaign needs easily 10 times as many handbills as the size of the

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expected crowd. They should be printed on the cheapest newspaper stock available, and the message should be kept simple, short, but informative. If there is a financial pinch, a mimeograph machine can be used. In such a case, the message can be repeated five times on one stencil. After the stencil is mimeographed, the paper is cut and it makes for a fast printing process.

Large numbers of young kids can be used to distribute the handbills. Distribution should not take place more than 3 days before the event -- the day just before is best. Every major parking area in town (preferably supermarkets, shopping centers, airports) should be hit. Each flyer should be rolled and slid through the door handle on the driver's side of cars. All college campuses (if friendly), dorms, fraternities, etc., should be saturated. It is a good idea to try to get supermarket managers to approve bag boys putting one handbill in every grocery bag. Scotch tape two or three to every public restroom mirror in every large office building. Newspaper boys may agree to deliver them with their papers. Stand on top of the highest building in town and throw the handbills into the wind. Do anything, but get them distributed. Also, systematically laying them on the sidewalk in a busy part of town right-side-up draws attention.

It is easy to be sandbagged on this operation. A Chairman may report that the flyers have all been distributed when, in fact, they are laying in someone's garage. This operation must be carefully controlled. It is a good idea to have all volunteers assemble for distribution in some central spot -- maybe a parking lot -- then make building and shopping center assignments. This is the only way to assure success.

Handbills for a motorcade crowd (if one is planned) should not show the entire route, but just that part of the route where the crowd is wanted.

For hotel arrivals, be sure you saturate the specific hotel (each room and each mail box) and all other buildings adjacent and nearby. All handbill announcements must show the President's arrival time as 30 minutes prior to the actual arrival time -- crowds just don't arrive on time.

Posters

Posters should be distributed around town at all major areas where crowds gather: supermarkets, restaurants, airline terminals, etc.

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Nail them to telephone poles and trees. These posters announcing the coming event (unlike those waved by the crowd at the event) can be professionally printed. Usually they are just enlarged versions of the handbills printed on cardboard.

Marquees

The Overall Chairman should delegate someone to contact every supermarket, laundry, theater, etc., which has a theater-type marquee, and get each one to put up a message hailing the coming visit -- for free, of course. This method is often overlooked, but is extremely effective. Marquee signs should be up 24 hours or more before the visit.

Other Crowd Building Techniques for Rallies

* Stuff guest boxes of all major hotels with flyers announcing the rally site, time, etc.

* Put posters in as many business establishment store fronts as possible.

* Have cashiers in cafeterias, supermarkets, etc., hand out handbills (flyers).

* Concentrate on parking lot handbill distribution in suburban supermarkets where they are likely to be Republican votes, and in large downtown parking lots so that the message reaches the businessmen likely to respond.

* Organize bus transportation to the rally from outlying areas. This should be done in detail. The Out-of-Town Coordinator could assign quotas of busses to each outlying area and get a large contributor to underwrite it.

* Get schools to bring groups by bus. This is particularly effective when boarding schools are contacted for evening events.

* Line up local celebrity-type entertainers on the program; sports figures are always good.

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* Handbills distributed at mass transportation centers, municipal parking lots, large office buildings during the lunch hour.

* Information tables staffed by pretty young girls with handbills at focal points.

* Distribute handbills at sporting events, state fairs, any local attraction.

* In large office buildings pay night custodians to place handbills on desks, bulletin boards, etc.

* At any large public gathering have MC or public address system announce the President's visit.

* Each Republican Committeeman or Precinct Captain be responsible for bringing by bus, car, etc. a certain number of people.

NOTE: IMPORTANT There are certain rally techniques that are definitely unPresidential -- for example: sound trucks, flatbed trailers with bands, parachutists, elephants, clowns, and any other technique not discussed or cleared by the White House.

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SEE AND GREET

The President of the United States



RICHARD NIXON

AND

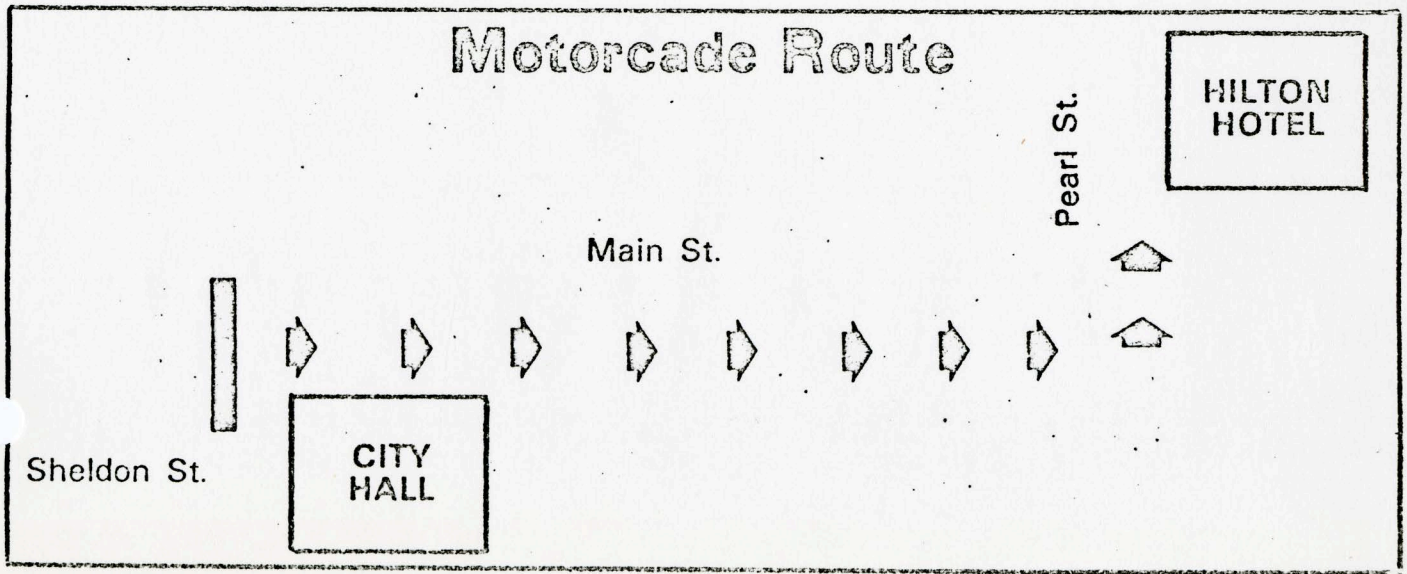
MRS. NIXON

AT

12 NOON

OCT. 12, 1970

HARTFORD, CONN.



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COME AND GREET

The President of the United States



RICHARD NIXON

OCEAN GROVE AUDITORIUM, OCEAN GROVE, N.J.

2:00 p.m.

Oct. 17, 1970

Persons traveling from Northern N.J. - Garden State Pkwy. Exit 100B
Persons traveling from Southern N.J. - Garden State Pkwy. Exit 100

Ample Parking Entertainment

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Press - Television

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VIII PRESS - TELEVISION

The White House Press Corps is undoubtedly the most elite--and powerful--group of reporters in the world...and they know it! They are highly demanding, highly aggressive, and highly expressive. They must be..as they provide the vital communications link between the President and the people of the world.

The power and impact of this august group is almost staggering--because of their close coverage of the President, within minutes or seconds of every utterance or action, both interpretive and factual news accounts begin to flow throughout the world.

More often than not, a primary reason for a Presidential trip is to show the nation's leader in an environment other than his oval office in Washington, D. C. The only way to achieve this is to make certain that the Press are always in a position to capture the flavor and setting that the Advanceman has gone to such great length to insure...and then making certain that the reporters can file the story. Timely reports filed by the White House Press Corps are paramount to the overall mission and effectiveness of a Presidential trip.

Achieving the smooth movement and communications capabilities for the press often causes major logistical problems in transportation, housing and communications techniques...and can cause conflicts between the Advanceman and the Local Committee Chairman who violently maintains that the press are ruining "his" show. (It is a common occurrence for a Rally Chairman to demand that the press be relegated to an obscure position so that an additional 100 of his friends can get a better view. He has no concept of reaching the 50 million TV viewers or the millions of newspaper readers, which is the primary thought of the Advanceman.)

The White House travelling Press Corps numbers anywhere from 70 to 150 or more newsmen, depending on the anticipated news value of the trip. This group usually includes 5 - 8 TV camera crews; 8 - 10 still photographers; 5 - 10 radio correspondents; and representatives from virtually all of the nation's leading newspapers, news magazines, and TV networks, as well as a host of foreign correspondents.

Among the more important in this group are the news agencies: Associated Press; United Press International; Reuters (British) and Agency

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France Presse. These "wire services" feed virtually every newspaper, TV station or news agency in the world. Accordingly, the care and feeding of this group is of prime importance to the Advanceman--insuring that they are always close to the President and in turn, communications are close to them.

Because of the overriding importance of the White House Press Crops, the careful thought and planning of their every move, every picture setup, every Presidential remark is one of the most critical aspects of a Presidential advance. It is a direct result of this advance planning that determines how the world sees the President. Without press coverage which accurately reflects what the Presidential Advance Team wants to illustrate, there is little reason for the President to make the trip.

The Press Office Advanceman works closely with the rest of the Advance Team and the Tour Office to make recommendations on how best to achieve the trip goal, i.e., press movement, timing of statements (for deadline purposes), camera angles, communication needs, speech sites, housing, and numerous other variables.

Following are some of the mechanics and rules the Press Advanceman keeps in mind during an advance:

Local Press

The local press on the scene are an important factor in overall press planning. Often the local media representatives outnumber the White House Press traveling with the President. . . which creates special situations and problems as the traveling press usually arrives late, when all others have taken their places in the press area.

Although local press are ultra-important, in almost all cases priority must be given the White House Press Corps. This is true for several reasons: (1) The White House Press covers and protects virtually all local media because of their vast distribution outlets; (2) The White House Press reports are distributed throughout the world rather than just the city or stop involved; and (3) The White House Press must have prime positioning to facilitate quick movement in order to stay with the President when he moves. This doesn't mean ignoring the local media, but rather working out compatible situations which will work to mutual benefit.

Often the President desires to meet members of the local press. This can usually be accomplished by having area newsmen stand in a specific spot (usually on departure) where it is easy for the President to walk over to them should he elect to do so. It should never be

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mentioned that the President will talk to local news media -- however, a plan should be established in the event he desires.

A common problem is that the local press contingent is usually at the scene of an event far in advance of the White House Press traveling with the Presidential party. This, of course, leaves little or no space for the White House Press when they arrive. A general rule is always to have space for at least 40 writers at the front of the Press Area to be filled when the President arrives. Four prime spaces should be allocated on the camera platform for ABC-TV, CBS-TV, NBC-TV and UPI-TN. These positions should be marked with tape at least two hours before the President arrives. There should be room for 10 radio technicians next to the multiple feed (Presidential patch or "mult"). Also, telephones for the wire services, AP, UPI, Reuters, should be marked with tape at that time. . . and an additional 15 telephones should be marked as "White House Press" and press "chutes" should be established for White House press, to facilitate quick movement into and out of the press area.

Local Press Chairman/Local Credentials

As a part of the committee structure that the Advanceman sets up, a Press Chairman from the local area should be appointed. This is usually the GOP Press Man when a political advance is concerned, or the press representative from the local group or sponsoring organization where a non-political advance is the case.

The major job of the Press Chairman is to accredit and issue credentials to the local press. The U.S. Secret Service requires that a list be compiled of all press that are accredited to cover the event. The list should include:

1. Full name of reporter
2. Affiliation
3. Place of birth
4. Date of birth
5. Social Security Number

This list should be given to the advance Secret Service Agent at least one day before the event.

The Press Chairman is responsible for printing press credentials to serve as identification for local media--these credentials are paid for by the host group. The credentials should be of the tie-on or pin-on variety, and serially numbered, and include space to display the name and affiliation of the newsman. Usually 300-400 credentials will cover all of the local media. Ten samples of the Press Credential should be given to

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the Secret Service Advance Agent at least four days before the visit, so that he can distribute them to local police for clearance and identification purposes. Newsmen traveling with the Presidential party will be credentialed in Washington by the Secret Service.

Sample credential:

PRESS No. 156

PRESIDENT NIXON VISIT
LOS ANGELES, CALIFORNIA
JANUARY 10, 1971

_____
Name Affiliation

The accreditation proceeding should take place approximately two days before the actual visit of the President -- no earlier. The Local Chairman should set up shop with one or two secretaries in a central area easily accessible to newsmen--a hotel room is usually suitable. About 4 - 5 days before the visit the Press Chairman should announce on the local city wire service the time and place where credentialing will take place. It is suggested that credentialing activity take place during two days only, between the hours of 10:00 a.m. and 5:00 p.m. When issuing the credentials, proof of identity is required--usually a local police or sheriff press credential is held by most legitimate newsmen--if a newsman doesn't have this, proof of identification and a letter from the editor on the media letterhead will suffice. On the spot accreditation for late arrivals should be set up with local press chairman -- especially true for network crews arriving independently from the President and the White House Press Corps.

Press Releases

Under no circumstances should the Press Chairman release stories relating to the President's visit unless it has been cleared with the White House Press Office. This holds true for routine publicity releases indicating local welcoming committees, as well as to the timing and location of the President's movements.

The White House Press Office will provide to the Advance Team a standard set of releases and pictures which the Chairman may give, on approval of the Chief Advanceman, to the local media for publicity purposes. These releases include information on the President, the First Family, Air Force One, Marine or Army One, etc.

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To achieve maximum impact for crowd building and for security reasons, a detailed release schedule should be thoroughly worked out with the Chief Advanceman, the Local Chairman, the Secret Service and the White House Press Office. It should be remembered that all major announcements regarding the President and the trip will be released by the White House--these announcements should be coordinated with the local press announcements.

Because the Advanceman is constantly on the scene, he will be called frequently by the Press Chairman, who will say that he is being deluged by local press inquiries and will undoubtedly try to pressure the Advanceman into prematurely releasing schedules, manifests, and other data. The Advanceman might also be cornered directly by the local press reporters. At all times he should follow the set release plan, and he should not try to answer questions regarding schedules until it is released by the White House, and at no time comment on Administration policy. If there is ever a question, refer the reporter to the White House Press Office in Washington (202/456-2100).

(There have been near disasters in the past where an Advanceman, trying to be helpful to a local newsman, answered a seemingly innocent question which put the entire Administration on record regarding a local or state issue. Invariably, the newsman cites a "White House" source as divulging the startling information! As you might imagine, such "helpfulness" could take weeks, months, or years to clear up.)

Press Transportation

All air and land transportation for the White House Press Corps is handled by the White House Transportation Office in conjunction with the Press Advanceman. Acting much in the same manner as a travel agent, this office charters all aircraft, busses, and works with the Military Office in arranging and contracting for helicopters or other military transportation where commercial means aren't available. The Transportation Office also bills each newsman traveling with the party (including local media) for his pro rata share of the transportation costs.

The only form of press transportation not contracted for by this office are: (1) the "Wire Service" telephone cars in a motorcade, which are obtained from the local telephone company by WHCA, and (2) "Press Pool" cars and drivers which are provided by the Secret Service.

The WHCA trip officer should be reminded that wire car drivers are to be told that there is only one Telco man per car.

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Local press wishing to join on press plane should make arrangements through Jiggs Fauver (202/456-2250).

There are several basic rules to keep in mind when considering press movement in relation to the movement of the President:

1. Ample time should be given for loading press busses, planes, etc., in the President's schedule.

2. The press airplane always lands before Air Force One and always departs after Air Force One. As a general rule, the time span between Air Force One movement and press plane movement is usually 15 - 30 minutes--thereby giving the press time to get into position before the President's arrival, and giving them filing time after the President's departure. (This timing is variable, however, depending on scheduling factors at the next stop.)

3. Press helicopters always land in advance of the President's helicopter, and always depart after the President's helicopter.

4. In a motorcade, the "Wire Service" cars are always behind the 2nd staff car. The wire cars are also behind the photo convertibles.

5. The tops should be down on convertibles, if weather is clear. (Advise Secret Service that photo cars should be large convertibles such as Cadillacs, Pontiacs, Mercurys, etc.)

6. Press busses should be equipped with PA systems and air conditioning and be of the "over road" type without governors.

Press Baggage

Arrangements for handling the press baggage (which is substantial since there is camera and sound gear, luggage and press office gear, mimeograph machines and typewriters) is procured by the White House Transportation Office. This office often deals with the Military Office to arrange work parties, hotel bellmen or a private concern.

Repuirements for transporting baggage will vary according to the number of press traveling with the party. But as a minimum the following are needed:

1. Two 1-1/2 ton covered trucks (for luggage and press office gear).

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2. One station wagon (for Transportation Office).

3. On occasion, one panel truck (for additional light and sound gear).

The Transportation Office representatives work with the hotel bellmen in order to tag the baggage with room numbers and transport baggage to the individual newsman's room. A baggage call, indicating the time baggage must be in the hotel lobby before departure, will be clearly stated on the press schedule. Newsmen are expected to get their own baggage to the hotel lobby (or to other collection point). Baggage should be tagged with room numbers at the hotel after arrival--no attempt should be made to tag baggage at the previous stop.

The White House Transportation Office is responsible for arranging for all press accommodations for an overnight stay, in conjunction with the Press Office Advanceman.

The official party's accommodations are arranged for by the Staff Advanceman. The White House Press Corps will usually stay in a different hotel from the President and official party. Should the same hotel be used, the press should always be placed on a different floor than members of the official party.

Because the Staff Advanceman is on the scene consistently, and is dealing with the hotel manager, he should become involved in the placement and assignment of the press rooming requirements.

As a general rule, approximately 100 hotel rooms should be reserved to accommodate the traveling press, the White House Press Office Staff and the Transportation Office Staff. Of course, this figure depends on the number of press that are traveling with the party.

As a minimum, the following accommodations are needed:

1. Press Room: A large room (usually a meeting room or ballroom) that can accommodate at least 200 reporters. This is "headquarters" for reporters--where the Press Secretary conducts briefings, and it serves as a workroom where the press file their stories. The room should be set up with tables in rows with chairs to seat 100 people. Approximately 20 long distance telephones should be placed on the tables and 5 - 10 coin telephones placed in the room. The light level in the Press Room should be bright so that reporters can work easily without eye strain. There should be at least 25 typewriters (manual) placed on the tables. There should also be space for at least 5 Western Union Telex machines, which

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the reporters use for filing. A White House phone should always be in this room.

There should be a platform at one end of the room from which the Press Secretary conducts his briefings. There should always be a bulletin board and a blackboard with chalk and erasers as well as an adequate PA system.

Contrary to campaign practice, there should be no complementary food or beverage service in the room unless it is cleared with the Press Advanceman. When this does occur, it is not financed by the White House but rather provided by the host committee or group. (See diagram for typical Press Room setup.)

2. Press Office: This should be a large suite to accommodate up to 10 members of the Press Office and Transportation Office staffs. This is where the news releases are typed and mimeographed and Press Office business conducted. It should be located near the Press Secretary's suite and near the Press Office staff. Often AP and UPI teletype equipment is installed in this room so the Press staff has immediate access to the news as it breaks. These arrangements are made with Western Union. A Western Union machine is also placed in this room, with a direct connection to the White House. There should be a minimum of 4 White House phones, which WHCA provides, and at least four 8' tables. A Xerox machine should always be in this room.

3. Press Secretary's Suite: Must be a large suite with a living room which will hold up to 25 - 30 people. Two separate White House phone lines should be in both bedroom and living room.

4. Rooming Lists/Keys: A rooming list with names and room numbers of all newsmen should be mimeographed so that each newsman has a copy. Also the room numbers of the Press Office Staff Officers should be on the list. The press list will be transmitted to the Advanceman at least one day prior to the arrival of the party. Lists should be placed in each press staff room and office. The Press staff rooms and office should not be too near Press room on an overnight.

Newsmen should be preregistered and their room keys placed in individual envelopes, alphabetized, and placed in the Press Room. Thus, when the newsman enters the hotel he can pick up his key and go directly to his room. There should be several volunteers to help give room keys to newsmen.

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Speech Site Setups

Steups for Presidential speech sites are probably one of the most critical (and variable) aspects of a Presidential advance. This is where judgements as to camera angles (relationship of crowd to President), writing press area, communications proximity, routes for press, staff, and VIP movements become critical. It is at a speech site, where the news is actually being made--that the tone of the trip is set.

There are several general rules to follow as guidelines:

Camera Platform: Should be placed approximately 40 feet from the President, usually at a 45-degree angle to the President's left. In certain situations where crowd is emphasized, the platform is placed at a 90-degree angle to the stage. The platform height should be equal to the height of the stage (this is variable, according to the anticipated crowd situation). The platform should be 60 running feel long--this is usually best accomplished by having two tiers of 30 feet, with the second tier 1-1/2 feet above the first level. For outside rallies and airport arrivals, a flatbed truck is often used for the camera platform. (See diagram).

Press Area: The press area or "pen" should be constructed in such a manner that writing press and still photographers have a clear view of the President. This is often accomplished by having a rope constructed around the camera platform with at least 8 feet space in front of platform.

WHCA Support: The White House Communications Agency is responsible for the PA system. However, it should be noted that the press must be able to hear as well as the crowd. WHCA also provides a multiple feed or "mult" for the electronic media. This is a patch box which enables the media to plug in and receive the sound without putting up their own microphones. (This eliminates the situation where 30 microphones are in front of the President's face...instead, one microphone feeds all the press through the mult.) WHCA is also responsible for lighting where indicated.

Press Telephones: WHCA is responsible for ordering, and coordinating with the Press Advanceman and the local telephone company, the telephone requirements of the Press Corps. Experience has shown that from 20 to 30 long distance lines (the operator answers when receiver is lifted and a credit card or collect call may be placed), and 10 coin operated pay phones are usually needed. The Press Advanceman will estimate the number of phones that will be needed in any given situation. Determination of when and when not to have phones in an auditorium or separate room should be agreed upon between the Advanceman and the Press Advanceman.

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Western Union Telex: Many of the National Press Corps reporters file via Western Union. The Press Advanceman will arrange to have Western Union runners to transport reporters' copy to the nearest Western Union office. Usually 5 or 6 Telex machines are set up with operators at the primary filing facility.

Press Pools

The Press Pool is a means of covering activities of the President when it is impossible or impractical, because of space limitations, to have the entire press contingent present. The reporters and photographers on the "pool" must make all of the news they gather available to the rest of the Press Corps through either written reports posted in the Press Room, or an open briefing by pool members. The TV film cameras and still photos must make their film available to anybody who desires it -- there are no "exclusive" stories. The wire services are always on every pool.

The Press Pool is accepted by the White House Press Corps but often criticized by local media because it is often misunderstood to mean "limited coverage." Actually, the "pool" setup makes certain situations available for coverage where it normally couldn't be covered properly because of lack of space and works as an advantage to all news media representatives.

There are several standard types of Press Pools:

1. Air Force One Pool: Seven members of the White House Press Corps always travel on Air Force One as "protection" should the President make a statement on the plane. They are: AP, UPI, AP Photo, UPI Photo, Network Correspondent, Magazine Writer, and a Newspaper Reporter.

2. Motorcade Travel Pool: Members of the White House Press Corps always travel in motorcades -- the numbers and makeup of the pool may vary according to the motorcade situation. The two "wire" cars (cars with telephones) carry AP, UPI, usually two newspaper reporters and a TV network correspondent. The press "pool" cars carry film crews, radio technicians, lighting men, still photographers and magazine reporters. The White House selects the Air Force One Pool and Travel Pools before the trip begins in Washington and rotates reporters on an equal basis.

3. Local Press Pool: Is picked by the Press Chairman for an event. This pool, usually numbering from 5 - 10 people, complements the White House Pool at the site of an event. Their pooling responsi-

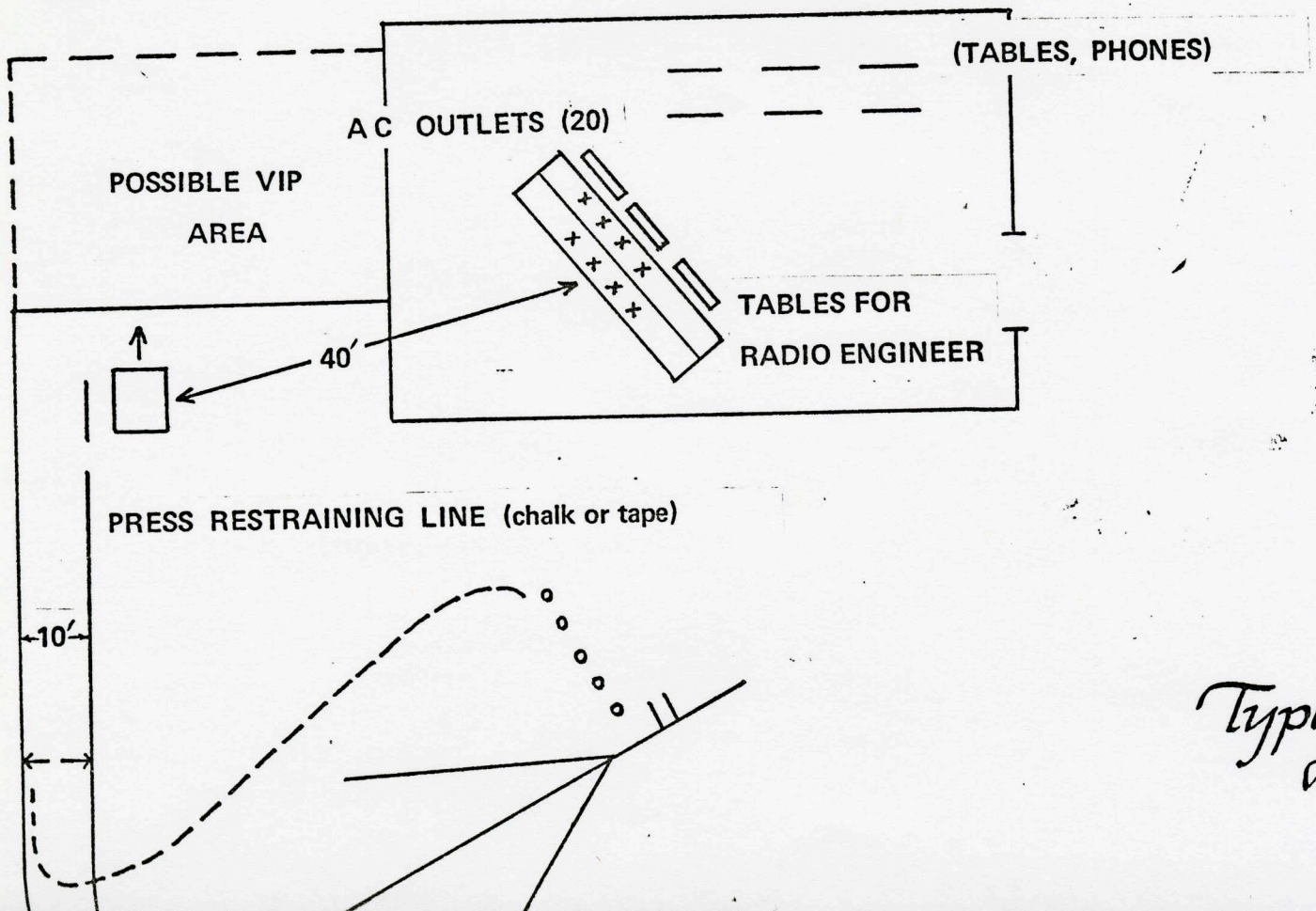
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bilities are to the local media. (The Press Advanceman will determine when local and White House Pools are needed, and will work with the local Press Chairman in selecting the local pools.)

Tentative makeup of local pool might be:

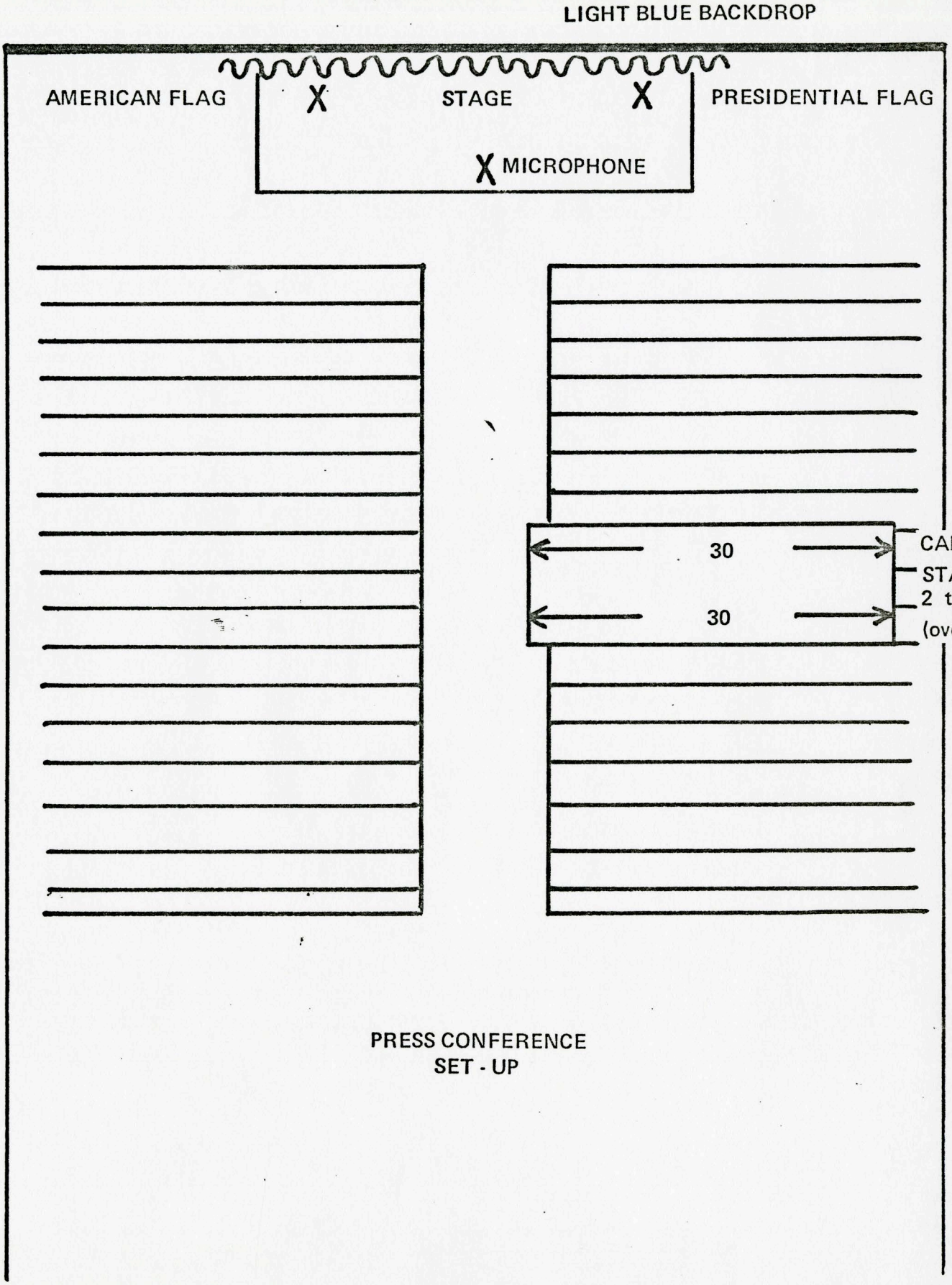
2 Reporters from leading newspapers
1 Reporter from weekly newspaper
2 Still Photographers from leading dailies
3 Reels from local TV station

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Typical Airport Arrival

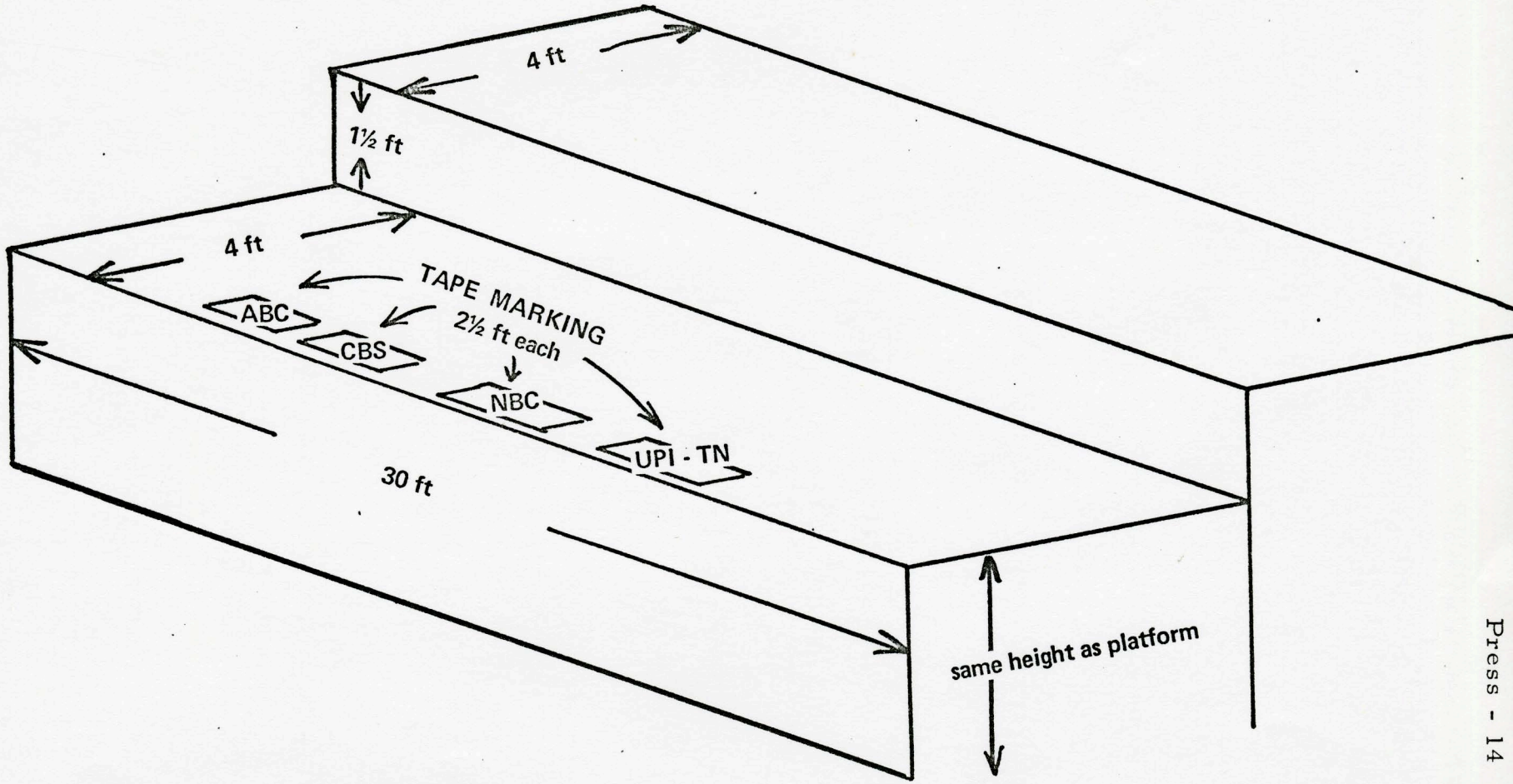
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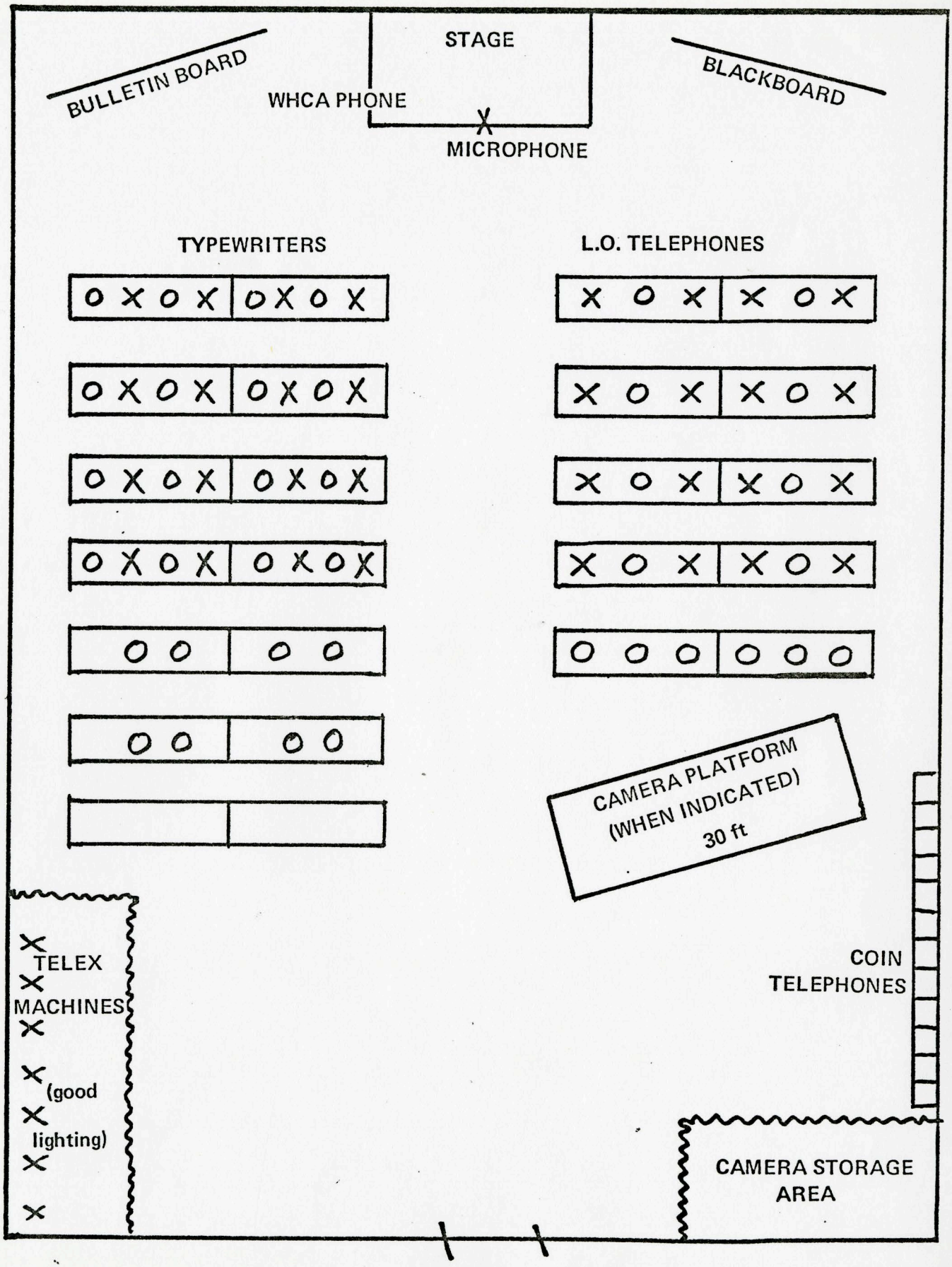
PRESS CONFERENCE
SET - UP

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PRESS CAMERA PLATFORM



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Airport Arrival

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IX AIRPORT ARRIVAL

1. At an airport arrival the Advanceman puts into use his ability to direct and produce a large, enthusiastic, spontaneous and colorful show. The key to a good airport reception is people -- lots and lots of people. In addition, there must be ideal facilities for the Press Corps to enable them to cover the event effectively. An Advanceman must think along the lines of a television producer.

2. The President, his staff, guests and the press pool travel on Air Force One, a Boeing 707 jet, referred to as 26000. The White House Press Corps travels on a chartered commercial jet that arrives anywhere from 30 to 45 minutes prior to the President.

3. When planning an airport reception, the Advanceman must find an area that will accommodate a large crowd, as well as Air Force One, helicopters, and/or motorcades. There also must be plenty of parking space available near the reception area.

4. If there is a military airport nearby, generally it offers the best facilities. There is less air traffic and special arrangements usually can be made. In most cases, an Advanceman will receive much more support from a Base Commander than from a Civilian Airport Manager. Public accessibility is a prime factor, however, and may cause the arrival to be scheduled at a more conveniently located civilian airport despite the advantages offered by a military base.

5. It is important to get a diagram of the airport. Then the Advanceman must sit down with the Air Force One Advance, Helicopter Advance, Press Advance, and Secret Service Advance. From this critical meeting, he gets a fairly good idea of how to best use the facilities. All activities should be plotted on paper.

6. An airport crowd can be large and yet, from the standpoint of the camera angles, appear small. It is the Advanceman's responsibility to insure that the crowd appears large. So, when deciding where the press cameras are to be located, it is important to consider the relative positions of the President, the crowd and the cameras. When a photographer aims at the President, he always should be aiming at a crowd. The use of flatbeds and/or bleachers to elevate the crowd enhances the appearance of a crowd.

NOTE - VERY IMPORTANT: When setting up the arrangements to control your crowd, serious consideration should be given to

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who will be behind the President or in front, primarily between the platform the President is speaking from and the platform the TV cameras will be placed upon. What we are trying to get away from are any disturbing movements that would transpire behind the President while he is speaking. If members of the audience are allowed to put people on their shoulders or to raise their cameras in the main line from where the TV cameras are working or where the still cameras are working, you have a messed up picture.

If necessary, your MC should alert the audience that they should not, under any circumstances, be doing anything that would be disruptive to the person speaking from the platform. Another point--there should not be an aisle in front or behind the platform the President is on. Unfortunately, if there is room for people, to move around, they will move--whether it be during the prayer, during the National Anthem, or during the most serious part of the President's statement. As you can well imagine, this is extremely difficult to pull off, but it is a MUST.

7. Diagram I at the back of this section shows a first crowd area and a second and third crowd area. It is the Advanceman's responsibility to guarantee that the primary crowd area is built up first. He allows expansion into the secondary areas only as the crowd grows. To channel and contain your crowd the best method is oil drums filled with water and ropes looped around the drums. When flexibility between crowd areas is needed it is best to use saw horses or loosely fitted rope that can easily be lowered.

8. As the President embarks from Air Force One, he will be greeted by the Reception Committee. Once the Advanceman has the Reception Committee in position at the bottom of the ramp, he should move immediately to the rear ramp of Air Force One to meet the Tour Director. The Advanceman should have already picked the most ideal location for the President to make his remarks and be ready to move the platform and microphone into position when notified by the Tour Director. The Advanceman also should inform the Tour Director on the crowd and have a plan for the President to work the fence.

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9. WHCA carries a portable platform with them. In the event you find yourself without a portable platform, it can be constructed. Make it 2' high x 4' wide x 6' long. It should not be decorated. A 1' step should be provided. Or, use a baggage cart (2' to 3' high) with a set of steps that can be moved by two men on a few seconds notice. WHCA should have either a standup mic or an airport stand nearby.

10. It is the Advanceman's responsibility to establish, prior to the President's arrival, if remarks will be made by the Host Governor, Senator, Congressman or Mayor, and if so to determine if the host will be reading from a prepared text. If the remarks are not to be read and to be extemporaneous, a single standup mic is preferable. However, if the host plans to read his remarks, the President feels very strongly that arrangements should be made for him to have an airport stand. (The person introducing the President should never spend over one or two minutes maximum.)

11. It is extremely important that the President's anticipated actions upon arrival at the airport be kept in confidence. There should be no announcements prior to the President's arrival that he will work a certain section of the fence or that he will speak from a certain area--it should appear as a spontaneous act. Also, to publicize these facts prior to his arrival will leave the Advanceman in a very embarrassing position if the President should decide not to speak.

12. Airport Diagram I specifies an area reserved for the press. This area is intended for both the White House Press Corps traveling with the President and the local city or state press corps. The White House Press Corps is the responsibility of the White House Press Aides. It is the Advanceman's responsibility to have a local Press Chairman who is responsible for the local press. This responsibility encompasses the issuing of airport press credentials and assimilating and giving to the local press all information pertinent to the President's arrival. The Advanceman must also be sure that prime locations at the airport are reserved for the White House Press Corps. (See Press section for details.)

13. To have a successful airport reception, it is critical that once the arrival time of the President has been established, adequate preparations be made to guarantee a crowd. In the section on "Crowd Raising", techniques used for this purpose are described in detail. But let's discuss, for a moment, a very critical point--entertaining the crowd at the airport for an extended period of time prior to the President's arrival.

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The Program Chairman, the MC and the Advanceman must together arrange the format for the entertainment. A planned program and an experienced Master of Ceremonies are needed to entertain the airport crowd. Approximately one hour prior to the President's arrival the program should begin. It can be conducted from a flatbed trailer set in the crowd some distance from where the President will be. There should be a separate sound system for the MC and the entertainment. This entertainment can consist of local bands, local personalities, quartets, sextets, and the introduction of prominent local people, as well as politicians. This period can be used for intorduction of local candidates and some speeches can be made, but be careful who speaks and how long. The 10 to 15 minutes prior to the President's arrival should be utilized to build the crowd to a peak of excitement so that when the door of Air Force One opens, the crowd is wildly enthusiastic.

14. Handmade signs and banners, professionally printed signs (which should be limited), local candidate signs (which should not outnumber the President's signs), should be passed out by your local chairman and his people prior to the arrival of the Press Plane. It is necessary that you have the signs in a readily available spot and have a sufficient number of people ready to pass them out. Don't get trapped with the signs behind a crowd and no way to distribute out front. The Advanceman should be careful not to become involved with this as it should be a local effort.

15. American flags are fine, very patriotic, and effective when placed is standards. If the people in the audience are waving flags, they can't be clapping, so let's have them clapping, not waving.

16. Arrangements should be made for the Reception Committee to assemble, approximately 1/2 hour before the President's arrival, in a VIP room close to the area where the President will arrive. Coffee could be served. Approximately five minutes prior to Air Force One's landing, organize the Reception Committee in the order of protocol and move them to the bottom of the ramp. As the ramp moves into position in front of Air Force One, the Advanceman should lead the Committee into position at the bottom of the ramp. You should also inform the Reception Committee that once they have greeted the President they should move to the VIP area as shown in Diagram I.

17. Presidential guests and staff will be instructed, while still on Air Force One, that they are to move to the designated VIP area on the runway apron. (See Diagram No. 1)

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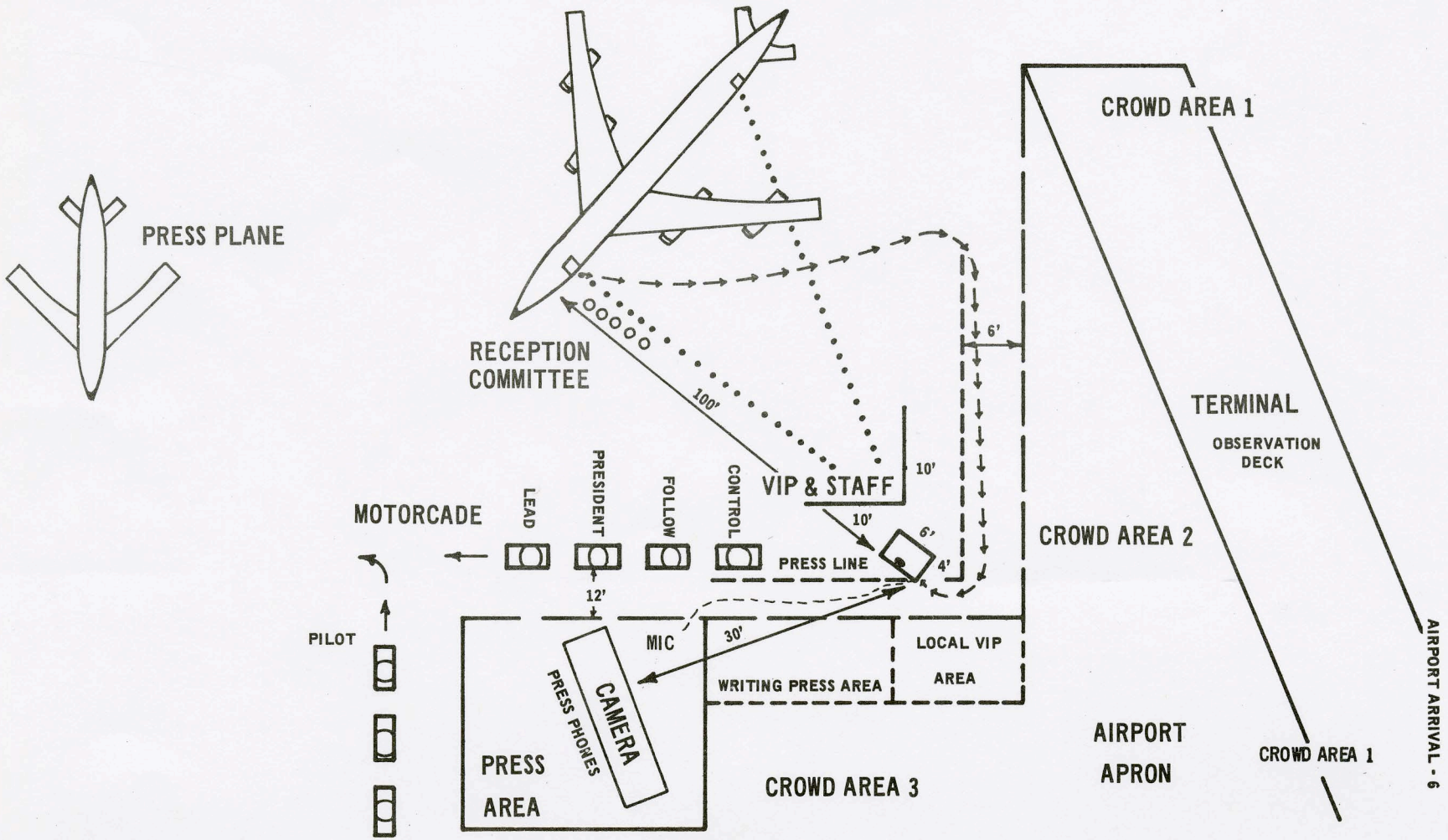
NOTE: This will eliminate having guests, Reception Committee and staff members from following the President, and yet they will be in position for press coverage when the President speaks.

18. When the President has finished his remarks, he will "work the fence" to his car. During this time Presidential guests, local VIPs, and staff should move to their seats in the helicopters or motorcade. It is the Advanceman's responsibility to insure that the right people are in the right places at the right time.

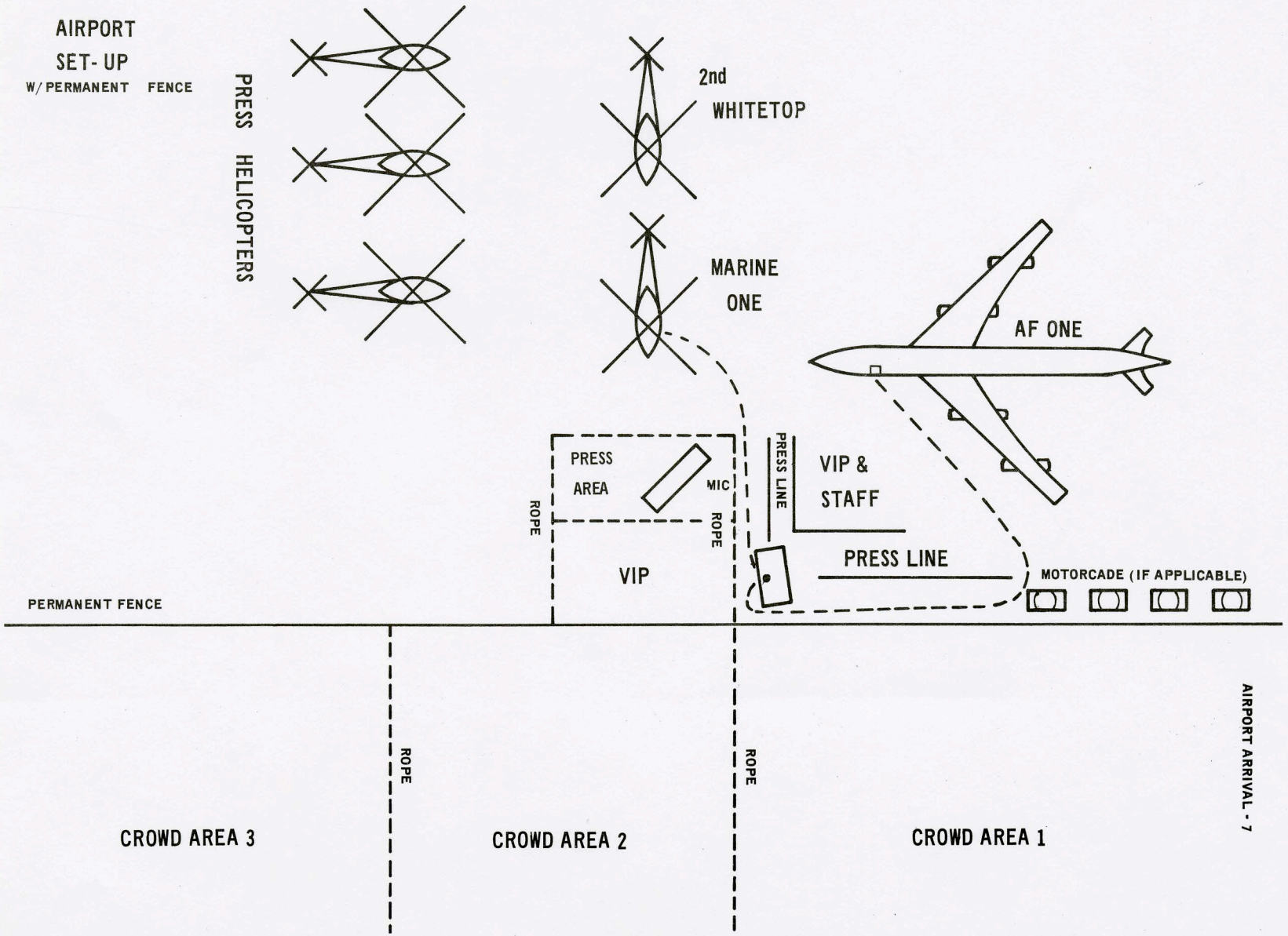
NOTE: When the President is ready to move the motorcade had better be ready to move! The most difficult part of moving a motorcade is guaranteeing that everyone is in position and sufficient time has been allowed for the press to get to their cars and busses. (See motorcade section for details of the lineup.)

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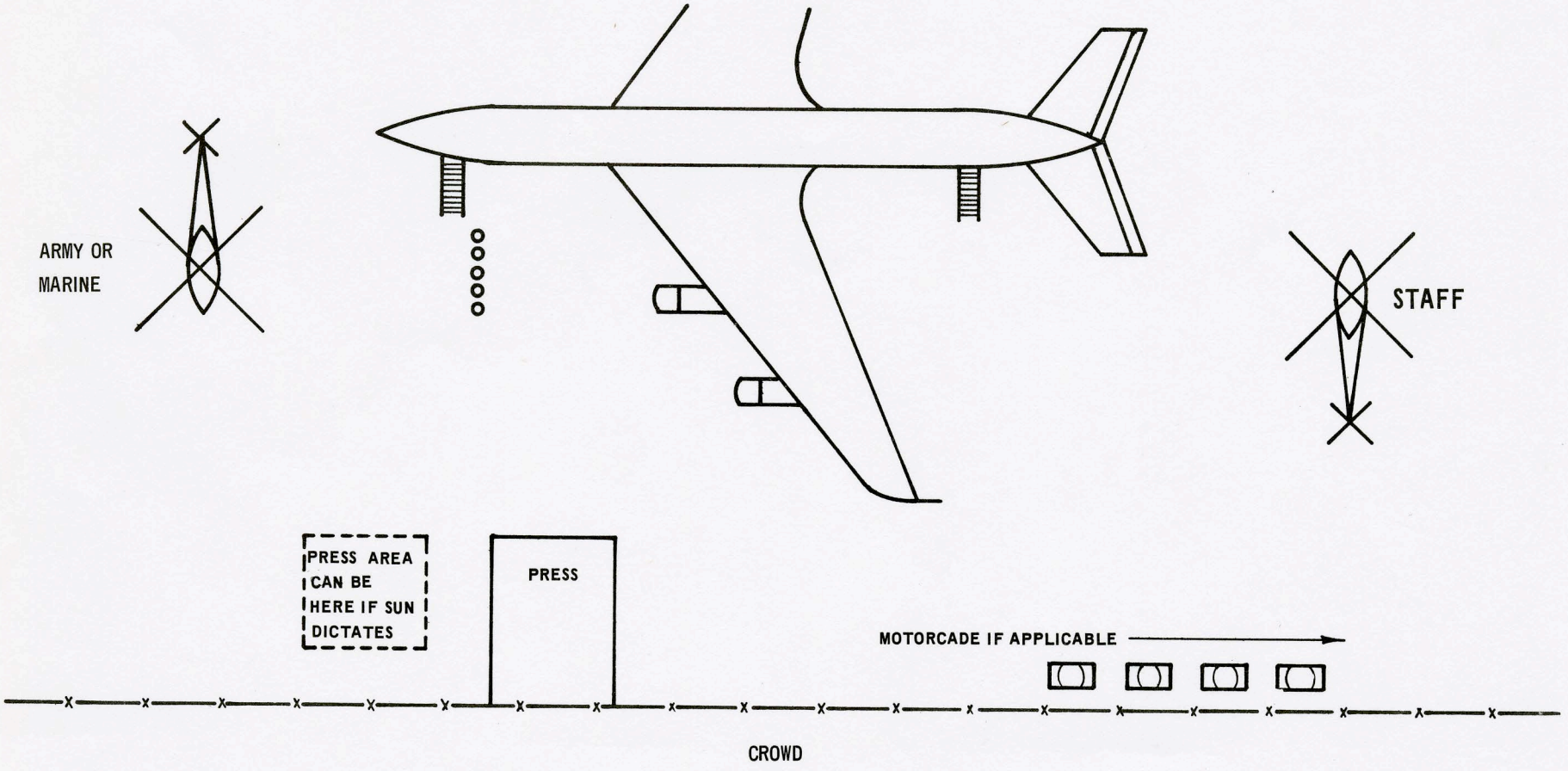
AIRPORT ARRIVAL



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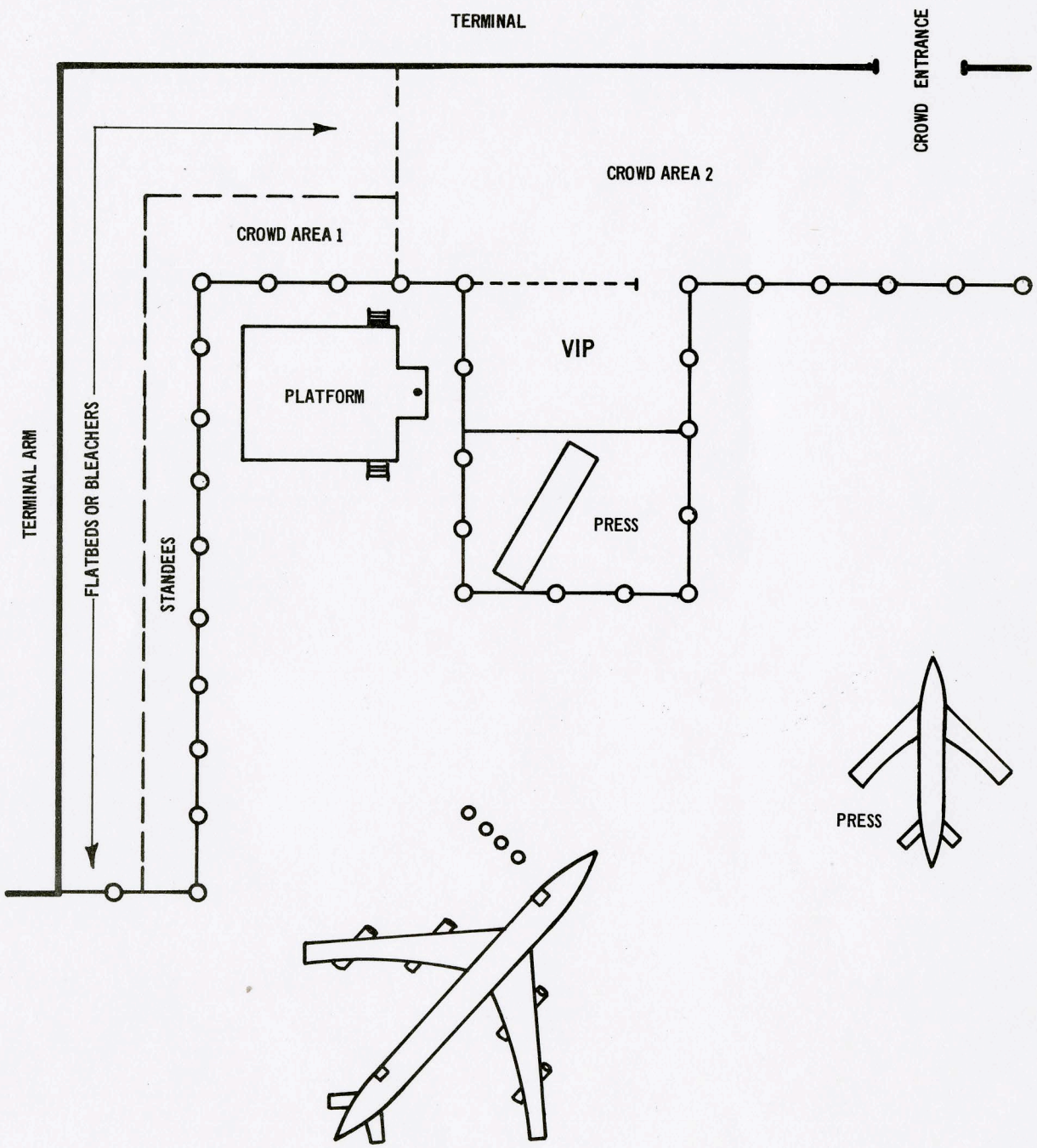
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NO PLANNED ACTIVITY AT AIRPORT

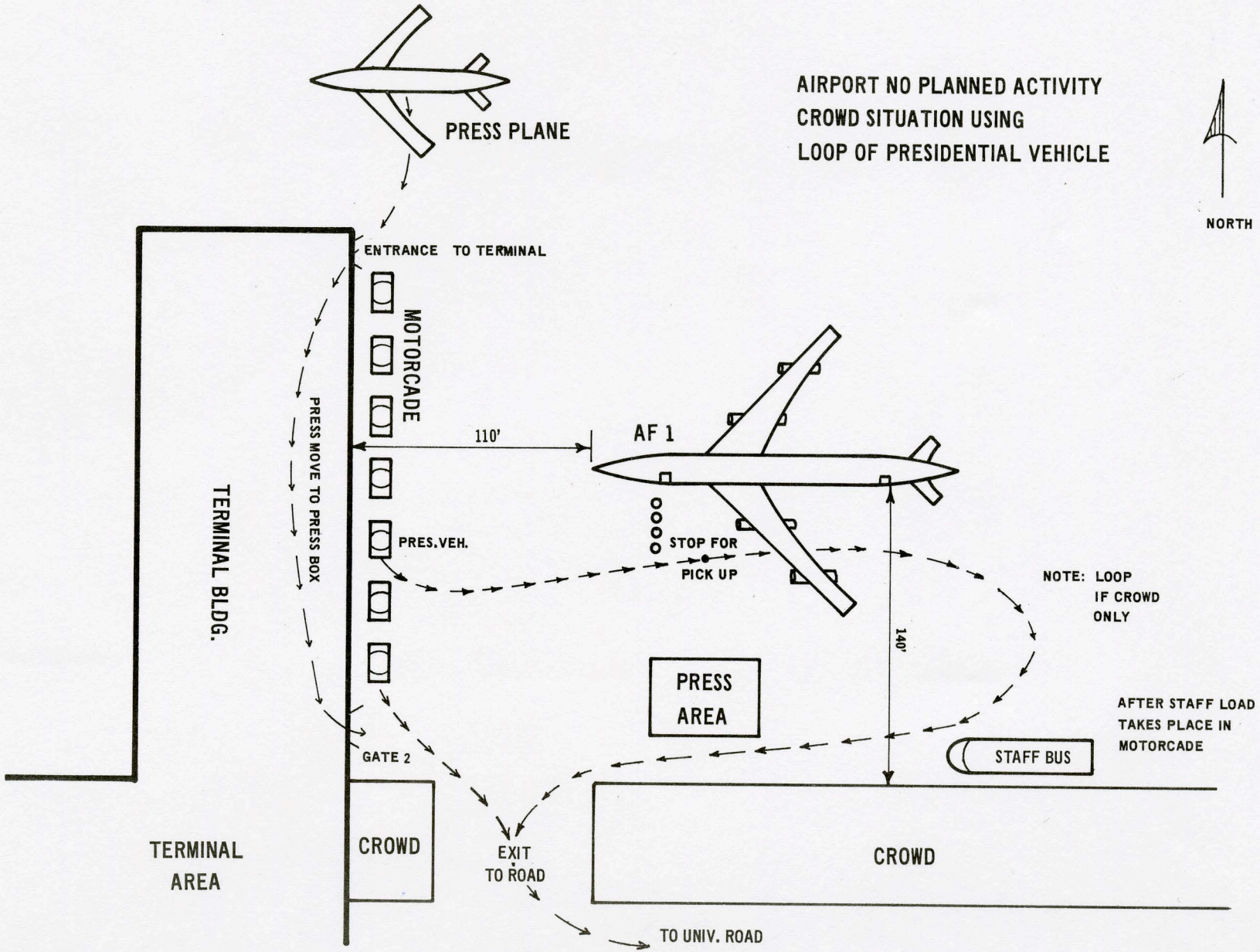
AIRPORT ARRIVAL - 8

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AIRPORT RALLY WITH PLANNED SPEECH

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Motorcade

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X MOTORCADE

The principal purpose of the motorcade is to move the President and his staff expeditiously from one place to another under secure conditions. The motorcade, although formed and set up by the Secret Service, is the Advanceman's responsibility.

The operation of the motorcade will be primarily the responsibility of the police and Secret Service working together. The Advanceman need not concern himself with matters of security at intersections, etc. However, he should be thoroughly familiar with the route, alternate routes, and all driving times involved. He should also insure that the vehicles in the motorcade are positioned properly and are appropriately labeled. The Advanceman should coordinate all facets of the motorcade with the Secret Service, WHCA, and the White House Press Office.

There are two types of motorcades -- the Standard Motorcade and the Parade (crowd situation) Motorcade. Certain standard rules pertain to both motorcades. They are:

1. Vehicles used in the motorcade must have a minimum of 1,000 miles usage. Too often in the past new cars have developed mechanical difficulties.

2. Busses used in the motorcade should be of a high speed over-the-road Greyhound type capable, if necessary, of achieving speeds of 60 miles per hour with rapid acceleration.

3. When the Secret Service requests local drivers and, in all cases with bus drivers, their name, address, birthdate, birthplace, and social security number should be submitted to the Secret Service 48 hours in advance.

4. The Advanceman must have a workable contingency plan to rapidly replace a disabled vehicle in the motorcade. Any delay of a motorcade is intolerable.

5. The lead Advanceman should in every case know the exact mileage of the motorcade route, especially the parade route, to a tenth of a mile. He must have an estimate of the driving time involved under the conditions in which the President will drive them -- i.e., crowds, etc. The Advanceman must know the individual and his title who will give the crowd estimate. If practical, this individual should ride in the Pilot car. As soon as the information is acquired, relay the crowd estimate to the Press Representative -- Ziegler, Warren, Elbourne or Whelihan.

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6. Immediately prior to the departure of the motorcade a route survey must be conducted. The survey should include information on crowds, color and any significant points of interest. This information should be relayed to the Lead Advanceman or the Tour Director, who in turn will relay it to Mr. Haldeman or the President. Discreet use of the radio must be maintained, therefore, use of a simple code worked out in advance between the survey taker and Lead Advanceman is strongly advised.

7. Motorcades should be docked in a manner to facilitate the movement of the majority of people traveling with the President. The President's vehicle will always be placed for his convenience and safety. Remember, the motorcade moves when the President is ready, therefore, all members of the Presidential motorcade should be ready to move prior to the President's departure. Thus, a convenient and workable docking system must be arranged.

   NOTE: The above particularly pertains to airport arrivals when a motorcade is involved. The vast majority of people deplane from the rear of Air Force One, therefore, the motorcade should be positioned at the rear of Air Force One to facilitate the movement.

8. Arrangements must be made for an Advanceman to ride on the Presidential Guest Gus to facilitate the movement and handling of the President's staff and guests. Radio communication must be maintained with the bus. Information can be relayed to the occupants and if problems develop with the bus the Tour Director can be immediately advised.

There are five principal elements and, in some cases, a sixth element in both the Standard and Parade Motorcade:

1. President's (Security) Element
2. Press Pool Element
3. Press Element
4. Staff/Guests Element
5. Support
6. VIP Element (optional depending on situation)

NOTE: The above order varies between motorcades and different situations; however, each element is contained in a Presidential motorcade.

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Wire Service Cars - immediately behind the control car are two cars for wire service reporters (AP, UPI). WHCA arranges for the acquisition of the wire cars which are provided by the telephone company. The Press Secretary will frequently ride in the first wire car.

Camera Cars - should be convertibles. The camera cars are occupied by pool photographers. The Secret Service will attempt to obtain these vehicles through their contract with the Ford Motor Company. However, sometimes convertibles have not been available, therefore, the Advanceman must make local arrangements. The White House Press Office will pay for these vehicles, when necessary.

Staff Element

Staff Car - should be a nine-passenger station wagon. Usually occupied by White House staff involved in advance, valet and WHCA personnel. The Press Secretary may wish to ride in this car rather than the wire car.

NOTE: Balance of staff will ride in Presidential Guest Bus when necessary.

Press Element

Press Bussess - should be high-speed Greyhound type busses. Acquisition of these busses usually is arranged for by the White House Press Advanceman or Office. Usually there will be two or more White House Press Busses and, in many cases, Local Press Busses. The White House Press always is in front of the Local Press.

Staff/Guests Element

NOTE: Mechanically it is a lot easier to transport VIPs/Guests in one vehicle such as a bus. There are occasions, however, when selected VIPs accompanying the President should be transported in individual vehicles.

1. If a host Governor insists on using his own vehicle it should be placed directly behind the control car.

2. VIP vehicles should be placed, as a rule, directly behind the last camera car and in front of staff car. (Optional--check situation with Tour Office.)

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Presidential Guest Bus - should be same type as press busses. It is the Advanceman's responsibility to acquire, however, he should work this out in conjunction with the Press Office so all busses are obtained together. The Presidential Guest Bus should be behind the Press Busses during the movement of the motorcade. However, to facilitate boarding and off loading of the VIPs/Staff the bus should be positioned at the outside rear bumper of the follow-up car when the motorcade first forms and upon reaching the Presidential stop or termination point.

Support Element

WHCA Car - arranged for by WHCA. Contains WHCA personnel.

Spare Car(s) - obtained by the Secret Service. Radio communication between this car(s) and the Pilot Car is essential.

Tail Car - a marked police car.

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Parade (Crowd Situation) Motorcade

The definition of a Parade Motorcade is a motorcade where crowds are expected along the route usually in an area designated as the parade route.

In a parade situation, when crowds are anticipated, the motorcade takes on a different configuration. The usual changes are as follows:

1. Camera Truck(s) - placed between pilot and lead cars. Should be one ton or one and a half ton, ten foot to twelve foot flat bed trucks fitted with tiered platform. There should be at least three tiers each the width of the truck bed and 18 inches high. A railing 30 inches high should be constructed around the edge of the platform, across the width of the tiers and down the center of the platform. When camera trucks are used, photo convertibles should be included as spares at the end of the motorcade. In a situation where there is a long drive prior to reaching the large crowd area, it may be advantageous to preposition the photo trucks along the motorcade route near the beginning of the crowd build-up area. The cameramen would then ride in the photo cars and transfer to the truck(s) upon reaching that place. (This should be coordinated with the Secret Service and should probably be same area where the motorcade would stop to slide back the roof panels on the President's car.)

2. Press Pool Report Car - should be a nine passenger station wagon. Would be occupied by the Press Secretary, Pool Reporters and WHCA personnel to handle bullhorns and recorder. It should be behind the control car unless there is a very special VIP car, such as a Governor's; in which case the press pool report car would follow the Governor's car.

The cars discussed above are the only ones to go in a Presidential motorcade. Frequently there are efforts by local officials to "tack on" to the motorcade. This will not be permitted and the Secret Service will quite pointedly prohibit it.

The following charts document the order, occupants, and requirements of the two basic motorcades.

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MEDIUM/CATEGORY

- ☐ Motion Picture Film
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- ☐ Video Recording
- ☑ Still Photograph

PA NUMBER: 78-2-2-2

ITEM NUMBER: C4302-21 LWH Photo #1 247

ORIGINAL LOCATION:

File Group: WHSF - Staff Member and Office Files

Subgroup: John Dean

Series: 1970 Campaign Files

Folder Title: Presidential Advance Manual, 1971

Box Number: ~~20~~ 107

ITEM DESCRIPTION: color photograph 8" x 10"

SUPPLEMENTAL DATA: (Provide whatever information is known about the item.)

Event/Title: Presidential cortege w/ palm trees

Participants: (l. to r.)

Geographical Location:

Date(s):

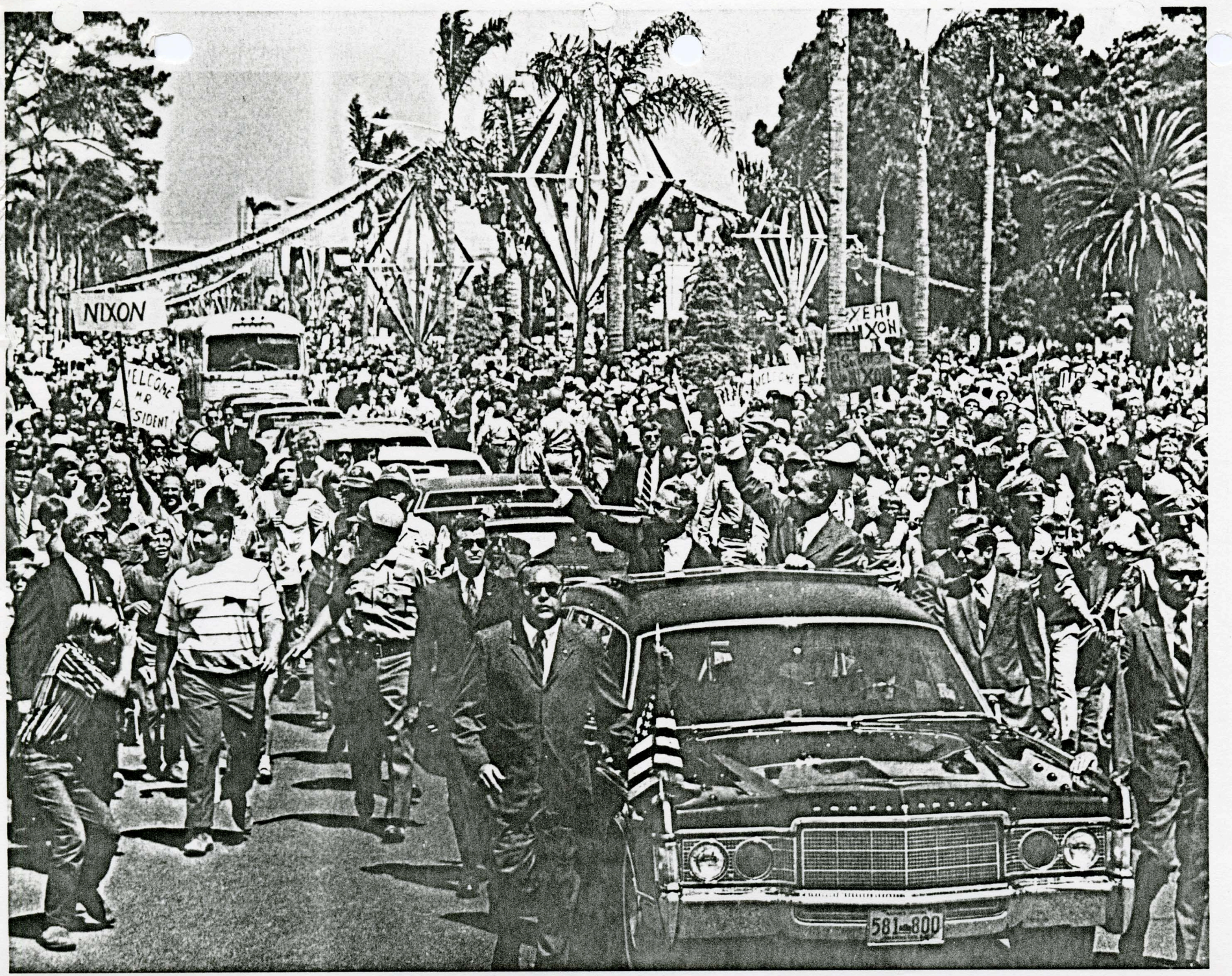
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MEDIUM/CATEGORY

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- ☐ Sound Recording
- ☐ Video Recording
- ☑ Still Photograph

PA NUMBER 78-2-2-2

ITEM NUMBER 248 4713-21 CWH PhotoHJ

ORIGINAL LOCATION:

File Group WHSF - Staff Member and Office Files

Subgroup John Dean

Series 1970 Campaign Files

Folder Title Presidential Advance Manual, 1971

Box Number ~~22~~ 107

ITEM DESCRIPTION

b/w photograph
8" x 10"

SUPPLEMENTAL DATA: (Provide whatever information is known about the item.)

Event/Title Presidential motorcade in city

Participants (l. to r.)

Geographical Location

Date(s)

Other Identifying Marks/Title

Classification: ☐ Yes ☑ No.

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AUDIOVISUAL COLLECTION

Withdrawal Sheet

MEDIUM/CATEGORY

- ☐ Motion Picture Film
- ☐ Sound Recording
- ☐ Video Recording
- ☑ Still Photograph

PA NUMBER 78-2-2-2

ITEM NUMBER 249
C 4197-35 [WH Photo 4]

ORIGINAL LOCATION:

File Group WHSF - Staff Member and Office Files

Subgroup John Dean

Series 1970 Campaign Files

Folder Title Presidental Advance Manual, 1971

Box Number ~~50~~ 107

ITEM DESCRIPTION
color photograph
8" x 10"

SUPPLEMENTAL DATA: (Provide whatever information is known about the item.)

Event/Title Presidental cortege w/ confetti

Participants (l. to r.)

Geographical Location

Date(s)

Other Identifying Marks/Title

Classification: ☐ Yes ☑ No.

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Rally Techniques

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XI RALLY TECHNIQUES

Introduction

In conducting a rally, every event an Advanceman handles must have an enthusiastic overflow crowd, bands, signs, banners, beautiful girls, and in the Advanceman's vernacular, "The Jazz."

While these methods have been tested and refined in many campaigns, there is still room for imagination. Each rally should be unique. The success of any rally is measured by the size of the crowd. Empty seats spell disaster. Consequently, filling the hall is an Advanceman's primary responsibility. The rest of his efforts, although extremely important, will be wasted if the house is not packed to overflowing.

It is a rare Advanceman who, at some point, hasn't faced the panic of having to personally help make hand signs, etc., at the last minute -- but these potential disasters should be avoided.

The Advanceman's job is to motivate the local committees to do this work. If he finds he is doing the work instead of the committee, he is in real trouble. In a pinch, or to show leadership, it is good to pitch in, but he can't get bogged down and lose sight of his overall objective. He must constantly think ahead and anticipate problems. For example, if the bunting did not arrive, his notes should show the company in town that can deliver bunting immediately. This underscores the importance of taking thorough notes from the very beginning. And, it is not enough to just list phone numbers -- always get home and business addresses and phone numbers, full names, titles. These can always be used later for thank you letters.

For a good rally the following committee format is suggested:

Overall Rally Chairman
Physical Facility Chairman
Entertainment Chairman
Decorations Chairman
Platform Chairman
Program Chairman
Crowd Ushers Chairman

The Advanceman must discuss with the Overall Rally Chairman the various responsibilities the individual chairmen will have. Once he has chosen these chairmen, the Advanceman should sit down with each

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one privately and give him detailed information as to how to best perform his job. The various chairmen should understand that the Advanceman will always be available to answer any questions or help solve any problems.

NOTE: If ever a chairman shows up for this meeting without a pencil and paper, he or she is not going to make it. There isn't anyone who can remember all the minute details that will be discussed. An Advanceman cannot give a chairman a second chance if he makes a mistake, because the next time it may be too late for recovery. If ever there are any doubts about a chairman, he should be replaced. An Advanceman must have full confidence in each of these individuals in order to perform at top efficiency.

The Advanceman should make it his job to check and double check each of his Committee Chairmen. He must drop by the phone campaign headquarters and see if every phone is manned; drive through town and see if handbills and posters have been dissiminated, and read every newspaper from cover to cover to see if news stories are appearing. Listen to newscasts over radio and TV and manage to hear what people on the street are saying about the President's visit. In the short time he is there, an Advanceman must become as much a part of the community as if he were a life-long resident. He must constantly be checking to see if all supplies--balloons, hats, helium, air compressors, adaptors for blowing up balloons, paint brushes, poster paint, butcher paper, cardboard, staple guns, sticks for posters and on and on--are all on hand.

On the day of the event, as soon as the hall opens, the Advanceman must get his various committees to work immediately. It is essential that these teams move fast and hard and nothing will encourage them more than to have the Advanceman appear to be pitching right in with them. Decorating a hall is a monstrous undertaking and it takes a long time. If the Advanceman starts the physical work with the volunteers, it puts them in the right frame of mind and spirit; within a short time, however, he must move on to his other responsibilities. He must meet with the MC and Program Chairman to go over the entire program to make sure they are building the entertainment, speeches and other events with professionalism to make the program a success.

Physical Facilities at the Hall

The physical arrangements of the hall are the responsibility of

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the Advanceman. He should know how to execute and set up the platform area, press area and TV platform. He must also check sound and lighting and the positioning of TV cameras for flexible, dynamic coverage. If a rally is going to be covered live the Tour Office must be informed, it in turn will contact the President's television consultant, and a coordinated effort will be initiated to get the coverage we want.

Backdrops

The matter of backdrops requires the Advanceman to be flexible and to make basic judgements regarding their use. WHCA provides a light blue television backdrop. It is 12' high and 60' long, however, when hung with folds it is 45' long. The WHCA backdrop is sufficient in most cases.

In oval arenas and halls that have seats on all sides we must keep the arena's backdrop as flexible as possible and arrange to have it so we can decrease the size of it in order to wrap the crowd all the way around the back of the President if we have the people to fill the space.

Lighting

The lighting will be done by WHCA. If they don't have sufficient equipment they will coordinate with a local firm.

Sound

In nearly every case WHCA will provide the sound system whenever the President is to make public remarks. However, in the event WHCA is unable to supply the necessary support, the Advanceman must arrange with WHCA to have the necessary equipment obtained locally. WHCA will coordinate and supervise this effort. The local sponsoring organization will be responsible for this cost.

The overflow speaker system should be arranged so as to concentrate the crowd in the area we want it. However, remember that a crowd is always going to gather where the motorcade, helicopter arrival site, etc. is. The answer is to have a sound system in both locations with the capacity of turning them on or off if we see the crowd gathering in the area other than the primary overflow area.

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NOTE: Place cards should be made and placed on the chair seat so as not to be visible to the audience. Be careful with the scotch tape so that it does not become attached to the individual's clothing when he gets up.

NOTE: The only two flags on the platform are the American Flag and the Presidential Flag -- REPEAT, those two only. That means no State Flags, family flags, etc.

President's Arrival at Rally Site and Stage Entrance

1. Upon arriving at the indoor rally site, the President should immediately move to a predesignated holding room. This not only allows the President a few minutes by himself, but it gives the traveling VIPs, Presidential guests and press, time to get into position before the President makes his entrance. The routes for his entrance to the auditorium and holding room should be coordinated jointly between the Advanceman and the Secret Service. It will be necessary for WHCA to install phones for the President. Alternate routes should be established for the President's entrance if it becomes necessary to avoid certain situations.

We are allowing far too many special-privileged type VIPs to be behind platforms and in the area where the President moves backstage. It is worth it as far as the Presidential party is concerned to keep that group to the absolute minimum. Only those locals who need to be there should be there. The confusion which results from having too many people around when we are trying to move the President or work out any problems that we may have increases and makes the job more difficult.

2. The President should enter the hall from the holding room in one of three ways: (All entrances must be approved by the Tour Office)

a. A walk-on from the side of the stage.
b. A walk-on directly behind the stage.
c. A long walk-on from the opposite end of the auditorium through the audience.

Obviously, the Advanceman will not be with the President when he goes on stage. His place is to be as inconspicious as possible, but keenly aware of any possible mishap on the part of the President, Presidential guests, or staff members. It is also important to remember that when preceding the President, an Advanceman must stay sufficiently far ahead of him to be out of the way of the TV cameras or still photographers.

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Preprogramming

The preprogram should be in progress long before the President arrives for the event. A preprogram is an opportunity to get the crowd warmed up and responsive to the President's arrival. This is an opportunity for the "Star Spangled Banner" to be played, the invocation, the introduction of VIPs and special guests. The preprogram also provides an opportunity for the local political candidates to speak (for no longer than one minute each). A prewarmup can become a real drag if it is allowed to become only a political forum. Bands should play certain numbers and celebrities can be introduced; choral groups can sing and various other entertainment groups can perform.

When the President arrives and is in the holding room, the Advanceman must be sure the Program Chairman, Band Director and the MC have a well rehearsed method of communication -- signals, voice or radio communication -- to execute his entrance with smooth precision. The President's entrance must be automatic and precise. The Advanceman must conduct a rehersal with all the people and parties involved. The President's entrance with honors should be as follows: with the President out of sight at a predetermined location, Steve Bull informs the Advanceman that the President is in position and ready to move. The Advanceman then communicates a cue to the Band Director. The band plays four (4), REPEAT 4, "Ruffles and Flourishes." This is followed immediately by an off-stage announcement, "Ladies and Gentlemen, the President of the United States (and Mrs. Nixon)."

NOTE: Any deviation from the off-stage announcement must be cleared with the Tour Office.

NOTE: At political events a reverse order introduction should be used. For example, the announcement should go "United States Senator Hugh Scoot and the President of the United States."

Anyone entering with the President should be announced, the order depending on the nature of the event.

The announcement is followed immediately by "Hail to the Chief." The President will enter as the music starts.

When the President enters and "Hail to the Chief" is played, we should see that the "Hail to the Chief" is always concluded prior to the applause's dying out. This is a question of timing; however, the band leader should be made aware that when he sees that the applause is

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starting to subside, he should cut the band off. If the President shakes hands, mingles, etc. during his entrance and the applause is still strong, the band should switch to some lively march music after two verses of "Hail to the Chief." If he enters directly without stopping, "Hail to the Chief" should conclude when the President is at center stage.

The audience should be wildly enthusiastic and clapping, giving the President a warm reception. THE ADVANCEMAN MUST MAKE SURE THERE IS NOT A LONG INTRODUCTION.

The President prefers to be on the stage for approximately five minutes before he speaks. Who makes the formal introduction of the President should be cleared by the Tour Office.

While the President is speaking, the Advanceman and the Tour Director should move into the overflow area. If it is a smaller hall near the larger hall, together you should decide whether the crowd is large enough to warrant a "drop-by" by the President after his speech.

It is necessary that you have already established the routes by which the President would move into this overflow crowd where he could speak to them. Under no circumstances should there be a second speaking platform, for the overflow "drop-by" should be as spontaneous as possible. Example: Nothing more than a hand mic and a small platform that could be moved quickly into position is necessary.

After the President speaks, the band should strike on cue into "Hail to the Chief." The minute "Hail to the Chief" finishes, the band should move directly into another number. Many times there is a long awkward pause and the enthusiasm dies. We need to have the band launch right into their next number and it should be a lively selection. The band should keep playing until the President has departed the site.

Upon departing, the President should not walk back through the main crowd and out of the auditorium. Instead, the departure should always be through the back of the auditorium to the motorcade. If he arrived through the main entrance, he will depart by the rear or side entrance. Therefore, it will be necessary for the motorcade to be moved while the President is speaking so it will be ready to go long before the President is finished. The Advanceman should also keep in mind it is necessary for the Press Advanceman to move the press and that arrangements must be made for the Presidential guests and staff to exit as rapidly as the President.

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An example of a program is shown below.

NOTE: After the program is firmed, the Advanceman must begin feeding Mrs. Cecilia Bellinger, from the speech writers group, information about bands, entertainers, local interest stories, etc. that can be used by the President in his remarks.

PROGRAM

7:30 p.m.	MC - Welcome remarks
7:31	Flag Salute - Senior Class President
7:32	"Star Spangled Banner"
7:33	Welcome - Mayor
7:35	Introduction of local candidates
	Music Entertainment Celebrities
8:00	Introduction of platform guests
	Top entertainer or singing group (pad time)
8:15	"Ruffles and Flourishes" - 4 times
	Voice (off stage) - "LADIES AND GENTLEMEN, THE PRESIDENT OF THE UNITED STATES (AND MRS. NIXON!)"
	"Hail to the Chief"
	Senator introduces the President (2 to 3 minutes)
	President's remarks
	President concludes
	"Hail to the Chief" and everyone is out

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Bands

Bands in General

There should always be bands whenever the President appears in public and crowds are expected. The local Republican organization should have a list of all good performing bands in the area. If such a list is not available, the following should help:

Try first for volunteer bands -- college and high school bands -- if they are any good. Use paid bands only if the school bands are unable to play for some reason or are no good. The primary job here is to field good bands.

When lining up local bands, work through a respected band director who can advise about the better groups. Make it clear that what is wanted are loud brass bands that will give a rally or parade the excitement it has to have. The music should include the lively Susa marches, "Saints go Marching In," "Up With People," and other up-tempo driving music. Dixieland bands are excellent. Be sure not to get a three piece combo of woodwinds no one can hear. Even for airport "jazz" at least 10 horns are needed. Bagpipe groups are great. It is essential that the bands know "Ruffles and Flourishes" and "Hail to the Chief." The Advanceman should attend a rehersal to make sure to his satisfaction that the band can play these properly.

Bands for the Airport

Be sure the band has a PA system and that the Secret Service has cleared where the band can be located. If possible, elevate the band on risers, or on a flatbed truck.

Bands for the Auditoriums or Halls

The next worse thing to a lousy band is a good one that cannot be heard. Be sure the band is connected to the hall's PA system. If possible, elevate the band on risers to the side of the stage. Keep it near the stage, not at the rear of the hall. Be sure to rope off the section for the band and provide signs indicating that it is reserved. The band should be in position one hour before the President arrives. The President's entrance should be a high-pitched event.

In halls which are small -- under 5,000 -- we should never have more than one or two bands. The reason is that we know that we can fill those halls and when we have a large number of bands in, it looks as if we were panicked and we were trying to fill the space. The press notices this sort of thing and it doesn't come off well.

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Banners

Banners hung on the walls of the auditorium or hall always look too small. Encourage the Committee to make them huge -- 6 to 12 feet high and 50 to 100 feet long. Use varied slogans and designs and remember to use imagination.

Another technique is the "ticker tape" banner -- one long continuous banner placed around all walls near the ceiling and which, like a ticker tape, spells out a message. "Dateline . . . January 12, 1970 . . . Anaheim, California . . . WELCOME HOME MR. PRESIDENT AND PAT." Don't be tied to any one idea. Design any kind of banner; avoid conformity.

Handsigns

Handsigns must be hand painted. In terms of numbers, think of one sign for every ten people at the rally. Urge the Handsign Committee to use hundreds of different and original slogans.

Remember that if there are three events in a single city (and thus three separate crowds) the handsigns used at the airport arrival will never again be available, nor will the handsigns used at the hotel arrival be available for the evening rally. This means the Handsign Chairman must be prepared to make enough handsigns for each function.

To effectively produce lots of handsigns, it is a good idea to involve the youth of the community, preferably junior high school, high school and college students. Have the Committee Chairman organize a sign painting party (or parties) where cokes, hot dogs, hamburgers, nibbles, etc., are on hand -- anything to make a party. When these young people arrive, the sign painting operation should already be set up. If it is done in a large room it is a good idea to set up picnic-type tables, with two or three people to each table. They should stand while painting. In front of each person should be a stack of 36" x 24" cardboards, 3 bottles or 3 large Dixie cups filled with black, red, and blue poster paint. Each color should be provided with a 1" to 3" paint brush. Tell your painters that lengthy messages cannot be read by either TV or newspaper photos. It is best to have snappy slogans like: "Nixon's the One," "Welcome Mr. President," "Hi, Pat and Dick," "Harris County says Welcome," "Nixon has Soul," "Nixon is Groovy." Let them use their imagination. Encourage originality, but they should paint fast and boldly. They should look hand painted; they should not look professional -- that is the reason for hand-painting the signs. One individual should paint at least two signs per minute, maybe even three. WATCH AND SCREEN FOR SIGNS THAT COULD PROVE EMBARRASSING.

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Have 2 or 3 boys ready to pick up the signs as they are painted and place in another location for drying. Once they have dried, start an assembly line. Two or three other people can be laying out the sign sticks (lathing strips) and staple the signs to them, one stick for each sign -- do not staple a sign on each side of the stick.

After making the signs the most important thing is getting them to the rally site and getting them properly distributed. The number one principle is getting the signs to the people who will hold and wave them and not place them under their seats -- common sense dictates who these people are. Also, the distribution of handsigns should be accomplished prior to the arrival of the White House Press. It is imperative that the Advanceman not get involved physically in the distribution. Make sure that signs are ids-tributed throughout the rally and not overly concentrated in one area. However, make sure that numerous "good" signs are in camera angle range. The best way to accomplish this distribution is to have an army of volunteers properly briefed and lead from a central location where the signs are stored.

Crowd Ushers

Crowd Ushers are an essential ingredient for a successful rally. They must be disciplined, organized and properly lead. They also should be identifiable. Prior to the public's admittance the crowd ushers should be assembled and instructed by the Advanceman or a very trusted individual on where and how the crowd should be placed. If tickets or invitations are being used, arrangements must be made to collect these and properly admit the right people. The Crowd Usher Chairman usually supervises this im-portant duty. The Advanceman should fully inform the USSS agent in charge on all such matters.

In line with this the Advanceman must make arrangements with the USSS, convention hall personnel, local police, etc. to get the bands, enter-tainers, platform guests Crowd Ushers, handsign distributors, etc. into the event/rally when and where he wants them. At this point the doors are ready to be opened.

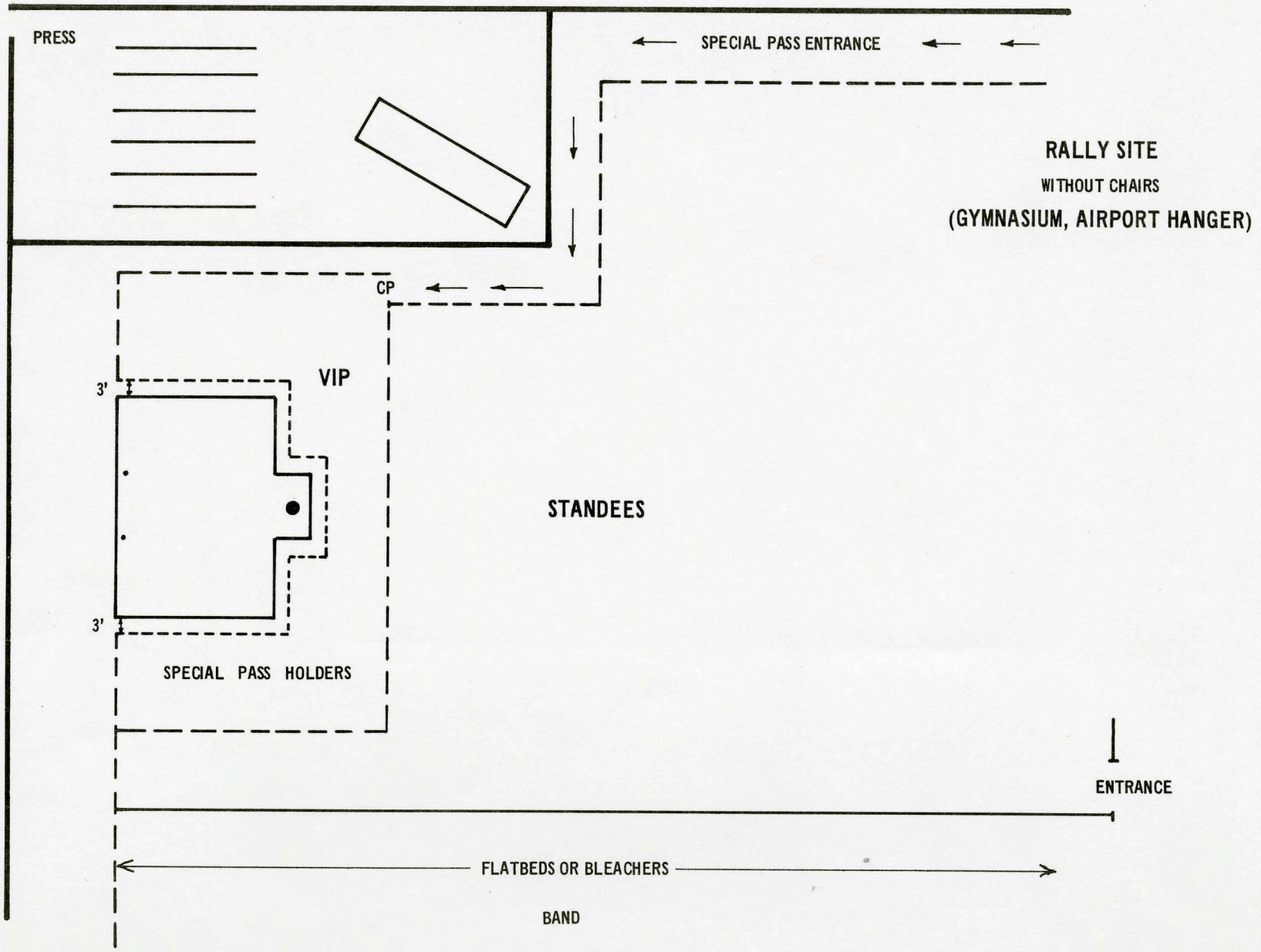
At this juncture, the Advanceman must beware of Fire Marshalls. These individuals have a wonderful affinity for inflexibility and can easily ruin a rally by prematurely closing the hall. Remember the number one principle of advancing -- EMPTY SEATS SPELL DISASTER. Therefore, the Advanceman should anticipate possible Fire Marshall problems and have a plan worked out.

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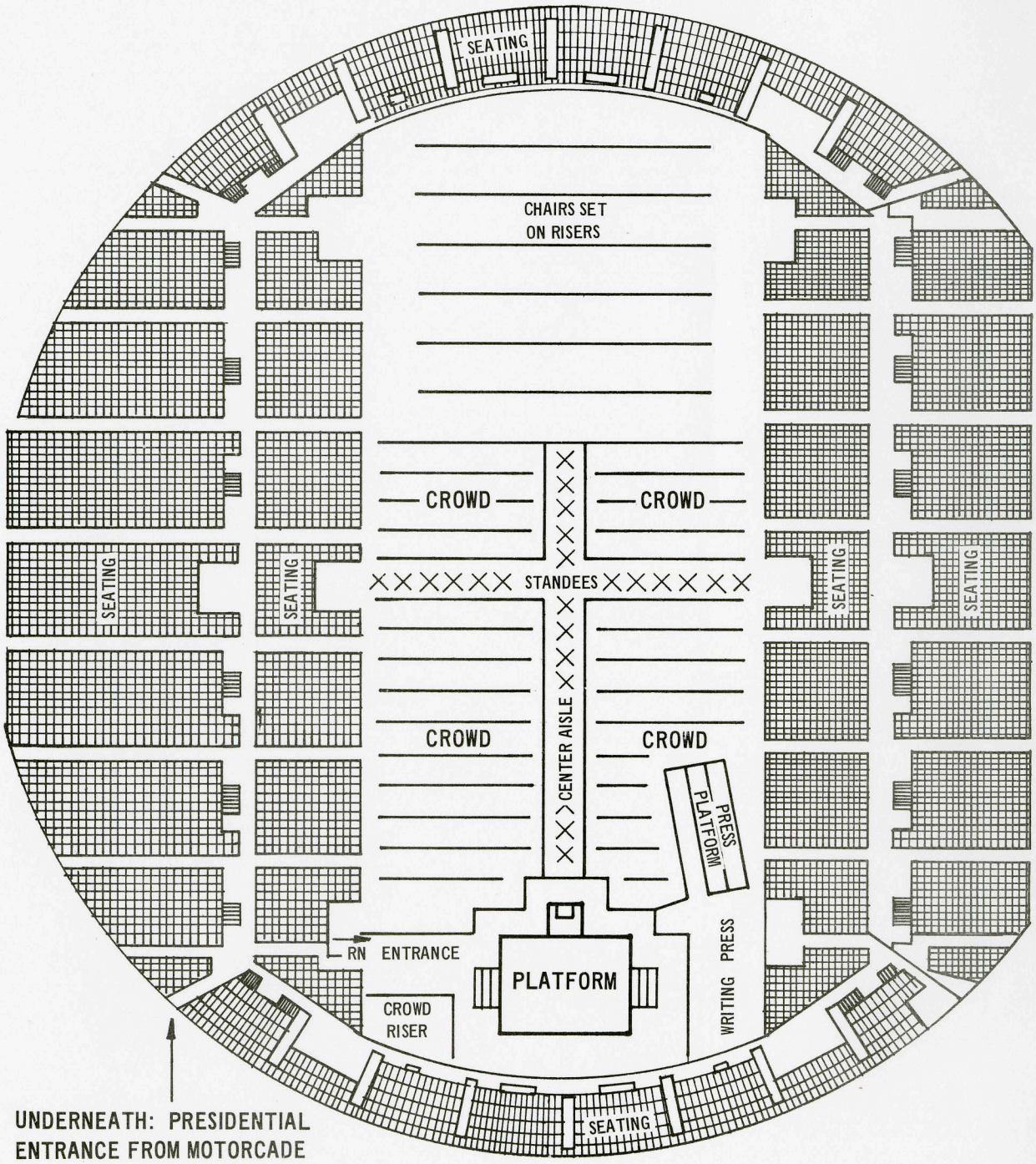
While discussing empty seats, if the Press Area or Reserved Area for White House Staff have empty seats the Advanceman must fill them. There should not be an empty seat in the house.

No discussion of rally techniques would be complete without discussing demonstrators. The number one principle is to BE PREPARED FOR DEMONSTRATORS. Close liaison with the USSS must be maintained regarding their intelligence information. The Advanceman must also use his sources and get a "gut feel" for the situation and determine what they have planned. This information should be relayed to the Tour Office.

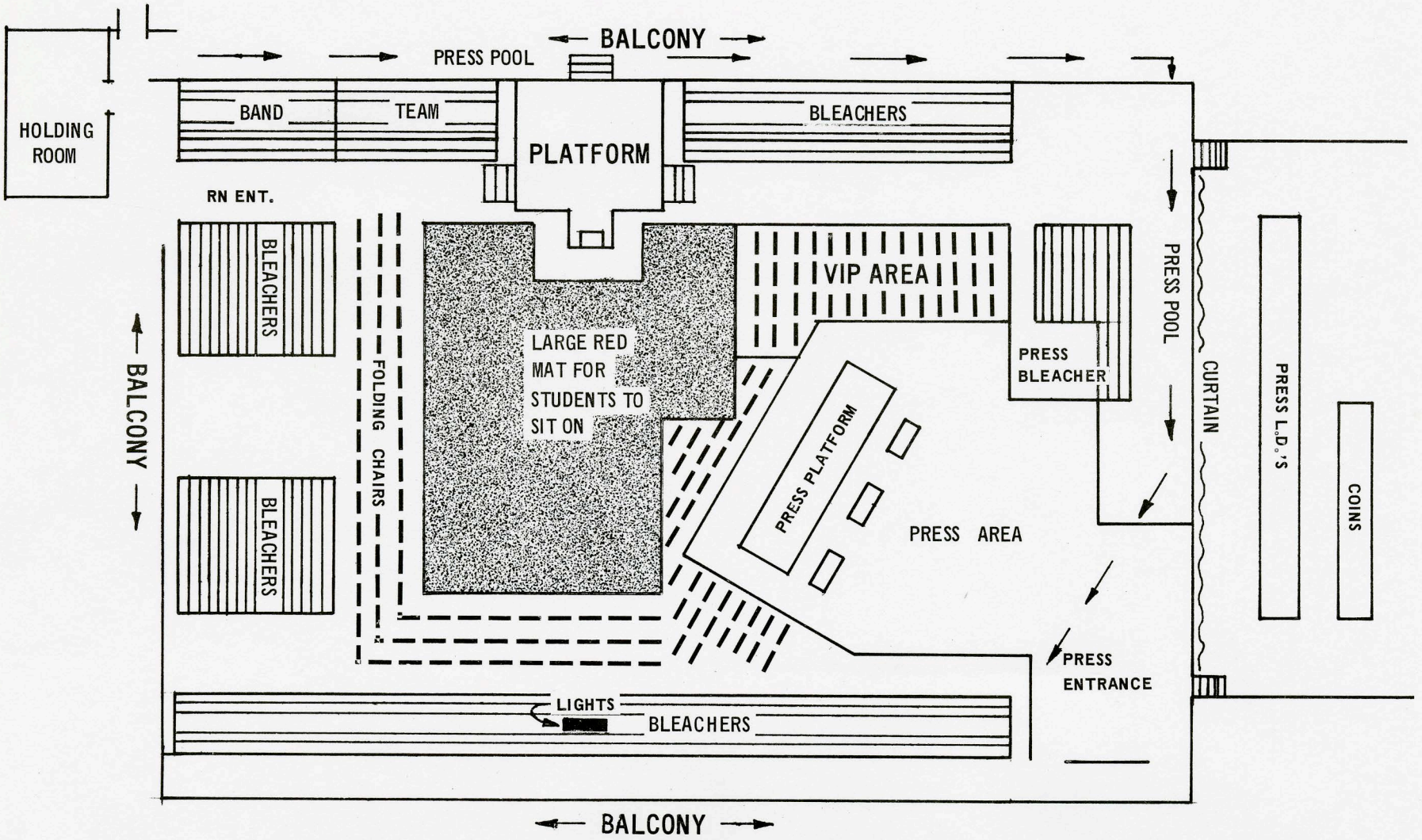
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NIXON PRESIDENTIAL MATERIALS PROJECT
AUDIOVISUAL COLLECTION

Withdrawal Sheet

MEDIUM/CATEGORY

- ☐ Motion Picture Film
- ☐ Sound Recording
- ☐ Video Recording
- ☑ Still Photograph

PA NUMBER 78-2-2-2

ITEM NUMBER 250 5459-12A [WH Photo #1]

ORIGINAL LOCATION:

File Group WHSF - Staff Members and Office Files

Subgroup John Dean

Series 1970 Campaign Files

Folder Title Presidential Advance Manual, 1971

Box Number ~~90~~ 107

ITEM DESCRIPTION

b/w photo

8" x 10"

SUPPLEMENTAL DATA: (Provide whatever information is known about the item.)

Event/Title Campaign Rally

Participants (l. to r.) President Nixon, family members, audience

Geographical Location

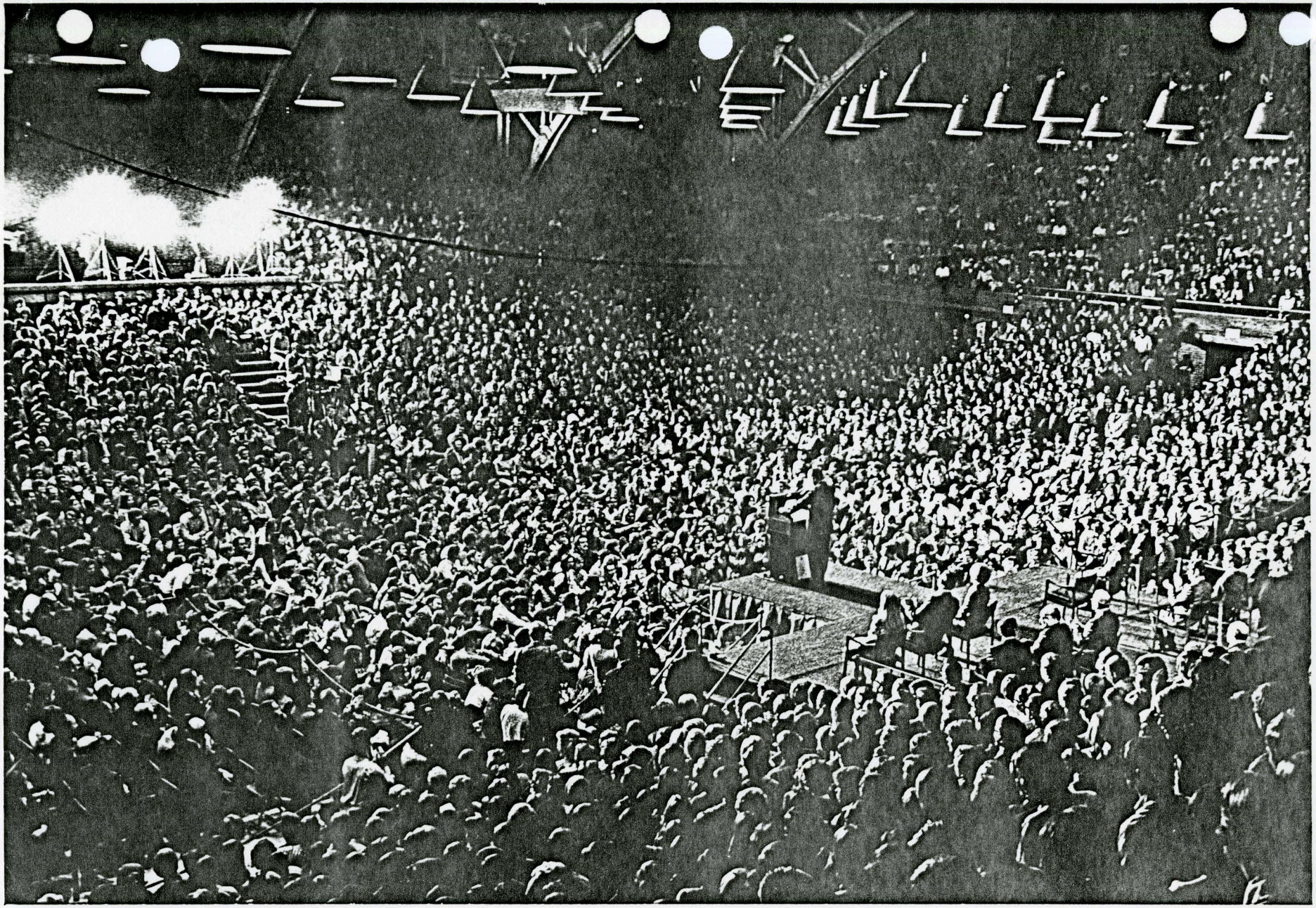
Date(s)

Other Identifying Marks/Title

Classification: ☐ Yes ☑ No.

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MEDIUM/CATEGORY

- [ ] Motion Picture Film
- [ ] Sound Recording
- [ ] Video Recording
- [x] Still Photograph

PA NUMBER: 78-2-2-2

ITEM NUMBER: 5459-17A [WH photo #] 251

ORIGINAL LOCATION:

File Group: WHSF - Staff Member and Office Files

Subgroup: John Dean

Series: 1970 Campaign Files

Folder Title: Presidential Advance Manual, 1971

Box Number: ~~90~~ 107

ITEM DESCRIPTION: b/w photo, 8" x 10"

SUPPLEMENTAL DATA: (Provide whatever information is known about the item.)

Event/Title: Campaign Rally

Participants: (l. to r.) RN addressing students

Geographical Location:

Date(s):

Other Identifying Marks/Title:

Classification: [ ] Yes [x] No.

Level:

PRESERVATION: Preservation Copy/Copies Made: Yes No

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MEDIUM/CATEGORY

- [ ] Motion Picture Film
- [ ] Sound Recording
- [ ] Video Recording
- [x] Still Photograph

PA NUMBER 78-2-2-2

ITEM NUMBER 252 4/926-32 A [WH Photo #]

ORIGINAL LOCATION:

File Group WHSF - Staff Member and Office Files

Subgroup John Dean

Series 1970 Campaign Files

Folder Title Presidential Advance Manual, 1971

Box Number ~~90~~ 107

ITEM DESCRIPTION

b/w photo

8" x 10"

SUPPLEMENTAL DATA: (Provide whatever information is known about the item.)

Event/Title Campaign Manual

Participants (l. to r.) RN and party supporters

Geographical Location

Date(s)

Other Identifying Marks/Title

Classification: [ ] Yes [x] No.

Level:

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MEDIUM/CATEGORY

- [ ] Motion Picture Film
- [ ] Sound Recording
- [ ] Video Recording
- [x] Still Photograph

PA NUMBER: 78-2-2-2

ITEM NUMBER: 4797-13 [WH Photo #] 253

ORIGINAL LOCATION:

File Group: WHSF - Staff Member and Office Files

Subgroup: John Dean

Series: 1970 Campaign Files

Folder Title: Presidential Advance Manual, 1971

Box Number: ~~90~~ 107

ITEM DESCRIPTION

b/w photo
8" x 10"

SUPPLEMENTAL DATA: (Provide whatever information is known about the item.)

Event/Title: Campaign rally

Participants: (l. to r.) RN and supporters

Geographical Location:

Date(s):

Other Identifying Marks/Title:

Classification: [ ] Yes [x] No

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Overnight

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OVERNIGHT TRIPS

I. GENERAL

When the President and his staff are on the road, they must be provided with facilities that afford the same functional arrangement as the White House. You will have the responsibility of physically establishing what, in effect, is a temporary operating White House, which must provide functional efficiency, privacy and comfort.

A. The lead Advanceman should check on the following items in selecting a hotel:

1. Political affiliation of the hotel, if any; if it is a member of a chain, national political affiliation.

2. Availability of space in the hotel, and nearby hotels, for the President and additional members of the President's party.

3. Suitable Presidential suite.

4. Reputation/background of hotel.

5. Access and exits for transportation.

6. Adequate elevators to move large numbers of people rapidly.

7. Conference and meeting room (Press Area).

8. Area -- i.e., slum, high crime, etc.

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B. Guidelines

1. Room Assignments on Presidential floor:

H. R. Haldeman	Rose Mary Woods
Dwight Chapin	Military Aide
Ron Walker	Steward
Larry Higby	Doctor
Stephen Bull	Others, as designated by White House

(Diagrams, showing several hypothetical setups for an overnight visit, are attached.)

Additionally, there should be:

Staff Office	Steward's Work Room (kitchen)
Staff Lounge	(if no Kitchen is included in Presidential suite)

Miss Woods', Mr. Chapin's, and Mr. Walker's rooms should be located in the area of the Staff Office and Staff Lounge. All these rooms, with the exception of the Steward's room, should be located at the opposite end of the hall from the Presidential suite.

2. Rooms for Additional Staff:

As a general rule, all other members of the President's senior staff (e.g., Messrs. Kissinger, Ehrlichman, Shultz, and Cabinet members) should be on a different, but adjacent floor.

a. As a general rule, the Press does not stay in the hotel in which the President stays. In this event, the Press Secretary, Mr. Ron Ziegler, should be provided a room in the Presidential hotel, but not on the Presidential floor. (This does not have to be a suite.)

However, if the Press does stay in the same hotel, Mr. Ziegler should be provided a two-room suite, but, again, not on the same floor as the Presidential suite.

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b. As a general rule, the remainder of the staff, the White House photographers, and the Advance Office, should be located on a different floor -- preferably either on the floor above or below the Presidential suite. However, if the hotel is going to charge for the rooms on the President's floor which are not being used, this information should be reported to the Advance Office in order that a decision may be made as to whether more staff should fill those rooms on the President's floor.

C. Negotiations

The lead Advanceman must negotiate an arrangement (i.e., Government/Military rates) with the hotel management covering the rooms in the Advance Team. Rates will vary depending on the location. The lead Advanceman should check with the WHCA Trip Officer and lead Secret Service Agent to determine per deim rates, etc. before negotiating room rates within the hotel. DEX this information to the Advance Office.

II. ROOM REQUIREMENTS

A. The President's Suite:

Obviously, the President's suite will be the nicest rooms the hotel has. It should have two bedrooms and a large parlor, and, if possible, a kitchen for the stewards.

Such factors as external noises and proximity to elevators must be considered in selecting the location of the President's suite.

Items of importance for the President's suite:

1. Never place any newspapers in the suite.

2. There should never be a bar set up in the President's suite.

   NOTE: If the hotel management wishes to provide a bar, it should be put in the steward's room, the workroom, or the kitchen of the suite.

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3. WHCA should remove all house phones in the President's suite and replace them with White House phones.

4. WHCA will place buzzers in the President's bedroom (by his bed) and in the suite's parlor, but no buzzer will be placed in Mrs. Nixon's bedroom. These buzzers will ring in the stewards' work room and the senior steward's bedroom.

5. If the hotel wishes, flowers may be put in the President's suite.

6. Double or Queen size beds should be in each bedroom.

B. Steward:

In most cases, one or more of the White House stewards will travel with the President. Usually one steward will arrive a day before the President. Therefore, it is not necessary for the hotel to assign a waiter to the Presidential suite. However, you should introduce the steward to the hotel staff so that he can make arrangements for whatever food the President may desire.

If the Presidential suite doesn't include a kitchen, a room next to the Presidential suite should be reserved for a work room to be used as a kitchen. This room requires:

1. To be cleared of hotel beds.

2. A large table.

3. A small refrigerator.

4. Some type of frying pan.

5. Two or three burner hot plates.

NOTE: If a room is used, make sure that hotel electricians check the room to be sure it can take the load.

In addition to the kitchen work room, the steward will need at least one bedroom on the Presidential floor. The other steward can be put on another floor if there is no room on the Presidential floor. All liquor for the President must be put in the steward's room.

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C. Staff on Presidential Floor

As mentioned earlier, several members of the White House staff will be located on the Presidential floor.

1. Mr. Haldeman and Mr. Higby should share a three-room suite. If no suite is available, they should have three connecting rooms. The center room will be for use of Mr. Haldeman as an office and conference room. This suite should be as close to the President's as possible, but not next to it.

   An office for Mr. Haldeman is only necessary when there will be considerable staff time on a trip when there is time to work.

   During a quick in-and-out stop, no office is required.

   All material for Mr. Haldeman should be placed in Mr. Higby's room.

2. Mr. Chapin's and Mr. Walker's rooms should be at the opposite end of the hall from the President's suite.

3. Miss Rose Mary Woods' room should be near the Staff Office. In her room should be:

   a. IBM Executive typewriter and IBM transcriber.

   b. Office supplies -- paper, typewriter ribbons, steno. notebooks, pads, pencils, pens, carbon sets, rubber bands, stapler, stapler remover, paper clips, etc.,

D. Senior Staff

The rooms for the senior staff, e.g., Messrs. Kissinger, Ehrlichman, Shultz, and Cabinet members, should be on a different floor, however, in the same general area; again, the floor above or below is excellent -- or use suites in the same general area of the hotel if they are available. Also if these staff members have any of their staff traveling with them, they should be located next to them.

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The senior staff rooms or suite should be roomy and comfortable. These rooms will have the same room requirements as all other rooms, as mentioned later.

E. Staff Office

The Staff Office should be located on the same floor as the Presidential suite, but at the opposite end of the hall. This should be a working room and arranged so. The office should be equipped with:

Xerox Machine (Model 660-I)
2 IBM Executive typewriters
TV (Color)
Office supplies.

There should be a secretary who takes shorthand for the Staff Office during the daytimes and evenings. It is preferable to use one or two of the secretaries who have been working in the Advance Office during the week, since they have become familiar with the operation.

F. Staff Lounge

The Staff Lounge should be next to the Staff Office. In most cases, a connecting suite can be used for both.

The Staff Lounge should be set up with a large table and several comfortable chairs, and a color TV set.

A buffet of sandwiches and soft drinks should be available in the Staff Lounge upon arrival, and during the evening until about 11:00 p.m. The following morning, a continental breakfast of juice, coffee and soft rolls should be in the Staff Lounge from 7:00 a.m., depending on Departure time. (No elaborate spread -- unless hotel insists.)

G. Other Staff and Guests

The remaining members of the White House staff and other guests who may be traveling with the President should have rooms (single) on another floor. This can be the floor above or below the Presidential floor. The floor on which the Advance Office is located is excellent.

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Most of the time there will be two male secretaries traveling with the Staff. Each of their rooms will require:

1. An IBM Executive typewriter and IBM transcriber

2. Office Supplies -- paper, typewriter ribbons, etc.

The military stenographers are:

Abel Araiza - M/Sgt - Air Force

Max Collins - Sgt.

Bill Cuff -- Master Chief - YNCM

Marti McAlister - Sgt. ASF -- (Female)

Don Murray - Chief, Navy

The military stenographer can share a room with the White House baggage man, unless the military stenographer should be Sgt. Marti McAlister.

The baggage man from the military office will usually be Specialist 7th Class Herb Oldenburg, or Specialist 7th Class, Tom Stahl.

H. The Advance Office

The Advance Office, or advance men's rooms, are not on the Presidential floor. The floor above or below is excellent.

I. White House Photographer's Room

This room is for Ollie Atkins and other White House photographers, and should be on a separate floor. The White House photographers are:

Ollie Atkins	Byron Schumaker
Jack Kightlinger	Karl Schumacher
Bob Knudsen	

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J. The Press Secretary - (See Paragraph 2 a.)

K. General Room Requirements

All rooms, except the Presidential suite, should have the following items:

1. Room List

Should list, alphabetically, the names and room numbers of all members of the White House staff, guests, and Advancemen, as well as any other rooms being used by the staff, WITH THE FOLLOWING EXCEPTION:

NEVER, under any circumstances, should the room numbers of the President, Mrs. Nixon, Mr. Haldeman's office, or the Secret Service, be included in this list.

The room lists should be placed on the desk in each room, and several copies should be put on the walls of the corridor to facilitate people finding their rooms.

2. Information (Fact) Sheet

Should list all pertinent information that the staff needs during their stay, such as:

a. TIME OF BAGGAGE CALL.

b. Local restaurants, and room number where buffet and continental breakfast is to be served.

c. Local attractions.

d. Hotel services.

e. Church services.
(if overnight on Saturday evening.)

f. How to reach the Motorpool (phone numbers)

A sheet, or sheets, containing the above information should be taped to the mirror of the desk in each room.

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3. Each room should be cleared of all hotel advertisements except room service information.

4. Registration. Every member of the Presidential party should be pre-registered. The keys should be in the doors no later than one hour prior to the arrival of the Presidential party.

5. Newspapers. Copies of the most recent daily newspaper should be placed in each staff room just before arrival time, and also a copy of the local daily should be placed outside the door the next morning.

   In addition, a copy of the Washington Post and the New York Times should also be placed outside the door the next morning. If copies of these newspapers are not obtainable, notify the Advance Office, in advance.

   If large metropolitan newspapers (for example, Los Angeles Times, Chicago Tribune) are available, these, too, should be placed outside the door the next morning.

6. Signs. On the outside door frame of each staff member's room there should be attached a 3 x 5 card showing his name, or a 12 x 4 card should be attached to the top of the door ledge in such a position that it projects into the hall. The occupant's name should be printed on both sides of the 12 x 4 card.

   There should be no sign identifying Mr. Haldeman's office, if there is one.

7. T.V. Inspection. The television set in the Presidential suite should be checked by WHCA; all others by the hotel staff.

8. City Information. A map of the city, and one or two booklets setting forth points of local interest, should be placed on top of the desk in each room.

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L. News Summary.

A news summary is prepared each day by Mort Allin's office for the President and certain members of the staff. It is received very early each morning by WHCA, and that office will make the necessary number of copies and deliver them to the Staff.

It is the Advanceman's responsibility to obtain from Mr. Allin's office a list of those in the Presidential party to whom the News Summary should be delivered, and give WHCA a copy of this list.

The Advanceman should be prepared to help WHCA in making these copies, if requested.

III. HOTEL REQUIREMENTS

A. Elevators.

All elevators must stop on all floors, including the President's floor.

B. Hotel Services

Arrange with the hotel for fast room service. It is best to have a waiter assigned to the floors we are using.

Arrange with the hotel management for fast laundry and valet service. Have laundry and valet service available for late evening when possible.

C. Hotel Keys

Make sure that a master key for the floor or floors the White House is using is available for the lead Advanceman.

NOTE: A good advanceman will always have 5 - 10 rooms in his pocket. This, of course, will vary with the size of the Presidential party. If it is a small party, 3 - 4 rooms will be sufficient. It is also wise to have these keys in your pocket in the event someone arrives for whom no arrangements have been made.

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IV. MOTOR POOL

On an overnight, the Advanceman must make arrangements for a 24-hour motorpool with a dispatcher located in the hotel. If it is possible through the local contact, have local men (such as JC's, etc.) serve as drivers. If not, check with the Military Aide about getting service personnel to perform this function.

1. Each senior staff member should have a car and driver assigned to him.

2. Each car should have a map in it.

3. Each car should be assigned a number, so that the dispatcher can give the car number to the person requesting a car.

4. The motorpool office should have a WHCA phone in addition to the regular room phone.

5. The dispatcher should be furnished a list of White House staff, and order of priority.

6. All drivers should be male.

V. HOTEL MANAGEMENT

A representative of the hotel, either the vice president or resident manager, and in some cases both, will greet the President upon arrival. They will always want to accompany the President to his suite and show him the room. The Advanceman should always cover with the manager of the hotel his responsibilities. They are: to meet and greet the President and accompany him to the elevators. (It is not necessary for the manager to personally accompany the President to the suite.)

When the President departs, the manager/or vice president should again be by the elevator at the lobby floor for a photograph with the President by a White House photographer. A photographer should, if possible, be taken on the President's arrival - but not if doing so would delay the President in any way.

Photographs taken upon arrival or departure should be sent to the manager/and vice president.

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VI. WHITE HOUSE PRESS CORPS

The White House Press Office and the White House Transportation Office are responsible for covering all aspects for the White House Press Corps. (See Press Section.)

On rare occasions the Press stays in the same hotel as the President. When this occurs, there is need for a large hall, preferably on the ground or main floor, that can be used for Press conferences and briefings. You should not contract for such space unless specifically directed to do so by the White House, and should consult the Press representative before finalizing selection of this room.

VII. WHCA ROOM RESPONSIBILITIES

WHCA has the responsiblity for completing the following requirements:

A. A White House telephone extension in the rooms of all White House staff and Cabinet members.

B. Telephone and buzzer systems for the President's suite (as set forth in section on room requirements for Presidential suite).

C. IBM dictating/transcription equipment as follows:

1. Dictating machines for:

   H. R. Haldeman
   L. Higby
   J. D. Ehrlichman
   D. Chapin
   R. Walker

2. Transcribing machines for:

   Rose Woods
   Military Stenos

D. Reproduction and distribution of News Summary. (See News Summary, Section II, L.)

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IX. BAGGAGE

On all overnight trips, and on trips that require the President and party to change clothes, the matter of moving personal baggage will have to be considered. Since the Presidential party has other things to do, they cannot attend physically to their own baggage. A Baggage Man from the Military Aide's office will usually be traveling on the plane and will assist you in supervising the transfer of baggage.

When making hotel arrangements during the advance, you should discuss with the manager, the necessity for the expeditious delivery of baggage from the delivery truck to each individual's room. You can usually estimate the approximate number of pieces from the number of members in the Presidential party. On this basis, the hotel management should make available an ample number of hotel bellmen to effect expeditious baggage delivery to the rooms. You should work out an arrangement with the manager for billing the bellmen's gratuities on the main hotel bill. Frequently there is a standard charge of 40¢ per bag.

A. Arriving Baggage

Upon arrival at the airport, all baggage, including the President's, will be transferred directly from the plane into a delivery van or truck which the Advanceman, in conjuction with the Military Aide's office, will have obtained. The van will then proceed to the hotel, where the White House baggage man, equipped with the hotel room list you provide him, will muster the hotel bellman crew for which you have arranged, and deliver the bags to the rooms. All bags from the plane will have laminated tags upon which the room numbers can be written with a grease pencil, and later erased.

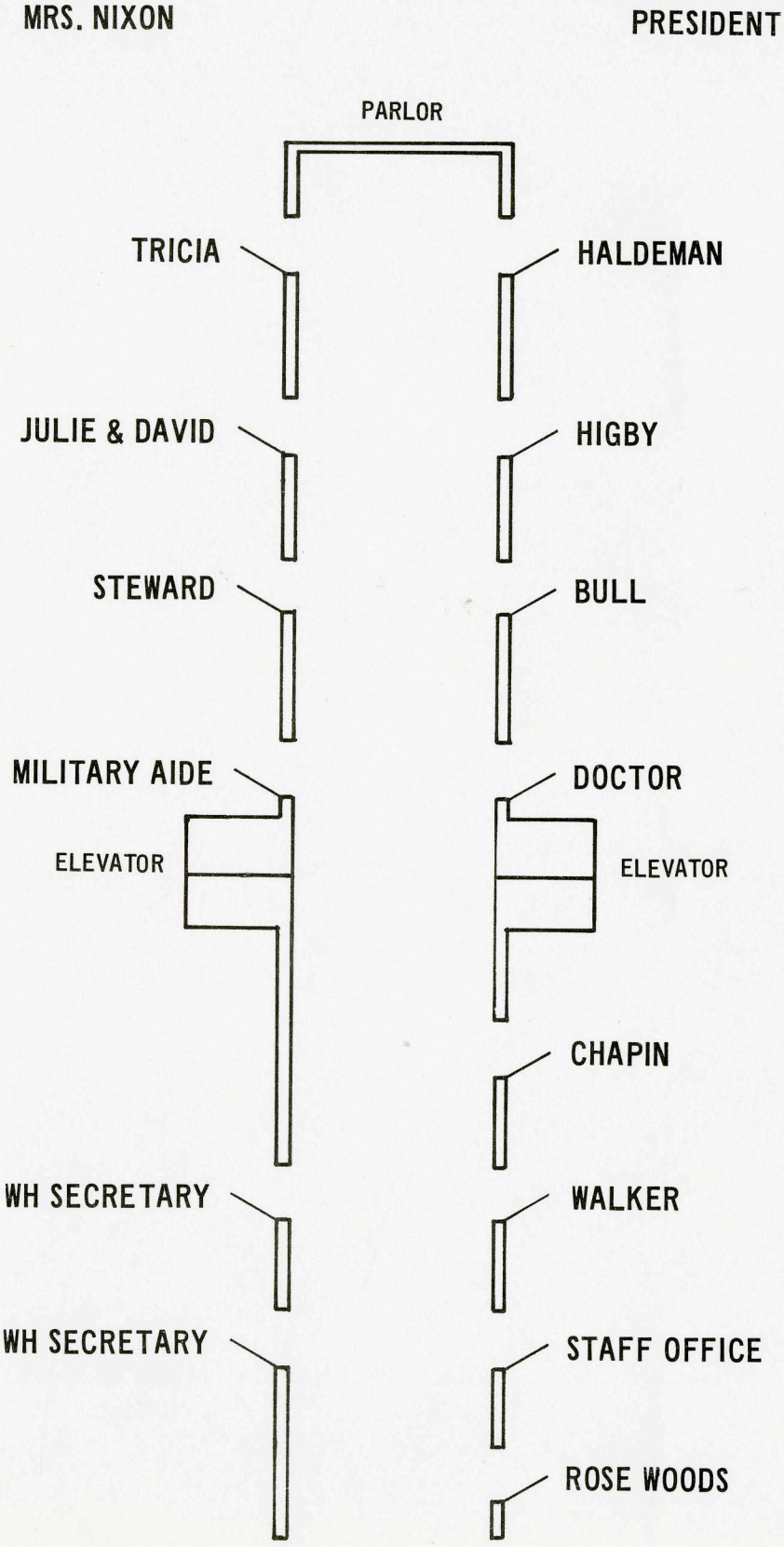
NOTE: Baggage belonging to the President and his family will be handled by the Secret Service and/or White House baggage man only. However, the Advanceman must make sure a small, closed-in van, with racks for hanging luggage, is available to the baggage man upon arrival. The Advanceman should coordinate with USSS to have a police escort for the baggage.

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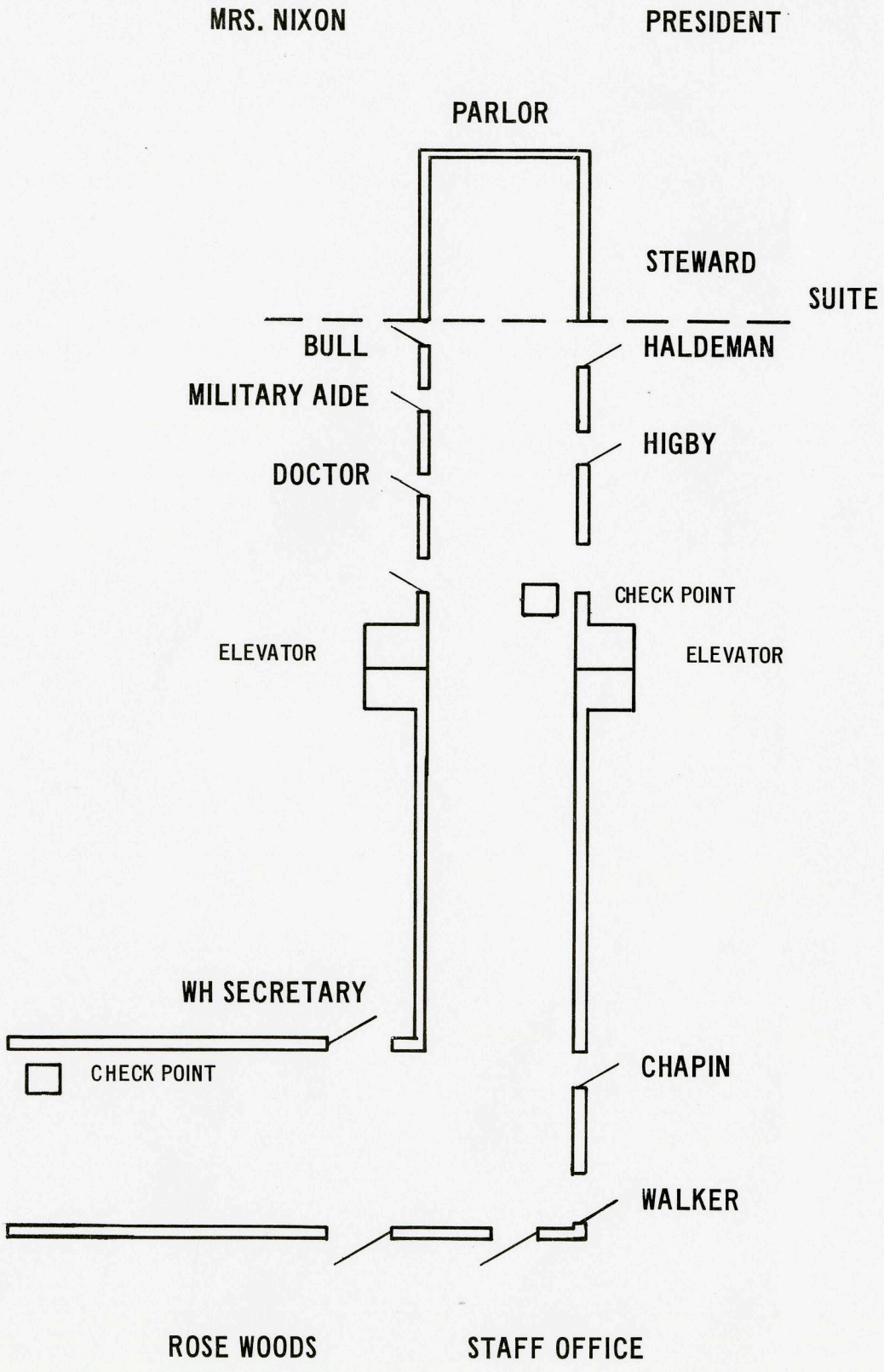
B. Departing Baggage

You and the Military Aide will have to agree upon a reasonable and judicious time to schedule a baggage call -- the time when staff members must have their baggage packed and ready to be picked up by the baggage man. This time must be approved by the Advance Office. When figuring a time for a baggage call, you must take into account that all baggage being loaded aboard Air Force One must be fluoroscoped by the Secret Service first, a time consuming process. On the other hand, you should make every effort to schedule baggage call at a time most convenient to the members of the President's party. On trips there are many staff members who labor late into the night, and forcing them to get out of bed at the crack of dawn for an unusually early baggage call is unfair to that individual. Although it is necessary to allow sufficient time to move baggage from the individual hotel rooms to the plane, the Secret Service's fluroscoping process, and loading on the plane, you must temper the time allocations with the realization of the needs of those in the Presidential party. Always try to schedule baggage call for a time as close as possible to the individual's time of departure from the hotel.

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Other Events

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XIII OTHER EVENTS

General

Obviously the President does not exclusively attend political rallies. Other events at which the President may participate include substantive meetings, dinners, receptions, dedications, tours of facilities, etc. All of these events require active advancing. The guiding philosophy of all such advances must be that the President's time is extremely valuable and that the dignity of the Office of the President of the United States must always be maintained.

A primary difference that exists with non-political events is that the Advanceman will most likely be working with organizations other than the Republican Party.

Guidelines

1. Throughout the manual numerous techniques and concepts of advancing have been documented -- they are still valid when advancing non-political events. However, the nature of the event obviously will determing which techniques are utilized. Common sense will dictate how the Advanceman approaches his task.

2. Thus, the Advanceman must analyze the event and determine what will be required.

3. The following must be determined:

   a. The purpose and desired results
   b. Special activities which can be derived, i.e., press conferences, color events, special meetings
   c. Political considerations evolving around the event
   d. Background information about the event, location, etc.
   e. Times involved
   f. Location of event
   g. Program
   h. Platform list/seating diagrams
   i. Attendance -- who, how many, etc.
   j. Movements required
   k. Holding area

4. A tentative schedule including all pertinent information and options must be developed.

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Substantive Meetings

When running an advance where a substantive meeting is involved it must be clearly understood that the meeting is your total responsibility. The Advanceman is responsible for the setting up of the room, placecards, the movement of people. The substantive portion of the meeting is the responsibility of another area of the White House but it should be coordinated totally through you. The Advanceman must stay on top of this situation -- this is extremely important -- and he must prevent too many people getting involved.

In controlling substantive meetings the President's participation should be limited to a maximum of two hours -- agenda material portion for one hour and discussion for one hour. The scheduling might allow an additional hour if the meeting lasts more than two hours.

In addition, small miniature flags (approximately 6 inches high) of the various state representatives or mayors, plus the flags representing the various federal government departments, should be on the table. These flags should be placed next to the person's name card.

At any meeting site, and this includes hotels, there is no need to have a lot of people, especially hotel types, building managers, custodians, help, etc. running around the staff area. They should be encouraged to stay out of those areas from a security standpoint, as well as too much traffic and too much confusion. On recent advances we have been sadly lacking in control on the floors the President uses -- too many locals, too many busy people -- only those people that are needed should be around those areas. This applies to Advancemen too.

Dinners

Unless specifically instructed otherwise, the President will arrive at a dinner for the dessert course. Therefore, timing becomes very important and the Advanceman and the principals involved with running the dinner must work out the dinner program so that when the President arrives the program and main course are where they're supposed to be. Another major point -- what is the dress.

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Receptions

The matter of receiving lines must be coordinated with the Military Aide. The Tour Office will determine the amount of time involved and who should attend and then it becomes the Advanceman's responsibility to turn off miltitudes of people who want to meet the President.

At this juncture a review of the non-political case study will answer many of the questions pertaining to other events.

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Case Study
Political

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THE POLITICAL ADVANCE
A CASE STUDY

Introduction

Logistically, a political Presidential advance follows the same pattern as a non-political advance. The big difference is that in the case of a political event, the Advanceman works almost exclusively with members of the Republican Party rather than with the general public. When planning this type of event, an Advanceman's contacts range in political stature from County Chairman through State Chairman and National Committeeman on to Governor and United States Congressman and Senator.

It is extremely important that the Advanceman immediately make known his presence in the state to each of the relevant individuals. In many cases, a courtesy call by telephone will suffice, but in the case of a particularly powerful individual, the Advanceman should make a personal visit. By the time an Advanceman arrives on the scene and calls these people, they will already have been advised to expect him by the White House Appointments Office.

From the very outset, a Presidential Advanceman must be cordial and pleasant, but exceedingly firm. Most of the politically oriented individuals with whom you will have contact have one overriding interest--furthering their own positions and raising their own statures. As he gains experience and expertise, an Advanceman learns to evaluate these individuals quickly and accurately. A good basic rule for a novice is never to accept anything at face value. For example, if the scheduled event is a political rally and local contacts suggest a high school gymnasium or an auditorium or a civic center as the site, the Advanceman should agree only to go and look at it. Any number of irrelevant personal reasons could motivate their suggestions. Once at any site, the Advanceman must picture in his mind the stage, the seating of the audience, and what the place would look like filled to capacity and decorated with signs and banners. Only then should he make a decision.

And always remember, for a political rally, the key word is people. There should be a large crowd at the airport upon the President's arrival. If the motorcade route is conducive to drawing people, an effort should be made to do so. The President should never appear at a political rally where there is not an overflow crowd. "People" are the key factor because the crowd is the story. The Many Things that can be done to insure a large and enthusiastic reception will be discussed in a later section.

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Case Study Begins

The President had been asked to speak on behalf of a U. S. Senator. After the President had agreed to participate, the Appointments Office notified the Advanceman of the scheduled date.

Establishing Contact

After arriving in the state where the President was to make a public appearance, the Advanceman first called on the Republican State Chairman of the candidate for whom the trip was being made. At this initial meeting, the Advanceman talked only with the State Chairman and the individual who had been selected by the State Chairman to act as overall coordinator of the event. This Chairman was to be the Advanceman's prime contact.

Approximately one hour was spent in discussing the current status of the campaign and possible places for the President to visit. Such factors as where the candidate needed help the most, and where the largest political impact could be made, were considered. The subject of finances was also discussed in this first meeting.

It is best to determine at the first possible moment what kind of a budget is available so there will be no confusion when it's time to spend the money and pay the bills. On a political advance, the bills are to be paid by the state or local committee and this should be understood from the very beginning.

Inspecting the Territory

As soon as the meeting was completed, the Advanceman and his prime contact set out to inspect the logistic feasibility of two sites which had been selected during the discussion as ideal rally sites from a political point of view. One site was in a heavily industrial city and the other in a rural area. Since the President was to arrive in the state aboard Air Force One, it was going to be necessary to land at a large metropolitan airport. From this point, helicopters would carry the Presidential party as close as possible to the rally sites.

Therefore, investigation of possible helicopter landing areas near both proposed rally sites was the first item on the Advanceman's agenda.

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Town A, the little rural community, had a small airport which accommodated mostly private aircraft and appeared to be an ideal place to land the four or five helicopters which would transport the President's party. It proved to be a good spot, and upon meeting the airport manager, it was discovered that Presidential helicopters had been brought to this airport on previous occasions. The facility had good communications, radar and the necessary safety equipment. The little airport also had a good area in which to control welcoming crowds, so it was decided at this point that the helicopters could be landed there.

Also, the airport manager said he had a large runway which was used very rarely and which he could make available for parking. He estimated it would hold some 5000 cars. In addition to this, he assured the Advanceman he would build an access road off the main highway to the runway, thereby eliminating the possibility of any major traffic problems.

After investigating the little airport's facilities, the Advanceman continued into Town A to investigate the building which had been proposed as a rally site. He decided not to involve the County Chairman at this point because he had been reliably informed that this particular County Chairman was a little difficult to deal with, very opinionated and highly politically motivated. This evaluation led the Advanceman to decide that he could scrutinize the town more closely and freely without the company of the County Chairman.

The Advanceman did know that this same County Chairman had recommended that any rally in Town A should be held in an armory located 3 1/2 miles outside of town. As the Advanceman neared the armory, he realized the site had at least one problem. Only a two lane road ran from the town to the armory, creating the possibility that large crowds would cause heavy traffic congestion. Having had some experience with armories before, he guessed there would also be a parking problem.

The Advanceman's premonition was correct, as there was very little parking space available. Further exploration revealed the armory itself was a "disaster area". It was big and cold. Many windows were broken. There were no bleachers available, so thousands of chairs would have to be hauled in and set up. Further, while the armory was

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large enough to accommodate close to 7000 people and still look half empty, fire regulations limited seating capacity to 3000. Finally and decisively, the acoustics were terrible.

The recommended armory crossed off his list, the Advanceman and the prime contact accompanying him set out to find another rally site.

The only other place in town that could accommodate a great number of people was a large hotel ballroom. After some time was spent with the manager of the hotel, it was decided the ballroom could be made available. The manager, who fortunately was a staunch Republican, said he would do everything necessary to assure the best possible support from the hotel.

The hotel ballroom would only accommodate 1500 people, but it was determined that an overflow of 1000 people could be accommodated in the foyer of the ballroom, surrounding halls and the hotel lobby. Additional overflow crowd could be contained very easily in the area immediately in front of the hotel. Ideal for crowd control purposes, the horseshoe-shape approach to the hotel would allow a motorcade to be executed with relatively few problems even in the presence of large numbers of people.

The Advanceman and his prime contact then proceeded to Town B, the industrial city which also had been recommended as a rally site. Town B turned out to be a very heavy Republican stronghold with an extremely capable Republican county organization and a very strong county chairman. In this instance, the county chairman was called immediately and he joined the Advanceman and the state level prime contact on an inspection tour of the high school which had been recommended.

Shortly after arriving at the school, it was determined that the three very large athletic fields could be used to accommodate the five helicopters in the Presidential party while the President's personal chopper could land directly behind the gym where the rally was to be held. The gym itself was quite conducive to a large political rally, accommodating some 4000 people in its many bleachers and possessing acceptable acoustics. It did not take the Advanceman long to decide the school was a very appropriate rally site.

Having decided to recommend the hotel in Town A and the school in Town B as rally sites, the Advanceman returned to his hotel and prepared a preliminary schedule which he telephoned to Washington for White House approval.

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THE ADVANCEMAN'S SUGGESTED SCHEDULE

7:00 p.m.	Arrive major airport. Board helicopter for Town A. (There was to be no attempt to attract a large crowd to the metropolitan airport when the President would transfer from Air Force One to Marine One (helicopter). All crowd building efforts were to be concentrated at the two locations where the President would appear on behalf of the State Candidate.)
7:10	Arrive Town A Airport. Proceed by motorcade to hotel.
7:30	Arrive hotel. (Immediately upon arriving, the Statewide Candidate will move to a holding room close to the actual hall.)
7:35	The President and Statewide Candidate will be introduced and enter to HAIL TO THE CHIEF.
7:40	Statewide Candidate's remarks will be allocated 15 minutes.
7:55 (approx.)	Statewide Candidate introduces the President. The President will be allocated five minutes.
8:00 p.m.	The President and Statewide Candidate will exit to HAIL TO THE CHIEF.
	Allowing the Presidential party five minutes to shake hands, and return to the motorcade, the motorcade should be moving at 8:05.
8:20	Depart by helicopter for Town B.
8:30	Arrive Town B high school. Proceed to holding room.
8:45	The President and the Statewide Candidate will enter the high school gymnasium to HAIL TO THE CHIEF.
8:50	Statewide Candidate introduced and speaks.

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9:00 p.m.	The President is introduced by Statewide Candidate for remarks.
9:05	Program concludes. The President and Statewide Candidate exit to HAIL TO THE CHIEF.
9:15	Helicopters depart for major airport.
9:40	Air Force One departs major airport for Washington, D. C.

This preliminary timetable will give the White House an opportunity to see what the schedule will look like, the timing involved, etc. In addition to the schedule, the Advanceman suggested to the White House that there should be two rallies in Town A. He felt that the town's small airport where the helicopters were scheduled to land was an ideal site for a welcoming crowd and thought that it would be especially appropriate to have a preliminary rally there because of the small size of the hotel ballroom where the main rally was to be held.

In Town B the very adequate facilities for accommodating many thousands in the high school made it unnecessary to consider a secondary rally of any type. In any event, the Town B high school situation would allow the President to make a few remarks to the overflow crowd, if he chose to do so.

Once the White House approved his basic schedule, the Advanceman called on the team of experts. In this case, there were two teams, one for each town. Each consisted of a Secret Service Advance Agent, Military Aide, White House Communications Agency representative, White House Press Office advance representative, an Air Force One Advanceman and a Marine One (helicopter) Advanceman. The Secret Service and WHCA advance representatives remained continuously on duty with the Advanceman from the time of their arrival through the visit. The Military Aide, the Press advance representative, the Air Force One and Marine One Advancemen returned to Washington after going over the entire proposed Presidential route and deciding how best to handle their specific responsibilities.

One of the most crucial members of this advance team was the Marine One advance representative. In daylight, a helicopter can land on a dime without much problem, but it is a different situation when it

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comes to night time flying and landing. This is especially true in a situation where the pilot has to contend with highrise buildings, trees, and wires.

The two teams arrived at the large metropolitan airport. The Advanceman and his prime contact met them with a chartered bus so that all 20 men could travel together as they personally inspected the proposed routing for the President. The Advanceman had delegated to his prime contact the job of arranging for the bus, arranging for baggage handling and other aspects of the advance team's arrival.

Leaving the Air Force One advance representative at the metropolitan airport, the rest of the team boarded their bus and started for the Town A airport. At the metropolitan airport, the Air Force One man carefully inspected all available facilities and decided where Air Force One and the helicopters would "park". The area would have to be away from the airport's regular traffic and in an area accessible to a motorcade in the event inclement weather made helicopter travel inadvisable. After making his evaluation, the Air Force One Advanceman reported by phone to the Advanceman.

Meanwhile at the small Town A airport, the Marine One representative inspected the proposed helicopter landing site and the Secret Service advance agent and the Advanceman discussed which crowd control procedures would be most effective.

The Marine One advance representative had to find parking for the five or six helicopters that would be in the President's party. In addition to the President's White Top, there would be the backup White Top and three to four press helicopters, depending on the number of press that would decide to accompany the President. It was also important to check the small airport's radar equipment and communications equipment.

Upon their arrival at the Town A small airport, the advance team was met by the airport manager. The Advanceman encouraged an exchange of ideas between all concerned. Evaluating all the advice that was offered, the Advanceman selected what he thought best and informed the group how things were to be handled for the President's arrival at Town A airport.

Following the Presidential Path

As the bus carrying the advance team headed for the rally hotel

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it followed the route suggested for the Presidential motorcade. It was noted that much of the route was lined with steep gullies and, on the basis of this, it was decided not to encourage crowds to line the motorcade route and to concentrate all efforts on the airport arrival.

The hotel manager met the team members as they arrived at the hotel. The entire team investigated all the possible routes through which the President could enter the hotel. The group checked side entrances, street entrances, back door entrances, and even kitchen entrances. They considered the logistic problems presented by one-way streets in the vicinity of the hotel. Finally, the Advanceman decided to bring the Presidential party in the front door, through the lobby, and up the large center stairway that led to the second floor ballroom. Through extremely large crowds were expected in the hotel, the Secret Service Agent felt the crowd could be controlled sufficiently to assure the President free passage.

Next the ballroom itself was examined. The location for the dais and seating arrangements for the entire room were decided. The WHCA representative checked with the hotel sound people and with their electricians to determine the extent of the hotel sound system. In this case the hotel had a very adequate sound system, and WHCA people needed only to feed in their equipment as an alternate to the hotel sound equipment. However, WHCA would have to install outside sound equipment for the anticipated overflow crowd.

Having checked the Town A hotel, the advance team reboarded their bus and moved on to the high school in Town B. Here they were met by the school Principal and two Assistant Principals (both outstanding contacts). The County Chairman for Town B was also on hand and joined the team as it inspected the athletic fields where the helicopters would land and examined the sound equipment for the gym, the bleachers, seating on the floor, and the access routes from the fields into the building. There were absolutely no problems with the building.

However, there were problems with the helicopter landing site. There was no lighting and the Marine One representative showed a great deal of concern about bringing in five or six helicopters after dark. Though the Advanceman preferred to use helicopters if safely possible, he told the Marine One representative--in no uncertain terms--to recommend nothing risky and asked for more study.

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While the bus carried the advance team back toward the metropolitan airport, the Advanceman discussed with the White House Advance Press representative the film requirements, press requirements, phones and Western Union runners, etc. Throughout the inspection tour they had considered the best camera locations at the airport, hotel and high school. When the bus reached the airport, the four members of the advance team who had completed their jobs returned to Washington.

The advance team members (Secret Service and WHCA) returned to their hotels in Towns A and B. The Advanceman had arranged their hotel reservations and had been able to negotiate special rates for the Secret Service agents and military personnel, who travel on a per diem basis that barely covers rates at most luxury hotels. As team leader, the Advanceman will go far in establishing good relations with team members if he makes such arrangements whenever possible.

Organizing the Volunteers

The Advanceman's next job was to decide how many Committee Chairmen would be useful in staging the three rallies successfully. In this case, the committees requiring chairmen were: decorations; handbills; posters; out-of-town coordinator; publicity; entertainment; band; telephone; VIP and platform.

Having assembled this list, the Advanceman met with his prime contact and told him he needed chairmen for the various committees. He indicated he preferred young, enthusiastic go-getters, anxious to make a name for themselves and briefly described the job needs (they are discussed fully in Section V.)

With these job descriptions fresh in mind, the prime contact was urged to fill the posts with suitable people quickly, hopefully within hours. As soon as people were recruited for the various chairmanships, the Advanceman spent some time with each to stress the important part that he would play in the ultimate success of the rally.

The Advanceman tried to meet with each chairman for a few minutes each day to be sure progress was being made and to help with any major problem.

Physical Arrangements

At the small airport in Town A, the President's first stop, there

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was a small parking lot immediately adjacent to where Marine One was schedule to land. Capable of handling about 4000 people, it was designated as the area for the welcoming crowd to greet the President. A wire fence bordered the parking lot so the grassy area just in front of the fence was reserved for VIPs and the three bands which would greet the President on his arrival.

Arrangements were made for a 4' square platform, 6' high, with steps, to be set into the crowd area so the President could walk right into the crowd to make his remarks.

The physical arrangements at the hotel in Town A were also very good. Directly in front of the hotel was an extremely big parking lot and arrangements were made to ban parking the day of the event, so the lot would be free to accommodate the overflow crowd. The President was to arrive at the main entrance of the hotel, move directly into the lobby and up a small flight of stairs to a "holding room", just off the ballroom. The lobby was divided in half, the crowd on one side and the President and his party on the other. This would allow the President to shake as many hands as he wanted to as he walked from the hotel entrance to the ballroom.

Town B was an even easier logistical move because the helicopter would land directly behind the high school and the President could move right into a small holding room at the rear of the gym. From there, he could enter the gym itself.

The gym was a more ideal size for a rally than the ballroom had been. At stage right, the entire length of the gym, tables as well as 25 telephones were provided for the writing press. The TV platform was stage left, approximately 25 feet from the dais. The bleachers, pulled out to their maximum length, and chairs which covered every inch of the floorspace (except for aisles) gave the gym a beautiful, completely "packed house" look.

Summary

While reading this case study of a political advance, the minute detail one must go through in order to successfully plan and execute an advance should be brought home to a new Advanceman. A great deal

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more could be said and much more detail could be added, but the only objective of this case study is to present an overall picture to an Advanceman about to set out on his first advance.

The President's trip was a tremendous success. In Town A some 15,000 people turned out to see the President and Mrs. Nixon at the airport reception. A large overflow crowd was at the hotel. Town B was also a tremendous success with well over 10,000 in and outside the high school gym.

The advance, however, did not go without mishap. Both the hotel and the gym were kept clean of any disturbances, but there were some demonstrators outside the hotel and they did throw a few eggs. With the help of the local law enforcement officers and the Secret Service, they managed to keep the disturbance far from the entrance to the hotel but as the motorcade passed these incidents occurred. It was necessary in Town B that the Advanceman advise the Tour Director that the President should not speak to the large crowd assembled outside the gym. In the proximity of where the President's plane would land, a small dissentient group had assembled along the fence with water balloons, eggs, and unbecoming signs.

It is important to point out at this time those thousands of people who had assembled and had been there for hours were not able to get a closeup view or hear their President speak because of this small dissentient group. It is unfortunate, but had the Advanceman not made this decision, it is conceivable that everything that had happened during the course of the evening could have been overshadowed by one minor incident and that would have been the news story.

In closing, it should be added that this trip of the President's helped launch this candidate into office. What was considered a slight majority before the President's visit turned into a large margin.

The Advanceman departed with the candidate's staff getting 90 percent of the credit.

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Case Study
Non-Political

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THE NON-POLITICAL ADVANCE: A CASE STUDY

The President was invited to participate in a ceremony dedicating a bridge connecting the U. S. and Mexico. On June 15, after the President had agreed to participate, the Appointments Secretary contacted the Advanceman and gave him the following information:

"On Friday, June 27, the President and his party will travel to Texas, arriving at approximately 12:00 noon at Harris Air Force Base. His party will consist of Mrs. Nixon, Julie and David Eisenhower, the Secretary of State and others to be determined. No arrival ceremony at the Air Force Base. He will then helicopter to Warren, Texas, where he will ceremonially greet the Mexican President in the center of a hydro-electric dam, at the International Boundary.

"Following the ceremonial handshake, the two Presidents will proceed to the U. S. side of the International Bridge. This will be the principal ceremony of the day and the President will deliver major remarks from a platform at the dam site. Following these remarks, the two Presidents will depart and the U. S. President and his party will return to Harris Air Force Base. There he will board Air Force One for a flight to New York City. The President will deplane in New York. The remainder of the party will continue to Washington, D. C."

Prime contacts in Warren are as follows:

Mr. Travis - Commissioner of the Bridge Authority
Mr. Walters - Political Assistant to Texas Republican Official
Mr. Foster - Former Official in Eisenhower Administration
Mr. Ortez - Assistant to the President of Mexico

The Advanceman contacted the Military Aide's Office in the White House for transportation to Warren, Texas, on June 16. The trip was to meet the prime contacts and to get a general feel of the whole situation. In Warren the Advanceman was met by Mr. Travis at the airport. They drove to Travis' office where they met with Walters and Foster for discussions. At this meeting the Advanceman shared with his contacts the information he had relating to the event. He also posed a number of questions relating to the two sites where ceremonies would be held--the dam and the International Bridge.

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Following this meeting all four men went by car to inspect the sites. At the dam the Advanceman investigated such things as access.

NOTE: The President's car could drive out on the dam to the center but a press bus could not. Therefore, only a small press pool would be present for the ceremonial handshake. He noted that if both Heads of State were to drive out, some means of coordination would be necessary so that both would arrive simultaneously. Also, he wondered what the President's family would do during the handshake.

The Advanceman and the party then drove the route from the dam to the International Bridge. There a large steel and wooden platform structure was being constructed. The Bridge Authority, sponsors of the entire dedication ceremonies, was paying for this construction. The Advanceman inspected the platform as well as the big, open parking lot that would hold the spectators for the ceremonies. The parking lot was huge and the Advanceman was concerned about generating a large enough crowd to justify the space that had been reserved for spectators. He mentally estimated that 30,000 people would be required to fill the area.

He observed that the platform itself was being improperly constructed. A roof had been built that would cast a shadow over the speaker, allowing insufficient light for photographers to photograph the President when he made his address. So it was obvious that some changes would have to be made. The Advanceman spoke to Travis, Walters and Foster in general terms of the necessity for developing a good warm-up program, and for securing bands and other groups that would provide color as well as fill space.

The four men then inspected the route from the International Bridge to the helicopter pad from which the two Heads of State and their parties would depart for the return trip to their respective countries.

After taking leave of the three local leaders, he hired a car and inspected the sites again by himself and then drove down to Harris Air Force Base for two reasons:

1. To determine a motorcade route and approximate timing should the helicopter be unable to fly on the 27th.

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2. To inspect Harris Air Force Base with regard to possible areas for a crowd to greet the President.

The Advanceman drove back to Warren, met briefly with Mr. Travis and told him that he was leaving and would return on the 22nd with an advance team. Mr. Travis was also requested to arrange a meeting on the 22nd with all the principals involved in the planning of the ceremonies.

Selection of Advance Team

Upon his return to Washington, the Advanceman contacted the interested agencies which would have representatives on the advance team. The team included:

Assistant Advanceman
White House Press Office Advance Representative
Military Aide
WHCA Advance Representative
Air Force One/Marine One Advance Representatives
Secret Service Agent Advance

Each of these individuals was asked to a meeting on the 18th. This meeting was opened by the White House Appointments Secretary who gave the rough schedule of planned events. The Advanceman then provided more details and outlined some of the questions and problems he had uncovered during his trip to Warren.

The Press Advanceman was asked to give immediate consideration to the number of press people who would be traveling with the party and who would require airplane and helicopter transportation to the various sites. From the description of the proceedings, WHCA predicted they would have monumental problems maintaining communications between the various sites.

Before the meeting adjourned, the Advanceman requested the Military Aide to make arrangements for a plane to carry all members of the advance team to Warren on the 22nd. (Fortunately, a plane was available. Had the Military Aide been unable to provide a plane, the advance team would have had to fly to Warren via commercial transportation, making their own travel arrangements.)

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Working Advance

Scheduled to depart Andrews Air Force Base for Warren at 10:30am, the Advanceman met with the Appointments Secretary at 8:30am for a final review of details.

Upon arrival in Warren, the group then proceeded to the scheduled meeting at the Bridge Authority building. A large room had been reserved for the session. When the Advanceman arrived he found no less than 35 people waiting. He knew that, if this were to be a productive meeting, the group would have to be scaled down to a workable size.

Taking Mr. Travis aside he told him bluntly yet tactfully that the group was too large, that he wanted to meet with the principals only, and that the remainder of the people would have to be excluded. Mr. Travis was fearful of offending some of these other individuals, so a compromise was worked out. A brief preliminary meeting, chaired by the Advanceman, included everyone. At this time he talked of the event in general terms and exhorted all individuals to cooperate 100% in the days ahead. This meeting took no more than 10 minutes and served only to motivate the "extra" individuals and make them feel important and included.

As soon as this meeting was adjourned, a much smaller group retired to another room and the Advanceman and his team, the principal Bridge Authority personnel and the Mexican representatives really got down to business.

This meeting was the most important of the entire event and was the only one in which all of the principals were present. The Advanceman conducted the meeting and, working from an agenda, began a detailed discussion of the event in sequential order. Direct responsibility for the implementation of each minute arrangement of the entire event was specifically assigned to some individual present at the meeting. Certain key chairmen were assigned to head overall events. For example, there was a general chairman for the hydroelectric dam and another for the International Bridge rededication ceremonies. Reporting to each of these individuals were others responsible for such matters as press facilities, crowd control, bands, entertainment, the program, color events, publicity, crowd-raising, and physical arrangements.

The important point of this meeting was that it was conducted in its entirety by the Advanceman. It was at this time that he motivated

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these key people as well as organized them into a smooth-running organization that would perform difficult and demanding tasks in the days ahead. Two of them were full professors from a nearby university and their credentials included published books and treatises on some highly complex subjects. The 30-year-old Advanceman had his work cut out for him in molding this extremely sophisticated group. It is to his credit that he successfully convinced them that he and his advance team were the experts on Presidential events.

In title, Mr. Travis, the Commissioner of the Bridge Authority, was the overall chairman of the event. However, it soon became apparent that the demands of his official duties as Commissioner did not allow enough free time for the chairmanship job. Therefore, the Advanceman quickly had to size up the abilities and attitudes of the other people working on the event and find a person who could be the de facto chairman. This was a delicate task, for he had to be careful not to insult the Commissioner but at the same time establish this other man so he could perform the duties of the chairman.

The substitute the Advanceman found was an assistant to the Commissioner who apparently had the authority and the desire to work hard on the job. The Advanceman never specifically told the Commissioner's assistant, Mr. Hoffman, that he actually was going to be the chairman, but he did make known the fact that he was depending on Mr. Hoffman to insure that all the jobs were performed. Then, in a subsequent discussion with the Commissioner, the Advanceman merely said that he realized that the Commissioner had many duties to attend to and rather than bothering him with details all the time he would work with the Commissioner's assistant as much as possible and only go to the Commissioner for "important decisions".

Such a diplomatic approach to this problem flattered the Commissioner, assured his continuing interest and cooperation and yet effectively got him out of the way. For the remainder of the advance, the Advanceman make a daily courtesy call to the Commissioner but all coordination actually was done through Mr. Hoffman.

The Advanceman and the Assistant Advanceman began dividing their own areas of responsibility. The Assistant took charge of the entire event at the bridge site, including overseeing the development of the program, physical arrangements, etc. He worked primarily through two people:

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1. Mr. Hoffman, the Overall Chairman of the Warren event.

2. Mr. Walters, who was the Overall Chairman of the International Bridge portion of the event. (The Advanceman concerned himself with activities at the dam and generally supervised activities at the bridge site.)

Each of the two Advancemen consulted the White House Press Advance for the press requirements. At the dam the Press Advanceman made recommendations on the platform, the requirements for transporting the press pool, etc. At the Bridge the Press Advanceman advised as to the location of a press platform, a writing press area, location of press telephones, and access to and from the enclosed press area. Additionally, he made recommendations pertaining to the platform and the general staging of the ceremonies. Specifically, he noted what should be the exact position of the podium so it would be in the best light for photograph purposes at the time of day when the President would be speaking, etc.

WHCA, in addition to installing signal telephones in rooms and making arrangements for the installation of press telephones in the International Bridge press area, provided the entire sound system and multiple feed to the press. Additionally, WHCA provided the type of podium and the Presidential Seal that were required by the Advanceman.

Transportation for the event was a complex matter. In addition to the trip on Air Force One, there were requirements for motorcades and helicopters. With the Military Aide coordinating--and one of the two Advancemen supervising--landing sites, helicopter assignments and motorcade assignments were made. Flight and travel times had to be worked out and, on the basis of these times, the schedule for the individual portions of the program was finally firmed up.

The principal event of the day was at the International Bridge. Working through the two locals, the Advancemen finally got a reasonable program put together that was structured so that it would reach its peak when the President spoke. All introductions of dignitaries who would be seated on the platform were to be made in advance of the President's arrival.

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As the day of the event drew near the Advanceman began to have doubts about the size of the crowd relative to the huge expanse of parking space in front of the speaker's stand. Since it had been raining for four days it was felt this might discourage people. Additionally, the parking area in the field surrounding the parking lot was getting a bit soggy. Adjustments had to be made in the manner in which the spectator area was configured. The Advanceman "built up" his crowd as follows:

1. A large area several feet from the podium was roped off and filled with folding chairs. This section was reserved for special ticket holders. The tickets were distributed by the Seaway Authority to special VIPs.

2. Directly in front of the podium an area 15 x 30 feet was reserved for standing spectators. This area was between the podium and the TV platform so that any photographs taken from the TV platform would show great multitudes of people in front of the President.

3. Three bands and the Herald Trumpeters were positioned in various areas so as to act as cordons and as space fillers.

4. Mr. Walters was directed to appoint a Scout Chairman whose sole purpose was to recruit 100 Boy Scouts and 100 Girl Scouts to act as an Honor Guard along the route that the motorcade would take from the entrance of the bridge area right up to the stage. The quarter mile route became an extremely colorful spectacle.

5. The general spectator area was roped off in order to control crowds as well as channel them into areas where the Advanceman wanted them.

6. Roadways were generally widened to take up more space, thus reducing the spectator area.

A good crowd was expected but these measures were employed because the spectator area was so large, the size of the crowd would appear considerably smaller than it really was regardless of size. Consequently, the emphasis was on configuring the area to emphasize the size of the crowd rather than the size of the area.

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At the dam the primary problem of getting the motorcade out to the center was resolved through the efforts of the Secret Service who were in charge of motorcades. After determining that the cars could be turned around, the matter of coordination for the simultaneous arrival of both Heads of State was worked out between the security agents of the two national leaders. The matter of participation of other members of the President's family in the hand-shaking ceremony at the hydroelectric dam was referred to the Appointments Secretary who obtained the answers and directed the Advanceman accordingly.

The only difficulty at the Bridge was that the Program Chairman had a list of 120 people to sit on the stage, about four times as many as the Advanceman thought should be there. Eventually a compromise was made and 45 people were permitted to be seated. Specific seating arrangements were made and the names and addresses were properly listed and submitted to the Advance Secret Service Agent as is required in all such cases.

On a daily basis, the Advanceman reported to the White House Appointments Secretary. During these discussions he would go over various questions and arrangements for the event. He also would receive answers to questions he had previously posed but which required a decision by the President or some other staff or agency member. On the 23rd, the Advanceman had given the Appointments Secretary a rough schedule of times and events. On the 25th, he dictated a detailed schedule over the telephone.

The Event

Fortunately, the sun came out on the afternoon of the 26th, the day prior to the event. On the morning of the 27th the Advanceman made a last-minute inspection of the facilities and the routes. By this time there were only last minute finishing touches. Anything major that had not been done up until now would never get done. Now all members of the advance team were attending to the minor details such as insuring that vehicles were properly numbered, ropes were in their proper places, the sound system was operating satisfactorily and that things in general were proceeding as the Advanceman had planned.

The first thing that morning the Advanceman contacted the Appointments Secretary for a final check prior to the Presidential party's

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departure from the White House. During the entire advance, no member of the advance team had ever been totally out of communication with anyone else. All members carried with them a page boy or a walkie-talkie when they were not near a signal telephone. Especially on the day of the event, the Advancemen stayed close to a telephone in order to receive or transmit last minute schedule adjustments.

After the President and his party were airborne, the Appointments Secretary changed hats and became the Tour Director. He contacted the Advanceman by radio telephone for a status report.

When the President arrived at Harris Air Force Base on Air Force One he was met only by the Advanceman and the Base Commanding Officer because a decision had been made not to have any formal ceremony or crowd to greet the President at the Base. The Presidential party and Advanceman then proceeded by helicopter to the dam where the hand-shaking ceremonies were held.

The Advanceman rode in the lead car of the motorcade with the Tour Director to discuss once more all aspects of the event. The Advanceman was keeping close tabs on the schedule and advising what portions could be extended or condensed to stay on schedule. The party departed the dam about two minutes late but the Assistant Advanceman, who was on the Bridge, was aware of this because he was in radio communication with the Advanceman.

The arrival at the Bridge was successful with the bands and Scouts providing the needed pagentry and color. As soon as the President mounted the platform, a selected group of young people filled in the 15' x 30' area directly in front of the podium. The events for the rest of the day went as planned.

When the President and his party departed Harris Airport on Air Force One, the advance team heaved a sign of relief and relaxed. However, the Advanceman still had one important task--his thank you letters. Then, it was over--and a success.

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Case Study
International

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VISIT OF PRESIDENT NIXON

NEW DELHI, INDIA

July 31 - August 1, 1969

Prepared By:

AMERICAN EMBASSY

NEW DELHI, INDIA

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THE INTERNATIONAL ADVANCE

The International Advance is considerably from either the non-political or political advance. Experience and maturity are probably the key factors in doing an international advance. The Advanceman chosen to do an international stop will be one who has mastered every phase of the art of advancing and, in many instances, will have been personally responsible for some of the ideas that are portrayed in this Manual.

In a foreign country it is necessary that the Advanceman personally represent the President, the Government, and the people of the United States in his dealings. Not only must he deal with the American Embassy, but he must coordinate all aspects of the President's visit with the Host Government.

The following detailed schedule will give you an idea of what is expected of the Advanceman who does an overseas advance. This schedule was completed prior to the President's departure from Washington, and with a rare exception, followed to the tee by the President and Mrs. Nixon.

NOTE: This Advanceman was on his own for better than six weeks. Many telegrams traveled back and forth with questions and answers, but many decisions that were made were based on the individual's experience, knowledge of the Nixon Administration, and lastly, good common sense.

The Advanceman who is chosen to do an international advance will obviously be the best.

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EVENT NO. 1

ARRIVAL CEREMONY - NEW DELHI AIRPORT

TUESDAY, JULY 31 (12:30 - 1:00 pm) Project Officers: Lt. Col. Griffith

12:30 Front door of Air Force One opens. President Nixon and Mrs. Nixon step out to a 21-gun salute. As they descend the stairs they will be followed by:

Mrs. Mosbacher
Dr. Kissinger
Mr. Ziegler
Col. Hughes
Mr. Sisco

Mr. Prithi Singh, Chief of Protocol, GOI, greets the President and introduces him to:

M. Ridayatullah, President of India (Acting)
Mrs. Hidayatullah
Indira Gandhi, Prime Minister
Hans Raj Gupta, Mayor of Delhi
Mrs. Gupta
Dinesh Singh, Minister of External Affairs
Kenneth B. Keating, U.S. Ambassador

NOTE: Reception line will be on President's left as he descends stairs.

The remainder of the official party will be met by Mr. Daniel Pereira, who will introduce them to those in the reception line.

NOTE: Prime Minister Gandhi and Mrs. Hidayatullah will escort Mrs. Nixon from the introductions until she reaches her room in the Rashtrapati Bhavan.

STAFF INSTRUCTIONS: Upon landing, staff proceeds down the back stairs and waits for the honors and anthem to conclude. The staff then proceeds to the motorcade under the direction of John Thomas and Embassy representative. Staff going directly to hotel should board bus labeled "Direct To Ashoka Hotel". Otherwise, board staff bus in motorcade.

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EVENT NO. 1 (continued)

NOTE: The Mayor of Delhi will greet President Nixon in traditional Indian manner by placing a garland of flowers around his neck. President Nixon can remove the garland immediately and hand it to anyone close. Mrs. Nixon will also receive a garland from Mayor Gupta and Mrs. Gupta will present Mrs. Nixon with a bouquet of flowers.

After introduction Prithi Singh escorts President Nixon, accompanied by the Acting President of India and Col. Hughes/Lt. Col. Coffey, to the rear of the Saluting Base. Two military aides of the Acting President of India will be in place at the left and right front corners of the Saluting Base. President Nixon will mount the platform alone, the others remaining at the rear of the platform. The Guard of Honor will present arms and the national anthems of the U.S. and India will be played. Upon completion the Honor Guard will shoulder arms and come to attention.

NOTE: As President Nixon is moving toward the Saluting Base the official party and Ambassador Keating will be escorted to the VIP enclosure by the Deputy Chief of Protocol. Sofas will be provided in the enclosure for Prime Minister Gandhi, Mrs. Nixon, and Mrs. Hidayatullah.

Wing Commander (Lt. Col.) T. Kenath, Commander of the Honor Guard, will step forward to the Saluting Base, salute the President, and invite him to inspect the Honor Guard. The Honor Guard Commander will escort President Nixon. The inspection will be limited to the front rank only and the party will move from left to right. As they pass the colors the Honor Guard Commander will salute and the President places his right hand over his heart.

NOTE: All commands to the Honor Guard will be given in Hindi. The invitation to inspect the troops will occur when the Honor Guard Commander approaches the Saluting Base and salutes President Nixon.

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EVENT NO. 1 (continued)

When the inspection is complete the Honor Guard Commander will salute. The President will acknowledge by nodding his head. Prithi Singh will have joined the President and escorts him to the VIP enclosure to introduce him to members of the Indian Cabinet and other Indian dignitaries (approximately 20).

After the VIP introductions, Prithi Singh escorts President Nixon, accompanied by Acting President Hidayatullah, to the speakers platform directly in front of the VIP Section. The Presidents will mount the platform alone for a welcoming speech by Acting President of India and reply by President Nixon.

NOTE: The President will speak facing the Indian dignitaries, the Diplomatic Corps, U.S. Embassy staff and cameras will be both right and left of speaking platform.

NOTE: Prime Minister Gandhi, Mrs. Nixon, and Mrs. Hidayatullah remain seated in VIP enclosure during the speeches.

Upon completion of remarks, President and Mrs. Nixon will be escorted by Prithi Singh, Chief of Protocol to Diplomatic Corps area for introductions.

NOTE: The Diplomatic Corps will be lined up in six rows to greet President Nixon.

NOTE: President Nixon's entrance into the Diplomatic Corps area is a signal for the motorcade to move into position as indicated on the sketch. Members of Presidential Party move to their assigned cars and members of press move into their buses.

After President Nixon has been introduced to the Diplomatic Corps he will be escorted by the American Embassy section and will acknowledge greetings by a wave.

NOTE: There will be approximately 600 members of the American community in the U.S. Embassy Section.

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EVENT NO. 1 (continued)

12:50 After greeting American contingent each Presidents, Prime Minister Gandhi, Mrs. Nixon, Mrs. Hidayatullah and Ambassador Keating enter their automobiles and the motorcade begins.

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COUNCIL OF MINISTERS

(MINISTERS AND MINISTERS OF STATE ONLY)

MEMBERS OF THE CABINET

Mrs. Indira Gandhi	Prime Minister; Finance; Atomic Energy
Fakhruddin Ali Ahmed	Industrial Development; Internal Trade and Company Affairs
Bali Ram Bhagat	Foreign Trade and Supply
Y. B. Chavan	Home Affairs
Jai Sukh Lal Hathi	Labor and Rehabilitation
Jagjivan Ram	Food and Agriculture, Community Development and Cooperation
P. G. Menon	Law and Social Welfare
C. M. Poonacha	Steel and Heavy Engineering
Dr. V. K. R. V. Rao	Education and Youth Services
Dr. Triguna Sen	Petroleum and Chemicals and Mines and Metals
K. K. Shah	Health and Family Planning and Works, Housing and Urban Development
Dinesh Singh	External Affairs
Dr. Karan Singh	Tourism and Civil Aviation
Dr. Ram Subhag Singh	Railways
Sardar Swaran Singh	Defence
Satya Narayan Sinha	Information and Broadcasting and Communications

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MINISTERS OF STATE

Bhagwat Jha Azad	Labor, Employment and Rehabilitation
Bhakt Darshan	Education and Youth Services
Dr. S. Chandrasekhar	Health and Family Planning and Works, Housing and Urban Development
D. R. Chavan	Petroleum and Chemicals and Mines and Metals
Parimal Ghosh	Railways
Dr. (Mrs.) Phulrenu Guha	Social Welfare
I. K. Gujral	Communications
M. S. Gurupadaswamy	Food, Agriculture, Community Development and Cooperation
Jagannath Rao	Petroleum and Chemicals and Mines and Metals
L. N. Mishra	Defence Production
B. S. Murthy	Health, Family Planning and Works, Housing and Urban Development
K. C. Pant	Steel and Heavy Engineering
K. Raghu Ramaiah	Parliamentary Affairs and Shipping and Transport
Dr. K. L. Rao	Irrigation and Power
Raghunatha Reddy	Industrial Development, Internal Trade and Company Affairs
P. B. Sathi	Finance
Annasaheb Shinde	Food, Agriculture, Community Development and Cooperation

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MINISTERS OF STATE

V. C. Shukla	Home Affairs
Prof. Sher Singh	Communications

NOTE: The precise number that will be present and introduced to President Nixon will not be known until 31 July.

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ORDER OF PRECEDENCE OF HEADS OF DIPLOMATIC MISSIONS - INDIA

LEBANON	Mahmoud Hafez
NORWAY	Haakon Nord
CAMBODIA	Nong Kimny
CHILE	Julio Barrenechea P.
AUSTRALIA	Sir Athur Tange, C.B.E.
FRANCE	Jean Daridan
GERMANY	Baron Dietrich von Mirbach
SWEDEN	Prof. Gunnar E. Hecksher
BRAZIL	Renato F. Mela de Mendonca
LAOS	Phagna Oun-Hueun Norasingh
AFGHANISTAN	Ataollah Nasser-Zia
ARGENTINA	Adolfo A. Bollini
PHILIPPINES	Leon Ma. Guerrero
GHANA	Major General S.J.A. Otu
AUSTRIA	Dr. (Mrs. Johanna Nestor)
INDONESIA	Mohammad Razif
POLAND	Romuald Spasowski
SINGAPORE	Maurice Baker
CEYLON	Kankanige Siri Perera
BURMA	U Hla Maw
U.S.S.R.	Nikolai M. Pegov
CANADA	Mr. James George

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CONGO	General Leonard Mulamba
THAILAND	Prince Prem Purachatra
DENMARK	Hans Adolf Biering
GREECE	Dr. Constantine Panayotakos
MALAYSIA	Raja Aznam Bin Raja Ahmad
MOROCCO	Abdallah Lamrani
NEW ZEALAND	B. S. Lendrum
TANZANIA	Sebastian Chale
ITALY	Maurizio de Strobel
VENEZUELA	Dr. Juan Uslar-Pietri
NIGERIA	John Ndubele Ukegbu
MAURITIUS	Rabindrah Ghurburrun
PAKISTAN	Sajjad Hyder
IRELAND	Valentin Iremonger
SAUDI ARABIA	Shaikh Anas Yassin
FINLAND	Fredrik Wilhelm Schreck
KUWAIT	Issa Abdul Rahman Al-Issa
BRITAIN	Sir Morrice James
IRAN	Mohammad Reza Amir-Teymour
SPAIN	Guillermo Nadal Blanes
MEXICO	Carlos Gutierrez-Macias
JORDAN	Anwar Nashashibi
NEPAL	Sardar Bhim Bahadur Pandey
KENYA	Leo Plus Odero

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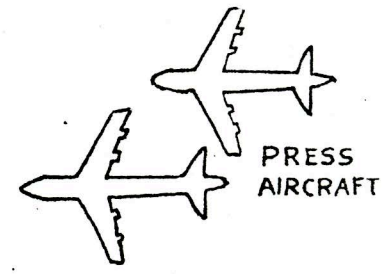
CHARGE D'AFFAIRES

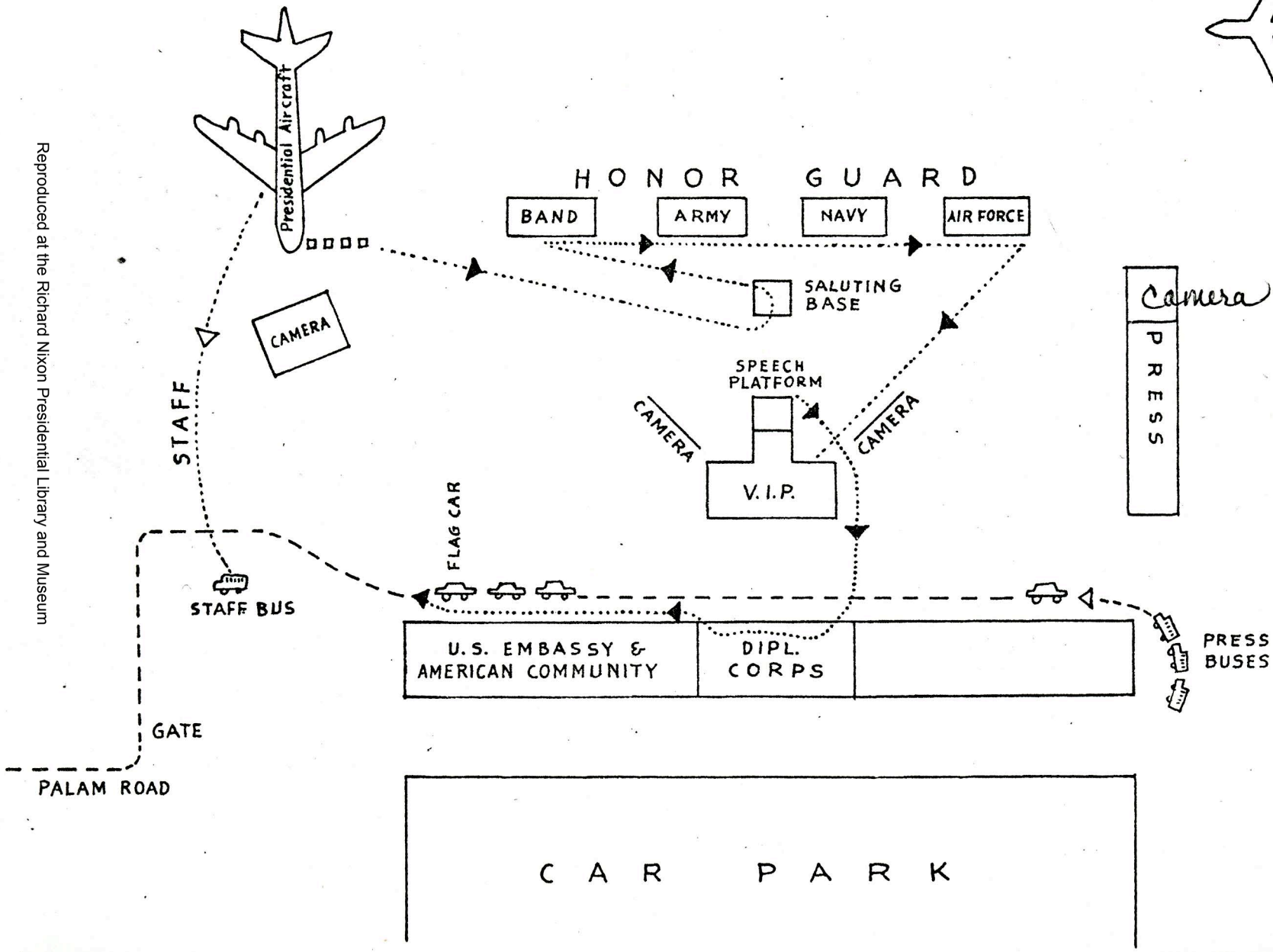
COLOMBIA	Jose Vincenti Iragorri
ETHIOPIA	Kifle Belai
RUMANIA	Dumitru Ganes
BULGARIA	Petko Georgiev
PERU	Jose Torres-Muga
UGANDA	C. Obol
BELGIUM	Herman Noppen
NETHERLANDS	J. L. VanDerKun
TURKEY	Kaya G. Toperi
YUGOSLAVIA	Andjelko Blazevic
CZECHOSLOVAKIA	Ing. Svatoplock Smysl
HUNGARY	Frigyes Vadasz
JAPAN	Yasue Katori
SWITZERLAND	Fritz Bohnert
HOLY SEE	Very Rev. Msgr. Francesco Colasuonno

NOTE: Those who will be present to greet President Nixon in the Diplomatic Enclave on his arrival and departure cannot be determined until invitations have been acknowledged.

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New Delhi Airport – Arrival Plan – 31 July



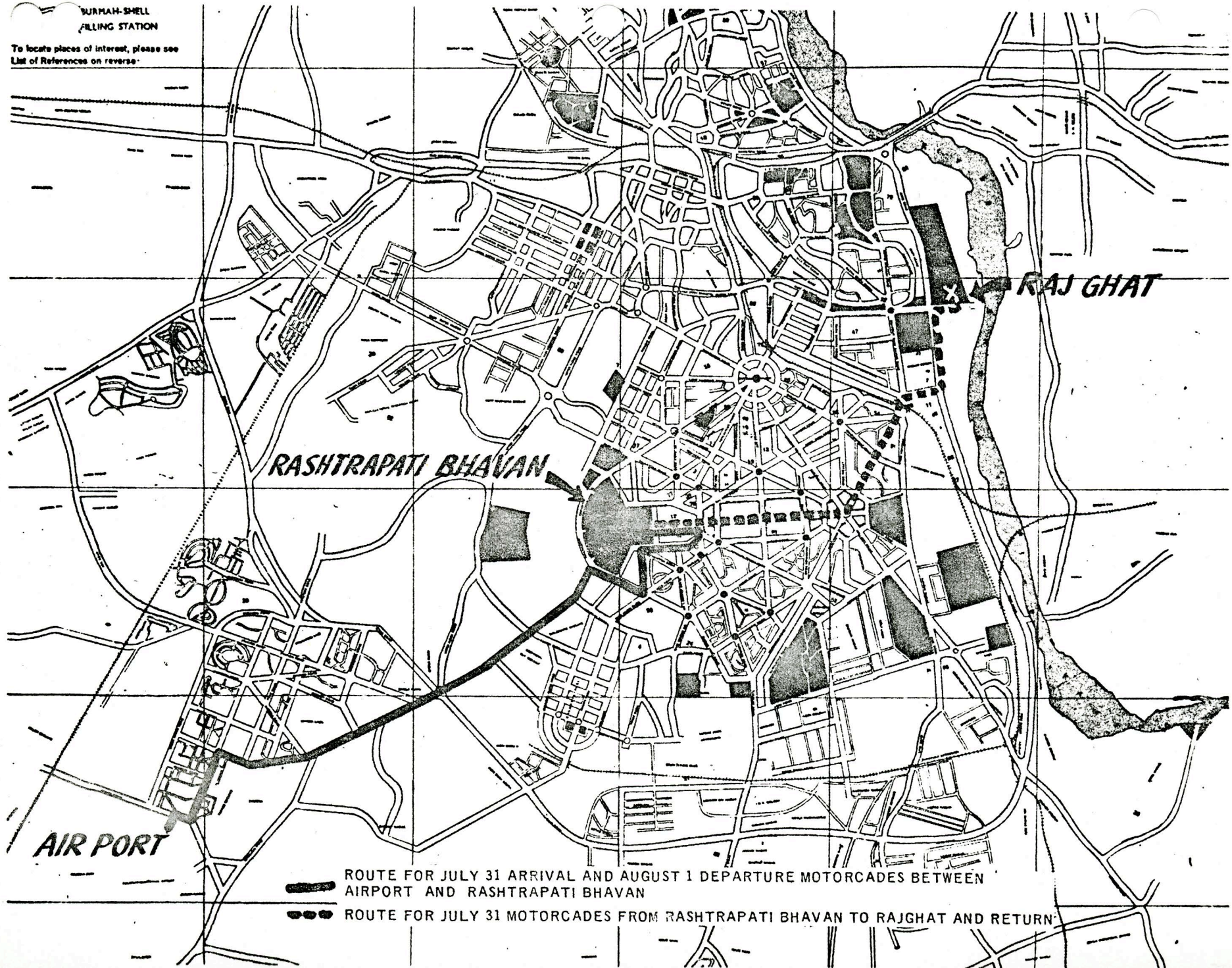


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EVENT NO. 2 (continued)

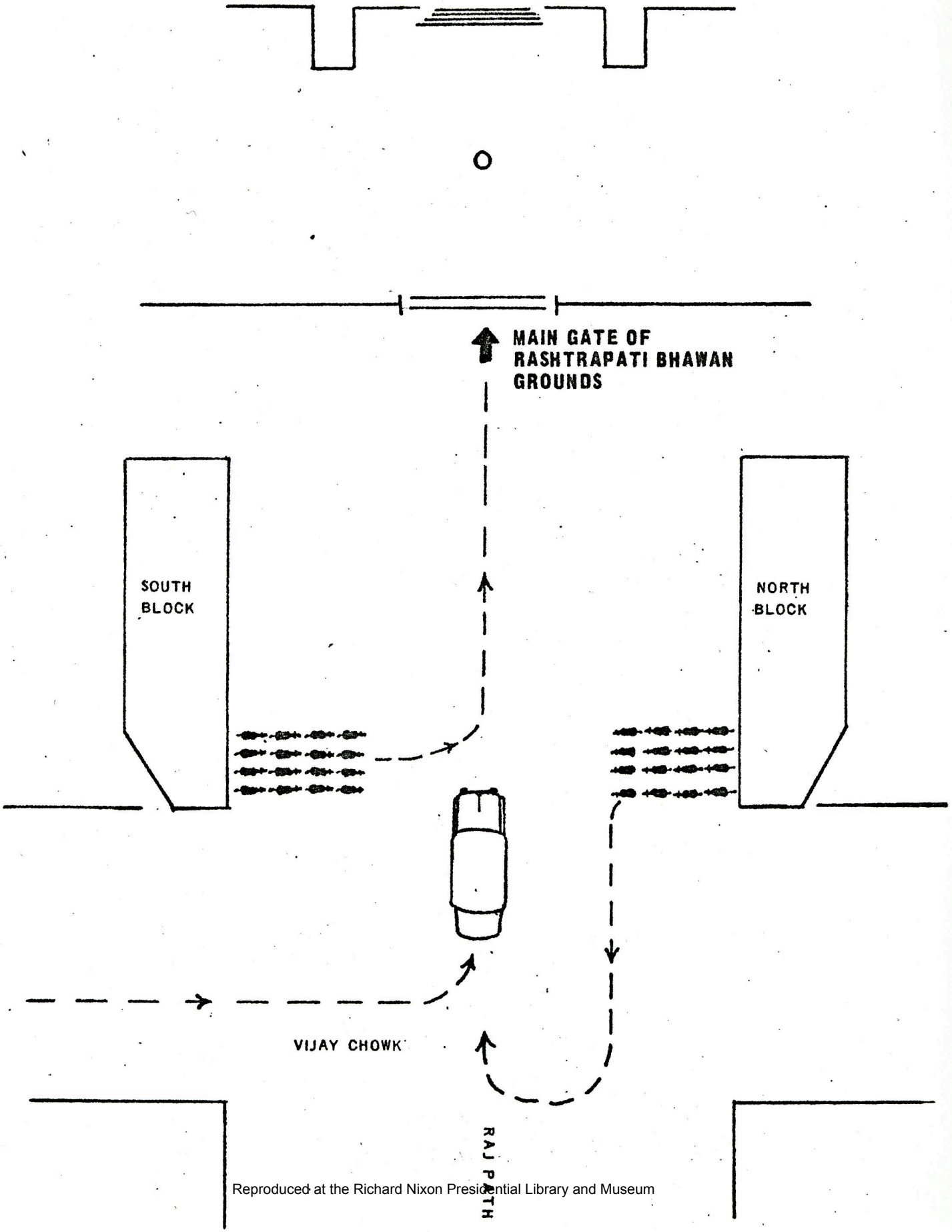
Staff Car A	Whitaker Hughes Haldeman
Staff Car B	Ziegler Lt. Col. Coffey
Wire Car	
Wire Car	
VIP Car A	Ambassador Keating T. N. Kaul Miss Muthamma
VIP Car B	Kissinger Dr. Nagendra Singh Mr. Sisco
Staff Car C	Miss Woods Keogh Price
Press Pool Bus	
Press Buses	
Staff Bus	
Tail Car	

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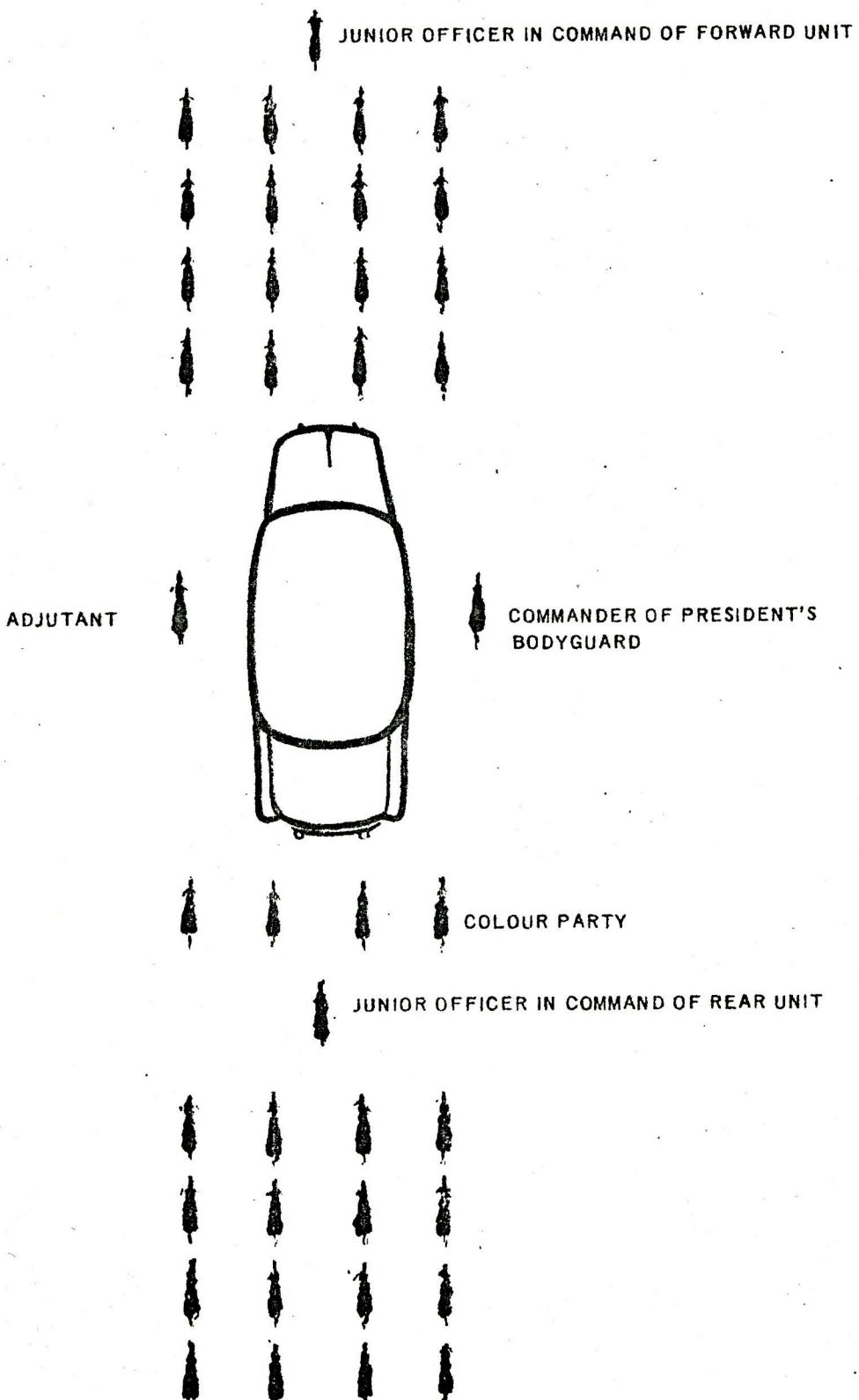
PRESIDENT'S MOUNTED BODY GUARD JOINS FLAG CAR



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FLAG CAR UNDER ESCORT

By mounted lancers of Indian President's Bodyguard from junction of
Vijay Chowk and Raj Path to entrance of South Court of Rashtrapati Bhawan



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EVENT NO. 3 ARRIVAL RASHTRAPATI BHAVAN

THURSDAY, JULY 31 (1:15-1:20pm) Project Officer: Capt. Jerome Wolf

1:15 Motorcade enters South Court (closest point to President Nixon's Suite). The Presidents' car will park immediately in front of doorway, Mrs. Nixon and Prime Minister's car will park alongside (outboard) of Presidents' car to permit more cars to enter courtyard. The Presidents, Mrs. Nixon and the Prime Minister will be met outside entranceway by Military Secretary, Maj. Gen. Amreek Singh.

Inside entranceway, he will introduce the following members of the Acting President's staff (10) to President and Mrs. Nixon: (this list subject to change)

LCOL M. L. Bhatia	Deputy Military Secretary to the President
LT M. Sharma	Aide de camp to the President
CAPT C. M. Malhotra	Aide de camp to the President
CAPT Parshotam Singh	Aide de camp to the President
CAPT A. S. Khanna	Aide de camp to the President
FLT-LT N. L. Gupta	Aide de camp to the President
Hony. CAPT. G. Lama	Aide de camp to the President
SUB-MAJOR A.K. Limbu	Aide de camp to the President
SUB-MAJOR Changdi Ram	Aide de camp to the President
SUB-MAJOR Sheikh Khader	Aide de camp to the President

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EVENT NO. 3 (continued)

Remainder of party from motorcade will be escorted via stairway to first floor Garden Loggia (porch), Indian personnel accompanying in motorcade will take departure, and U.S. guests will be escorted to their rooms (or their cars) by members of President of India's staff. Room assignments - Rashtrapati Bhavan:

NAME	ACCOMMODATION
President Nixon	Dwarka Suite
Mrs. Nixon	Nalanda Suite
Halderman, Hughes	Tagore Suite
Whitaker, Chapin	Mysore Suite
Woods	Himalaya Suite
Kissinger	Dakshin Suite
Mosbacher	Bombay Suite
Ziegler	Pepsu Suite
Lake, Thack	Godavari Bedroom
Juanick	Neelam Bedroom
Monzon, Pontanilla	Gautam Bedroom
Office	Himalaya Suite sitting room

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EVENT NO. 3 (continued)

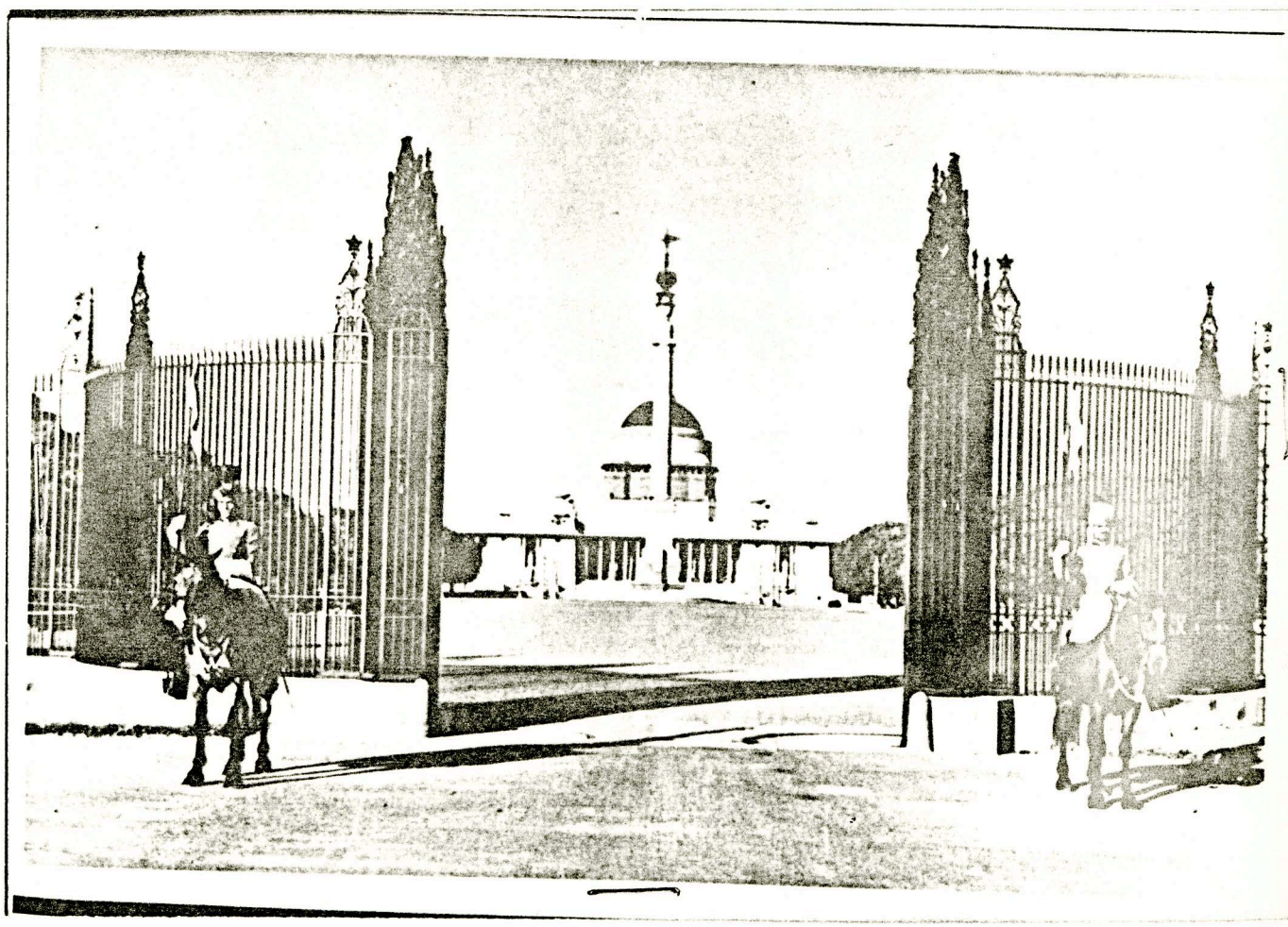
STAFF INSTRUCTIONS: Staff members who are staying at Rashtrapati Bhavan will be escorted to their quarters. Staff staying at the hotel who have been in the motorcade to Rashtrapati will be taken in the motorcade to their hotel.

The President and Mrs. Nixon will then be escorted to their adjoining Suites by:

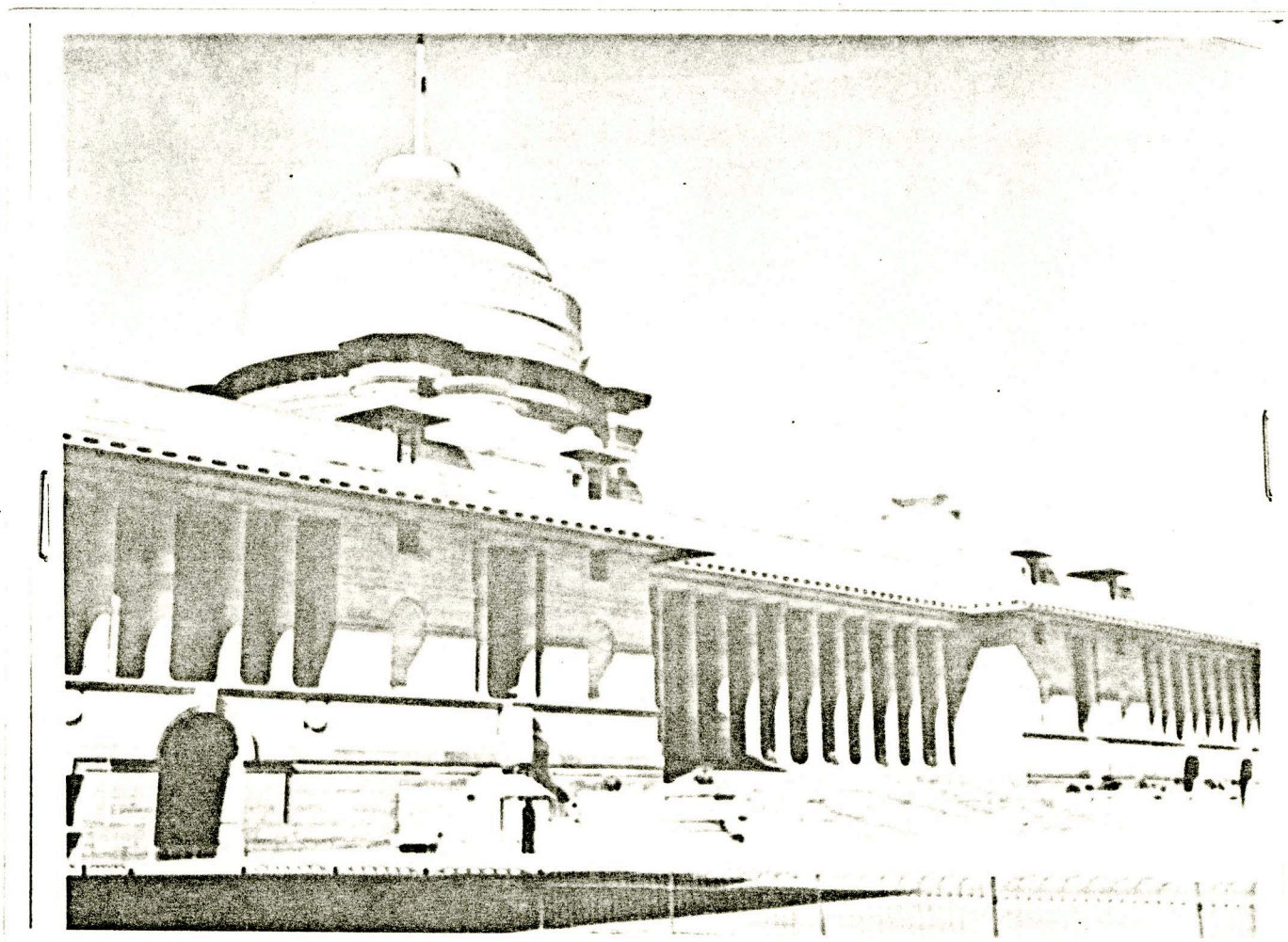
Acting President Hidayatullah
Mrs. Hidayatullah
Prime Minister Gandhi
General Singh
Colonel Coffey
Secret Service

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MUGHAL GARDEN

AT

RASHTRAPATI BHAVAN

The sense of beauty and the love of grandeur, for which the Mughal Emperors of India were renowned, found expression in many forms -- magnificent mausoleums, forts and mosques, and exquisite gardens with terraces. The Mughal Garden is a conventional arrangement of squares, usually in the form of terraces, placed on a slope for easy distribution of water, which is an essential part of the scheme. The water runs through the centre of the garden, with small falls, from terrace to terrace.

The Garden at Rashtrapati Bhavan is more or less patterned on these Mughal Gardens. Lady Hardinge, wife of Lord Hardinge (Viceroy of India from 1910-1916), was so captivated by the charm and beauty of the Mughal Gardens in Kashmir that she wrote to Lutyens, who was entrusted with the designing of the Viceroy's House, to build this 'Dream of Loveliness.

The lush green turf, the riotous splash of colour of the flower-beds in winter, the climbing vines on bowers and the sparkling fountains, all these make the Rashtrapati Bhavan Garden an enchanting spot. The main garden is 440 feet square and is bounded by a paved red-stone path. Two canals 16 feet wide cross the garden from North to South and two others of the same width intersect these to form a 200 feet square island in the centre. This island, with its beautiful grass carpet, is often the venue of receptions held at Rashtrapati Bhavan.

The Central Walk along the garden leads to the Sunken or the Circular Garden which is the crowning glory of this floral paradise. At the base of several tiers of terraced flower beds in this Garden is a circular pond whose water reflects the riot of colour around.

The Garden is open to the public for about a month every year during the cold season when the flower beds are in full bloom.

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SOUTH COURT

AT

RAGHUNATH BHAVAN

On the entrance side of the forecourt of Raghunath Bhavan is a small arched entrance which leads to the South Court (South Fountain Court), through which distinguished visitors, who are put up at Raghunath Bhavan, enter the main building. A circular spouting jet of water rises in the centre of the Court. On the west of the South Court is the entrance to the South Wing of Raghunath Bhavan, which was originally designed as the residential portion of the Viceroys. It is now the Guest Wing. The suites in this Wing are furnished in different Indian styles.

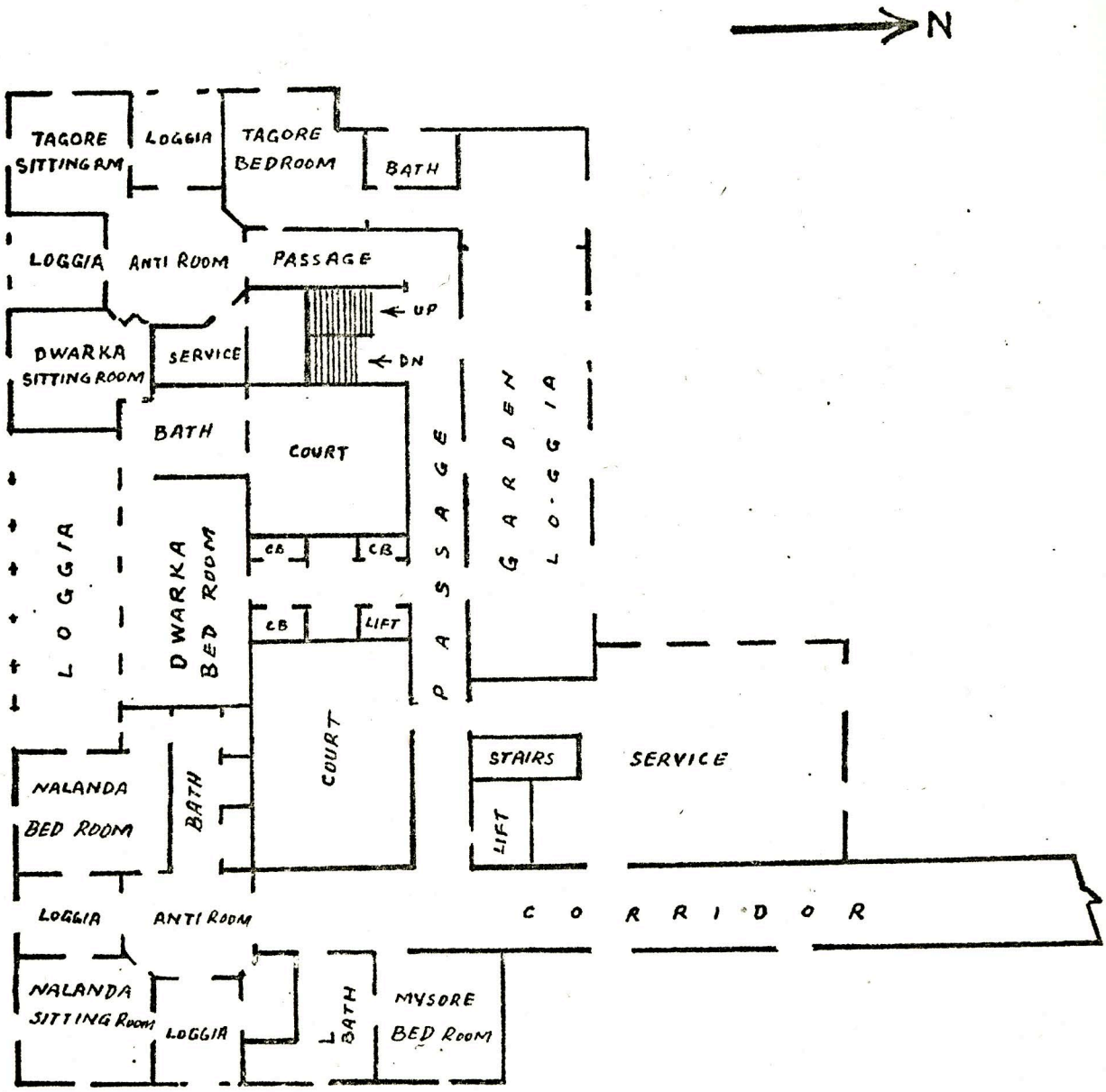
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GUEST WING

RASHTRAPATI BHAVAN

FIRST FLOOR



FIRST FLOOR

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EVENT NO. 4: CALL ON ACTING PRESIDENT OF INDIA

THURSDAY, JULY 31 (1:30 - 1:45 pm) Project Officer: Capt. Jerome Wolf

1:30 President Nixon calls on Acting President of India, Mr. Prithi Singh (Chief of Protocol) and LCol. Bhatia will escort President Nixon and Ambassador Mosbacher from the President's suite to the Morning Room next to the Acting President of India's private office.

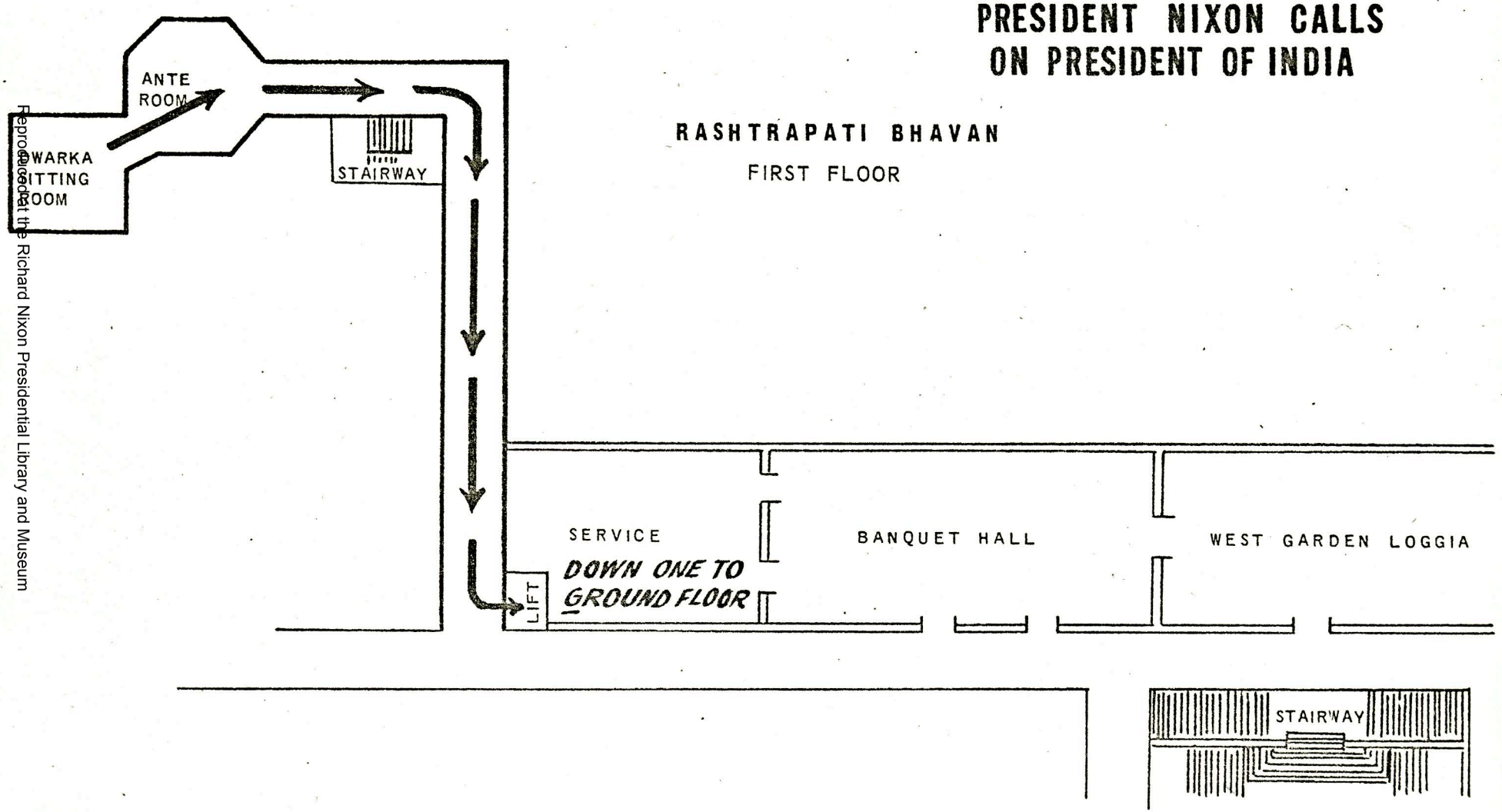
Major Gen. Amreek Singh (Military Secretary) will be at the Morning Room entrance to usher President Nixon and Ambassador Mosbacher into room. At approximately the same time the Acting President of India will enter the Morning Room from doorway to President Nixon's right. After greetings, Presidents will be seated and given tea or coffee. Press pool (approximately 30) will be present for meeting and will exit after photographing Presidents. Upon completion of 10-minute call, President Nixon and Ambassador Mosbacher will be escorted back to Dwarka Sitting Room.

1:45 Return to suite (Staff time: 1:45 - 3:00)

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ROUTE

PRESIDENT NIXON CALLS ON PRESIDENT OF INDIA



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EVENT NO. 5

PRIVATE MEETING WITH PRIME MINISTER GANDHI

THURSDAY, JULY 31 (3:00 - 5:00 pm) Project Officer: Mr. Herbert D. Spivack

3:00 Prime Minister calls on President Nixon in Dwarka Sitting Room. The Prime Minister will be escorted into President's ante-room by Miss C. B. Muthamma (Mut-a-ma), Joint Secretary. President Nixon may desire to meet at door of Sitting Room.

NOTE: Press pool will cover initial meeting.

NOTE: One hour and 35 minutes allotted for private discussion by President and Prime Minister. However, the advisers' talk will be in progress and the two heads may at any time join these talks.

SPECIAL NOTE: Advisers' Talks, Pannel Room - Rashtrapati Bhavan

3:00 Advisers present for talks:

USA	Indian
Keating	Dinesh Singh - Minister of External Affairs
Kissinger	T. N. Kaul - Foreign Secretary
Sisco	Kewal Singh - Secretary, MEA
Ziegler	V. H. Coelho - Secretary, MEA
Weathersby	K. Narayanan - Joint Secretary, MEA
Spivak	R. Jaipal - Joint Secretary, MEA
Saunders	P. M. Haksar - Secretary to the Prime Minister
Van Hollen	K. B. Lall - Secretary, Ministry of Foreign Trade
Sonnenfeldt	I. G. Patel - Special Secretary, Ministry of Finance
Williams	H. C. Sarin - Secretary in the Ministry of Defence

It is also possible that additional cabinet members may be present, such as Swaran Singh, Minister of Defence; B. R. Bhagat, Minister of Foreign Trade; etc.

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EVENT NO. 5 (continued)

4:40 President Nixon and Prime Minister depart (at latest) for meeting with advisors in the Pannel (Panel) Room.

Miss Muthamma will accompany. Route will be the same as for President Nixon's call on the Acting President of India (route plan follows).

4:55 President departs (latest) advisors meeting to join Mrs. Nixon for trip to Rajghat.

NOTE: Staff members staying at Rashtrapati Bhavan who wish to accompany the President to the wreath-laying should be at the motorcade location at 4:50.

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EVENT NO. 6 (continued)

Press Pool

Press Buses (two to four)

Staff Bus

Tail Car

NOTE: Press buses and cameras go direct from Ashoka to Rajghat.

NOTE: Majority of Press will be in position prior to arrival.

5:15 Arrive Rajghat

The President and his party will be met upon arrival by Mr. Parthasarathi, Executive Secretary, National Committee for the Gandhi Centenary, and Mr. Ram Achayra, Caretaker-in-Charge of the Rajghat Samadhi.

The President will walk through the lefthand gate and up the lefthand path towards the Memorial. He will be accompanied by Mr. Achayra and the Samadhi Committeeman. Mrs. Nixon will be accompanied by Mr. Prithi Singh, Chief of Protocol. Upon reaching the covered portion of the outer mound, the President and Mrs. Nixon will sit on special chairs while shoe covers are placed upon their shoes. (All members of the party will either remove their shoes or will don cloth shoe covers which will be provided. No one will be allowed beyond this point with shoes unless they are covered.) (Women may wish low heels.)

The President and his party will then move to the center of the shrine, again along the lefthand path. Waiting at the Memorial will be two high school seniors from the American International School (Miss Margarita Brown and Mr. Bryan Byrne) who will be holding the wreath. When the President reaches the place where the Hindi words, HAI RAM ("Oh God," Gandhi's last words) are inscribed in gold on the granite block, he will stop and those accompanying him will step back. The President will pause for a moment and then the wreath bearers will assist the President in placing the wreath over the words "HAI RAM". The President and the entire party will then observe one full minute of silence.

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EVENT NO. 6 (continued)

The President will then walk from the memorial, keeping to his left, and will return to the chairs where his shoe covers will be removed; after the shoe covers have been taken off, the President will be asked to sign the distinguished visitors' book. The first signature in the book is that of former President Eisenhower. Mr. Ram Acharya will then present the President with a set of books on the life of Mahatma Gandhi.

The President will then walk back to the entrance gate following the lefthand path and passing the Magnolia tree planted by President Eisenhower in 1959. At this location, the President will plant a tree as did Eisenhower. (Position will be close to Eisenhower tree. A hole will be dug, and President Nixon will simply place sapling in the hole, shovel a little dirt, and add a little water.) Mr. Ram Acharya and the Samadhi Committeeman will see the President to his car and bid him farewell.

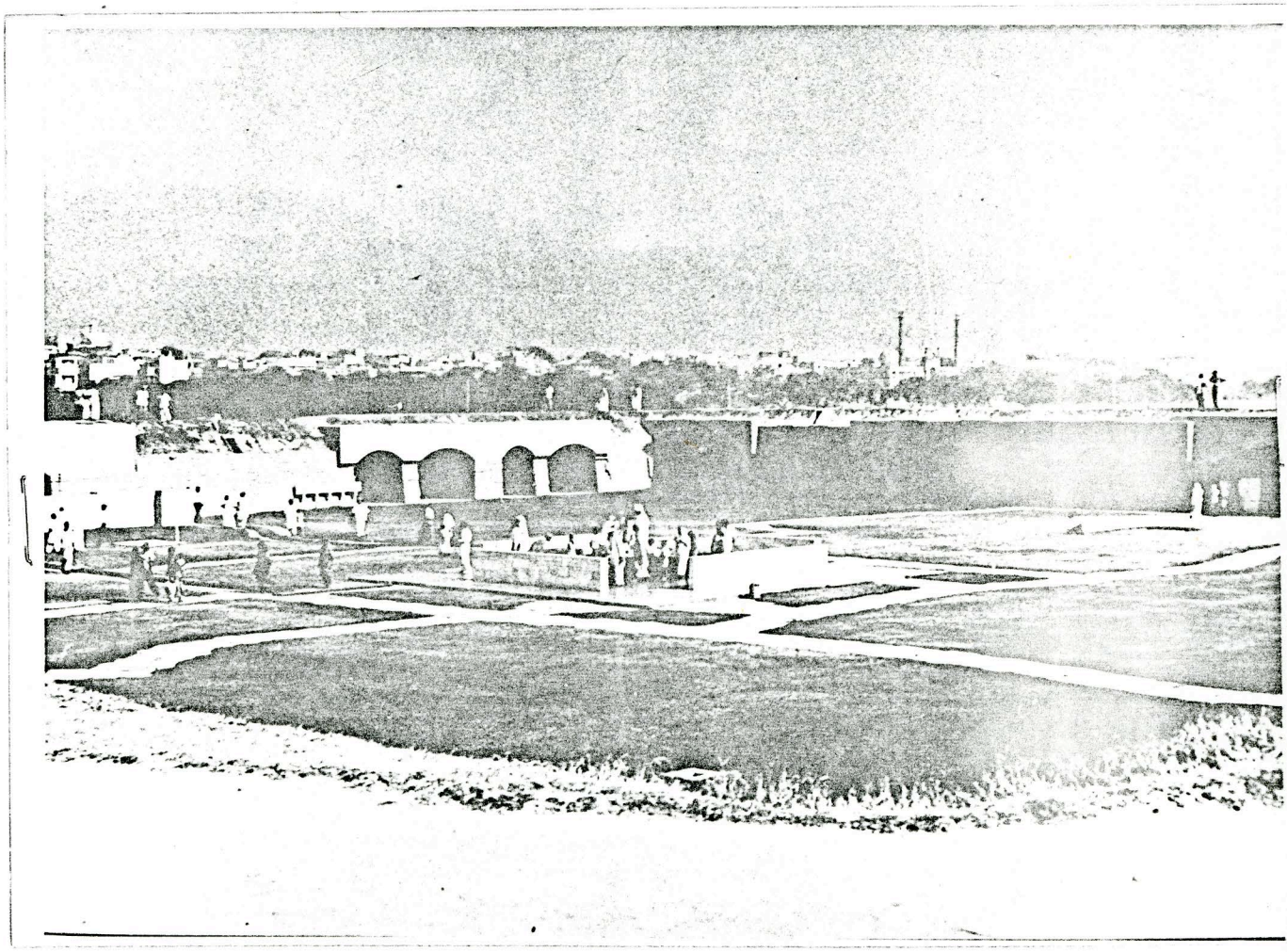
5:30 Depart Rajghat

5:45 Arrive Rashtrapati Bhavan

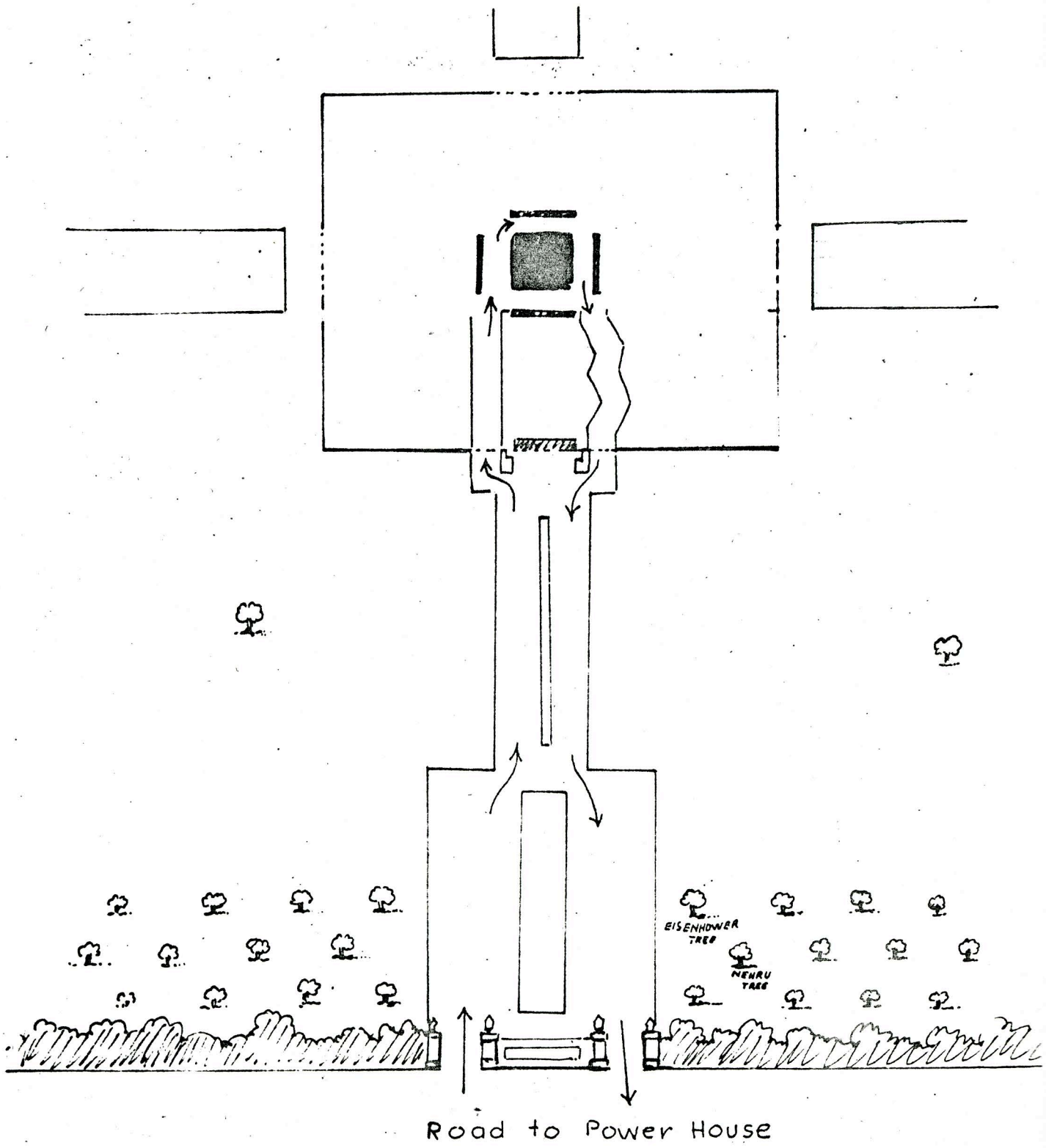
Staff time: two hours, 30 minutes

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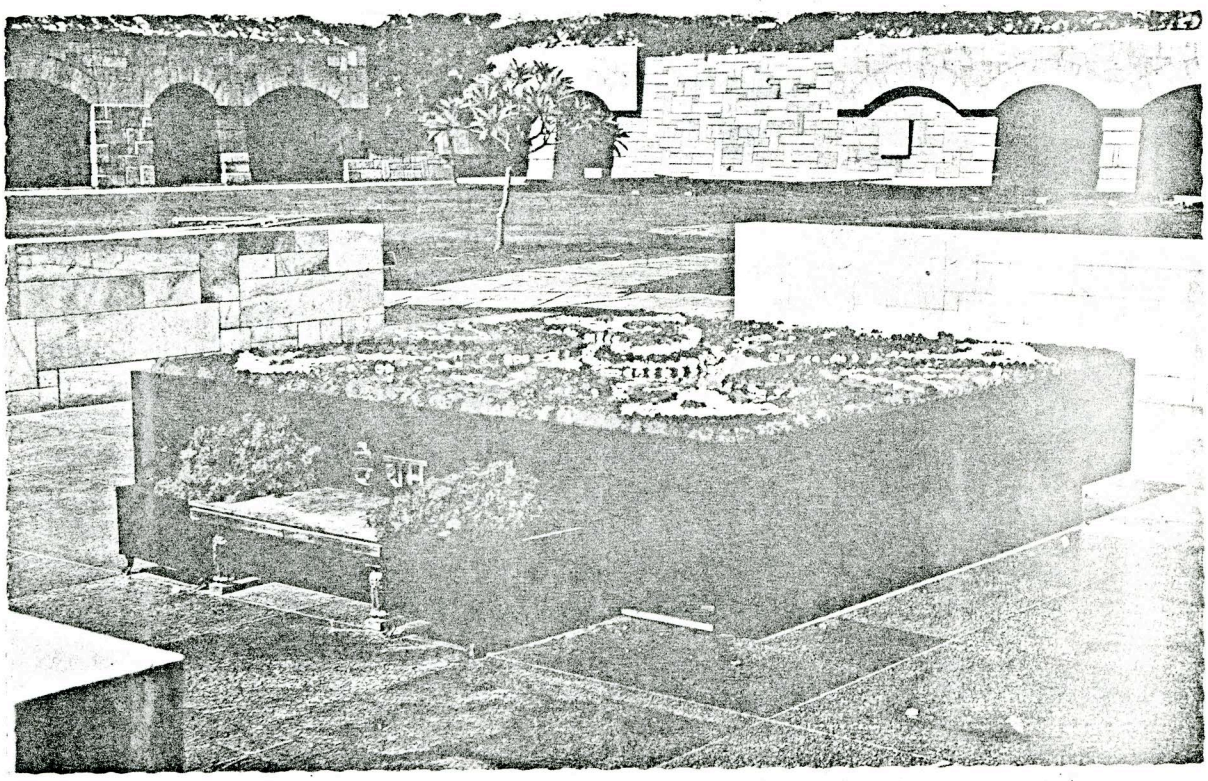
VIEW OF RAJGHAT MEMORIAL



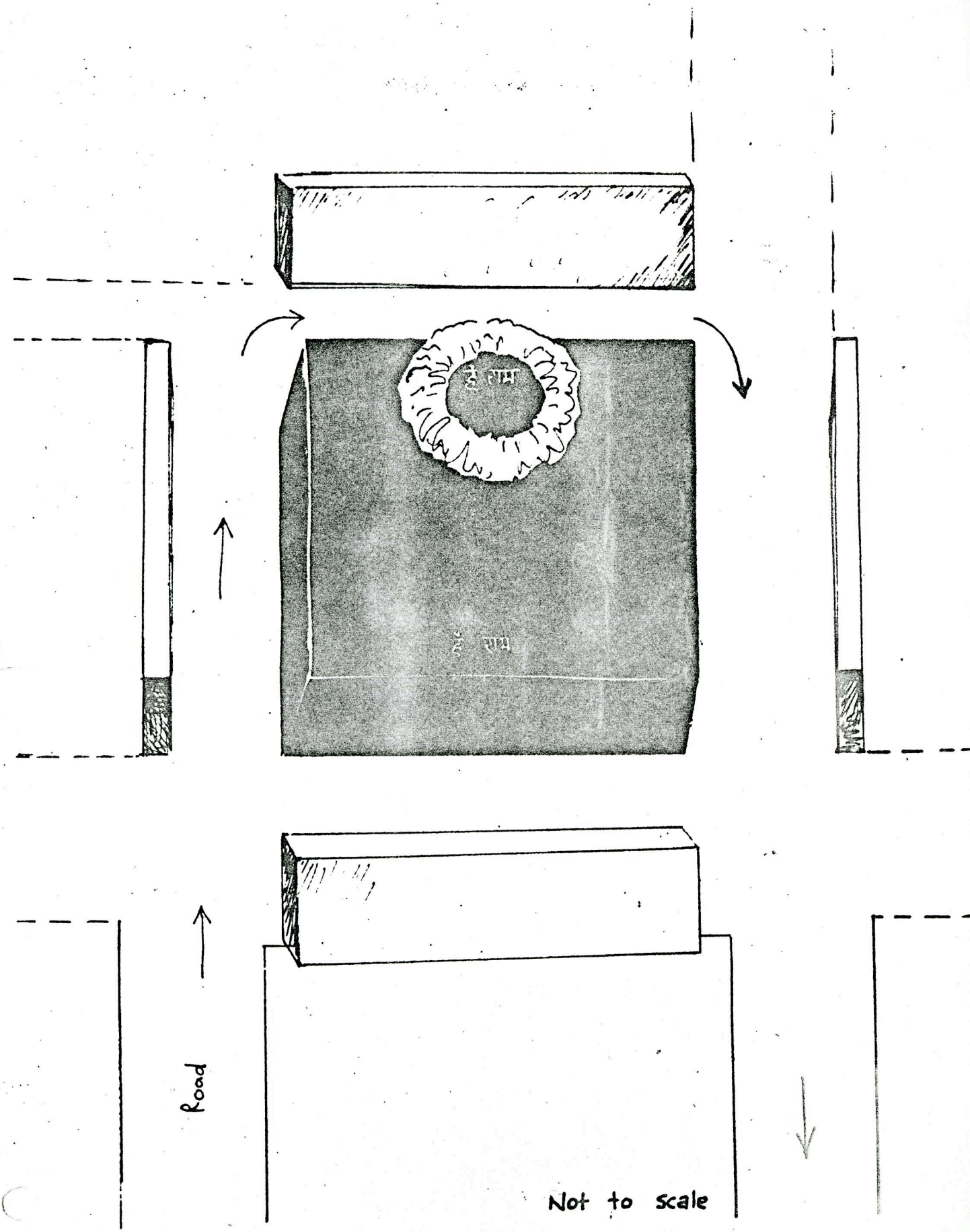
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EVENT NO. 7 STATE DINNER

THURSDAY, JULY 31 (8:15-11:00 pm) Project Officer: Capt. J. Wolf

STAFF INSTRUCTIONS: At 7:45 p.m. dinner guests depart the Ashoka Hotel to arrive at Ashoka Hall by 8:00 p.m. to await the President and Mrs. Nixon's arrival at 8:30 p.m. Cars will be available from the front of the Hotel from 7:30 p.m. on.

During the period from 8:15 to 8:25 p.m., all dinner guests will have assembled in the Ashoka Hall. Those residing in the Rashtrapati Bhavan will be escorted from suites/rooms by Acting President's aides after the Acting President has arrived in President Nixon's suite (8:15 p.m.). Invitations will be delivered shortly after arrival in New Delhi. The dress will be black tie for men (white jackets) and long dresses for ladies.

8:15 Acting President Hidayatullah calls on President Nixon in the Dwarka Sitting Room.

Shortly afterwards, Mrs. Nixon and Mrs. Hidayatullah will join the two Presidents.

8:30 President Nixon will escort Mrs. Hidayatullah and Acting President Hidayatullah will escort Mrs. Nixon to the Ashoka Hall.

Upon entering, the two Presidents and their wives will be joined by Prime Minister Gandhi for the playing of the U.S. National Anthem, immediately followed by the Indian National Anthem. Members of the Indian Government and President Nixon's party will be assembled in the hall in a semi-circle facing the entrance.

Upon completion of the Indian National Anthem, Prithi Singh, Chief of Protocol, will escort President Nixon and Deputy Chief of Protocol will escort Mrs. Nixon in presenting the Indian dignitaries, starting to the President's left, proceding clock-wise along the semi-circle. Upon reaching the American guests, the Chief of Protocol, President Nixon, the Deputy Chief of Protocol and Mrs. Nixon will move slowly across

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EVENT NO. 7 (continued)

the center of the room toward the end of the line. Ambassador Moebacher will continue around the semi-circle introducing the American guests to the Acting President of India, Mrs. Hidayatullah and Prime Minister Gandhi.

At the completion of the receiving line, President and Mrs. Nixon will rejoin Acting President Hidayatullah and others.

NOTE: The Press pool will be present in Ashoka Hall for the entire period the Presidents are there and will depart on signal down the corridor toward the banquet hall to photograph the Presidents as they enter.

Upon completion of Ashoka Hall ceremonies, Acting President Hidayatullah will escort Mrs. Nixon, followed by President Nixon escorting Mrs. Hidayatullah on the left and Prime Minister Gandhi on the right, to the Banquet Hall.

NOTE: Seating arrangements will be provided upon arrival.

NOTE: Press pool will cover arrival and seating in Banquet Hall.

NOTE: Total Guests expected: 90 - 100. American Guest List is listed on the next page.

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GUEST LIST

1. The President
2. Mrs. Nixon
3. Ambassador Keating
4. Ambassador Emil Mosbacher
   Chief of Protocol
5. Mrs. Mosbacher
6. Dr. Henry Kissinger
   Assistant to the President
7. Mr. H. R. Haldeman
   Assistant to the President
8. Mr. James Keogh
   Special Assistant to the President
9. Miss Rose Mary Woods
   Personal Assistant to the President
10. Mr. Raymond Price
    Special Assistant to the President
11. Mr. Ronald L. Ziegler
    Press Secretary to the President
12. Mr. Dwight L. Chapin
    Special Assistant to the President
13. Mr. Joseph J. Sisco
    Assistant Secretary of State
14. Mr. Martin Hillenbrand
    Assistant Secretary of State
15. Mr. William H. Weathersby
    Minister, American Embassy
16. Mrs. Weathersby

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17. Mr. Dwight D. Eyb[illegible]
Minister-Counselor for Political Affairs (POL)
American Embassy

18. Mrs. Eyb[illegible]

19. Mr. William D. Miller
Minister-Counselor for Public Affairs (USIS)
American Embassy

20. Mrs. Miller

21. Mr. Ronald Saunders
National Security Council Staff

22. Mr. Christopher Van Hollen
Deputy Assistant Secretary of State, NEA

23. Mr. Charles E. Stuart
Staff Assistant to the President

24. Lt. Col. Patrick C. Gaffney, Jr.
Army Aide to the President

25. Mr. Ronald K. Ziegler
White House Advance

26. Mr. Merriman Smith
United Press International

27. Mr. Robert Donaldson
Hearst Publications

28. Mr. Philip Potter
Baltimore Sun

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EVENT NO. 7 (continued)

10:15 (approx.) Toasts - Acting President Hidayatullah followed by President Nixon.

10:30 Upon completion of the dinner, the Presidents, wives and Prime Minister Gandhi, followed by all other guests, will return to the Ashoka Hall for a thirty minute cultural (dance/music) presentation. The Press Pool will be present.

11:00 President and Mrs. Nixon depart for their suites.

STAFF INSTRUCTIONS: After dinner, members of the staff will be escorted to their rooms or cars by other aides to Acting President Hidayatullah.

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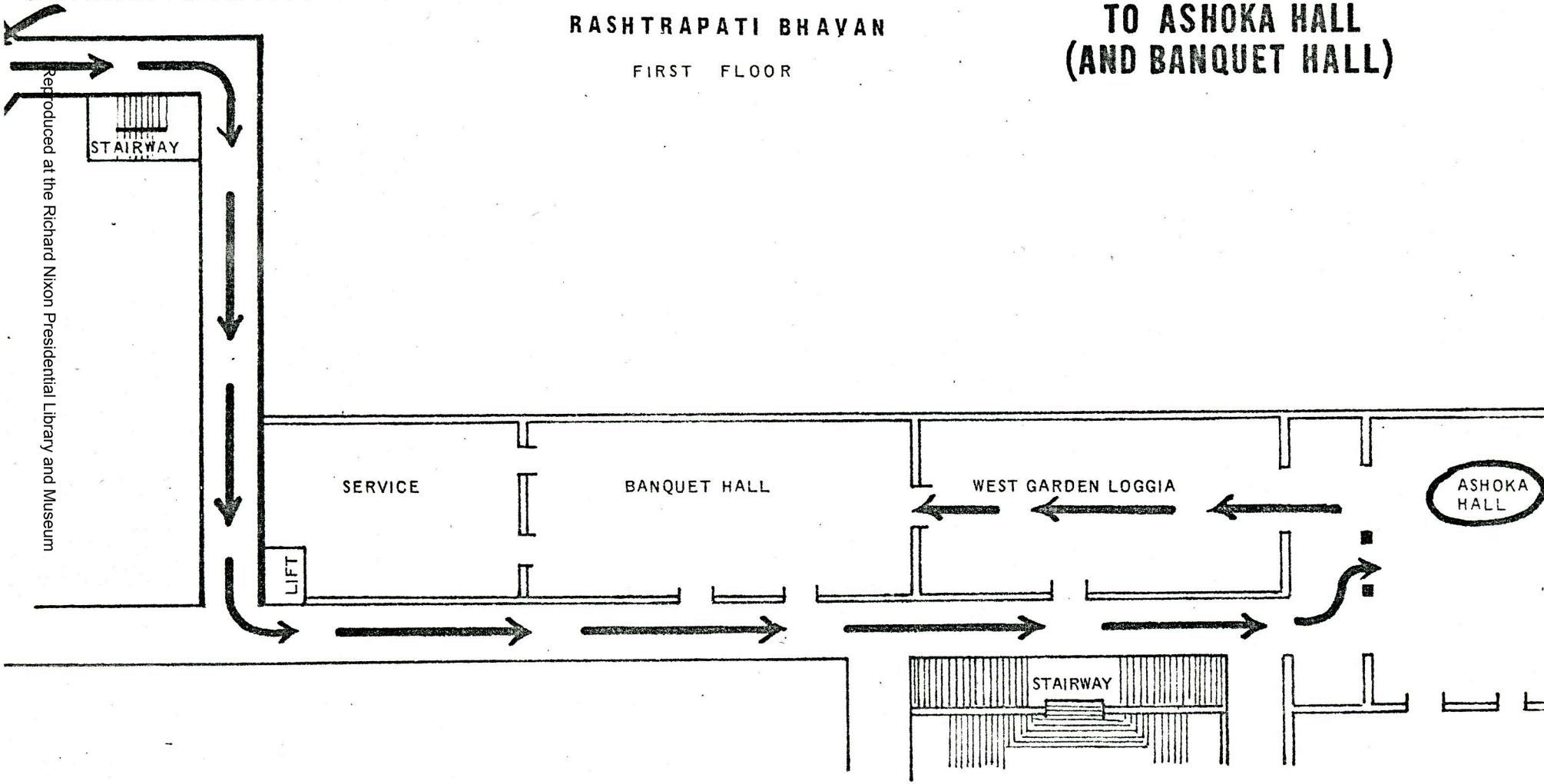
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ROUTE

PRESIDENT AND MRS. NIXON AND ESCORTS TO ASHOKA HALL (AND BANQUET HALL)

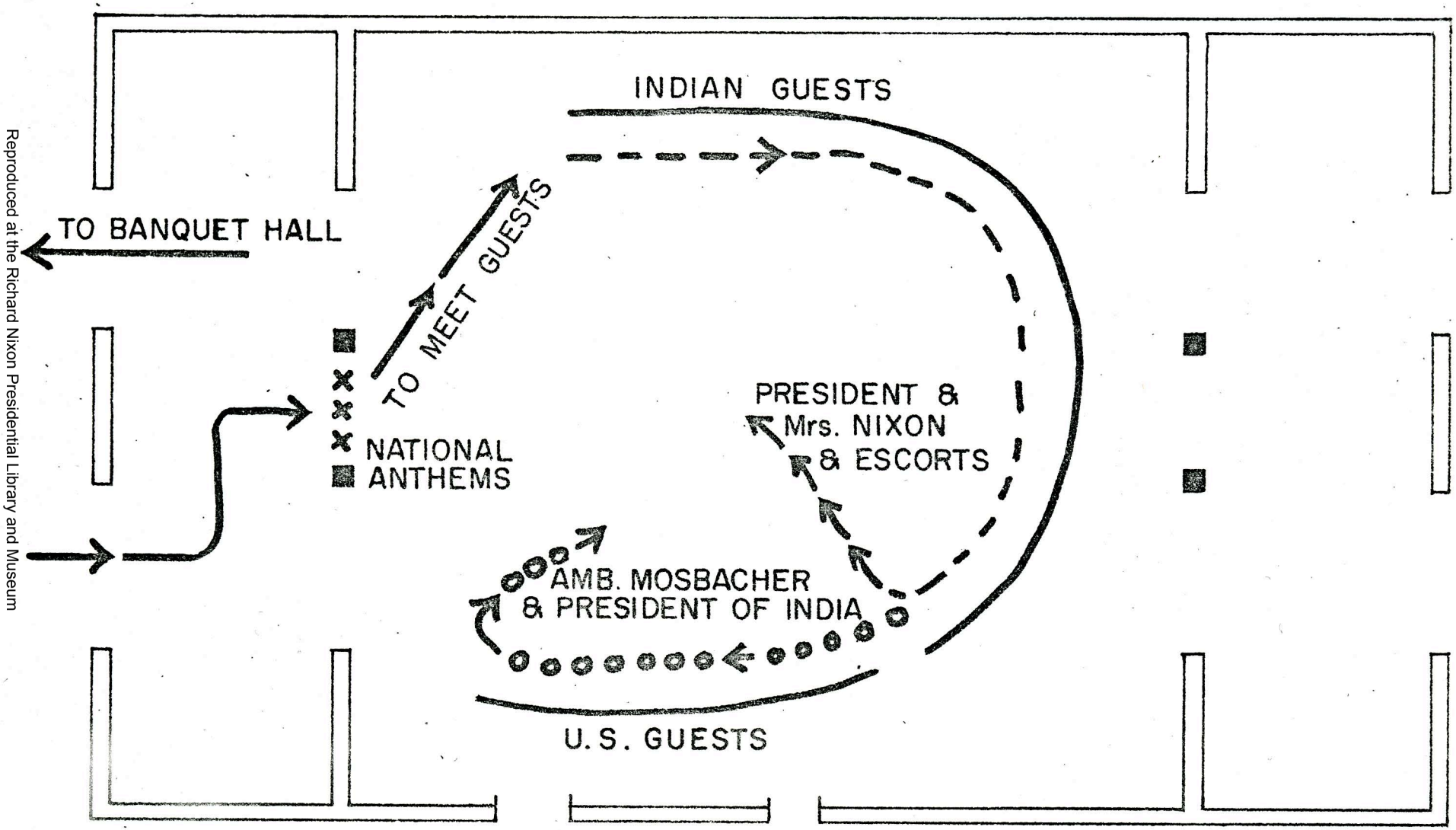
RASHTRAPATI BHAVAN

FIRST FLOOR



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ASHOKA HALL RASHTRAPATI BHAVAN



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PUBLIC [illegible] CONFIDENTIAL WITH SENSITIVE PARTS

[illegible] ABORTED (With Hindu Ad) Project Officer: Herbert D. Spivak

8:30 President Nixon and Prime Minister Gandhi will meet alone for Head-to-Head talks prior to joining advisors assembled in Parrot Room. President Nixon and Prime Minister Gandhi will most likely meet in the adjoining room (Morning Room) and when appropriate will join advisors already in session.

[illegible] Joint Mutual Conclusions. President Nixon and Prime Minister Gandhi will depart Hotel via Delhi Gate where motorcade has formed up. Acting President of India B Sayanullah joins President Nixon in their car, Mrs. Gandhi, Mrs. Nixon and Mrs. Hidayatullah enter their car.

[illegible] Depart Mr. New Delhi Airport.

[illegible] State Banquet Call will be at 7:45 P.M. for 8:30 P.M. The Ambassador Nixons (when the Ambassador is outside Rome are to be invited as your guests.

Staff at the Ashoka Hotel should be informed by Embassy Assigned Car or by the staff bus when to depart the Hotel at 9:45 A.M., arriving at 10:00 A.M. and proceed to bottom of the ramp bearing name of Air Force One to watch the departure ceremonies.

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DRAFT No. 9 - D

DEPARTURE CEREMONY, NEW DELHI AIRPORT

FRIDAY, AUGUST 1 (Noon-10:45 am) Project Officer: Lt. Col. A. Da Cunha

10:45 President Nixon arrives at airport following motorcade from Rashtrapati Bhavan car halts between the Saluting Base and VIP Enclosure; President brought, Protocol Chief Prithi Singh meets car and escorts President Nixon to the Saluting Base.

NOTE: The Car carrying Mrs. Nixon, Mrs. Hidayatullah and Prime Minister Gandhi will park behind the President's car and be met by the Deputy Chief of Protocol. The remaining cars carrying the Official Party from the Rashtrapati Bhavan will park between the VIP Enclosure and entrance. Prime Minister Gandhi, Mrs. Nixon and Mrs. Hidayatullah, and the Official Party will move to the VIP Enclosure. (The Personal Staff will have already reported to Protocol officials.)

NOTE: Over seven hundred students are also at Palam Airport to welcome President Nixon.

President Nixon will accept the Saluting Base Guard. The Guard of Honor will present arms and the National anthems of the U.S. and India will be played. Upon completion, the Honor Guard will present the Honor Arms. The Honor Guard Commander will then proceed to the Saluting Base, salute the President and ask him to inspect the Honor Guard. The inspection procedure will be precisely the same as on the arrival ceremony. As the inspection is completed Prithi Singh will be at President Nixon's side and escort him to the VIP Enclosure, where he bids farewell to the Indian dignitaries. President Nixon leaves the VIP Enclosure escorted by Prithi Singh, and accompanied by the Acting President of India, and moves to the Speaker's Platform.

NOTE: Prime Minister Gandhi, Mrs. Nixon and Mrs. Hidayatullah remain seated in the VIP Enclosure.

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The two Presidents mount the platform alone. President Nixon will make farewell statement and Acting President Hidayatullah will respond.

Upon completion, President Nixon, Acting President Hidayatullah, Prime Minister Gandhi, Mrs. Nixon and Mrs. Hidayatullah, escorted by Prithi Singh, will then move to the Diplomatic Corps area and bid farewell.

NOTE: Handshaking with the Diplomatic Corps is expected.

NOTE: President Nixon's departure from Speakers' Platform is signal for official party in VIP Enclosure to move to Air Force One and board. The Indian dignitaries in VIP enclosure who will bid farewell to President Nixon at ramp of Air Force One move into position.

President Nixon and Mrs. Nixon, with Indian counterparts, move from the Diplomatic area to the U.S. Embassy area and wave farewell to the American Delegation and then proceed directly to Air Force One.

NOTE: Dignitaries at ramp to bid farewell will be:

Minister of External Affairs, Dinesh Singh
Mayor of Delhi, Hans Raj Gupta
Mrs. Hans Raj Gupta
U.S. Ambassador Kenneth B. Keating

After final farewells, President and Mrs. Nixon enter Air Force One while 21-Gun Salute is in progress.

10:45 Wheels Up.

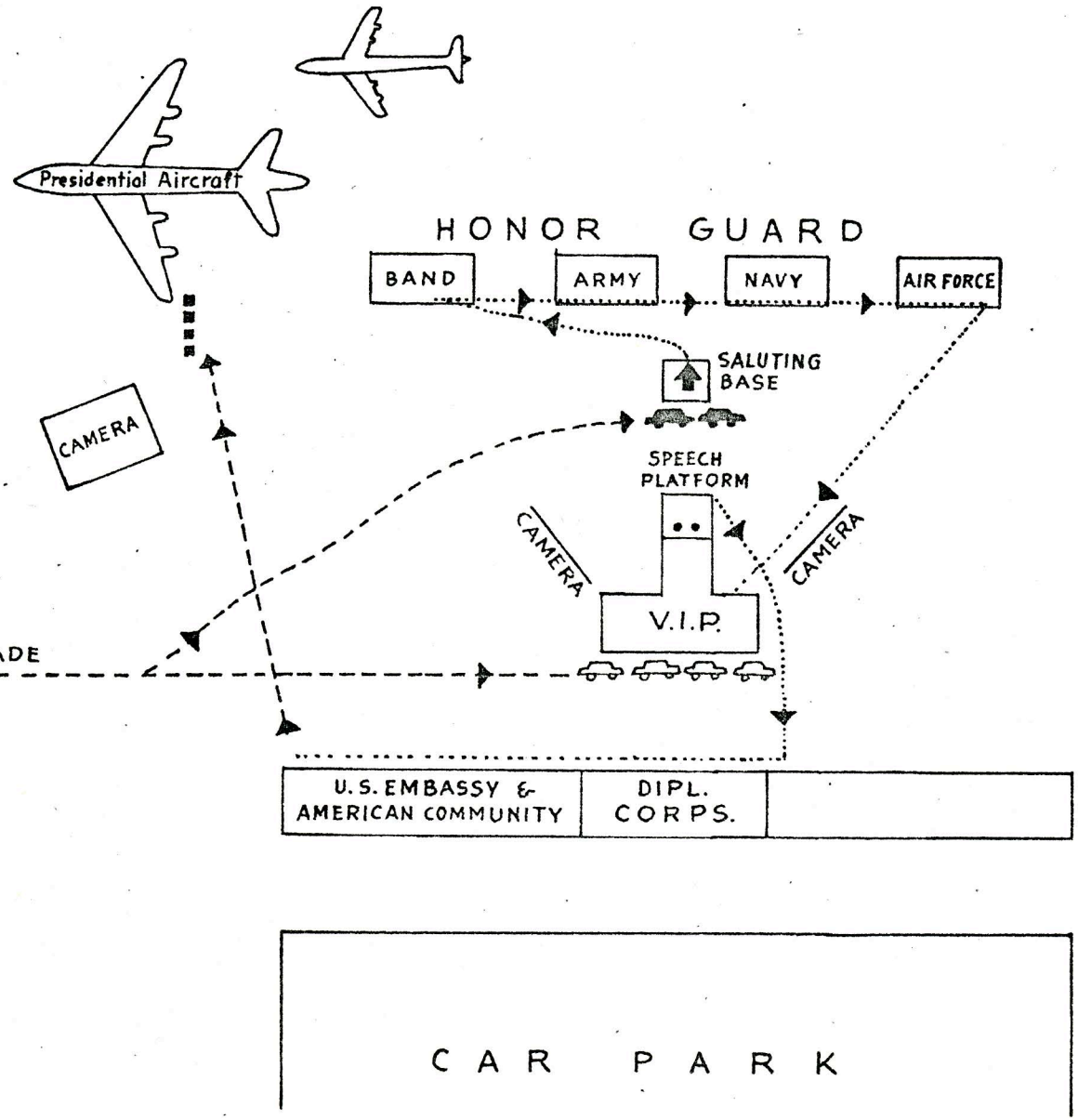
NOTE: As the door shuts on Air Force One, the press members will move to their aircraft and embark.

Diagram of Ceremony is attached.

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New Delhi Airport - Departure Plan - 1 August





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ACCOMMODATION EXCHANGE

The U.S. Disbursing Officer will provide cashiers at the following locations:

Ashoka Hotel	Room 371
Hotel Janpath	Room 5
Hours: July 31	1230 - 2200
Aug 1	0700 - 1000

Rate of Exchange: $1.00 = Rs. 7.60

The Embassy's regular accommodation exchange activity Room W-173, West Building, will be available by contacting the USDO on Ext. 404.

BAGGAGE INFORMATION

On Arrival: Baggage will be delivered to visitors' assigned quarters.

On Departure:

"Baggage Call" - Deadline ALL HOTELS - 0745 hours 1 August 1969

NOTE: Baggage personnel will be on duty in the hotels from 0600 hours onward on 1 August to begin accepting baggage.

NOTE: All baggage will be picked up in the visitors' assigned quarters.

"Baggage Call" - Rashtrapati Bhavan - 0745 hours 1 August 1969

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COMMUNICATIONS

The Embassy Telegraphic Branch will operate on a 24-hour basis. Official classified and unclassified telegrams will be handled through the Control Centers for delivery to the Embassy. Couriers will be available for this purpose.

Official pouch mail and personal letters bearing U.S. postage should be deposited at Control Centers for collection by couriers and delivery to the Embassy pouch room.

U.S. postage stamps will be available for purchase at the Ashoka Hotel Control Center and the American Embassy.

CONTROL ROOM INFORMATION

Location:

1.	Ashoka Hotel	Room 370
	Tel: 70311	Ext 370
	Tel: 70351	Ext 644/645
2.	American Embassy	Room 235
	Tel: 70351	Ext 642/643
3.	State Secretariat	Room 239
	Tel: 70351	Ext 213, 259, 269
4.	NSC Secretariat	Room 239
	Tel: 70351	Ext 235, 265, 296 (plus White House line

Services:

Round-the-clock: Control centers will be in constant communications with each other and can provide up-to-date information on all aspects of visit. Classified courier, classified lock-up and American secretarial services will be available at each center. Thermofax machines will be in the NSC and S/S Secretariats.

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HEALTH PRECAUTIONS

The Embassy suggests that personnel quartered in the hotels obtain sealed bottled mineral water through "room service" facilities.

Emergency medical facilities are available in the Health Unit, located in Room No. 135, first floor, American Embassy, telephone: 70351, Ext. 370/372.

Request for hospital or hospital dispensary services can be arranged through the Embassy Control Center. The Embassy nurse can assist if needed.

PACKAGE SALES

Arrangements have been made to have a commissary representative in Room 371, Ashoka Hotel and Hotel Janpath, Room 5 --- for package sale of alcoholic beverages. Mixes are available through the hotel "room service."

Hours: July 31 1230 - 2200

Aug 1 0700 - 1000

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TRANSPORTATION

Vehicles assigned for the specific use of White House Staff and other U.S. Government officials will carry the user's name on center front windshield.

Three motor pools for use of other official guests will be located at:

1.	American Embassy	70351	Ext 642/643
2.	Ashoka Hotel	70311	Ext 370
3.	Rashtrapati Bhavan	375321	Inquiry Room South Court Entrance

Pool vehicle dispatched will wait a maximum of twenty minutes. Vehicles may be re-obtained by calling above numbers.

Ten charter buses will be provided for the visiting Press for transportation to the Ashoka, other official functions and to the Airport August 1st. Each bus will be accompanied by a USIS Escort Officer.

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HOTEL AND RESIDENCE NUMBERS

Rashtrapati Bhavan	375321	
Roosevelt House (The Ambassador's Residence)	70351	Ext 226
Ashoka Hotel	70311	
Oberoi-Intercontinental	619465	
Hotel Janpath	46881	
Diplomat Hotel	372004	
Vikram Hotel	625639	

Hotel Assignments - are listed as follows:

Ashoka Hotel	Page 48
Hotel Janpath	Page 53
Vikram	Page 56
Oberoi-Intercontinental	Page 57

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OTHER USEFUL NUMBERS

EMBASSY/USAID	70351	
USIS	46931	(Emb tie-line 340)

PRESIDENT'S SUPPORT STAFF

American Embassy	Room 204 Room 207	Ext 204 Ext 295
Ashoka Hotel	Room 370	Ext 370 70351, Ext 644/645

EMBASSY CONTROL ROOM

American Embassy	Room 235	642/643

PRESS ATTACHE

American Embassy	Room 136	Ext 210

COMMUNICATIONS

American Embassy	Room B-28	Ext 240

EMBASSY DISBURSING

American Embassy (West Building)	W-173	Ext 404

MOTOR POOL

1. Rashtrapati Bhavan	375321	Inquiry Room South Court Entrance
2. American Embassy	70351	Ext 642/643
3. Ashoka Hotel	70311	Ext 370

MEDICAL UNIT - EMBASSY	70351	Ext 370/372

SUPPLIES & EQUIPMENT SUPPORT

American Embassy	70351	Ext 642/643

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KEY MISSION OFFICIALS

EMBASSY

	Room	Ext	Home Tel.
AMBASSADOR			
KENNETH B. KEATING Roosevelt House		20	70[illegible]
MINISTER			
William H. Weathersby 17 Ratendone Road	201	212	41[illegible]11
Special Assistant			
Herbert G. Hagerty 1 Barakhamba Road	264	306	45[illegible]0
MINISTER-COUNSELOR FOR POLITICAL-ECONOMIC AFFAIRS			
Herbert Spivack 2nd Ratendone Road	242	221	61[illegible]
Counselor for Political-Economic Affairs			
Herbert Gordon 17 Prithviraj Road	268	217	61[illegible]
LABOR COUNSELOR			
Morris Weiss 58 Friends Colony	142	301	[illegible]
DEFENSE ATTACHE			
Col. Felix L. McKenna 25A Prithviraj Road	221	251	611[illegible]
OFFICE OF ADMINISTRATION			
Director Francis E. Ratermann B-41 Greater Kailash	W-143	486	775[illegible]
Deputy Director John F. Rieger 10 Ratendone Road	W-141	132	611[illegible]
General Services Officer Charles R. Bakey, Jr. B-33 Greater Kailash	W-145	467	76010

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HOTEL LIST

ASHOKA

1	ABEL, Don	395
2	ATKINS, Oliver	396
3	BEAR, Dr. Stanley	360
4	BENSON, Paul	249
5	BERECK, Lt. Col.	384
6	BOGGS, Patrick	377
7	BORDEN, LeRoy	501
8	BROSSMAN, Sharon	251
9	BROWNE, Shirley	375
10	BUCHANAN	389
11	BURROWS, E SP5	244
12	BUSSEL, C SSg	244
13	CARVER, Sgt	246
14	CATHEY, Joe Sgt	246
15	CHARLOTT, Ted	507
16	CLIFF, Edward MSgt	365
17	COFFEY, Lt Col Vernon	362
18	CONDAYAN, John	507
19	COPELAND, W.	259
20	COREY, SSg Covert	252

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21.	DAULER, Sally	361
22.	DALE, Billy	382
23.	D'ANDREA, Douglas	395
24.	DOMINGUEZ, L.	271
25.	DUNN, Robert	556
26.	ELBOURNE, Timothy	350
27.	ELLIS, Russell	341
28.	FAUVER, Edwin	344/345
29.	GARMON, Ann	391
30.	GATES, Mrs. Pat	372
31.	GERRARD, Constance	379
32.	GREENWOOD, Russell	386
33.	GRIFFIN, Milton	511
34.	HALL, Major Pam	274
35.	HAWLEY, Vernie M.	269
36.	HENDERSHOT, Fred	544
37.	HILLENBRAND	398 (Swite)
38.	HOLCRIDGE	354
39.	HOUDEK	358
40.	JOHNSON, Sgt. Robert	248
41.	JOHNSON, Richard	253
42.	JONES, MSgt. Henry	246
43.	JORDAN, K.	261
44.	KAVULICK, Ron	357

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45.	KEOGH, James	346
46.	KIGHTLINGER, Jack E.	381
47.	KNUDSEN, Robert	381
48.	LUKASH, Dr William	392
49.	MAGUIRE, Charles G	363
50.	MANNING, Robert	393
51.	McGEE, Thomas	258
52.	McSWEENEY, John	340
53.	MENDOZA, SDCM E.	250
54.	MILTON, Raleigh	387
55.	MOHR, Sgt Kenneth	366
56.	MURRAY, CWC Donald F	252
57.	NEWBRAND, Robert	245
58.	NOONAN, Paul	396
59.	OHLENBURG, SDC Herbert	367
60.	OLEKSIW, Daniel	388
61.	PASSMAN, Mary Alice	373
62.	PEREYO, Sgt Gary	250
63.	PERKINS, Robert	511
64.	PONTIUS, Ronald	502
65.	PORTER, Sgt Gerard	254

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66. PRICE, Raymond 351

67. RECCO, SGM Robert 364

68. REDMAN, Col Albert 357

69. REYNOLDS, Charles 386

70. RILAND, Dr. Kenneth 369

71. RIMESTAD, Idar 123 (Suite)

72. ROWEKAMP, George 544

73. SAUNDERS, Harold 352

74. SCOTT, Alfred 368

75. SCHWAB, Eric 389

76. SHERWOOD, T. 247

77. SNOW, George 544

78. SONNENFELDT 353

79. SORSETH, Steven 256

80. STAHL, Norman 544

81. STUART, Charles 355

82. TAYLOR, W 255

83. THOMAS, John M 257

84. TURNER, Leonard 501

85. UHLENKOTT, SP4 Loren 339

86. VAN der HEUVEL, Mrs Gerry 356

87. WARREN, Gerald 374

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88. WHELIHAN, Bruce 376

89. WOODS, Alan 378

90. WYMER, Major William 394

91. ZIEGLER, Ron 348/349 (Some)

92. ZOOK, Ray 380

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HOTEL LIST

JANPATH

1.	AINSWORTH, Earl	104
2.	ALLEN, R.	101
3.	BALDELLI, D.	420
4.	BALGE, K.	324
5.	BOGGS, A. D.	321
6.	BROWN, Daniel P.	105
7.	BRUEN, J.	429
8.	COATS, B.	416
9.	COPELAND, Vera	425
10.	CRAIN, Leo	210
11.	CROSS, John L.	211
12.	CROWDER, James P.	212
13.	DECIMA, E	501
14.	DeSAUTELS, George A.	102
15.	DUNCAN, W.	301
16.	EISERMAN, David	201
17.	GAUTREAU, D.	320
18.	GAVIN, J.	529
19.	GEASA, W.	429
20.	GODFREY,	301
21.	GOLDEN, J.	428
22.	HAMILTON, C.	329

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Janpath

23.	HAWTHORNE, W.	425
24.	HESS, L.	336
25.	HEUERMAN, T.	336
26.	HOFFMAN, G.	416
27.	HOWELL	530
28.	HUDSON, W.	329
29.	HUTCH, A.	501
30.	JONDAHL, Del G.	213
31.	JONES, Rodger L.	208
32.	JOYCE, Daniel L.	207
33.	KENDALL, G.	330
34.	KETCHERSID, James W.	303
35.	KING, Charles E.	306
36.	LOVE, Gale A.	307
37.	LYDA, C.	325
38.	MILLER, S.	325
39.	McCARTHY, D.	328
40.	McNALLY, Robert	304
41.	OLSON, E.	525
42.	PFORR, J.	401
43.	QUINN, A.	529
44.	QUINT, Gary F.	408

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Janpath

45.	RICHARDSON	330
46.	ROGERS, Ann	333
47.	ROLEN, J.	101
48.	ROOP, Keith	409
49.	SCHEYTT, George	411
50.	SCHILLING, Paul H.	412
51.	SLOTTER, Kenneth D.	413
52.	SOLIE, Donald W.	405
53.	SPARK, Wallace D.	404
54.	STURGILL, Curtis	201
55.	THOMPSON, Raymond G.	502
56.	TOWNSEND, Frank A.	504
57.	TAYLOR, Robert	322
58.	VANENHOLT, A.	401
59.	WALLACE, N.	328
60.	WHAN, J.	420
61.	WHITEHOUSE, MSgt.	530
62.	WILLIAMS, B.	525
63.	WILSON, William E.	506
64.	YAKURA, K.	428
65.	YANCEY, James	507
66.	ZOBRIL,	320

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HOTEL LIST

VIKRAM

1.	BROCK, SSgt	118
2.	FOORE, L(	111
3.	GRAY, TSgt	118
4.	HANSON, TSgt	110
5	JONES, SSgt	112
6.	MELTON, Sgt	110
7.	RANDOLPH, SSgt	112
8.	RUMPHREY, MSgt	111
9.	WALDORF, SSgt	118
10.	WRONSKI, TSgt	118
11.	ZUNIGA, Sgt	113

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HOTEL LIST

OBEROI-INTERCONTINENTAL

1.	ALBERTAZZIE, Lt Col Ralph D	103
2	HALL, Major	134
3.	JOLLY, Lt Col John	127
4.	PEDEN, Lt Col Carl	138
5.	ROGERS, Lt Col Charles W	105
6.	WALKER, Rom	706

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MRS. NIXON'S SCHEDULE, THURSDAY, JULY 31, 1969

Visit to Village, Chittaranjan

Indian Officer: IFS Donald F. Lee

1405 - Begum (Mrs.) Abida Ahmed and Deputy Chief of Protocol Captain D. F. Peralta, will escort Mrs. Nixon from the suite to South Gate Rashtrapati Bhavan.

NOTE: Begum Ahmed is the wife of Fakhruddin Ali Ahmed, Minister of Industrial Development, Company Affairs and Internal Trade. She will accompany and interpret on the tour.

1410 - Motorcade departs from Rashtrapati Bhavan.

One Motorcycle

Flag Car - Indian President's Air-Conditioned grey Silver Cloud Rolls Royce

Security Car

Staff Car

Staff Car

Press Bus

Press Bus

NOTE: Mrs. Nixon, accompanied by Begum Ahmed and Captain Peralta, will ride in Flag Car. Mrs. Nixon will sit on the right hand side.

NOTE: Press buses designated for Mrs. Nixon's tour will be boarded at airport. After breaking off from the airport motorcade outside Rashtrapati Bhavan, they will proceed to Freeman Airways and wait. They will join Mrs. Nixon's motorcade when it passes at 1411.

1436 - Arrive at Gulla Higher Secondary School, village Chittaranjan, eleven miles from Rashtrapati Bhavan. Cars will drive up to entrance. There Mrs. Nixon will be met by the village pradhan (headman) Ranjit Singh, Community Development Officer Mr. Malva, and members of the village panchayat (council).

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Mrs. Nixon will be garlanded by the pradhan and members of the panchayat. The first garland will be placed on Mrs. Nixon. She may accept both, but garlands in her hand. The first garland may be worn throughout the tour or removed at will.

Mrs. Nixon will be led to the inner courtyard of the school past a girls honor guard. Girls will perform traditional welcoming ritual in which a mixture of red and yellow powder will be used on her forehead.

A demonstration of physical education and [illegible] will be performed.

(5:30) - Return to car and depart the school enroute to (Village officials will [illegible] and [illegible] will be replaced at school ring.)

(5:35) - Arrive at handloom shop, a cottage industry [illegible] assembled will welcome Mrs. Nixon at the [illegible] shop.

The handloom center is a small one-room [illegible] Patrika Prakash Chandra. [illegible] Mrs. Nixon will [illegible] being woven. Hand printing [illegible] shop is a privately owned and [illegible] producing for the village and [illegible].

NOTE: [illegible] shop entrance [illegible] building [illegible] the visit. More [illegible]

(5:45) - Depart from handloom center. Walk to the [illegible]

(5:47) - Mrs. Nixon will enter house as head of guest. In a sitting [illegible] she will briefly enter low-walled courtyard where householder keeps [illegible] Island Red chickens and two water buffaloes.

(5:50) - On departure from house, Mrs. Nixon will be presented with small basket of eggs.

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[illegible]

[illegible] - Arrive at Community Center.

Outside the center, kindergarten class of thirty children will be in progress. Children [illegible] recite rhymes and songs used in learning Hindi alphabet.

On the porch of the center sixteen young women of village will be learning to use sewing machine and to make clothing.

[illegible] - Depart from community center. Continue [illegible] street.

On left wall is painted a large Hindi sign and statement in Hindi in brightly [illegible] - "Small family happy family." To field on right a village well.

[illegible] - Arrive at fields of village practice. Greeted [illegible] street circle of girls [illegible] songs [illegible] and sugar cane.

[illegible] - Lunch [illegible] [illegible] [illegible] bright khaki. Children [illegible] [illegible] surrounding residents of [illegible] [illegible] present. Lunch by village [illegible] [illegible]. Meeting [illegible] Community with [illegible].

[illegible] - Depart from [illegible] of village [illegible] [illegible] back to automobiles.

[illegible] - Depart from village.

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1600 Arrive Mobile Creche

The Mobile Creche is housed in a tent on the site of the Gandhi Centenary Exposition Grounds where several brick buildings are now under construction. The motorcade will halt at the entrance to the construction area at Powerhouse Road. The tent will be inside and on the right. Mrs. Nixon will be met by Mrs. Meera Mahadevan, Secretary of the Delhi Sub-committee and the sponsor of the Mobile Creche.

Mrs. Nixon will be escorted to the front of the tent. Enroute, the history, purpose and scope of the mobile creche will be explained. The Mobile Creche is a new project which may serve as a pilot project for activities at other construction sites in the city. It seeks to provide day care, supervision and food for the children of the men and women who labor on construction projects.

This creche was founded on March 15, 1969, by the volunteers of the Delhi Sub-committee mentioned above. It is financed by voluntary contributions.

At the entrance to the tent, Mrs. Nixon will be garlanded with a handloom garland. Then Mrs. Nixon will be led into the tent. Outside groups of children will be seen receiving their milk ration and medical attention. Inside the tent the younger children will be resting on their small low cots. Young women, paid at a nominal rate, provide supervision at the Creche for about 100 children, from ages six months to twelve years. Classes will be in progress.

1610 Remarks by Mrs. Nixon.

Emerging from the tent, Mrs. Nixon will be introduced to assembled students and volunteers. Mrs. Nixon will speak and then be asked to pass out candies. (After a few are passed, teachers will take over from Mrs. Nixon.) Mrs. Nixon will be escorted to car.

1615 Departure from Mobile Creche.

1625 Arrive Rashtrapati Bhavan. Mrs. Nixon will be escorted to suite by Begum Ahmed and Captain Pereira.

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NOTE: This is President Nixon's actual schedule while in India.

FOR YOUR INFORMATION AND USE JULY 21, 1969

Office of the White House Press Secretary

THE WHITE HOUSE

SCHEDULE OF THE TRIP OF THE PRESIDENT

July 22 to August 3
1969

Depart Bangkok

10:15 am Bangkok time (11:15 pm EDT 7/30)	TWA and Pan Am press planes depart Bangkok enroute New Delhi.
	Flying time: 3 hours, 30 minutes Time change: minus one hour, 30 minutes
12:15 pm New Delhi time (2:45 am EDT 7/31)	TWA and Pan Am press planes arrive New Delhi Airport (Palam).
12:30 pm New Delhi time (3:00 am EDT 7/31)	PRESIDENT AND PARTY ARRIVE NEW DELHI AIRPORT (PALAM).
	ARRIVAL CEREMONIES:
	MET BY ACTING GOI PRESIDENT AND PRIME MINISTER GANDHI.
	Anthems Review troops Statement by Acting President Statement by President Nixon
12:50 pm New Delhi time (3:20 am EDT 7/31)	PRESIDENTS MOTORCADE TO RASHTRAPATI BHAVAN.
	Motorcade consists of 2 photo trucks, 2 wire cars, press pool bus: 15 U.S., 15 India
	Motorcade pool members are: (Pool #30) Wire Car Z Pooler - Philadelphia Bulletin

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MORE

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TV Correspondent	L. A. Times
TV Correspondent	St. Louis Post Dispatch
TV Correspondent	London Daily Telegraph
Reader's Digest	New York Times
U.S. News	Ridder Publications
Wall Street Journal	Darien Review
Washington Post	Philadelphia Inquirer
Baltimore Sun	

1:25 pm New Delhi time (3:55 am EDT 7/31) PRESIDENT NIXON ARRIVES AT OFFICIAL RESIDENCE AND IS ESCORTED TO SUITE.

1:35 pm New Delhi time (4:05 am EDT 7/31) PRESIDENT NIXON CALLS ON ACTING GOI PRESIDENT IN PRESIDENT'S RECEPTION ROOM AT RASHTRAPATI BHAVAN.

Pool photo opportunity: (Pool #31)

AP	TV Reel
UPI	TV Reel
AP Photo	TV Reel
UPI Photo	Newsweek Photo
AFP	Time Photo
Reuters	Life Photo
TV Correspondent	Philadelphia Bulletin
TV Reel	

1:50 pm New Delhi time (4:20 am EDT 7/31) PRESIDENT NIXON RETURNS TO SUITE.

STAFF TIME.

1:55 pm New Delhi time (4:25 am EDT 7/31) Press buses return to Ashoka Hotel.

PRESS NOTE:
Press Room: Convention Center Ballroom
Press facilities:
8 long distance telephones
8 Telex (additional punching machines and operators)
2 printers for press messages
messengers

2:30 pm New Delhi time (5 am EDT 7/31) Pool buses depart Ashoka Hotel enroute President Nixon's suite at Rashtrapati Bhavan.

Reproduced at the Richard Nixon Presidential Library and Museum

Pool members are: (Pool #32)

AP	TV Reel
UPI	TV Reel
AP Photo	TV Reel
UPI Photo	Newsweek Photo
AFP	Time Photo
Reuters	Life Photo
TV Correspondent	Baltimore Sun
TV Reel	

Z Pooler - New York Times

3 pm New Delhi time (5:30 am EDT 7/31) PRESIDENT NIXON RECEIVES PRIME MINISTER GANDHI IN DWARKA SITTING ROOM. BEGIN TALKS.

Pool photo opportunity: (Pool #32)

AP	TV Reel
UPI	TV Reel
AP Photo	TV Reel
UPI Photo	Newsweek Photo
AFP	Time Photo
Reuters	Life Photo
TV Correspondent	Baltimore Sun
TV Reel	

4:30 pm New Delhi time 7 am EDT 7/31) 2 press buses depart Ashoka Hotel enroute Rajghat (Gandhi Memorial) for press and photo positioning.

4:35 pm New Delhi time (7:05 am EDT 7/31) Pool and press buses depart Ashoka Hotel enroute Rashtrapati Bhavan.

5 pm New Delhi time (7:30 am EDT 7/31) PRESIDENT DEPARTS RESIDENCE ENROUTE RAJGHAT VIA MOTORCADE.

Motorcade lineup:

2 wire cars
2 photo cars
pool press bus
press buses

Motorcade pool bus members are:

AP	TV Reel
UPI	TV Reel
AP Photo	TV Reel
UPI Photo	Newsweek Photo
AFP	Time Photo
Reuters	Life Photo
TV Correspondent	Baltimore Sun
TV Reel	

Z Pooler - New York Times

Reproduced at the Richard Nixon Presidential Library and Museum

MORE

5:15 pm New Delhi time (7:45 am EDT 7/31) PRESIDENT ARRIVES RAJGHAT.

PRESIDENT NIXON WILL LAY A WREATH AT THE GANDHI MEMORIAL AND PLANT A TREE NEXT TO A TREE GENERAL EISENHOWER PLANTED DURING HIS VISIT TO INDIA.

Open coverage.

PRESS NOTE:
Press must take off shoes before entering Rajghat.

5:30 pm New Delhi time (8 am EDT 7/31) PRESIDENT DEPARTS RAJGHAT ENROUTE RASHTRAPATI BHAVAN VIA AUTO.

Press pool follows (Pool #32)

AP	TV Reel
UPI	TV Reel
AP Photo	TV Reel
UPI Photo	Newsweek Photo
AFP	Time Photo
Reuters	Life Photo
TV Correspondent	Baltimore Sun
TV Reel	

Z Pooler - New York Times

5:45 pm New Delhi time (8:15 am EDT 7/31) PRESIDENT ARRIVES RASHTRAPATI BHAVAN. STAFF TIME.

8 pm New Delhi time (10:30 am EDT 7/31) Pool press buses depart Ashoka Hotel enroute Rashtrapati Bhavan.

Pool members are: (Pool # 33)

AP	TV Reel
UPI	TV Reel
AP Photo	TV Correspondent
UPI Photo	Newsweek Photo
AFP	Time Photo
Reuters	Life Photo
TV Reel	Boston Globe
TV Reel	

8:15 pm New Delhi time (10:45 am EDT 7/31) ACTING GOI PRESIDENT CALLS ON PRESIDENT AND MRS. NIXON IN THEIR SUITE.

No coverage.

Reproduced at the Richard Nixon Presidential Library and Museum

8:30 pm New Delhi time (11 am EDT 7/31) ACTING GOI PRESIDENT, PRESIDENT AND MRS. NIXON ARRIVE BANQUET HALL FOR INTRODUCTION.

Pool photo opportunity: (Pool #33)

AP	TV Reel
UPI	TV Reel
AP Photo	TV Correspondent
UPI Photo	Newsweek Photo
AFP	Time Photo
Reuters	Life Photo
TV Reel	Boston Globe
TV Reel	

8:45 pm New Delhi time (11:15 am EDT 7/31) DINNER BEGINS.

10:30 pm New Delhi time (1 pm EDT 7/31) DINNER CONCLUDES. PRESIDENT AND MRS. NIXON GO TO ASHOKA HALL FOR ENTERTAINMENT.

Pool photo opportunity: (Pool #33)

AP	TV Reel
UPI	TV Reel
AP Photo	TV Correspondent
UPI Photo	Newsweek Photo
AFP	Time Photo
Reuters	Life Photo
TV Reel	Boston Globe
TV Reel	

11 pm New Delhi time (1:30 pm EDT 7/31) PRESIDENT AND MRS. NIXON RETURN TO SUITE.

(Pool #33 accompanies.)

MORE

Reproduced at the Richard Nixon Presidential Library and Museum

FRIDAY, AUGUST 1, 1969

8:30 am New Delhi time (11 pm EDT 7/31) THE PRESIDENT ATTENDS MEETING OF SENIOR ADVISORS AT RASHTRAPATI BHAVAN.

9 am New Delhi time (11:30 pm EDT 7/31) Press buses depart Ashoka Hotel enroute Delhi Airport.

9:30 am New Delhi time (12 midnight EDT 7/31) Wire cars and pool bus depart Ashoka Hotel enroute Rashtrapati Bhavan.

Press pool members are (Pool #34)

AP Photo	TV correspondent
UPI Photo	Life Photo
TV Reel	Chicago Tribune
TV Reel	N.Y. Daily News
TV Reel	U.S. News correspondent
TV Reel	Buffalo Evening News

10 am New Delhi time (12:30 am EDT 8/1) PRESIDENT AND MRS. NIXON DEPART RASHTRAPATI BHAVAN ENROUTE DELHI AIRPORT.

Press pool #34 accompanies.

10:25 am New Delhi time (12:55 am EDT 8/1) ARRIVE DELHI AIRPORT.

DEPARTURE CEREMONIES.

HONOR GUARD.

STATEMENTS:
PRESIDENT NIXON
ACTING GOI PRESIDENT

DEPARTS NEW DELHI

10:45 am New Delhi time (1:15 am EDT 8/1) PRESIDENT DEPARTS NEW DELHI VIA AIR FORCE ONE ENROUTE LAHORE, PAKISTAN.

Air Force One pool members are: (Pool #35)

AP	TV correspondent
UPI	Time correspondent
AP Photo	Chicago Tribune
UPI Photo	

Reproduced at the Richard Nixon Presidential Library and Museum

Thank Yous

Reproduced at the Richard Nixon Presidential Library and Museum

XV THANK YOUS

The President will send "thank you" letters to the principal people responsible for making a Presidential visit a success. The Advanceman must exercise judgement in terms of the number of letters to be sent. These should be written to the key people responsible for the event and to any special VIPs with whom the President may have come in contact during the visit. This list should never exceed 10 to 12 people.

It is impossible to over emphasize the importance of a thank you note from the President and what it means to the recipient. It is the White House Staff Advanceman's responsibility to prepare the "thank you letter" list.

The following procedure is to be followed regarding Presidential "thank you" letters:

1. The "thank you" list is to be prepared immediately after the President's visit and mailed to the Tour Office no later than 24 hours after the visit.

   The "thank you" list should be prepared during the advance and be ready to be sent with any last minute additions that same day but no later than 24 hours after the event.

2. The "thank you" list should always be typed with a carbon copy.

3. The list is to be prepared as directed on the form shown on the next page, with the Advanceman's name clearly indicated in the top right hand corner.

4. Copies of this form will be available to all Advancemen for each advance.

The President also sends out an engraved Thank You Card. The card should be sent to individual hard workers. As a guideline, between 25 - 50 cards can be sent out. The names and addresses of the card recipients should be submitted with the Thank You Letter List.

Reproduced at the Richard Nixon Presidential Library and Museum

Upon completion of this form, forward immediately to the Tour Office with a carbon copy.

THANK YOU LETTERS

Event: _____

Date: _____

Advanceman: _____

NAME & ADDRESS	SALUTATION	DESCRIPTION
Complete name and title with complete address	Indicate if first, last, or nickname is to be used.	State what the person did -- if political VIP, so indicate.

Reproduced at the Richard Nixon Presidential Library and Museum

State Contacts

Reproduced at the Richard Nixon Presidential Library and Museum

ALABAMA

Electoral vote: 9 (Wallace)

GOVERNOR

George C. Wallace (D)
Elected 1970, 74.5% vs John Cashin
4 year term ends 1974
State Capitol: Montgomery
205/269-7642

GOP

Headquarters
Republican State Committee of Alabama
P. O. Box 3315
Birmingham 35205
205/322-5733

State Chairman
J. Richard (Dick) Bennett, Jr.
P. O. Box 188
Greenville 36037
(H) 205/382-3744
(O) 205/382-5151

National Committeeman
James D. Martin
407 Country Club Drive
Gadsden 35901
205/546-7056

National Committeewoman
Mrs. Bobbie Ames
Amesmont
Marion 36756
205/683-2351

CONGRESSIONAL DELEGATION

Senators
John J. Sparkman (D), elected 1966, 61.0% vs John E. Grenier(R)
James B. Allen (D), elected 1968 vs Perry O. Hooper (R)

Congressmen
1st Jack Edwards (R), 62.1%
2nd William B. Dickinson (R), 61.4%
3rd George Andrews (D), 90.2%
4th William Nichols (D), 84.4%
5th Walter Flowers (D), 77.8%
6th John Buchanan (R), 59.8%
7th Tom Bevill (D), unopposed
8th Robert E. Jones (D), 84.9%

STATE LEGISLATURE

Upper House: Democrat Lower House: Democrat

Reproduced at the Richard Nixon Presidential Library and Museum

ALASKA

Electoral vote: 3 (Nixon)

GOVERNOR

William Egan (D)
Elected 1970, 51.9% vs Gov. Keith Miller (R)
4 year term ends 1974
State Capitol: Juneau
907/586-5301

GOP

Headquarters

Republican Party of Alaska
815 W. 5th Ave
Anchorage 99501
907/279-2508 or 907/272-7461

State Chairman

Alvin O. Bramstedt
Box 1160
Anchorage 99501

National Committeeman

Robert A. Davenny
P. O. Box 4-2050
Anchorage 99503
907/279-2508

National Committeewoman

Mrs. John Holm
P. O. Box 682
Fairbanks 99707
907/456-6336

CONGRESSIONAL DELEGATION

Senators

Mike Gravel (D), elected 1968, 46.3% vs Elmer Rasmuson (R)
Theodore F. Stevens (R), elected 1970, 59.9% vs Wendell Kay (D)
Appointed Dec. 1968, by Gov. Walter J. Kickel to fill vacancy created by death of Sen. E. L. Bartlett, term ends 1972.

Congressman

Nicholas J. Begich (D), 53.9%

Reproduced at the Richard Nixon Presidential Library and Museum

ARIZONA

Electoral vote: 6 (Nixon)

GOVERNOR

John R. Williams (R)
Re-elected 1970, 51.9% vs Raul Castro
4 year term ends 1974
State Capitol: Phoenix
602/271-4900
Contact: C. R. Krimminger

GOP

Headquarters

Arizona Republican State Committee
3300 North Central Ave.
Phoenix 85012
602/279-5596

State Chairman

Harry Rosenzweig
c/o Headquarters

National Committeeman

John H. Haugh
5705 N. Campbell Ave.
Tucson 85718
602/299-6028

National Committeewoman

Mrs. Forrest C. Braden
700 Second Ave.
Yuma 85364
602/783-4348

CONGRESSIONAL DELEGATION

Senators

Barry Goldwater (R), elected 1968, 57.6% vs Roy Elson
Paul Fannin (R), re-elected 1970, 55.8% vs Sam Grossman

Congressmen

1st John J. Rhodes (R), 68.3%
2nd Morris K. Udall (D), 69.0%
3rd Sam Steiger (R), 63.0%

STATE LEGISLATURE

Upper House: Republican

Lower House: Republican

Reproduced at the Richard Nixon Presidential Library and Museum

ARKANSAS

Electoral vote: 6 (Wallace)

GOVERNOR

Dale Bumpers (D)
Elected 1970, 62.1% vs Gov. Winthrop Rockefeller
2 year term ends 1972
State Capitol: Little Rock
501/372-3428

GOP

Headquarters

Arkansas Republican State Committee
1417 West 6th Street
Little Rock 72201
501/372-7301

State Chairman

Odell Pollard
P. O. Box 36, 407 W. Race Ave.
Searcy 72143
501/268-3536

National Committeeman

Winthrop Rockefeller
450 Tower Bldg.
Little Rock 72201
501/372-5431
or - Mt. Petitjean
Arkansas

National Committeewoman

Mrs. Frank McGillicuddy
2000 Magnolia St., Rivercliff Apt. #463
Little Rock 72202
501/666-7889

CONGRESSIONAL DELEGATION

Senators

John L. McClellan (D), re-elected 1966, Unopposed
J. William Fulbright (D), re-elected 1968, 60.7%
vs Charles Bernard

Congressmen

1st Bill Alexander (D), Unopposed
2nd Wilbur Mills (D), Unopposed
3rd J. P. Hammerschmidt (R), 66.4%
4th David Pryor (D), Unopposed

STATE LEGISLATURE

Upper House: Democrat
Lower House: Democrat

Reproduced at the Richard Nixon Presidential Library and Museum

CALIFORNIA

Electoral vote: 45 (Nixon)

GOVERNOR

Ronald Reagan (R),
Re-elected 1970, 52.9% vs Jess Unruh
4 year term ends 1974
State Capitol: Sacramento 95814
916/445-2843
Contact: Michael K. Deaver (916/445-6343)

GOP

Headquarters
Republican State Central Committee of California
918 J Street
Sacramento 95814

State Chairman
Putnam Livermore
111 Sutter Street, Suite 1200
San Francisco 94104
415/421-3430

National Committeeman
Thomas C. Reed
P. O. Box 371
San Rafael 94902
415/ 456-7310

National Committeewoman
Mrs. Eleanor R. Ring
801 Tolita Avenue
Coronado 92118
714/435-4524

CONGRESSIONAL DELEGATION

Senators
John Tunney (D), elected 1970, 53.8% vs George Murphy(R)
Alan Cranston (D), elected 1968, 52% vs Max Rafferty(R)

Congressmen

1st	Don H. Clausen(R), 63.4%	20th	H. Allen Smith(R), 69.2%
2nd	Harold Johnson(D), 77.6%	21st	Augustus F.Hawkins(D) 94.6%
3rd	John E. Moss (D), 61.6%	22nd	James C Corman(D) 59.3%
4th	Robert Leggett(D), 67.4%	23rd	Del Clawson (R), 63.5%
5th	Philip Burton(D), 70.6%	24th	John Rousselot(R), 65.2%
6th	William Mailliard(R) 53.1%	25th	Charles E Wiggins (R) 63.5%
7th	Ronald Dellums (D), 57.4%	26th	Thomas M Rees (D) 71.2%
8th	George P Miller(D), 69.0%	27th	Barry MGoldwater,Jr (R) 66.8%
9th	Don Edwards (D), 69.3%	28th	Alphonzo Bell(R), 69.4%
10th	Charles S Gubser(R) 61.8%	29th	Geo. E.Danielson(D) 62.4%
11th	P.N. McCloskey, Jr. 78.6%	30th	Edw. R. Roybal (D), 68.2%
12th	Burt L Talcott (R), 63.6%	31st	Charles H Wilson(D), 73.0%
13th	Charles M Teague(R)58.5%	32nd	Craig Hosmer (R), 71.6%
14th	Jerome R. Waldie(D)74.6%	33rd	Jerry L. Pettis (R), 72.2%
15th	John J. McFall(D), 62.8%	34th	Richard T. Hanna(D), 53.0%
16th	B. F. Sisk (D), 66.4%	35th	John G. Schmitz(R), 67.0%
17th	Glenn M Anderson(D)62.1%	36th	Bob Wilson (R), 71.5%
18th	Robert B Mathias(R)63.3%	37th	Lionel VanDeerlin(D), 72.1%
		38th	Victor Veysey (R), 50.1%

STATE LEGISLATURE

Reproduced at the Richard Nixon Presidential Library and Museum

Upper House: Democrat
Lower House: Democrat

COLORADO

Electoral vote: 7 (Nixon)

GOVERNOR

John A. Love (R)
Re-elected 1970, 52.4% vs Mark Hogan (D), Walter Plankinton (AI)
4 year term ends 1974
State Capitol: Denver
303/892-2471
Contact: Lyle Lindesmith

GOP

Headquarters	Republican State Central Committee of Colorado 1711 Pennsylvania Street Denver 80203 303/222-7764
State Chairman	Robert M. Flanigan c/o Headquarters
National Committeeman	William S. Powers 2910 Security Life Building Denver 80203 303/222-3526
National Committeewoman	Mrs. Daniel Gray 2850 E. Flora Place Denver 80210 303/756-6909

CONGRESSIONAL DELEGATION

Senators	Gordon Allott (R) re-elected 1966, 58.0% vs Roy R. Romer Peter H. Dominick (R) re-elected 1968, 58.3% vs former Gov. Steve McNichols
Congressmen	1st James D. (Mike) McKevitt (R), 51.3% 2nd Donald G. Brotzman (R), 63.4% 3rd Frank Evans (D), 63.5% 4th Wayne N. Aspinall (D), 55.0%

STATE LEGISLATURE

Upper House: Republican Lower House: Republican

Reproduced at the Richard Nixon Presidential Library and Museum

CONNECTICUT

Electoral vote: 8 (Humphrey)

GOVERNOR

Thomas J. Meskill (R)
Elected 1970, 53.8% vs Emilio Daddario (D)
4 year term ends 1974
State Capitol: Hartford
203/566-4840
Contact:

GOP

Headquarters

Connecticut Republican State Central Committee
410 Asylum Street, Room 315
Hartford 06103
203/249-9661

State Chairman

Howard E. Hausman
57 Court Street
New Britain 06051 (H) 203/223-2185

National Committeeman

John Alsop
P. O. Box 300
Hartford 06101
203/278-3300

or - Talcott Notch Road
Avon 06001
(H) 203/677-1257

National Committeewoman

Mrs. Norman Harrower, Jr.
144 Edgehill Road
New Haven 06511
203/776-1926

CONGRESSIONAL DELEGATION

Senators

Abraham A. Ribicoff (D), re-elected 1968, 53.9% vs Ed May
Lowell Weicker, Jr. (R) elected 1970, 41.7% vs Joseph Duffey (D), Sen. Thomas Dodd (I)

Congressmen

1st William Cotter (D), 48.6%
2nd Robert Steele (R), 53.6%
3rd Robert N. Giaimo (D), 58.5%
4th Stewart McKinney (R), 55.7%
5th John S. Monagan (D), 53.7%
6th Ella T. Grasso (D), 50.7%

STATE LEGISLATURE

Upper House: Democrat

Lower House: Democrat

Reproduced at the Richard Nixon Presidential Library and Museum

DELAWARE

Electoral vote: 3 (Nixon)

GOVERNOR

Russell W. Peterson (R)
Elected 1968, 51.5% vs Charles L. Terry, Jr. (D)
4 year term ends 1972
State Capitol: Dover
302/734-5711
Contact: Gerald Sapienza

GOP

Headquarters

Delaware Republican State Committee
2007 Pennsylvania Avenue
Wilmington 19806
302/652-3132

State Chairman

Gene Bunting
Office of Secretary of State
Dover 19901
302/678-4111

National Committeeman

Thomas B. Evans, Jr.
279 Delaware Trust Bldg.
Wilmington 19801
(O) 302/652-4231 (H) 302/656-0880

National Committeewoman

Mrs. Bruce F. Day
35 Indian Field Road
Wilmington 19810
302/475-8177

CONGRESSIONAL DELEGATION

Senators

J. Caleb Boggs (R), re-elected 1966, 59.1% vs James M. Tunnell, Jr.
William W. Roth, Jr. (R), elected 1970, 58.6% vs Jacob W. Zimmerman (D), Donald G. Gies (A)

Congressman

Pierre S. duPont, IV (R), 51.0%

STATE LEGISLATURE

Upper House: Republican Lower House: Republican

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DISTRICT OF COLUMBIA

Electoral vote: 3 (Humphrey)

GOP

Headquarters	District of Columbia Republican Committee 310 1st Street, S. E. 20003 202/484-6560
District Chairman	Edmund E. Pendleton, Jr. 1156 15th Street, N. W. 20006 (O) 202/833-1960
National Committeeman	Carl L. Shipley 1108 National Press Building 20004 202/783-1647
National Committeewoman	Mrs. J. Willard Marriott 4500 Garfield Street, N. W. Washington 20007 202/966-5370

CONGRESSIONAL DELEGATION

Congressman	Walter Fauntroy (D), elected 1970, 58.5% vs John Nevius (R)

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FLORIDA

Electoral vote: 17 (Nixon)

GOVERNOR

Reubin Askew (D)
Elected 1970, 56.9% vs Gov. Claude R. Kirk, Jr. (R)
4 year term ends 1974
State Capitol: Tallahassee
904/222-1900

GOP

Headquarters

Republican State Executive Committee of Florida
25 North Eola Drive
Orlands 32801
305/ 422-2447

State Chairman

L. E. Thomas (Tommy)
P. O. Box 490
Panama City 32401 904/785-5221

National Committeeman

Honorable William C. Cramer
2230 Second Ave., N
St. Petersburg 33713
813/822-0131

National Committeewoman

Mrs. Paula F. Hawkins
241 Dommerich Drive
Maitland 32751
305/644-0390

CONGRESSIONAL DELEGATION

Senators

Edward J. Gurney (R), elected 1968, 57.3% vs LeRoy Collins
Lawton Chiles (D), elected 1970, 54.0% vs Cong. William Cramer (R)

Congressmen

1st	Robert L. F. Sikes (D), 80.0%
2nd	Don Fuqua (D), Unopposed
3rd	Charles E. Bennett (D), Unopposed
4th	William Chappell, Jr. (D) 57.6%
5th	Louis Frey, Jr. (R) 76.0%
6th	Sam M. Gibbons (D), 72.0%
7th	James A. Haley (D), 52.8%
8th	C. W. Young (R), 67.0%
9th	Paul G. Rogers (D), 74.6%
10th	J. Herbert Burke (R), 54.2%
11th	Claude Pepper (D), Unopposed
12th	Dante Fascell (D), 72.0%

STATE LEGISLATURE

Upper House: Democrat Lower House: Democrat

Reproduced at the Richard Nixon Presidential Library and Museum

GEORGIA

Electoral vote: 12 (Wallace)

GOVERNOR

James E. Carter (D)
Elected 1970, 59.3% vs Hal Suit (R)
4 year term ends 1974
State Capitol: Atlanta
404/521-1776

GOP

Headquarters

Republican State Central Committee of Georgia
3384 Peachtree Road, N. E., Room 309
Atlanta 30326
404/266-0311

State Chairman

Robert J. Shaw
1819 Peachtree Rd, NE, Room 308
Atlanta 30309
(O) 404/355-1922 (H)404/794-2110

National Committeeman

Howard H. (Bo) Callaway
Pine Mountain 31822
404/663-2281

National Committeewoman

Mrs. John A. Cauble
Box 51, Route 6, Sunset Drive
Canton 30114
404/479-3145

CONGRESSIONAL DELEGATION

Senators

David H. Gambrell (D), Appointed 1971 (Replacing Russell)
Herman E. Talmadge (D), re-elected 1968, 75.5% vs E. Earl Patten, Jr. (R)

Congressmen

1st	G. Elliott Hagen (D), Unopposed
2nd	Dawson Mathis (D), Unopposed
3rd	Jack Brinkley, (D), Unopposed
4th	Ben Blackburn (R), 64.6%
5th	Fletcher Thompson (R), 56.9%
6th	John J. Flynt, Jr. (D), Unopposed
7th	John W. Davis (D), 72.2%
8th	W. S. Stuckey, Jr. (D), Unopposed
9th	Phil M. Landrum (D), 69.8%
10th	Robert G. Stephens, Jr. (D), Unopposed

STATE LEGISLATURE

Upper House: Democrat Lower House: Democrat

Reproduced at the Richard Nixon Presidential Library and Museum

HAWAII

Electoral vote: 4 (Humphrey)

GOVERNOR

John A. Burns (D)
Re-elected 1970, 55.6% vs Samuel P. King (R)
4 year term ends 1974
State Capitol: Honolulu
808/548-2211

GOP

Headquarters
Republican Party of Hawaii
Merchandise Mart Building, Room 438
Honolulu 96813
808/538-1136

State Chairman
V. Thomas Rice
735 Bishop Street, #410
Honolulu 96813
(O) 808/531-0291 (H)808/923-4640

National Committeeman
Philip E. Spalding, Jr.
91-150 Hanua St.
Ewa Beach 96706
808/682-5731

National Committeewoman
Mrs. George (Libby) Kellerman
104 Wailupe Circle
Honolulu 96821
808/32-411

CONGRESSIONAL DELEGATION

Senators
Daniel Inouye (D), re-elected 1968, 83.4% vs Wayne Thiessen (R)
Hiram L. Fond (R), re-elected 1970, 51.5% vs Cecil Heftel (D)

Congressmen
1st Spark M. Matsunaga (D), 72.9%
2nd Patsy T. Mink (D), Unopposed

STATE LEGISLATURE

Upper House: Democrat Lower House: Democrat

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IDAHO

Electoral vote: 4 (Nixon)

GOVERNOR

Cecil D. Andrus (D)
Elected 1970, 52.2% vs Gov. Don Samuelson
4 year term ends 1974
State Capitol: Boise
208/344-5811

GOP

Headquarters

Idaho Republican State Central Committee
Post Office Box 2267, Simplot Building
Boise 83701
208/344-7875

State Chairman

Roland C. Wilber
Box 359
Lewiston 83501
(O) 208/743-3701 (H) 208/743-2322

National Committeeman

David Little
Box 68
Emmett 83617
208/365-4821

National Committeewoman

Mrs. Gwen Barnett
6525 Robertson Drive
Boise 83705
208/375-7646

CONGRESSIONAL DELEGATION

Senators

Len B. Jordan (R), re-elected 1966, 55.4% vs Ralph Harding (D)
Frank Church (D), re-elected 1968, 60.2% vs Cong. George Hansen

Congressmen

1st James A. McClure (R), 57.9%
2nd Orval Hansen (R), 66.3%

STATE LEGISLATURE

Upper House: Republican Lower House: Republican

Reproduced at the Richard Nixon Presidential Library and Museum

ILLINOIS

Electoral vote: 26 (Nixon)

GOVERNOR

Richard B. Ogilvie (R)
Elected 1968, 51.5% vs Sam Shapiro (D)
4 year term ends 1972
State Capitol: Springfield
217/525-6830
Contact: Bryan Whelan

GOP

Headquarters

Illinois Republican State Central Committee
200 South Second Street
Springfield 62701
217/525-0011

or - 134 North LaSalle Street
Chicago 60602
312/641-6400

State Chairman

Victor L. Smith
205 South Franklin
Robinson 62454
(O) 618/544-2174 (H) 618/544-2077

National Committeeman

Robert D. Stuart, Jr.
345 Merchandise Mart
Chicago 60654
312/222-7450

National Committeewoman

Mrs. Hope McCormick
1530 N. State Parkway
Chicago 60610
312/944-4242

CONGRESSIONAL DELEGATION

Senators

Charles H. Percy (R), elected 1966, 54.9% vs Paul Douglas (D)
Adlai Stevenson, III (D), elected 1970, 57.0% vs Sen. Ralph T. Smith

Congressmen

1st	Ralph Metcalfe (D), 89.4%
2nd	Abner J. Mikva (D), 75.8%
3rd	William T. Murphy (D), 68.1%
4th	Edward J. Derwinski (R), 68.6%
5th	John C. Kluczynski (D), 69.0%
6th	George W. Collins (D), 60.1%
7th	Frank Annunzio (D), 88.0%
8th	Dan Rostenkowski (D), 73.7%
9th	Sidney R. Yates (D), 75.9%
10th	Harold R. Collier (R), 62.4%
11th	Roman C. Pucinski (D), 71.8%
12th	Robert McClory (R), 62.1%
13th	Philip M. Crane (R), 56.4%
14th	John N. Erlenborn (R), 65.5%
15th	Charlotte T. Reid (R), 68.7%
16th	John B. Anderson (R), 67.1%

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(ILLINOIS)

17th Leslie C. Arends (R), 64.0%
18th Robert H. Michel (R), 66.1%
19th Tom Railsback (R), 67.6%
20th Paul Findley (R), 67.3%
21st Kenneth J. Gray (D), 62.4%
22nd William L. Springer (R), 58.9%
23rd George E. Shipley (D), 54.1%
24th Melvin Price (D), 73.9%

STATE LEGISLATURE

Upper House: Tied - broken by Democratic Lt. Gov.

Lower House: Republican

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INDIANA

Electoral vote: 13 (Nixon)

GOVERNOR

Edgar Whitcomb (R)
Elected 1968, 52.8% vs Robert Rock
4 year term ends 1972
State Capitol: Indianapolis
317/633-4567

GOP

Headquarters

Indiana Republican State Central Committee
111 North Capitol Avenue
Indianapolis 46204
317/635-7561

State Chairman

John K. Snyder
107 Green Acres Rd
Washington 47501 812/254-5343

National Committeeman

Keith Bulen
144 N. Delaware Street
Indianapolis 46204
317/635-8881

National Committeewoman

Mrs. Cecil M. Harden
302 Fifth Street
Covington 47932
317/793-2094

CONGRESSIONAL DELEGATION

Senators

Birch E. Bayh (D), re-elected 1968, 51.6% vs Bill Ruckelshaus (R)
Vance Hartke (D), re-elected 1970, 50.1% vs Richard L. Roudebush

Congressmen

1st	Ray J. Madden (D), 65.7%
2nd	Earl F. Landgrebe (R), 50.4%
3rd	John Brademas (D), 56.5%
4th	J. Edward Roush (D), 51.5%
5th	Elwood Hillis (R), 56.0%
6th	William G. Bray (R), 60.3%
7th	John T. Myers (R), 56.8%
8th	Roger H. Zion (R), 52.6%
9th	Lee H. Hamilton (D), 62.4%
10th	David W. Dennis (R), 50.8%
11th	Andrew Jacobs, Jr. (D), 57.4%

STATE LEGISLATURE

Upper House: Republican Lower House: Republican

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IOWA

Electoral vote: 8 (Nixon)

GOVERNOR

Robert Ray (R)
Re-elected 1970, 51.0% vs Robert D. Fulton (D), Robert Dilley (AI)
2 year term ends 1972
State Capitol: Des Moines
515/281-5011

GOP

Headquarters
Republican State Central Committee of Iowa
808 Fifth Avenue
Des Moines 50309
515/282-8105

State Chairman
John McDonald
1507 Vine Street
Dallas Center 50063 (O) 515/837-3728 (H) 515/837-3115

National Committeeman
Charles E. Wittenmeyer
826 Davenport Bank Building
Davenport 52801
319/326-3521

National Committeewoman
Mrs. Elmer (Mary Louise) Smith
654 59th Street
Des Moines 50312
515/279-5390

CONGRESSIONAL DELEGATION

Senators
Jack Miller (R), re-elected 1966, 62.2% vs E. B. Smith (D)
Harold Hughes (D), elected 1968, 50.4% vs David Stanley (R)

Congressmen

1st	Fred Schwengel (R), 49.9%
2nd	John C. Culver (D), 60.4%
3rd	H. R. Gross (R), 58.9%
4th	John Kyl (R), 54.6%
5th	Neal Smith (D), 64.9%
6th	Wiley Mayne (R), 56.9%
7th	William J. Scherle (R), 63.4%

STATE LEGISLATURE

Upper House: Republican Lower House: Republican

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KANSAS

Electoral vote: 7 (Nixon)

GOVERNOR

Robert B. Docking (D)
Re-elected 1970, 54.4% vs Kent Frizzell (R), P. Everett Sperry (C
2 year term ends 1972
State Capitol: Topeka
913/296-3232

GOP

Headquarters

Kansas Republican State Committee
Ramada Inn, Suite 10, 501 Jefferson
Topeka 6660
913/234-3416

State Chairman

William Falstad
301 North 5th Street
Fredonia 66736
316/378-2146

National Committeeman

McDill "Huck" Boyd
257 F Street
Phillipsburg 67661
913/543-5242

National Committeewoman

Mrs. Richard D. Rogers
919 Fairway Drive
Manhattan 66502
913/539-3413

CONGRESSIONAL DELEGATION

Senators

James B. Pearson (R), re-elected 1966, 52.1% vs Floyd Breeding (D)
Robert Dole (R), elected 1968, 60.5% vs William Robinson (D)

Congressmen

1st Keith G. Sebelius (R), 57.0%
2nd William Roy (D), 53.8%
3rd Larry Winn, Jr. (R) 53.6%
4th Garner Shriver (R), 64.4%
5th Joe Skubitz (R), 66.1%

STATE LEGISLATURE

Upper House: Republican Lower House: Republican

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KENTUCKY

Electoral vote: 9 (Nixon)

GOVERNOR

Louie B. Nunn (R)
Elected 1967, 52% vs Henry Ward
4 year term ends 1971
State Capitol: Frankfort
502/564-2500
Contact: Jim Watson

GOP

Headquarters

Kentucky Republican State Committee
1619 Heyburn Building
Louisville 40202
502/585-4165

State Chairman

John H. Kerr
463 E. Main Street
Lexington 40507
606/252-6767

National Committeeman

Edwin G. Middleton
501 S. Second Street
Louisville 40202
502/584-1135

National Committeewoman

Mrs. Harold B. Barton
1311 7th Street Road
Corbin 40701
606/528-2404

CONGRESSIONAL DELEGATION

Senators

John Sherman Cooper (R), re-elected 1966, 64.5% vs John Young Brown (D)
Marlow Cook (R), elected 1968, 51.6% vs Katherine G. Peden (D)

Congressmen

1st Frank A. Stubblefield (D), Unopposed
2nd William H. Natcher (D), Unopposed
3rd Romano L. Mazzoli (D), 50.1%
4th M. G. (Gene) Snyder (R), 66.7%
5th Tim Lee Carter (R), 80.5%
6th John C. Watts (D), 64.7%
7th Carl D. Perkins (D), 73.5%

STATE LEGISLATURE

Upper House: Democrat Lower House: Democrat

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LOUISIANA

Electoral vote: 10 (Wallace)

GOVERNOR

John J. McKeithen (D)
re-elected 1968, unopposed
4-year term ends 1972
Capitol: Baton Rouge
504/389-5281

GOP

Headquarters

Republican State Central Committee of Louisiana
409 Azalea Street
Lafayette 70501
318/235-5660

State Chairman

Charles de Gravelles
409 Azalea Street
Lafayette 70501
(H) 318/235-5660

National Committeeman

Tom Stagg
808 Beck Building
Shreveport 71101
318/424-3294

National Committeewoman

Mrs. Jean M. Boese
831 City Park Boulevard
Alexandria 71301
318/445-2972

CONGRESSIONAL DELEGATION

Senators

Allen J. Ellender (D), elected 1966, unopposed
Russell Long (D), re-elected 1968, unopposed

Congressmen

1st	F. Edward Hebert (D), 83.6%
2nd	Hale Boggs (D), 69.6%
3rd	Patrick T. Caffery (D), unopposed
4th	Joe D. Waggoner (D), unopposed
5th	Otto E. Passman (D), unopposed
6th	John R. Rarick (D), unopposed
7th	Edwin W. Edwards (D), unopposed
8th	Speedy O. Long (D), unopposed

STATE LEGISLATURE

Upper House: Democrat Lower House: Democrat

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MAINE

Electoral vote: 4 (Humphrey)

GOVERNOR

Kenneth Curtis (D)
Elected 1970, 50.1% vs Erwin
4-year term ends 1974
State Capitol: Augusta

GOP

Headquarters

Maine Republican State Committee
187 State Street
Augusta 04330
207/622-6247

State Chairman

Charles E. Morsehead
187 State Street
Augusta 04330
207/622-6247

National Committeeman

Robert A. Marden
44 Elm Street
Waterville 04901
207/872-0188

National Committeewoman

Mrs. Brooks Brown
Rams Head Farm
York 03909
207/363-5289

CONGRESSIONAL DELEGATION

Senators

Margaret Chase Smith (R), elected 1966, 58.9% vs Elmer Violette (D)
Edmund S. Muskee (D), re-elected 1970, 61.7% vs Neil Bishop

Congressmen

1st Peter N. Kyros (D), 59.0%
2nd William D. Hathaway (D), 63.8%

STATE LEGISLATURE

Upper House: Republican Lower House: Republican

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MARYLAND

Electoral vote: 10 (Humphrey)

GOVERNOR

Marvin Mandel (D)
Elected 1970, 65.2% vs Stanley Blair
4 year term ends 1974
Capitol: Annapolis

GOP

Headquarters	Republican State Central Committee of Maryland 9 West Hamilton Baltimore 21201 301/727-1064
State Chairman	Alexander M. (Sandy) Lankler Red Barn Lane Potomac 20854 301/762-3262
National Committeeman	Richard M. Allen P. O. Box 1577 Salisbury 21801 301/742-7123
National Committeewoman	Mrs. Katherine Black Massenburg 5608 Purlington Way Baltimore 21212 301/433-0590

CONGRESSIONAL DELEGATION

Senators	J. Glenn Beall (R), elected 1970, 51.0% vs Joseph Tydings Charles McC. Mathias (D), elected 1968, 47.9% vs Daniel Brewster and George Mahoney
Congressmen	1st 2nd Clarence E. Long (D), 68.0% 3rd Edward A. Garmatz, Unopposed 4th Paul S. Sarbanes (D), 69.1% 5th Lawrence J. Hogan (R), 61.5% 6th Goodloe E. Byron (D), 50.7% 7th Parren J. Mitchell (D), 58.3% 8th Gilbert Gude (R), 61.3%

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GOVERNOR

Francis W. Sargent (R)
Elected 1970, 57.1% vs White
4 year term ends 1974
Capitol: Boston
617/727-3800
Contact: John Jackson

GOP

Headquarters:

Massachusetts Republican State Committee
73 Tremont Street, Room 735
Boston 02108
617/523-7535

State Chairman

Herbert R. Waite
20 Jackson Road
Wellesley Hills 02181
(H) 617/235-3888

National Committeeman

Bruce Crane
45 Main Street
Dalton 01226
413/684-2600

National Committeewoman

Mrs. Henry Dunster Howe
6 Woodbine Road
Belmont 02178
617/484-0070

CONGRESSIONAL DELEGATION

Senators

Edward W. Brooke (R), elected 1966, 60.7% vs Endicott Peabody (D)
Edward Kennedy (D), re-elected 1970, 62.4% vs Josiah A. Spaulding

Congressmen

1st	Silvio O. Conte (R), unopposed
2nd	Edward P. Boland (D), unopposed
3rd	Robert F. Drinan (D), 37.7% (3-way)
4th	Harold Donohue (D), 54.2%
5th	F. Bradford Morse (R), 63.0%
6th	Michael J. Harrington (D), 61.7%
7th	T. H. Macdonald (D), 72.8%
8th	T. P. O'Neill, Jr. (D), unopposed
9th	L. D. Hicks (D), 59.2%
10th	Margaret M. Heckler (R), 57.0%
11th	James Burke (D), unopposed
12th	Hastings Keith (R), 50.4%

STATE LEGISLATURE

Upper House: Democrat Lower House: Democrat

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MICHIGAN — Electoral vote: 21 (Humphrey)

GOVERNOR

William G. Milliken (R)
Elected 1970, 50.6% vs Levin
4 year term ends 1974
State Capitol: Lansing
517/372-3400

GOP

Headquarters
Michigan Republican State Central Committee
404 E. Michigan Avenue
Lansing 48933
517/487-5413

State Chairman
William F. McLaughlin
592 Reed
Northville 48167
313/349-2160

National Committeeman
Harold M. McClure, Jr.
Jack Tar Hotel Suite 212
Lansing 48933
517/463-1141

National Committeewoman
Mrs. Elly M. Peterson
Holiday Hill, Rt. 2, Charlotte 48813 517/543-3997

CONGRESSIONAL DELEGATION

Senators
Robert P. Griffin (R), elected 1966, 55.0%, vs G Mennen Williams (D)
Philip A. Hart (D), re-elected 1970, 67.3% vs Lenore Romney

Congressmen

1st	John Conyers (D), 86.9%	11th	Philip Ruppe (R), 61.7%
2nd	Marvin Esch (R), 62.6%	12th	J.G. O'Hara (D) 76.9%
3rd	Gary E. Brown (R), 56.2%	13th	Charles C. Diggs, Jr. (D), 87.9%
4th	E. Hutchinson (R), 61.9%		
5th	Gerald R. Ford (R), 61.5%	14th	Lucien N. Nedzi (D) 64.6%
6th	C. Chamberlain (R), 60.3%	15th	William D. Ford (D) 80%
7th	D. W. Riegle, Jr. (D), 70.3%		
8th	James Harvey (R), 65.4%	16th	John D Dingell (D) 78.2%
9th	G. Vander Jagt (R), 64.6%	17th	Martha W. Griffiths (D), 85.4%
10th	E. A. Cederberg (R), 59.2%	18th	William S. Broomfield (D), 64.5%
		19th	Jack McDonald (R) 58.5%

STATE LEGISLATURE

Upper House: Republican
Lower House: Democrat

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MINNESOTA

Electoral vote: 10 (Humphrey)

GOVERNOR

Wendell R. Anderson (D)
Elected 1970, 53.8% vs Head
4 year term ends 1974
State Capitol: St. Paul
612/221-3391

GOP

Headquarters

Minnesota Republican State Central Committee
4950 Viking Drive
Minneapolis 55435
612/920-5750

State Chairman

George Thiss
5025 Normandale Court
Minneapolis 55436
612/929-3884

National Committeeman

George F. Etzell
Clarissa 56440
218/756-2131

National Committeewoman

Mrs. Russell T. Lund
4814 S. Lakeview Drive
Minneapolis 55424
612/927-9791

CONGRESSIONAL DELEGATION

Senators

Walter F. Mondale (D), elected 1966, 54.9% vs Robert A Forsythe (R)
Hubert H. Humphrey (D), elected 1970, 58.2% vs Clark MacGregor (R)

Congressmen

1st	Albert H. Quie (R),	69.0%
2nd	Ancher Nelsen (R),	63.4%
3rd	Bill Frenzel (R),	52.0%
4th	Joseph E. Karth (D),	74.1%
5th	D. M. Fraser (D),	57.1%
6th	John M. Zwach (R),	51.9%
7th	Bob Bergland (D),	54.2%
8th	John A. Blatnik (D),	75.4%

STATE LEGISLATURE

Upper House: Nonpartisan

Lower House: Nonpartisan

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MISSISSIPPI

Electoral vote: 7 (Wallace)

GOVERNOR

John Bell Williams (D)
Elected 1968, 70% vs. Rubel Philips (R)
4 year term ends 1972
State Capitol: Jackson
601/354-7575

GOP

Headquarters

Mississippi Republican Party
P. O. Box 1178
Jackson, Mississippi 39205
601/948-5191

State Chairman

Clarke Reed
(O) P. O. Box 479
Greenville, Mississippi
601/335-2341

(Home)
Bayou Road
Greenville, Mississippi 38701
601/332-0033

National Committeeman

James M. Moye
515 Fifth Avenue
Laurel, Mississippi 39440
601/425-1438

National Committeewoman

Mrs. James F. Hooper
800-8th Street, North
Columbus, Mississippi 39701
601/328-1816

CONGRESSIONAL DELEGATION

Senators

James O. Eastland (D), re-elected 1966, vs Prentiss Walker (65.6%)
John C. Stennis, (D), re-elected 1970 vs William Richard Thompson (R) 88.5%

Congressmen

1st Thomas G. Abernethy(D), unopposed
2nd Jamie L. Whitten (D), 86.2%
3rd Charles H. Griffin(D) 63.9%
4th G.V. Montgomery (D), unopposed
5th William M. Colmer (D), 47.5%

STATE LEGISLATURE

Upper House: Democrat Lower House: Democrat

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MISSOURI

Electoral vote: 12 (Nixon)

GOVERNOR

Warren E. Hearnes (D)
Re-elected 1968, 61.1% vs Lawrence K. Roos (R)
4-year term ends 1972
State Capitol: Jefferson City

GOP

Headquarters
Missouri Republican State Committee
P. O. Box 73
Jefferson City 65101
314/636-3146

State Chairman
J. Nick Gray
320 West Cooper Street
Maryville 64468
816/582-3343

National Committeeman
Gene Taylor
P. O. Box 308
Sarcoxie 64862
417/548-3341

National Committeewoman
Mrs. M. Stanley Ginn
303 W Boulevard South
Columbia 65201
314/443-3980 or 674-2282

CONGRESSIONAL DELEGATION

Senators
Stuart Symington (D), re-elected 1970, 51.0% vs John Danforth
Thomas F. Eagleton (D), elected 1968, 51.4% vs Tom Curtis (R)

Congressmen

1st	William L. Clay (D), 90.4%
2nd	James W. Symington (D), 57.6%
3rd	Leonor Sullivan (D), 74.4%
4th	William J. Randall (D), 60.1%
5th	Richard Bolling (D), 61.8%
6th	W. R. Hull, Jr. (D), 53.7%
7th	Durwood G. Hall (R), unopposed
8th	Richard H. Ichord (R), 63.8%
9th	William L. Hungate (D), 63.0%
10th	Bill D. Burlison (D), 56.0%

STATE LEGISLATURE

Upper House: Democrat Lower House: Democrat

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MONTANA Electoral vote: 4 (Nixon)

GOVERNOR

Forrest Anderson (D)
Elected 1968, 53.6% vs Tim Babcock & Wayne Montgomery
4 year term ends 1972
State Capitol: Helena

GOP

Headquarters

Montana Republican State Central Committee
P. O. Box 1725, Security Building
1425 Helena Avenue
Helena 59601
406/442-6469

State Chairman

Ottley R. Tschache
433 S. Black Avenue
Bozeman 59715
506/586-2643

National Committeeman

James E. Murphy
One Main Street
Kalispell 59901
406/756-3644

National Committeewoman

Mrs. Waldo (Isabel) Moberly
485 Judy Avenue
Shelby 59474
406/434-2420

CONGRESSIONAL DELEGATION

Senators

Lee Metcalf (D), elected 1966, 53.2% vs Tim M. Babcock (R)
Mike Mansfield (D), re-elected 1970, 60.6% vs Bud Wallace

Congressmen

1st Richard G. Shoup (R), 50.6%
2nd John Melcher (D), 64.1%

STATE LEGISLATURE

Upper House: Democrat Lower House: Republican

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NEBRASKA

Electoral vote: 5 (Nixon)

GOVERNOR

James J. Exon (D)
Elected 1970, 54.3% vs Norbert T. Tieman
4 year term ends 1974
State Capitol: Lincoln

GOP

Headquarters

Nebraska Republican State Central Committee
Anderson Building
Room 212
116 N. 12th Street
Lincoln 68508
402/432-5526

State Chairman

Mrs. James Orr (Lorraine)
402 S. Jefferson
North Platte 69101
308/532-3433

National Committeeman

Dick Herman
P. O. Box 189
Omaha 68101
404/346-8092

National Committeewoman

Mrs. Richard W. Smith
916 Fall Creek Road
Lincoln 68510
402/488-4864

CONGRESSIONAL DELEGATION

Senators

Carl T. Curtis (R), elected 1966, 61.0% vs Frank Morrison (D)
Roman L. Hruska (R), re-elected 1970, 52.3% vs Morrison (D)

Congressmen

1st Charles Thone (R), 50.6%
2nd John Y. McCollister (R), 51.7%
3rd David Martin (R), 59.7%

STATE LEGISLATURE

Unicameral - Nonpartisan - 49 members

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NEVADA

Electoral vote: 3 (Nixon)

GOVERNOR

Mike O'Callaghan (D)
Elected 1970, 50.2% vs Fike
4 year term ends 1974
State Capitol: Carson City
702/882-7213

GOP

Headquarters

Republican State Central Committee of Nevada
P. O. Box 1058, 215 N Carson Street
Carson City 89701
702/882-1339

State Chairman

George W. Abbott
P O Box 98
Minden 89423
(O) 702/782-2302 (H) 702/782-2402

National Committeeman

William Laub
P. O. Box 1450
Las Vegas 89101
702/735-6161

National Committeewoman

Mrs. Marvin B. Humphrey
30 Suda Way
Reno 89502
702/323-5512

CONGRESSIONAL DELEGATION

Senators

Howard W. Cannon (D), re-elected 1970, 57.8% vs Raggio (R)
Alan Bible (D), re-elected 1968, 55.2% vs Edward Fike (R)

Congressman

Walter Baring (D), 82.4%

STATE LEGISLATURE

Upper House: Democratic Lower House: Republican

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NEW HAMPSHIRE

Electoral vote: 4 (Nixon)

GOVERNOR

Walter R. Peterson, Jr. (R)
Re-elected 1970 vs Crowley (D) & Thompson (AIP)
2 year term ends 1972
State Capitol: Concord
603/CA5-6611
Contact: Mrs. Caroline Gross

GOP

Headquarters

New Hampshire Republican State Committee
134 N. Main Street
Concord 03301

State Chairman

Robert E. Whalen
74 Harborview Drive
Rye, New Hampshire 03871
603/436-9199

National Committeeman

Stephen W. Smith, Sr.
71 Main Street
Plymouth 03264
603/536-2150

National Committeewoman

Mrs. Mildred K. Perkins
5 Glendale Road
Concord 03301
603/225-9082

CONGRESSIONAL DELEGATION

Senators

Thomas J. McIntyre (D), elected 1966, 54.1% vs Harrison R. Thyng (R)
Norris Cotton (R), re-elected 1968, 59.0% vs John King

Congressmen

1st Louis C. Wyman (R), 67.3%
2nd James C. Cleveland (R), 69.6%

STATE LEGISLATURE

Upper House: Republican

Lower House: Republican

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GOVERNOR

William T. Cahill (R)
Elected 1969, 59.7%
4 year term ends 1974
State Capitol: Trenton
609/292-6000
Contact: Ira Grayson

GOP

Headquarters

New Jersey Republican State Committee
28 W. State Street
Trenton 08608
609/989-7600

State Chairman

John E. Dimon
The Ashurst Mansion
Mount Holly 08060
609/267-3500

National Committeeman

Bernard M. Shanley
570 Broad Street
Newark 07102
(O) 201/643-1220 (H) 201/766-0016

National Committeewoman

Mrs. Katherine K. Neuberger
628 Middletown-Lincroft Road
Lincroft 07738
201/741-1015

CONGRESSIONAL DELEGATION

Senators

Clifford P. Case (R), elected 1966, 61.6% vs Warren Wilentz (D)
H. A. Williams, Jr. (D), re-elected 1970, 54.5% vs Nelson Gross (R)

Congressmen

1st John E. Hunt (R), 61.2%
2nd Charles W. Sandman, Jr. (R), 51.6%
3rd James J. Howard (D), 56.2%
4th Frank Thompson, Jr. (D), 58.6%
5th P. H. B. Frelinghuysen (D), 67.9%
6th Edwin B. Forsythe (R), 54.5%
7th William B. Widnal (R), 58.5%
8th Robert A. Roe (D), 59.8%
9th Henry Helstoski (D), 57.1%
10th Peter W. Rodino, Jr. (D), 69.7%
11th Joseph G. Minish (D), 68.5%
12th Florence P. Dwyer (R), 66.0%
13th Cornelius E. Gallagher (D), 73.4%
14th Dominick V. Daniels (D), 71.2%
15th Edward J. Patten (D), 61.0%

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NEW JERSEY (Cont'd)

STATE LEGISLATURE

Upper House: Republican Lower House: Republican

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NEW MEXICO Electoral vote: 4 (Nixon)

GOVERNOR

Bruce King (D)
Elected 1970, 51.8% vs Domenici
2 year term ends 1970
State Capitol: Santa Fe
505/827-4011

GOP

Headquarters

Republican State Central Committee of New Mexico
610 Cold Avenue, S. W.
Albuquerque 87101
505/247-1526

State Chairman

Robert C. Davidson
4207 San Isidro, NW
Albuquerque 87107
(O) 505/247-0493 (H) 505/344-1666

National Committeeman

Robert O. Anderson
P. O. Box 1000
Roswell 88201
505/622-3140

National Committeewoman

Mrs. Edward J. Neff
1509 Sagebrush Trail, S.E.
Albuquerque 87123
505/299-2479

CONGRESSIONAL DELEGATION

Senators

Clinton P. Anderson (D), elected 1966, 531.% vs
Anderson Carter (R)
Joseph M. Montoya (D), re-elected 1970, 52.1% vs
Anderson Carter (R)

Congressmen

1st Manuel Lujan (R), 55.7%
2nd Harold Runnels (D), 50.8%

STATE LEGISLATURE

Upper House: Democrat Lower House: Democrat

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NEW YORK

Electoral vote: 41 (Humphre

GOVERNOR

Nelson A. Rockefeller (R)
Re-elected 1970, 52.4% vs Arthur Goldberg (D)
4 year term ends 1974
State Capitol: Albany
518/ GR4-8390
Contact: Paul Adams

GOP

Headquarters

New York Republican State Central Committee
120 E. 56th Street, Room 1220
New York 10022
212/759-1700

State Chairman

Charles T. Lanigan
315 State Street
Albany 12210
518/462-2601

National Committeeman

George L. Hinman
Room 5600, 30 Rockefeller Plaza
New York 10020
212/247-3700

National Committeewoman

Mrs. Keith McHugh
10 Gracie Square
New York 10028
212/288-2424

CONGRESSIONAL DELEGATION

Senators

James Buckley (R), elected 1970, 38.8% vs Charles Goodell(R)
Jacob Javits (R), re-elected 1968, 50.3% vs James Buckley(C)

Congressmen

1st	Otis G. Pike (D), 52.3%
2nd	James R. Grover (R), 66.6%
3rd	Lester L. Wolff (D), 54.5%
4th	John W. Wydler (R), 58.1%
5th	Norman F. Lent (R-C), 52.8%
6th	Seymour Halpern (R), 77.3%
7th	J. P. Addabbo, (D), 90.6%
8th	B. S. Rosenthal (D), 63.7%
9th	James J. Delaney (D), 91.5%
10th	Emmanuel Celler (D), 72.5%
11th	F. J. Brasco (D), 78.3%
12th	Shirley Chisholm (D), 81.7%
13th	B. L. Podell (D), 76.1%

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NEW YORK
CONGRESSIONAL DELEGATION (Cont'd)

14th	J. J. Rooney (D), 53.9%
15th	Hugh L. Carey (D), 64.7%
16th	John M. Murphy (D), 51.6%
17th	Edward I. Koch (D), 62.0%
18th	Charles A. Rangel (D, R), 87.6%
19th	Bella S. Abzug (D), 52.4%
20th	William F. Ryan (D), 78.5%
21st	Herman Badillo (D-L), 84.1%
22nd	James H. Scheuer (D), 71.8%
23rd	J. B. Bingham (D), 76.0%
24th	Mario Biaggi (D), 69.7%
25th	R. Peyser (R), 42.6%
26th	Ogden R. Reid (R), 67.3%
27th	Martin B. McKneally (R), 47.4%
28th	Hamilton Fish, Jr. (R), 71.2%
29th	Samuel S. Stratton (D), 64.3%
30th	Carleton J. King (R), 59.0%
31st	Robert C. McEwen (R), 72.4%
32nd	Alexander Pirnie (R), 65.6%
33rd	Howard W. Robison (R), 67.6%
34th	John H. Terry (R), 59.6%
35th	James M. Hanley (D), 51.6%
36th	Frank J. Horton (R), 70.0%
37th	Barber B. Conable, Jr. (R) 66.0%
38th	James F. Hastings (R), 73.1%
39th	Jack F. Kemp (R), 54.3%
40th	Henry P. Smith III (R), 63.0%
41st	Thaddeus J. Dulski (D), 79.6%

STATE LEGISLATURE

Upper House: Republican Lower House: Republican

Reproduced at the Richard Nixon Presidential Library and Museum

NORTH CAROLINA

Electoral vote: 13 (Nixon)

GOVERNOR

Robert W. Scott (D)
Elected 1968, 51.7% vs James C. Gardner (R)
4 year term ends 1972
State Capitol: Raleigh

GOP

Headquarters
North Carolina Republican Executive Committee
307 W. Jones Street
Raleigh 27603
919/828-0678

State Chairman
James E. Holshouser, Jr.
P. O. Box 328
Boone 28607
(O)704/ 264-8809 (H) 704/264-8018

National Committeeman
J. E. Broyhill
Wilkesboro Road
Lenoir 28645
704/754-3421

National Committeewoman
Mrs. Louise G. Rogers
Route #3, Box 251-A
Charlotte 28210
704/588-1181

CONGRESSIONAL DELEGATION

Senators
B. Everett Jordan (D), elected 1966, 55.6% vs John S. Shallcross (R)
Samuel J. Ervin, Jr. (D), re-elected 1968, 60.0% vs Robert Somners (R)

Congressmen

1st	Walter B. Jones (D), 70.2%
2nd	L. H. Fountain (D), unopposed
3rd	David N. Henderson (D), 60.0%
4th	Nick Galifianakis (D), 52.6%
5th	Wilmer Mizell (R), 58.2%
6th	L. Richardson Preyer (D), 66.0%
7th	Alton Lennon (D), 72.0%
8th	Earl B. Ruth (R), 56.2%
9th	Charles R. Jonas (R), 66.6%
10th	James T. Broyhill (R), 57.3%
11th	Roy A. Taylor (D), 67.2%

STATE LEGISLATURE

Upper House: Democrat Lower House: Democrat

Reproduced at the Richard Nixon Presidential Library and Museum

NORTH DAKOTA

Electoral vote: 3 (Nixon)

GOVERNOR

William L. Guy (D)
Re-elected 1968, 54.7%
4 year term ends 1972
State Capitol: Bismark

GOP

Headquarters
North Dakota Republican State Central Committee
P. O. Box 1917, Bismarck
701/255-0030

State Chairman
Jack Huss
P. O. Box 1254
Williston 58801
701/572-6272

National Committeeman
Ben Clayburgh
201 S. 4th Street
Grand Forks 58201
701/772-7151

National Committeewoman
Mrs. Joe Burgum
Arthur 58006
701/967-6611

CONGRESSIONAL DELEGATION

Senators
Quentin N. Burdick (D), elected 1964, 61.8% vs T Kleppe (R)
Milton R. Young (R), re-elected 1968, 63.4%, vs Herschel Laskowitz

Congressmen
1st Mark Andrews (R), 65.8%
2nd Arthur A. Link (D), 50.2%

STATE LEGISLATURE

Upper House: Republican
Lower House: Republican

Reproduced at the Richard Nixon Presidential Library and Museum

OHIO

Electoral vote: 25 (Nixon)

GOVERNOR

John J. Gilligan (D)
Elected 1970, 54.3% vs Cloud (R)
4 year term ends 1974
State Capitol: Columbus
614/469-4210

GOP

Headquarters

Republican State Central & Executive Committee of Ohio
50 W. Broad Street, Suite 618
Columbus 43215
614/CA8-2481

State Chairman

John S. Andrews
1000 Urlin
Columbus 43212
614/228-2485

National Committeeman

Ray C. Bliss
2315 First National Tower
Akron 44308
216/762-8903

National Committeewoman

Miss Martha C. Moore
501 Oakland Boulevard
Cambridge 43725
614/432-2527

CONGRESSIONAL DELEGATION

Senators

Robert Taft, Jr. (R), elected 1970, 50.1% vs Metzenbaum (D)
William B. Saxbe (R), 51.6% vs John Gilligan (D), 1968

Congressmen

1st	William J. Keating (R), 69.3%	13th	Charles Mosher(R) 61.7%
2nd	Donald R. Clancy (R), 56.0%	14th	John Seiberling (D)56.4%
3rd	Charles W. Whalen, Jr.(R)74.0%	15th	Chalmers P Wylie(R)70.6%
4th	William M McCulloch(R) 64.4%	16th	Frank T. Bow (R), 56.3%
5th	Delbert L. Latta (R), 71.1%	17th	John M Ashbrook(R) 62.3%
6th	William H. Harsha(R), 67.9%	18th	Wayne L. Hays (D), 68.2%
7th	Clarence J. Brown,Jr. (R) 69.2%	19th	Charles Carney(D), 58.7%
8th	Jackson E. Betts (R), unopp.	20th	J. V. Stanton (D), 81.3%
9th	Thomas L. Ashley(D), 70.9%	21st	Louis Stokes (D), 77.3%
10th	Clarence E Miller(R), 66.1%	22nd	Charles A Vanik(D), 71.5%
11th	J William Stanton (R), 68.2%	23rd	William E Minshall(R)60%
12th	Samuel L. Devine (R), 57.7%	24th	Walter E Powell(R) 51.5%

STATE LEGISLATURE

Upper House: Republican

Lower House: Republican

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OKLAHOMA

Electoral vote: 8 (Nixon)

GOVERNOR

David Hall (D)
Elected 1970, 48.4% vs Dewey F. Bartlett (R)
4-year term ends 1974
State Capitol: Oklahoma City
405/JA 1-2345

GOP

Headquarters

Republican State Central Committee of Oklahoma
103 N. W. 23rd
Oklahoma City 73103
405/528-3501

State Chairman

Clarence E. Warner
103 N. W. 23rd Street
Oklahoma City 73103
(O) 405/528-3501 (H) 405/373-2468

National Committeeman

Bud Wilkinson
P. O. Box 910
Norman 73069
405/329-8000

National Committeewoman

Mrs. Dorothy Stanislaus
1381 E. 26th Street
Tulsa 74114
918/743-4586

CONGRESSIONAL DELEGATION

Senators

Fred R. Harris (D), elected 1966, 53.7% vs Pat Patterson (D)
Henry Bellmon (R), elected 1968, 51.7%, vs Mike Monroney(D)

Congressmen

1st Page Belcher (R), 55.8%
2nd Ed Edmundson (D), 70.6%
3rd Carl Albert (D), unopposed
4th Tom Steed (D), 63.6%
5th John Jarmon (D), 73.1%
6th John N. Happy Camp (R), 64.3%

STATE LEGISLATURE

Upper House: Democrat Lower House: Democrat

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OREGON

Electoral vote: 6 (Nixon)

GOVERNOR

Tom McCall (R)
Re-elected 1970, 55.7% vs Robert Straub (D)
4-year term ends 1974
State Capitol: Salem
530/364-2171
Contact: Ed Westerdahl

GOP

Headquarters

Republican State Central Committee of Oregon
215 Front Street, NE
Salem 97301
503/585-5320

State Chairman

Floyd (Hank) Hart
48 Hawthorne Avenue
Medford, Oregon 97501
503/773-7325

National Committeeman

George P. Stadelman, Sr.
P. O. Box 143, The Dalles 97058
(O) 503/296-3106 (H) 503/296-2205

National Committeewoman

Mrs. Collis P. Moore
Box 225
Moro 97039
503/JO5-3527

CONGRESSIONAL DELEGATION

Senators

Mark O. Hatfield (R), elected 1966, 51.7% vs Robert Duncan(D)
Robert Packwood (R), elected 1968, 50.2% vs Wayne Morse(D)

Congressmen

1st Wendall Wyatt (R), 72.0%
2nd Al Ullman (D), 71.2%
3rd Edith Green (D), 73.7%
4th John R. Dellenback (R), 58.3%

STATE LEGISLATURE

Upper House: Democrat Lower House: Republican

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PENNSYLVANIA — Electoral vote: 27 (Humphrey)

GOVERNOR

Milton Shapp (D)
Elected 1970, 55.3% vs Broderick (R)
4 year term ends 1974
State Capitol: Harrisburg
717/787-2500

GOP

Headquarters
Republican State Central Committee of Pennsylvania
112 State Street
Harrisburg 17105
717/CE4-4901

State Chairman
Clifford L. Jones
P. O. Box 1624
Harrisburg 17105
717/234-4901

National Committeeman
Thomas B. McCabe
Scott Paper Company
Industrial Highway Road & Tincum Island Road
Philadelphia 19113
215/724-2000

National Committeewoman
Miss Sarah Ann Stauffer
Rohrerstown, Lancaster County 17571
717/392-6959

CONGRESSIONAL DELEGATION

Senators
Hugh Scott (R), Re-elected 1970, 51.7% vs Sesler
Richard Schweiker (R), elected 1968, 51.9% vs Joseph Clark

Congressmen

1st	Wm. A. Barrett (D), 68.8%	15th	Fred Rooney(D), 64.1%
2nd	Robert N.C. Nix (D), 68.7%	16th	Edwin Eshelman(R), 66.2%
3rd	James A Byrne (D), 55.6%	17th	Herman Schneebeli(R), 57.7%
4th	Joshua Eilberg (D), 59.4%	18th	Robert Corbett(R), 60.3%
5th	William J. Green(D), 66.5%	19th	Geo. Goodling (R), 53.9%
6th	Gus Yatron (D), 65.3%	20th	Joseph Gaydos (D), 78.2%
7th	Lawrence Williams(R), 59.3%	21st	John H. Dent (D), 68.4%
8th	Edw. G. Biester, Jr. (R), 56.6%	22nd	John P. Saylor(R), 57.5%
9th	John H. Ware (R), 59.1%	23rd	Albert Johnson(R), 58.0%
10th	Joseph M. McDade(R), 65.5%	24th	Joseph Vigorito(D), 67.0%
11th	Daniel J. Flood (D), 96.6%	25th	Frank M Clark (D), 68.7%
12th	J. Irving Whaley (R), 64.2%	26th	Thomas E Morgan(D)68.6%
13th	R. Lawrence Coughlin(R)58.6%	27th	James G Fulton(R), 60.8%
14th	Wm. S. Moorhead (D), 76.4%		

STATE LEGISLATURE

Upper House: Democrat — Lower House: Democrat

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PUERTO RICO

GOVERNOR — Robert Sanchez Vilella (PD)
Elected 1964
State Capitol: San Juan

GOP

Headquarters — The National Republican Party of Puerto Rico
P. O. Box 507
Hato Rey, San Juan 00919
809/765-9932 & 765-2988

State Chairman — Jose V. Usera
P. O. Box 1960
San Juan 00936
809/765-7350

National Committeeman — Jaime Pieras
P. O. Box 507
Hato Rey 00919
809/765-9932

National Committeewoman — Mrs. Gilda Julia
Box 11605
Santurce 00910
809/724-0850

CONGRESSIONAL DELEGATION

Resident Commissioner — Santiago Polanio Abreu

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RHODE ISLAND Electoral vote: 4 (Humphrey)

GOVERNOR

Frank Licht (D)
Elected 1970, 50.4% vs Herbert F. Desimone(R)
2 year term ends 1972
State Capitol: Providence

GOP

Headquarters
Republican State Central Committee of Rhode Island
87 Weybosset Street
Providence 02903
401/421-2570

State Chairman
Thomas E. Wright
c/o Headquarters
401/421-2570

National Committeeman
Frederick Lippitt
1109 Hospital Trust Building
Providence 02903
401/521-1100

National Committeewoman
Mrs. Donald T. Gibbs
163 Riverview Avenue
Middletown 02840
401/846-1579

CONGRESSIONAL DELEGATION

Senators
Claiborne Pell (D), elected 1966, 67.7% vs Ruth M. Briggs(R)
John O. Pastore (D), elected 1970, 67.7% vs John McLaughlin(R)

Congressmen
1st Fernand J. St. Germain (D), 61.0%
2nd Robert O. Tiernan (D), 66.5%

STATE LEGISLATURE

Upper House: Democrat Lower House: Democrat

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SOUTH CAROLINA Electoral vote: 8 (Nixon)

GOVERNOR

John C. West
Elected 1970, 52.1% vs Albert W. Watson
4 year term ends 1974
State Capitol: Columbia
803/758-3261

GOP

Headquarters
The South Carolina Republican Party
P. O. Box 5247
Columbia 29205
803/253-7033

State Chairman
C. Kenneth Powerll
2231 Devine Street
Columbia 29205
803/252-1916

National Committeeman
J. Drake Edens, Jr.
905 Arbutus Drive
Columbia 29205
803/787-7939

National Committeewoman
Mrs. Alice Wilder
P. O. Box 443
Aiken 29801
803/649-7098

CONGRESSIONAL DELEGATION

Senators
Strom Thurmond (R), elected 1966, 62.2% vs P. Bradley Morrah, Jr. (D)
Ernest F. Hollings (D), re-elected 1968, 62.0% vs Marshall Parker (R)

Congressmen

1st	Mendel Rivers (D), unopposed
2nd	Floyd Spence (R), 53.5%
3rd	W. J. Bryan Dorn (D), 74.8%
4th	James R. Mann (D), unopposed
5th	Thomas S. Gettys (D), 65.9%
6th	John L. McMillan (D), 63.9%

STATE LEGISLATURE

Upper House: Democrat Lower House: Democrat

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SOUTH DAKOTA

Electoral vote: 4 (Nixon)

GOVERNOR

Richard F. Kneip (D)
Elected 1970, 54.9% vs Frank Farrar (R)
2 year term ends 1972
State Capitol: Pierre
605/224-5911

GOP

Headquarters
South Dakota Republican State Central Committee
P. O. Box 1099
Pierre 57501
605/224-7347

State Chairman
Charles A. Howard, Jr.
Box 248
Aberdeen 57401
605/225-6326

National Committeeman
D. Jack Gibson
P. O. Box 1233
Sioux Falls 57101
605/336-3400

National Committeewoman
Mrs. Louise B. Humphrey
White River 57579
605/259-3103

CONGRESSIONAL DELEGATION

Senators
Karl E. Mundt (R), elected 1966, 66.3% vs Donn H. Wright (D)
George McGovern (D), elected 1963, 57%

Congressmen
1st Ben Reifel (R), 57.6%
2nd E. Y. Berry (R), 59.3%

STATE LEGISLATURE

Upper House Republican Lower House: Republican

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TENNESSEE

Electoral vote: 10 (Nixon)

GOVERNOR

Winfield Dunn (R)
Elected 1970, 51.9% vs John J. Hooker, Jr.
4 year term ends 1974
State Capitol: Nashville
615/256-7803 or 615/256-0311

GOP

Headquarters

Tennessee Republican State Executive Committee
306 Gay Street
Nashville 37219
615/254-1937

State Chairman

S. L. (Kopie) Kopald, Jr.
P. O. Box 398
Memphis 38101
(O) 901/682-9111 (H) 901/683-8896

National Committeeman

George E. Wilson, Jr.
P. O. Box 431
Harriman 37748
615/882-0121

National Committeewoman

Mrs. Keith McCauley Spurrier
89 Goodwyn
Memphis 38111
901/458-8418

CONGRESSIONAL DELEGATION

Senators

Howard H. Baker (R), elected 1966, 55.7% vs Frank Clement(D)
William E. Brock (R), elected 1970, 51.6% vs Albert Gore (D)

Congressmen

1st	James H. Quillen (R), 67.9%
2nd	John J. Duncan (R), 74.0%
3rd	Lamar Baker (R), 52.8%
4th	Joe L. Evins (D), 82.6%
5th	Richard Fulton (D), 70.5%
6th	William R. Anderson (D), 81.6%
7th	Ray Blanton (D), 72.7%
8th	Ed Jones (D), unopposed
9th	Dan Kuykendall (R), 64.6%

STATE LEGISLATURE

Upper House: Democrat Lower House Democrat

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TEXAS

Electoral vote: 26 (Humphrey)

GOVERNOR

Preston Smith (D)
Elected 1970, 53.6% vs Paul Eggers
2 year term ends 1973
State Capitol: Austin 78711
512/475-4101

GOP

Headquarters
Republican Party of Texas
310 Littlefield Building
Austin, Texas 78701 (205/322-5733)

State Chairman
George Willeford, M.D.
1404 Gaston Avenue
Austin, Texas 78703
(o) 512/454-7741
(h) 512/472-1073

National Committeeman
Peter O'Donnell, Jr.
4275 First National Bank Building
Dallas, Texas 75202
214/743-7211

National Committeewoman
Mrs. Tobin Armstrong
Armstrong Ranch
Armstrong, Texas 78338
512/592-1491

CONGRESSIONAL DELEGATION

Senators
Lloyd Bentsen (D), elected 1970, 53.5% vs. George Bush (R)
John Tower (R), elected 1966, 56.4% vs. Waggoner Carr(D)

Congressmen

1st	Wright Patman (D), 78.2% vs Hogan (R)
2nd	John Dowdy (D), unopposed
3rd	James M. Collins (R), 91.7% vs Mead (D)
4th	Ray Roberts (D), unopposed
5th	Earle Cabell(D), 59.7% vs Crowley (R)
6th	Olin E. Teague (D), unopposed
7th	Bill Archer (R), 64.5% vs Greenwood
8th	Bob Eckhardt (D), unopposed
9th	Jack Brooks (D), 64.5% vs Pressler (R)
10th	J. J. Pickle (D), unopposed
11th	William R. Poage (D), unopposed
12th	James C. Wright, Jr. (D), unopposed
13th	Graham B. Purcell (D), 64.9% vs Staley (R)

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14th	John Young (D), unopposed
15th	Eligo de la Garza (D), 76.8% vs Martinez (R)
16th	Richard C. White (D), 61.8% vs Provencio (R),
17th	Omar Burleson (D), unopposed
18th	Robert D. Price (R), unopposed
19th	George H. Mahan (D), unopposed
20th	Henry B. Gonzales (D), unopposed
21st	O. Clark Fisher (D), 61.6% vs Gill (R)
22nd	Robert R. Casey (D), 55.7% vs Busch
23rd	Abraham Kazen, Jr. (D), unopposed

STATE LEGISLATURE

Upper House: Democrat Lower House: Democrat

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UTAH

Electoral vote: 4 (Nixon)

GOVERNOR

Calvin L. Rampton (D)
Re-elected 1968, 68.6% vs Carl Buehner (R)
4 year term ends 1972
State Capitol: Salt Lake City
801/328-5231

GOP

Headquarters

Utah Republican State Central Committee
302 Crandall Building
Salt Lake City 84101
801/355-1719

State Chairman

Fred T. Wright
825 N. 100 East Street
American Fork 84003
(O) 801/225-2800 Ex 6171
(H) 801/756-4205

National Committeeman

Kendall D. Garff
531 South State Street
Salt Lake City 84111
801/328-3111

National Committeewoman

Mrs. Madge Fairbanks
2757 St. Mary's Way
Salt Lake City 84108
801/485-3120

CONGRESSIONAL DELEGATION

Senators

Frank E. Moss (D), re-elected 1970, 56.1% vs Laurence Burton (R)
Wallace F. Bennett (R), re-elected 1968, 53.8%

Congressmen

1st K. Gunn McKay (D), 59.0%
2nd Sherman P. Lloyd (R), 52.4%

STATE LEGISLATURE

Upper House: Republican Lower House: Democrat

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VERMONT

Electoral vote: 3 (Nixon)

GOVERNOR

Deane C. Davis (R)
Re-Elected 1970, 57.0% vs O'Brien (D)
2 year term ends 1972
State Capitol: Montpelier
802/CA3-2311

GOP

Headquarters

Vermont Republican State Committee
P. O. Box 70
Montpelier 05602
802/223-3411

State Chairman

Russell F. Merriman, Acting Chairman
P. O. Box 70
Montpelier 05602
(O) 802/223-3411 (H) 802/223-5044

National Committeeman

Edward G. Janeway
P. O. Box 117
South Londonderry 05155
802/VA4-6330

National Committeewoman

Mrs. Consuelo Northrop Bailey
Strong Building
Burlington 05401
802/UN2-3791

CONGRESSIONAL DELEGATION

Senators

Winston L. Prouty (R), re-elected 1970, 58.8%
George D. Aiken (R), re-elected 1968, unopposed

Congressman

Robert T. Stafford (R), unopposed

STATE LEGISLATURE

Upper House: Republican

Lower House: Republican

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VIRGINIA

Electoral vote: 12 (Nixon)

GOVERNOR

Linwood Holton (R)
Elected 1969, vs Battle - 53.3%
4 year term ends 1973
State Capitol: Richmond
703/ 770-2211

GOP

Headquarters
Republican Party of Virginia
1001 E. Main Street
Room 327
Richmond 23219
703/648-1015

State Chairman
Wareen B. French
Route #2
Box 209A
Edinburg 22824
(O) 703/984-4141 (H) 703/459-3456

National Committeeman
I. Lee Potter
3120 N. Wakefield Street
Arlington 22207
703/538-4133

National Committeewoman
Mrs. Cynthia S. Newman
3535 Half Moon Circle
Falls Church 22044
703/256-5429

CONGRESSIONAL DELEGATION

Senators
William B. Spong, Jr. (D), elected 1966, 58.5% vs James Ould(R)
Harry F. Byrd, Jr. (I), re-elected 1970, 53.5% vs Rawlings

Congressmen

1st	Thomas N. Downing (D), unopposed
2nd	G. William Whitehurst (R), 61.7%
3rd	David E. Satterfield (D), 67.5%
4th	Watkins M. Abbitt (D), 61.2%
5th	W. C. Daniel (D), 72.9%
6th	Richard H. Poff (R), 74.5%
7th	Kenneth Robinson (R), 62.0%
8th	William L. Scott (R), 63.3%
9th	William C. Wampler (R), 63.3%
10th	Joel T. Broyhill (R), 54.4%

STATE LEGISLATURE

Upper House: Democrat Lower House: Democrat

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VIRGIN ISLANDS

GOVERNOR

Melvin H. Evans
Elected 1970
4 year term ends 1974
State Capitol: Charlotte Amalie

GOP

Headquarters

The Republican Party of the Virgin Islands
P. O. Box 296
St. Thomas 00801
809/774-6677 or 809/774-9157

State Chairman

Omar Brown
No. 1B Commandant Gade
Charlotte Amalie
St. Thomas 00801
809/774-6677

National Committeeman

Evan A. Francois
P. O. Box 276
St. Thomas 00802
809/774-1450

National Committeewoman

Mrs. Philip C. Clark
Box 788
Christiansted
St. Croix 00820
809/773-0553

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WASHINGTON

Electoral vote: 9 (Humphrey)

GOVERNOR

Daniel J. Evans (R)
Re-elected 1968, 53.2% vs John O'Connell (D)
4 year term ends 1972
State Capitol: Olympia
206/753-6780
Contact: Jim Dolliver

GOP

Headquarters

Republican State Central Committee of Washington
497 Tyee Drive
Olympia 98501
206/943-2180

State Chairman

Earl J. Davenport
1275 S. 2nd Avenue, #109
Olympia 98501
206/943-5121

National Committeeman

Kenneth R. Nuckolls
P. O. Box 127
Bellingham 98225
206/734-2500

National Committeewoman

Mrs. Harlan Anderson
819 W. 23rd Place
Kennewick 99336
509/582-2377

CONGRESSIONAL DELEGATION

Senators

Henry M. Jackson (D), re-elected 1970, 83.9% vs Elicker (R)
Warren G. Magnuson (D), re-elected 1968, 64.9% vs Metcalf(R)

Congressmen

1st	Thomas M. Pelly (R), 66.6%
2nd	Lloyd Meeds (D), 74.2%
3rd	Julia Butler Hansen (D), 59.1%
4th	Mike McCormack (D), 52.9%
5th	Thomas S. Foley (D), 66.9%
6th	Floyd Hicks (D), 70.3%
7th	Brock Adams (D), 67.5%

STATE LEGISLATURE

Upper House Democrat Lower House: Republican

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WEST VIRGINIA Electoral vote: 6 (Humphrey)

GOVERNOR

Arch A. Moore (R)
Elected 1968, 50.9% vs James M. Sprouse (D)
4 year term ends 1972
State Capitol: Charleston
304/348-4411
Contact: Bill Loy

GOP

Headquarters

Republican State Executive Committee of West Virginia
P. O. Box 1007,
Charleston 25324
304/344-3615

State Chairman

Thomas E. Potter
1601 Kannawha Valley Building
Charleston 25301
(O) 304/343-4331
(H) 304/342-4252

National Committeeman

Arch A. Moore, Jr. Capitol
900 Kannawha Boulevard, E
Charleston 25304
304/348-2000

National Committeewoman

Mrs. Irvin Humphreys
1546 16th Street
Huntington 25701
304/522-2198

CONGRESSIONAL DELEGATION

Senators

Jennings Randolph (D), elected 1966, 59.5% vs Francis Love(D)
Robert C. Byrd (D), re-elected 1970, 77.66 %

Congressmen

1st Robert H. Mollohan (D), 61.4%
2nd Harley O. Staggers (D), 63.6%
3rd John M. Slack, Jr. (D), 65.5%
4th Ken Hechler (D), 67.4%
5th James Kee (D), 70.7%

STATE LEGISLATURE

Upper House: Democrat Lower House: Democrat

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WISCONSIN

Electoral vote: 11 (Nixon)

GOVERNOR

Patrick J. Lucey (D)
Elected 1970, 54.6% vs Olson (R)
4 year term ends 1974
State Capitol: Madison

GOP

Headquarters
Republican Party of Wisconsin
P. O. Box 31
303 E. Wilson
Madison 53701
608/257-4765

State Chairman
John E. Hough
P. O. Box 591
Janesville 53545
608/756-1241

National Committeeman
Ody J. Fish
135 Cottonwood Avenue
Hartland 53029
414/367-2141

National Committeewoman
Mrs. Byron Ising
514 Gehres Court
Oshkosh 54901
414/235-6319

CONGRESSIONAL DELEGATION

Senators
William Proxmire (D), re-elected 1970, 71.1% vs Erickson (R)
Gaylord A. Nelson (D), re-elected 1968, 61.8% vs Leonard (R)

Congressmen

1st	Les Aspin (D), 61.2%
2nd	Robert W. Kastenmeier (D), 68.7%
3rd	Vernon W. Thomson (R), 55.4%
4th	Clement J. Zablocki (D), 80.5%
5th	Henry Reuss (D), 76.1%
6th	William A. Steiger (R), 67.0%
7th	David A. Obey (D), 67.6%
8th	John W. Byrnes (R), 55.5%
9th	Glenn R. Davis (R), 52.0%
10th	Alvin E. O'Konski (R), 51.0%

STATE LEGISLATURE

Upper House: Republican
Lower House: Democrat

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WYOMING

Electoral vote: 3 (Nixon)

GOVERNOR

Stanley K. Hathaway (R)
Re-elected 1970, 62.8% vs Rooney (D)
4 year term ends 1974
State Capitol: Cheyenne
307/777-7011
Contact: Keith Osborn

GOP

Headquarters
Wyoming Republican State Committee
P. O. Box 241
Casper 82601
307/234-9166

State Chairman
Clarence A. Brimmer
Box 999
Rawlins 82301
(O) 307/324-3444 (H) 307/324-2158

National Committeeman
Robert F. Gosman
P. O. Box 241
Casper 82601
307/234-2801

National Committeewoman
Mrs. Jack L. Stacy
P. O. Box 96
Douglas 82633
307/ 358-2556

CONGRESSIONAL DELEGATION

Senators:
Clifford P. Hansen (R), elected 1966, 51.8% vs Teno Roncalio(D)
Gale W. McGee (D), re-elected 1970, 55.8% vs John Wold (R)

Congressman - At-Large - A. L. Teno Roncalio (D) 50.3%

STATE LEGISLATURE

Upper House: Republican Lower House: Republican

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Staff Assistants to the Governors

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DIRECTORY OF STAFF ASSISTANTS TO THE GOVERNORS

MARCH, 1971

NATIONAL GOVERNORS' CONFERENCE

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DIRECTORY OF STAFF ASSISTANTS TO THE GOVERNORS

ALABAMA
Governor George C. Wallace

Address: State Capitol, Montgomery 36104
Telephone: (205) 269-6011 [Main State Capitol No.]

Executive Secretary -- Finus C. Gaston
Legal Adviser -- John O. Harris
Press Secretary -- Billy Joe Camp
Secretary -- Mrs. Sara G. Crumpton
Extradition Secretary -- Mrs. Kate Simmons

ALASKA
Governor William A. Egan

Address: State Capitol, Juneau 99801
Telephone: (907) 586-5246 [Main State Capitol No.]
(907) 272-1478 [Anchorage]
(907) 452-1545 [Fairbanks]

Lieutenant Governor -- H. A. Boucher
Executive Assistant -- Wes Coyner
Administrative Assistant -- Warren Wiley
Legislative Assistant -- Alex Miller
Director of Information -- Robert H. Yaskell
Press Secretary -- Will Lawson
Secretary -- Trudy Cain

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AMERICAN SAMOA
Governor John M. Haydon

Address: Government House, Pago Pago 96920
Telephone: *3-2131 [Main State Capitol No.]
Ext. 104 [Governor's Office]
*Direct line with overseas communications office is available

Lieutenant Governor -- Frank C. Mockler
Special Assistant -- Richard A. Berg
Attorney General -- Donald C. Williams
Administrative Assistant -- Palauni M. Tuiasosopo
Confidential Secretary -- Mrs. Wanda M. Miles
Information Officer -- Edwin P. Engledow

ARIZONA
Governor Jack Williams

Address: State House, Phoenix 85007
Telephone: (602) 271-4900 [Main State Capitol No.]
271-4331 [Governor's Office]

Executive Assistant -- C. R. Krimminger
Administrative Aide (Special Assignments) -- Bob Macon
Legal and Research Aide -- Fred Craft
Staff Director-Federal State Coordinator -- Leo Crowley
Special Assistant (Economic Development) -- Hawley Atkinson
Appointment Secretary -- Mrs. Lucille Schrage

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ARKANSAS
Governor Dale Bumpers

Address: State Capitol, Little Rock 72201
Telephone: (501) 371-2313 [Main State Capitol No.]
371-2345 [Governor's Office]

Executive Secretary -- Eugene T. Kelley
Administrative Assistant (Appointments, Schedule and Speaking Engagements) -- Archie Schaffer III
Administrative Assistant (Legal Matters) -- Garry Brewer
Administrative Assistant (Boards and Commissions) -- James A. LaMonica
Special Assistant for Human Resources -- Irene Samuel
Press Secretary and Public Relations -- (Handled by Executive Secretary)
Personal Secretary -- Pat Williams
Assistant (Liaison with National Governors' Conference) -- Executive Secretary

CALIFORNIA
Governor Ronald Reagan

Address: State Capitol, Sacramento 95814
Telephone: (916) 445-4711 [Main State Capitol No.]
445-2841 [Governor's Office]

Executive Assistant -- Edwin Meese III
Assistant and Director of Administration -- Michael K. Deaver
Appointments Assistant -- Ned Hutchinson
Scheduling Secretary -- Patricia Gayman
Director of Security -- Edward V. Hickey
Personal Secretary -- Mrs. Helene Von Damm
Assistant and Director of Programs and Policy -- George R. Steffes
Legislativie Assistant -- William Evans
Legislative Assistant -- John T. Kehoe
Assistant and Director of Public Affairs -- James E. Jenkins
Press Secretary -- Paul J. Beck
Assistant for Research and Information -- Jerry Martin
Assistant for Community Relations -- Robert J. Keyes
Special Assistant -- Mrs. Nancy Clark Reynolds
Cabinet Assistant -- James J. Crumpacker
Education Advisor -- Dr. Alex C. Sherriffs
Legal Affairs Secretary -- Herbert E. Ellingwood
Military Assistant -- Herbert R. Temple

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COLORADO
Governor John A. Love

Address: State Capitol, Denver 80203
Telephone: (303) 892-2471 [Governor's Office]

Staff Director -- Lyle Lindesmith
Legal - Legislative Assistant -- John W. (Ty) Patterson
Executive Assistant -- Raymond C. Lee
Administrative Assistant -- John C. Bromley
Administrative Assistant -- Oscar W. Carlson
Administrative Assistant I -- Peggye Underwood
Administrative Assistant I -- Mildred Christenson
Information Representative -- Deanna Austin

CONNECTICUT
Governor Thomas J. Meskill

Address: State Capitol, Hartford 06115
Telephone: (203) 566-4840 [Governor's Office]

Personal Secretary -- Ann Schnitzke
Special Assistant (Transportation) -- Renee Bonynge
Special Assistant (Federal-State Relations and Alternate) -- Susan Hobbie
Press Secretary -- Terry Mariani

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DELAWARE
Governor Russell W. Peterson

Address: Legislative Hall, Dover 19901
Telephone: (302) 678-4000 [Main State Capitol No.]
678-4101 [Governor's Office]
(302) 655-2212 [704 Delaware Avenue, Wilmington 19801]

Executive Assistant -- Edward Sidney (Sid) Shaw
Administrative Assistant -- G. Daniel Enterline, Jr.
Staff Assistant -- Dee Lafferty
Special Assistant for Human Affairs (Wilmington Office) -- Mrs. Arva J. Jackson
Legal Counsel -- Fletcher E. Campbell, Jr.
Press Secretary -- Gerald T. Sapienza
Personal Aide -- Lt. Arthur McGee
Secretary -- Mrs. Mary Joy Breton
Secretary -- Mrs. Evelyn Kneisley

FLORIDA
Governor Reubin O'D. Askew

Address: State Capitol, Tallahassee 32304
Telephone: (904) 222-1900 [Main State Capitol No.]

Executive Assistant -- James Apthorp
Special Assistant -- Harvey Cotton
Executive Assistant to the Lieutenant Governor -- Jim Smith
Special Assistant -- Bernie Parrish
Press Secretary -- Donald F. Pride
Governmental Assistant -- Robert A. Hugli
Governmental Assistant -- Joseph W. Landers, Jr.
Governmental Assistant -- Gregory B. Johnson
State-Federal Program Coordinator -- Douglas L. Stowell
Administrative Services Director -- H. Harry Hair, Jr.
Local Government Coordinator -- William D. Owens
Administrative Assistant -- Lorna D. Allen
Assistant -- William Maloy

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GEORGIA
Governor Jimmy Carter

Address: State Capitol, Atlanta 30334
Telephone: (404) 656-2000 [Main State Capitol No.]
656-1784 [Governor's Office]

Assistant -- Milton Jones
Executive Secretary -- Hamilton Jordan
Executive Counsel -- William L. Harper
Assistant Executive Counsel -- Frank Sutton
Auditor -- Charles F. Swint, Jr.
Chief of Staff -- Charles Kirbo
News Secretary -- Jody Powell
Security Aide -- R. C. Coleman
Confidential Secretary -- Sarah Lee
Appointment Secretary -- Mrs. Mary Beazley
Special Assistant -- Lansing Lee

GUAM
Governor Carlos G. Camacho

Address: Executive Chambers, Agana 96910
Telephone: (Oakland Operator) 777-9845 [Main State Capitol No.]

Legal Advisor -- James S. Brooks
Coordinator of Federal Programs -- Gregorio Sanchez
Director-Bureau of Budget and Management Research -- Joaquin Guerrero
Press Secretary -- Edward Duenas
Assistant Press Secretary -- Elaine Cruz
Management Coordinator -- Antonio M. Palomo
Private Secretary -- Josephine Brennan
Assistant (Administrative Affairs) -- Jose Q. Taitano
Assistant (Fiscal Affairs) -- Melvyn Ilagan

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HAWAII
Governor John A. Burns

Address: State Capitol, Honolulu 96813
Telephone: (808) 548-2211 [Main State Capitol No.]
548-2301 [Governor's Office]

Administrative Director --
Administrative Assistant -- Daniel T. Aoki
Administrative Assistant -- Edward G. Rohrbough, Jr.
Administrative Assistant for Protocol -- Brig. General Francis R. Boyles
Press Secretary -- Donald K. Horio
Private Secretary -- Mary N. Isa
Special Assistant -- William S. Cook
Special Assistant -- Dr. Hirobumi Uno

IDAHO
Governor Cecil D. Andrus

Address: State Capitol, Boise 83701
Telephone: (208) 384-2100 [Main State Capitol No.]

Executive Secretary -- Mrs. Jean Taylor
Administrative Assistant -- Ed V. Williams*
Special Assistant -- Larry Meierotto
Special Assistant -- Roy Haney
Secretary -- Marge McGee
Research -- Mrs. Pat Erlich
Personal Secretary -- Mrs. Zuriel Brown
Press Secretary and Public Relations -- John D. Hough

*Mr. Williams will assume the Administrative Assistant post at the conclusion of the current Legislative session, about mid-April.

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ILLINOIS
Governor Richard B. Ogilvie

Address: State Capitol, Springfield 62706
Telephone: (217) 525-2000 [Main State Capitol No.]
525-6830 [Governor's Office]
(312) 793-2121 [Chicago]

Executive Assistant -- Brian B. Whalen
Special Assistant - Social Service and Human Relations, Finance, Policy Development and Legislation -- John P. Dailey
Assistant - Regulatory Agencies -- Richard L. Mathias
Assistant - Intergovernmental Relations -- Ronald D. Michaelson
Assistant - Personnel -- Donald Udstuen
Assistant - Extraditions -- David R. Sturgis
Assistant - Special Projects -- James H. Mack
Assistant - Legislation -- Arthur R. Swanson
Assistant - Schedule, Travel, Public Appearances -- Jay Bryant
Legislative Counsel -- William S. Hanley
Special Counsel to the Governor (Chicago) -- Jeremiah Marsh
Press Secretary -- Fred Bird
Press Assistant -- John Kolbe
Personal Secretary -- Mrs. Judy Allan

INDIANA
Governor Edgar D. Whitcomb

Address: State Capitol, Indianapolis 46204
Telephone: (317) 633-4567 [Main State Capitol No.]

Administrative Assistant - Federal Liaison, Higher Education -- Dr. James B. Kessler
Administrative Assistant - Law Enforcement -- James P. Quinn
Administrative Assistant - Intragovernment Matters -- Joseph R. Root
Press Secretary -- Kenneth B. Smith
Personal Secretary -- Mrs. Dorothy Moore
Appointment Secretary -- Mrs. Evelyn Hauser

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IOWA

Governor Robert D. Ray

Address: State Capitol, Des Moines 50319
Telephone: (515) 281-5011 [Main State Capitol No.]
281-5211 [Governor's Office]

Executive Assistant -- John S. Murray
Administrative Assistant (Legal) -- Michael M. Sellers
Administrative Assistant -- Bill Jackson
Administrative Assistant (Legislation) -- Elmer (Dutch) Vermeer
Administrative Assistant (Press) -- Dick Gilbert
Confidential Secretary -- Jan Van Note

KANSAS

Governor Robert Docking

Address: State House, Topeka 66612
Telephone: (913) 296-0011 [Main State Capitol No.]
296-3232 [Governor's Office]

Administrative Assistant -- John Ivan
Executive Assistant -- Patrick Burnau
Special Assistant for Urban and Community Affairs -- Theodore A. Sanborn
Advisor on Education -- Calvin Williams
Executive Director - Department of Administration -- Robert Brandt
Press Secretary -- James Shaffer
Personal Secretary -- Mary Hanfelt

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KENTUCKY
Governor Louie B. Nunn

Address: State Capitol, Frankfort 40601
Telephone: (502) 564-2500 [Main State Capitol No.]
564-3450 [Governor's Office]

Executive Assistant -- James T. Watson
Administrative Assistant (Education) -- Fred Karen
Administrative Assistant (General Government) -- James R. Collins
Administrative Assistant (Highways and Regulatory Departments) -- Larry S. Perkins
Administrative Assistant (Parks and Natural Resources) -- Carter Hooks
Administrative Assistant (Social Services) -- Mrs. Jewel Hamilton
Press Secretary -- Larry Van Hoose (Commissioner, Department of Public Information)
Personal Secretary -- Mrs. Runnelle Jackson
Appointment Secretary -- Mrs. Virginia Strohecker

LOUISIANA
Governor John J. McKeithen

Address: State Capitol, Baton Rouge 70804
(Governor's mailing address: P.O. Box 44004, Capitol Station, Baton Rouge 70804)
Telephone: (504) 389-6321 [Main State Capitol No.]
389-5281 [Governor's Office]

Chief Assistant -- W. W. McDougall
Executive Secretary -- Louis S. Quinn
Executive Counsel -- Eugene J. Murret
Secretary -- Mrs. Rita Vicknair St. Amant

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MAINE
Governor Kenneth M. Curtis

Address: State House, Augusta 04330
Telephone: (207) 289-3531 [Main State Capitol No.]

Administrative Assistant -- Kermit Lipez
Special Assistant - Press -- Neil Rolde
Special Assistant -- Allen Pease (part time)
Federal-State Coordinator -- Peter Bradford
Director-Office of Economic Opportunity -- Herbert S. Sperry
Model Cities Coordinator -- Roy A. Whitcomb, Jr.
Director-State Planning Office -- Philip M. Savage
Executive Secretary -- Josephine Gacetta

MARYLAND
Governor Marvin Mandel

Address: State House, Annapolis 21404 LC/Annapolis Police 932-2069
Telephone: (301) 267-5431 [Main State Capitol No.]
267-5901 [Governor's Office]
(301) 383-4950 [Baltimore]

Lieutenant Governor -- Blair Lee III 267-5905 (Secret Service)
Secretary of State -- Fred L. Wineland
Executive Assistant -- Marty Underwood
Special Assistant for Interstate Relations -- Edmond F. Rovner
Public Relations Officer -- Frank DeFilippo
Appointments Officer -- Maurice R. Wyatt
Legislative Officer -- John C. Eldridge
Assistant Legislative Officer -- Ronald Schreiber
Legislative Liaison Officer -- Frank H. Harris
Secretary -- Grace C. Donald
Secretary to Mrs. Mandel -- Mrs. Libby Thomas

Security: Captain Kaplow 267-5070

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MASSACHUSETTS
Governor Francis W. Sargent

Address: State House, Boston 02133
Telephone: (617) 727-3600 [Main State Capitol No.]

Assistant -- Jack Flannery
Special Assistant -- Harold Greene
Chief Legal Counsel -- Christopher J. Armstrong
Director of Research -- Richard Linden
Commissioner of Administration -- Charles E. Shepard
National Governors' Conference Liaison and Secretary -- John A. Jackson
Chief Secretary -- Robert L. Yasi
Appointment Secretary -- David R. Nagle
Deputy Press Secretaries -- Ray McNulty
Normand Dufresne
Legislative Secretary -- Scotty Morrow
Urban Affairs Secretary -- Albert Kramer
Personal Secretary -- Mrs. Lydia Tilden

MICHIGAN
Governor William G. Milliken

Address: State Capitol, Lansing 48903
Telephone: (517) 373-3400 [Main State Capitol No.]
373-3410 [Governor's Office]
(313) 222-2893 [Detroit]

Executive Officer -- Don Gordon
Executive Assistant for Special Assignments -- James C. Kellogg 373-3427
Special Assistant for Urban Affairs -- Roy Williams
Legal Advisor and Legislative Liaison -- Glenn S. Allen
Press Secretary -- George Weeks
Director of Programs and Budget -- Dr. John T. Dempsey
Personal Secretary -- Mrs. Phyllis Dell

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MINNESOTA
Governor Wendell R. Anderson

Address: State Capitol, St. Paul 55101
Telephone: (612) 221-6013 [Main State Capitol No.]
221-3391 [Governor's Office]

Personal Secretary -- Mrs. Lori Phillips
Executive Secretary -- Thomas A. Kelm
Administrative Assistant -- James L. Pederson
Special Assistant -- John Haynes
Special Assistant -- Mrs. Wenda Moore
Special Assistant -- Roger Franke
Special Assistant -- Robert Crew
Special Assistant -- Richard Miller
Special Assistant -- Linda Grittner
Press Secretary -- Ted Smebakken
Personal Secretary to Executive Secretary -- Jackie Burke
Personal Secretary to Administrative Assistant -- Mrs. Barbara Hoffmann

MISSISSIPPI
Governor John Bell Williams

Address: State Capitol, Jackson 39205
Telephone: (601) 354-7575 [Main State Capitol No.]
354-7578 [Governor's Office]

Special Assistant and Legal Advisor -- Billy L. Fulgham
Executive Assistant -- Herman C. Glazier
Administrative Assistant -- Van Douglas Gunter
Press Secretary -- Wallace D. Dabbs
Private Secretary -- Mrs. Elizabeth Fugate
Secretary -- Mrs. Wrenell Barr
Secretary -- Mrs. Sue Ivey Turk
Bookkeeper -- Mrs. Margaret W. Kern
Receptionist -- Mrs. Louise Ratliff

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MISSOURI
Governor Warren E. Hearnes

Address: State Capitol, Jefferson City 65101
Telephone: (314) 635-7911 [Main State Capitol No.]
635-7363 [Governor's Office]

Executive Assistant -- Floyd C. Warmann
Assistant for Urban Affairs -- Gene Sally
Legal Assistant -- Paul E. Williams
Press Secretary -- Jerry Bryan
Personal Secretary -- Mrs. Cathryn Adams
Secretary -- Mrs. Jean Allen
Secretary -- Mrs. Winnis Duncan
Secretary -- Mrs. Nancy Dunwiddie
Secretary -- Mrs. Marla Matheney
Secretary -- Mrs. Lorraine Oligschlaeger
Secretary -- Mrs. Carolyn Smallwood
Secretary -- Mrs. Lucille Wallace
Receptionist -- Mrs. Mary Sue Hemmel
Switchboard Receptionist -- Mrs. Jane Neidner

MONTANA
Governor Forrest H. Anderson

Address: State Capitol, Helena 59601
Telephone: (406) 449-2511 [Main State Capitol No.]
449-3111 [Governor's Office]

Executive Assistant -- Ronald P. Richards
Administrative Assistant -- Gary J. Wicks
Administrative Assistant -- Frank R. Sennett
Administrative Assistant - Press -- Alec N. Hansen
Special Assistant - Social Secretary to Mrs. Anderson -- Mrs. Bobby Gruel
Legal Assistant -- Mrs. Diana Dowling
Executive Secretary -- Miss Jean Handel
Secretary -- Mrs. Nancy Raue
Secretary -- Karen Roberts
Secretary -- Mrs. Barbara Thorwardson

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NEBRASKA
Governor J. James Exon

Address: State Capitol, Lincoln 68509
Telephone: (402) 471-2311 [Main State Capitol No.]
471-2244 [Governor's Office]

Executive Administrative Assistant -- Norman A. Otto
Governor's Aide -- John Sullivan
Press Secretary -- Bill Riggs

NEVADA
Governor Mike O'Callaghan

Address: State Capitol, Carson City 89701
Telephone: (702) 882-7213 [Main State Capitol No.]
(702) 385-0213 [Las Vegas]

Administrative Assistant -- John McGroarty
Administrative Assistant - Press Secretary -- Bob Stewart
Administrative Assistant -- George Miller*
Confidential Secretary -- Mrs. Jean Clark
Secretary to Administrative Assistant -- Nevada Taylor
Secretary to Press Secretary -- Pearl Miller
Receptionist - Appointments Clerk -- Joanne Marke
Administrative Secretary -- Mrs. Sophie Taylor
Secretary -- Mrs. June Kruse*

*Temporary, will go to Welfare Department, May 1, 1971.

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NEW HAMPSHIRE
Governor Walter Peterson

Address: State House, Concord 03301
Telephone: (603) 271-2121 [Main State Capitol No.]

Senior Executive Officer -- Stewart Lamprey
Junior Executive Officer -- Daniel Hoik
Confidential Secretary -- Mrs. Cynthia H. Kirby

NEW JERSEY
Governor William T. Cahill

Address: State House, Trenton 08625
Telephone: (609) 292-2121 [Main State Capitol No.]
292-6000 [Governor's Office]

Administrative Assistant -- Ira Grayson
Assistant -- Nick Heil
Assistant -- Greg Saputelli
Legal Counsel -- Pierre Garven
Press Secretary -- Thomas Flynn
Personal Secretary -- Jean Mulford
Appointment Secretary -- Daniel Johnson

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NEW MEXICO
Governor Bruce King

Address: State Capitol, Santa Fe 87501
Telephone: (505) 827-4011 [Main State Capitol No.]
827-2221 [Governor's Office]

Special Assistant -- Ymelda Salazar
Special Assistant -- Larry Hamm
Administrative Specialist -- Shirley Scarafiotti
Administrative Assistant -- Antonio (Toney) Anaya
Press Secretary -- Pete Pence
Office Manager -- Eloisa Block
Secretary -- Minnie Mae Powell
Secretary -- Lucille Valencia
Receptionist -- Carol Ann Walters

NEW YORK
Governor Nelson A. Rockefeller

Address: State Capitol, Albany 12224
Telephone: (518) 474-2121 [Main State Capitol No.]
474-8390 [Governor's Office
(212) 582-7030 [New York]

Secretary to the Governor -- Robert R. Douglass
Director of State Operations -- T. N. Hurd
Counsel -- Michael Whiteman
Executive Assistant -- Harry W. Albright, Jr.
Director of Communications -- Hugh Morrow
Press Secretary -- Ronald Maiorana
Deputy Director of State Operations -- Charles H. Palmer
Director-Office of Employee Relations -- Abe Lavine
Special Assistant -- James M. Cannon
Appointments Officer -- Joseph H. Boyd, Jr.
Director-Division of the Budget -- Richard L. Dunham
Director-Office of Planning Coordination -- Richard A. Wiebe
Assistant Secretary for Intergovernmental Affairs -- Mary J. McAniff
Assistant Secretary for Human Resources -- Barry Van Lare
Special Assistant to Director of Communications -- Jerry Danzig
Personal Secretary -- Ann C. Whitman

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NORTH CAROLINA
Governor Robert W. Scott

Address: State Capitol, Raleigh 27602
Telephone: (919) 829-1110 [Main State Capitol No.]
829-3615 [Governor's Office]

Administrative Assistant -- Ben Roney
Assistant (Special Projects) -- David P. Murray
Assistant (Appointments) -- Wiley Earp
Assistant (Office Appointments) -- Mrs. Betsy Hinton
News Secretary -- C. T. West
Assistant (Researcher) -- Russell Clay
Assistant (Legal Advisor) -- Fred G. Morrison, Jr.
Assistant (Special Projects) -- Weldon B. Denny
Administrative Officer (Budget and Extradition) -- Mrs. Claire E. Nickels

NORTH DAKOTA
Governor William L. Guy

Address: State Capitol, Bismarck 58501
Telephone: (701) 224-2200 [Main State Capitol No.]

Administrative Assistant -- Arthur McKinney
Director of Administration -- Walter Christensen
Administrative Secretary -- Mrs. Bonnie Chase

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OHIO
Governor John J. Gilligan

Address: State House, Columbus 43215
Telephone: (614) 469-2000 [Main State Capitol No.]
469-3555 [Governor's Office]
(202) 265-4150 [1619 Massachusetts Avenue, N.W., Washington, D.C. 20036]

Executive Counsel -- James M. Friedman
Assistant for Legislation -- John C. McDonald
Assistant for Administration -- Thomas H. Menaugh
Special Assistant (Scheduling) -- Robert E. Daley
Personal Secretary -- Susan Geoghegan
Press Secretary -- Robert C. Tenenbaum
Assistant for Federal Affairs (Washington, D.C.) -- Mark Shields

OKLAHOMA
Governor David Hall

Address: State Capitol, Oklahoma City 73105
Telephone: (405) 521-2346 [Main State Capitol No.]
521-2345 [Governor's Office]

Administrative Assistant -- Jim Hart
Administrative Assistant -- William B. Buxton
Administrative Assistant -- J. T. Weedman
Administrative Assistant -- Robert Pleas White
Executive Assistant -- A. W. Jenkins
Legislative Counsel -- G. M. Fuller
Special Advisor -- Dr. Bruce Carter
Special Counsel -- Gerald G. Barton
Legal Counsel -- G. Dan Rambo
Press Secretary -- Joseph H. Carter

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OREGON
Governor Tom McCall

Address: State Capitol, Salem 97310
Telephone: (503) 378-3100 [Main State Capitol No.]
378-3111 [Governor's Office]

Executive Assistant and Assistant for Human Resources -- Robert Davis
Administrative Assistant (Legal) -- Robert O. Oliver
Administrative Assistant (Washington, D.C.) -- Dale Mallicoat
Administrative Assistant (Public Relations and Appointments) -- Ron Schmidt
Assistant (Natural Resources) -- Kessler Cannon
Director of Executive Department -- Cleigton Penwell
Budget Supervisor -- Robert W. Smith
Executive Secretary -- Mrs. Wanda Merrill
Extradition Secretary -- Mrs. Sue Close
Local Government Relations Administrator -- Robert K. Logan
Economic Development and Consumer Services -- James Faulstich

PENNSYLVANIA
Governor Milton J. Shapp

Address: State Capitol, Harrisburg 17120
Telephone: (717) 787-2121 [Main State Capitol No.]
787-2500 [Governor's Office]
(215) 238-6286 [State Office Building, 1400 Spring Garden Street, Philadelphia 19130]
(412) 645-5360 [State Office Building, 300 Liberty Avenue, Pittsburgh 15222]
(202) 296-8522 [1629 K Street, N.W., Suite 602, Washington, D.C. 20006]

Executive Assistant -- Dr. Zalmon H. Garfield
Special Assistant for Governmental Operations and Programs -- Richard A. Doran
Special Assistant for Interstate Relations -- Norval D. Reece
Legislative Secretary -- John C. Pittenger
Press Secretary -- Tony May
Personnel Secretary -- Sam H. Begler
Personal Secretary -- Mrs. Catherine Boyd
Special Assistant for Economic and Fiscal Affairs -- A. Edward Simon
Counsel -- Israel Packel
Appointments Secretary -- Julian N. Rothman
Budget Secretary -- Charles P. McIntosh
Deputy Secretary, Office of Administration -- Ronald G. Lench
Chief Clerk -- Joseph H. Schneitman

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PUERTO RICO
Governor Luis A. Ferré

Address: La Fortaleza, San Juan 00902
Telephone: (809) 723-0090 [Main State Capitol No.]
Ext. 312 [Governor's Office]
(202) 483-1660 [2210 R Street, N.W., Washington, D. C. 20008]

Special Assistant (Municipal and Political Affairs) -- Juan de Dios Quinones
Special Assistant (State-Federal Relations) -- Antonio J. Rodriguez
Special Assistant (Economic Development) -- Aurelio Torres Campos
Special Assistant (Community Education) -- Tomas Torres Munoz
Special Assistant (Public Relations and Protocol) -- Hector Hernandez
Specail Assistant (Judicial and Legislative Matters) -- Juan A. Arill
Special Assistant (Labor Matters) -- Mary Z. Asseo
Special Assistant (Press Matters) -- Antonio Quinones
Special Counselor -- Santiago Soler
Washington Representative -- Luis G. Guinot, Jr.

RHODE ISLAND
Governor Frank Licht

Address: State House, Providence 02903
Telephone: (401) 277-2000 [Main State Capitol No.]
861-3100 [Governor's Office]

Executive Assistant -- Donald F. Shea
Executive Counsel -- Alan J. Goldman
Administrative Assistant -- David V. Evans
Executive Staff Assistant -- Irene P. Smith
Federal Coordinator --
Research Assistant -- Mrs. Lorraine H. Silberthau
Press Secretary -- Thomas M. Buckley
Appointment Secretary -- Mrs. Eileen Chapman

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SOUTH CAROLINA
Governor John C. West

Address: State House, Columbia 29211
Telephone: (803) 758-3261 [Main State Capitol No.]

Executive Assistant -- Col. James M. Whitmire, Jr.
Executive Assistant for Educational Affairs -- Robert E. (Jack) David
Executive Assistant for Public Affaris -- Philip G. Grose, Jr.
Administrative Assistant -- Mrs. Harry R. (Nettie) Bryan
Administrative Assistant -- Mrs. Roderick M. (Mary Jean) Todd
Assistant for Human Resources Development -- James E. Clyburn
Assistant for News Media and Legal Affairs -- H. Kelley Jones

SOUTH DAKOTA
Governor Richard F. Kneip

Address: State Capitol, Pierre 57501
Telephone: (605) 224-3011 [Main State Capitol No.]
224-3214 [Governor's Office]

Executive Assistant (Press, Scheduling, Speech Writing) -- Theodore R. Muenster
Special Advisor (Legal Counsel, Legislative Relations, Political Advisor) -- George Blue
Administrative Assistant (Office Manager) -- Mrs. Shirley Huffman

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TENNESSEE
Governor Winfield Dunn

Address: State Capitol, Nashville 37219
Telephone: (615) 741-2001 [Main State Capitol No.]
256-7803 [Governor's Office]

Executive Assistant -- Frank Barnett
Administrative Assistant -- Joe Hopper
Director of Information -- Ralph Griffith
Counsel -- Lee Smith
Appointment Secretary -- Mrs. Judy Custer

TEXAS
Governor Preston Smith

Address: State Capitol, Austin 78711
Telephone: (512) 475-4101 [Main State Capitol No.]

Private Secretary -- Mrs. Faye Penn
Executive Assistant -- Otice A. Green
Legal Counsel -- Bob Bullock
Administrative Assistant (Appointments to Boards and Commissions, Itinerary) -- Larry Teaver
Public Information Officer -- Jerry Hall
Assistant Public Information Officer -- Carlton Carl
Assistant for Program Development -- Jim Oliver
Special Assistant (Staff Services) -- Mike McKinney
Division of Planning Coordination -- Dan S. Petty
Budget Director -- Dicky Travis
State-Local Relations -- Fritz Lanham

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UTAH
Governor Calvin L. Rampton

Address: State Capitol, Salt Lake City 84114
Telephone: (801) 328-5111 [Main State Capitol No.]
328-5231 [Governor's Office]

Administrative Assistant -- Ronald J. Swenson
Administrative Assistant -- Mrs. Macel P. Thurmond
Press Secretary -- Michael T. Miller
Receptionist -- Patricia M. King

VERMONT
Governor Deane C. Davis

Address: State House, Montpelier 05602
Telephone: (802) 223-2311 [Main State Capitol No.]
Ext. 401 [Governor's Office]

Special Assistant -- Peter Martin
Secretary of Civil and Military Affairs -- Frederick M. Reed
Personal Secretary -- Mrs. Ruth L. Stillings
Secretary -- Mrs. Joyce Wasson
Secretary -- Mrs. Pauline Smyers
Secretary -- Elin I. Barton

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VIRGINIA
Governor Linwood Holton

Address: State Capitol, Richmond 23219
Telephone: (703) 770-0000 [Main State Capitol No.]
770-2211 [Governor's Office]

Commissioner of Administration -- T. Edward Temple
Executive Assistant -- John Ritchie, Jr.
Special Assistant - Public Relations -- Staige D. Blackford
Special Assistant - Operations -- Bruce C. Miller
Special Assistant - Consumer Affairs and Minority Groups -- William B. Robertso
Special Assistant -- Gary Tredway
Secretary -- Lois O. Firesheets
Appointments Secretary -- Jeanne M. Ritchie

VIRGIN ISLANDS
Governor Melvin H. Evans

Address: Government House, Charlotte Amalie, St. Thomas 00801
Telephone: (809) 774-0001 [Main State Capitol No.]
Ext. 202 [Governor's Office]
(809) 773-1404 [Christiansted, St. Croix]

Executive Assistant -- Bruce E. Delemos
Administrative Assistant (St. Thomas) -- Omar Brown
Administrative Assistant (St. John) -- George R. Simmons
Administrative Assistant (St. Croix) -- Henry E. Rohlsen
Administrative Assistant -- Leopold E. Benjamin
Private Secretary -- Mrs. Lilliam R. Greaux
Director of the Budget -- Magdalene M. Bryan
Director of Public Relations -- Donald Plantz

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WASHINGTON
Governor Daniel J. Evans

Address: State Capitol, Olympia 98501
Telephone: (206) 753-6780 [Governor's Office]
(509) 838-2983 [Spokane]

Administrative Assistant -- James M. Dolliver
Executive Assistant -- Mrs. Esther Seering
Legislative Assistant -- Glenn Paschall
Special Assistant (Appointments to Boards and Commission and Correspondence) -- Mrs. Jo Garceau
Special Assistant for Legislation -- Wallace Spencer
Special Assistant -- Tom Gardner
Legal Assistant -- Richard W. Hemstad
Press Assistant -- Neil L. McReynolds
Receptionist -- Mrs. Ruth Yoneyama

WEST VIRGINIA
Governor Arch A. Moore, Jr.

Address: State Capitol, Charleston 25305
Telephone: (304) 348-3456 [Main State Capitol No.]
348-2000 [Governor's Office]
(304) 348-2028 [P. O. Box 250, Moundsville 26041]
(304) 348-3389 [312 West King Street, Martinsburg 25401]

Administrative Assistant -- William H. Loy
Administrative Assistant for Press -- Norman Yost
Administrative Aide -- John A. Cain, Jr.
Federal-State Coordinator -- Dr. William Coffindaffer
Executive Secretary -- Elaine Davidson
Appointment Secretary -- Carol Hopkins

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WISCONSIN
Governor Patrick J. Lucey

Address: State Capitol, Madison 53702
Telephone: (608) 266-1212 [Main State Capitol No.]

Executive Secretary -- Richard W. Weening
Director of the Executive Office -- Robert H. Dunn
Legal Counsel -- Allen Williams
Press Secretary -- Blake R. Kellogg
Administrative Assistant (Schedule and Appointments) -- Stephen E. Holmgren

WYOMING
Governor Stanley K. Hathaway

Address: State Capitol, Cheyenne 82001
Telephone: (307) 777-7011 [Main State Capitol No.]
777-7434 [Governor's Office]

Administrative Assistant -- Jack Speight
Press Assistant -- John H. Black
State Planning Coordinator -- Keith Osborn
Assistant Budget Officer -- Lee Galeotos
Executive Secretary -- Charlotte Eichelberg
Executive Secretary (Appointments) -- Nan Patton
Executive Secretary -- Betty Rendle

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NATIONAL GOVERNORS' CONFERENCE

Iron Works Pike
Lexington, Kentucky 40505
Telephone: (606) 252-2291

Brevard Crihfield, Secretary-Treasurer

1735 DeSales Street, N.W.
Washington, D. C. 20036
Telephone: (202) 393-2662

Charles A. Byrley, Director of
Federal-State Relations

BVQ
March 1971

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Appendix

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IMPORTANT NOTE TO APPENDIX

The Appendix is intended to be kept current with updates on advancing techniques and concepts. The Tour Office will send out memoranda and information which should be placed in the third section of the Appendix.

The Appendix is broken down into three sections: important advancing information; advance information not currently in use but potentially useful in the future; and, the repository for memos and information updating the manual.

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Appendix - 1

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In order to ascertain the local television impact of Presidential visits the following program must be established.

We need three responsible, perceptive observers in both the city where RN stops and one other major television market in the state. Each of these six people should be assigned to one of the major stations. They should watch both the early and late evening local news shows. Also, they should be watching for live or delayed type coverage. If a rally occurs after 6:00 p.m., the late news will suffice.

We need to know the following:

1. Was there any live TV coverage?

2. Were there any delayed broadcasts of the rally outside of regular newscasts?

3. What was the radio coverage?

On the news shows (local only) we need to know:

1. Was it lead story?

2. How long was report?

3. How long was there any film (silent and sound) of RN?

4. What portion of RN's speech was shown? What was thrust of remarks? (Don't need this word for word.) -- How long was film of RN?

5. Which remarks of the President's were verbally reported by the reporter (without sound film)?

6. Was there applause on the coverage? How was crowd response? How did the crowd look? How were demonstrators referred to by the reporter?

7. Very important -- were platform guests identifiable? How prominently?

8. Any comments or observations by local reporters?

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9. How did overall impact of coverage strike you as a viewer? Was it representative of rally?

10. How much coverage did Democrats get during same newscast?

The names, addresses and phone numbers of the monitors should be submitted to the Tour Office no later than 5:00 p.m. the day of the President's visit. The monitors should call the Tour Office by 9:00 a.m. the morning after the visit with their reports.

The Advanceman must DEX to the Tour Office (Attention: Ron Walker) each day a summary of the media coverage being given the President's impending visit. The Media Reaction Chairman must appoint individual monitors to report on television and radio coverage being given the trip. This report must be DEXed to the Tour Office daily. Also, copies of newspaper articles pertaining to the visit should be sent. The Advanceman must arrange to have a trusted local contact clip and send all the newspaper coverage of the President's visit to the Tour Office.

Another important job that the Advanceman must do before leaving is to produce a folder with samples of the handbill, tickets, credentials, floor plans, diagrams, maps, etc. that were used. Also, any information about the area that might help us in the future should be included, i.e., other rally/meeting sites, future events, key people worth working with again, etc.

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Presidential Gifts

Whenever possible the Advanceman should make arrangements to accept gifts for the President and guarantee the presentor that those gifts will be presented to the President either on board Air Force One or at the White House. If it is avoidable, no gifts should be presented to or placed in front of the President, particularly in conjunction with a substantive meeting. The President gives gifts; he should not receive them.

Individual Advancemen are responsible for various aspects on an advance, but they are also available to help another Advanceman in any form or fashion when needed. However, we must all keep paramount in our minds that when you are not needed STAY OUT OF SIGHT. There is nothing worse than seeing three or four Advancemen in a group and the President coming down the hall.

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Sound System Guidelines

I. Use a reputable audio-sound company. This can be judged by determining the following:

A. How long they have been in business.

B. The experience the personnel has had; particularly the people who will be working on the event.

C. If the company handles any one of the following, they are probably a good company: Altec, University, Electrovoice, Bogen, Newcomb, Atlas, Collins, McIntosh, RCA.

D. That they are planning to have sufficient personnel, equipment and reserve equipment on hand during the event.

II. General recommendations on equipment for outdoor appearances:

A. There are three parts to a sound system:

1. Microphones (which receive the initial sound).

2. Amplifying unit (pre-amplifier/power amplifier) which, obviously, increases the volume level of the spoken word.

3. Speakers which direct the sound after it has been amplified.

B. The minimum requirements are as follows:

1. Microphones - these must be directional pattern microphones (as opposed to non-directional). The point here is that unless this type is used, there is a good chance all background noises, etc., will come through the system. The directional will pick up the speaker only. The sound company must provide a mic and stand. If they have no directional type microphone, use the non-directional but be sure there are no speakers behind the President or there will be a feed-back. Also, be sure there are no speakers behind the mic or again there will be a feed-back.

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The minimum requirement mic, pre-amplifier and amplifier must be of the low impedence type (50/250 ohms).

Recommended brand names are:

Condenser type mic -- Altec, Seinheiser, Byers, Sony, Akg, etc.

*Dynamic type mic -- Altec, Electrovoice, Shure, etc.

2. Amplifying Systems - this must have at least three low impedence mic inputs so that if any goes bad, there will be extra inputs. For small crowds (less than 500) a minimum wattage of 100 watts is needed in the amplifying system. For large places, such as city parks, football fields, baseball parks, large auditoriums, a minimum wattage of 200 watts is needed. Note here that the 200 watts (and even the 100 watts) can be made up by hooking up different power amplifying units such as two 50-watt units less than 30 watts. Try always to use a miltiple system so if one goes out there will still be something in reserve.

   Recommended brand names are: McIntosh, Altec, Newcomb, Bogen, RCA, Collins, etc.

3. Speakers - you will need six paging horn-type (University, WLC, or equivalent) speakers for the first 40,000 sq. ft. and one for each 10,000 sq. ft. behind that.

III. General recommendations:

A. It is vitally important that for all rallies and speeches that extra speakers be set up outside and in the overflow hall.

B. The critical thing here is to be sure that no speakers are facing the President. Such speakers could be in the back of a hall or overhead, or on a scoreboard, or in the wall behind the President.

C. Sabotaging sound systems is done by: sticking straight pins in mic lines and cables, cutting lines and pulling plugs. Have all cables and lines out of reach. Set up at the last practical moment and keep a constant check

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on the system by using it and guarding it. If practical, bury all cables and wiring or run through a lead pipe; again, common sense dictating what is necessary.

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Oct 10, 1970
3:30 p.m.

DETAILED STAFF SCHEDULE

PRESIDENT'S TRIP TO CONNECTICUT

Monday, October 12, 1970

9:10 a.m. Helicopter departs Key Biscayne.

9:25 a.m. Arrive Homestead Air Force Base.
The following people will board Air Force One:

The President
Mrs. Nixon
H. R. Haldeman
D. Chapin
R. Ziegler
Military Aide
Doctor

9:30 a.m. Air Force One departs en route Bradley International Airport, Hartford, Conn.

(Flying time: 2 hours, 45 mins.)

Lunch will be served in flight.

12:15 p.m. Air Force One arrives Bradley International.
No crowd situation.
The President and Mrs. Nixon will be greeted by the following:

Cong. and Mrs. Thomas J. Meskill - Republican Gubernatorial Candidate
Cong. and Mrs. Lowell P. Weicker, Jr. - Republican Senatorial Candidate
Mr. and Mrs. Richard Kilbourn - Congressional Candidate, 6th District
Mr. and Mrs. Robert Steele - Congressional Candidate, 2nd District

A group of about 50 GOP contributors and supporters will be positioned in an area adjacent to the plane. They are not part of the reception committee and the President will only acknowledge their presence.

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Board helicopters for flight to Colt Park.
Helicopter assignments as follows:

Helicopter #1	Helicopter #2
President	D. Chapin
Mrs. Nixon	S. Bull
Cong. Meskill	R. Walker
Mrs. Meskill	W. Henkel
Cong. Weicker	
Mrs. Weicker	
H. R. Haldeman	
R. Ziegler	
Military Aide	
Doctor	

12:20 p.m. Helicopters depart for Colt Park.

12:30 p.m. Helicopters arrive Colt Park.
No crowd situation.
President and Mrs. Nixon will be greeted by:

Miss Ann Ucello, Mayor of Hartford
(also Congressional candidate)
Mr. Howard Hausman, Republican State Chairman

Board motorcade.
Motorcade assignments as follows:

Pilot Car:	D. Chapin W. Henkel
Photo Truck	
Lead Car	
President's Car:	The President Mrs. Nixon
Follow-Up Car:	Doctor
Control Car:	H. R. Haldeman S. Bull Military Aide

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VIP Car A:	Cong. and Mrs. Weicker
VIP Car B:	Cong. and Mrs. Meskill Mayor Ann Ucello
Press Pool Report Stationwagon:	R. Ziegler Press Pool Reporter WHCA Representatives

Wire Cars

Press Busses

Presidential Guest Bus: All Others

12:35 p.m. Motorcade departs for Hartford Hilton Hotel. A crowd is expected along an 8-block portion of the motorcade route.

1:00 p.m. Arrive Hartford Hilton. The President and Mrs. Nixon will proceed to their suite.

NOTE: Limited staff office space will be available in Room 1610.

1:20 p.m. The President proceeds to Hartford Room for closing of the Northeast Media Briefing.

1:45 p.m. President will meet Mrs. Nixon in the Terrace Room where they will host a reception and buffet for the attendees of the Media Briefing.

2:30 p.m. Staff members are requested to return to their positions in the motorcade.

NOTE: Secretary and Mrs. John Volpe will join the President at the conclusion of the Media Reception and will travel with the Presidential party from this point on. They will ride in VIP Car A.

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2:40 p.m. Motorcade departs en route helipad at the Park.

2:50 p.m. Arrive helipad. Board helicopters.
Helicopter assignments as follows:

Helicopter #1	Helicopter #2
President	Secretary Volpe
Mrs. Nixon	Mrs. Volpe
Cong. Meskill	Mr. H. Hausman
Mrs. Meskill	D. Chapin
Cong. Weicker	S. Bull
Mrs. Weicker	R. Walker
H. R. Haldeman	W. Henkel
R. Ziegler	
Military Aide	
Doctor	

2:55 p.m. Helicopters depart en route Stamford, Conn.

(Flying time: 35 minutes)

3:30 p.m. Helicopters arrive in Stamford, Conn. in a parking lot adjacent to the Italian Center of Stamford, Conn.
The President and Mrs. Nixon will be met by the following:

Ralph Gervasio, President of the Center
Mayor Julius Wilensky, Republican Mayor of Stamford
Stuart McKinney, Congressional Candidate, 4th District

3:35 p.m. Band plays Ruffles & Flourishes and the President and Mrs. Nixon are announced.
They move on to platform as band plays "Hail to the Chief", escorted by Ralph Gervasio.

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Also on the platform will be the following:

Cong. and Mrs. Thomas Meskill
Cong. and Mrs. Lowell Weicker
Stuart McKinney
8 Principal Officers of the Italian Center

3:40 p.m. Mr. James Molgano, Executive Director of the Center, and Master of Ceremonies, will introduce Miss Debbie Orgera, who will welcome Mrs. Nixon and present her a bouquet of roses.

NOTE: Staff will be directed to an area where they may view the proceedings.

3:43 p.m. Mr. Molgano will introduce the President.

3:45 p.m. President delivers remarks dedicating the Italian Center.

4:00 p.m. President concludes.
Mr. Ralph Gervasio will then invite the President and Mrs. Nixon to dedicate the cornerstone.
Mr. Gervasio, the President and Mrs. Nixon proceed down the platform steps where the cornerstone will be positioned at the base of the platform.
The President will then unveil the inscribed cornerstone.

4:05 p.m. Cornerstone dedication concludes.
Band plays "Hail to the Chief".
President and Mrs. Nixon depart and proceed to helicopter.

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Helicopter assignments as follows:

Helicopter #1	Helicopter #2
President	D. Chapin
Mrs. Nixon	S. Bull
Secretary J. Volpe	R. Walker
Mrs. Volpe	W. Henkel
H. R. Haldeman	J. Foust
R. Ziegler	J. Kolstad
Military Aide	
Doctor	

4:15 p.m. Helicopters depart en route Westchester County Airport.

4:25 p.m. Arrive Westchester County Airport.
Board Air Force One.

4:30 p.m. Air Force One departs en route Andrews Air Force Base.

(Flying Time: 1 hour)

5:30 p.m. Air Force One arrives Andrews.
President and Mrs. Nixon board Marine One for flight to White House.

5:45 p.m. President and Mrs. Nixon arrive South Lawn of White House.

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HARTFORD HILTON HOTEL ROOM ASSIGNMENTS

H. KISSINGER	1601-2
NSC STAFF	1606
D. CHAPIN	[1609]
WHITE HOUSE STAFF ROOM	1610
H. R. HALDEMAN	1614
R. ZIEGLER	1628

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Staff Car — Walker,

Press Busses

VIP Bus - All others

2:10 p.m. — Motorcade departs for University of Nebraska Coliseum. (2-mile drive)

2:25 p.m. — Arrive Coliseum, University of Nebraska.

The President, Mrs. Nixon, and Tricia will be met and escorted to a holding room by Chancellor Durward B. Varner and wife.

STAFF INSTRUCTIONS: Staff will be directed to a VIP area where they may view the proceedings. Senator Hruska and the Governor will proceed to the platform and be introduced.

2:30 p.m. — The President, Mrs. Nixon and Tricia pause at entrance for Honors and announcement. Enter to Hail to the Chief and proceed up onto stage, accompanied by Chancellor Varner.

(NOTE: Honors will be played by University of Nebraska Band.)

2:33 p.m. — President Joseph Soshnik acknowledges Mrs. Nixon and Tricia.

2:35 p.m. — President Soshnik introduces the President.

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Issued: 1/13/71
11:30 a.m.

DEY To Mike Duval Lincoln, Nebr.

UNIVERSITY OF NEBRASKA CONVOCATION

Lincoln, Nebraska

Thursday, January 14, 1971

DETAILED STAFF SCHEDULE

8:00 a.m. Baggage call. Please deposit baggage in front of the support building at the Western White House compound.

9:05 a.m. The following are requested to be aboard the helicopters at the Western White House helipad:

#1	#2
H.R. Haldeman	Ed Morgan
Henry A. Kissinger	Dwight Chapin
John Ehrlichman	Bruce Kehrli
Rose Mary Woods	David Halperin
Gerald Warren	Constance Stuart
Doctor	Ray Price
Aide	Lee Huebner
	Jack Brooks
	Steve Bull
	Tod Hullin

The following are requested to be aboard Air Force One at the Presidential arrival building at El Toro MCAS:

Senator Roman L. Hruska
Mrs. Hruska

9:10 a.m. Marine One departs for El Toro MCAS.

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9:30 a.m. Air Force One departs El Toro enroute Lincoln Municipal Airport, Lincoln, Nebraska.

Flying Time: 2 hours, 30 minutes.
Time Change: Plus 2 hours

A snack will be served in flight.

2:00 p.m. Arrive Lincoln Municipal Airport, Lincoln, Nebraska.

The President, Mrs. Nixon, & Tricia will be greeted by:

Governor and Mrs. James Exon (D)

Mayor and Mrs. Sam Schwartzkopf (D-Non Partis

- No crowd situation.

STAFF INSTRUCTIONS: Staff and guests are requested to board motorcade. Assignments as follows:

Pilot	Chapin, Duval
Lead Car	
President's Car	The President, Mrs. Nixon, and Tricia
Follow-up Car	Doctor
Control Car	Haldeman, Bull, Larson
Governor's Car	Governor and Mrs. Exon
VIP Car	Senator and Mrs. Hruska Mayor and Mrs. Schwartzkopf
Wire Cars	
Camera Cars	

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2:35 p.m. — The President speaks.

FULL PRESS COVERAGE
INCLUDING LIVE TV

NOTE: The President will begin his speech by presenting to Coach Bob Devaney a plaque recognizing the University of Nebraska football team as the Number One Team in the Nation. Coach Devaney will return to his seat with the plaque and the President will move into his speech.

3:06 p.m. — President concludes remarks.

The President, Mrs. Nixon and Tricia depart stage as band plays "Hail to the Chief."

STAFF INSTRUCTIONS: Staff are requested to return to the motorcade. Same motorcade and assignments as upon arrival except for deletion of Governor's car.

3:10 p.m. — Depart via motorcade for Lincoln Municipal Airport.

3:25 p.m. — Arrive Lincoln Municipal Airport. Board Air Force One.

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3:30 p.m. Air Force One departs for Washington, D. C.

Flying Time: 2 hours, 15 minutes.
Time Change: Plus 1 hour.

Lunch will be served in flight.

6:45 p.m. Air Force One arrives Andrews Air Force Base. Subsequent transportation will be provided for all Air Force One passengers.

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Appendix - 2

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Color - Balloons

Balloons should be used only after White House clearance. Balloons excite crowds. Use them in indoor rallies and outdoor events. If your prime contact does not have enough, buy them locally from wholesale distributors. Use different colors--avoid the long banana shape and use varying sizes. Balloons can be used in three ways: filled with helium and strung from the auditorium chairs, dropped from the ceiling, or bubbled from containers on the ground. Larger ones can be used (40" E.G.) to float mobiles and banners.

1. Balloons Tied to Chairs

For large rallies of over 10,000 people, think in terms of at least 1000 balloons. Use monofilement (15 lb. test) fishing line, not string or thread, to tie them. Don't tie any to chairs on aisles, corners, or along the back row, as the congestion tangles people and handsigns at these points. String the balloons at varying heights, but check from the stage to be sure that the lowest doesn't block the view of those in the balcony. For Field Houses and other large halls, use the larger balloons--20" and 40".

Helium tanks can be purchased locally (about $25 to $35 per tank). The list which follows gives a rough idea of the amount needed:

11" balloons - 400 per tank (250 cu. ft.)
14" balloons - 200 per tank (250 cu. ft.)
20" balloons - 100 per tank (250 cu. ft.)
40" balloons - 50 per tank (250 cu. ft.)

Overbuy - too often a committee runs out of helium and it is then too late to order more. Untapped cylinders can be returned without charge. Special valve adapters are needed on the cylinders for the balloons. These are usually in shorter supply than the gas, so get as many as possible (the more tanks in operation, the quicker the job is done). Be sure the valve adapters either have squeeze triggers of the rubber type of valve which emits the gas when bent...the faucet handled valves are too slow and waste helium. Knot the balloon before tying the monofilament to it. Helium will leak otherwise.

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2. Balloon Drops

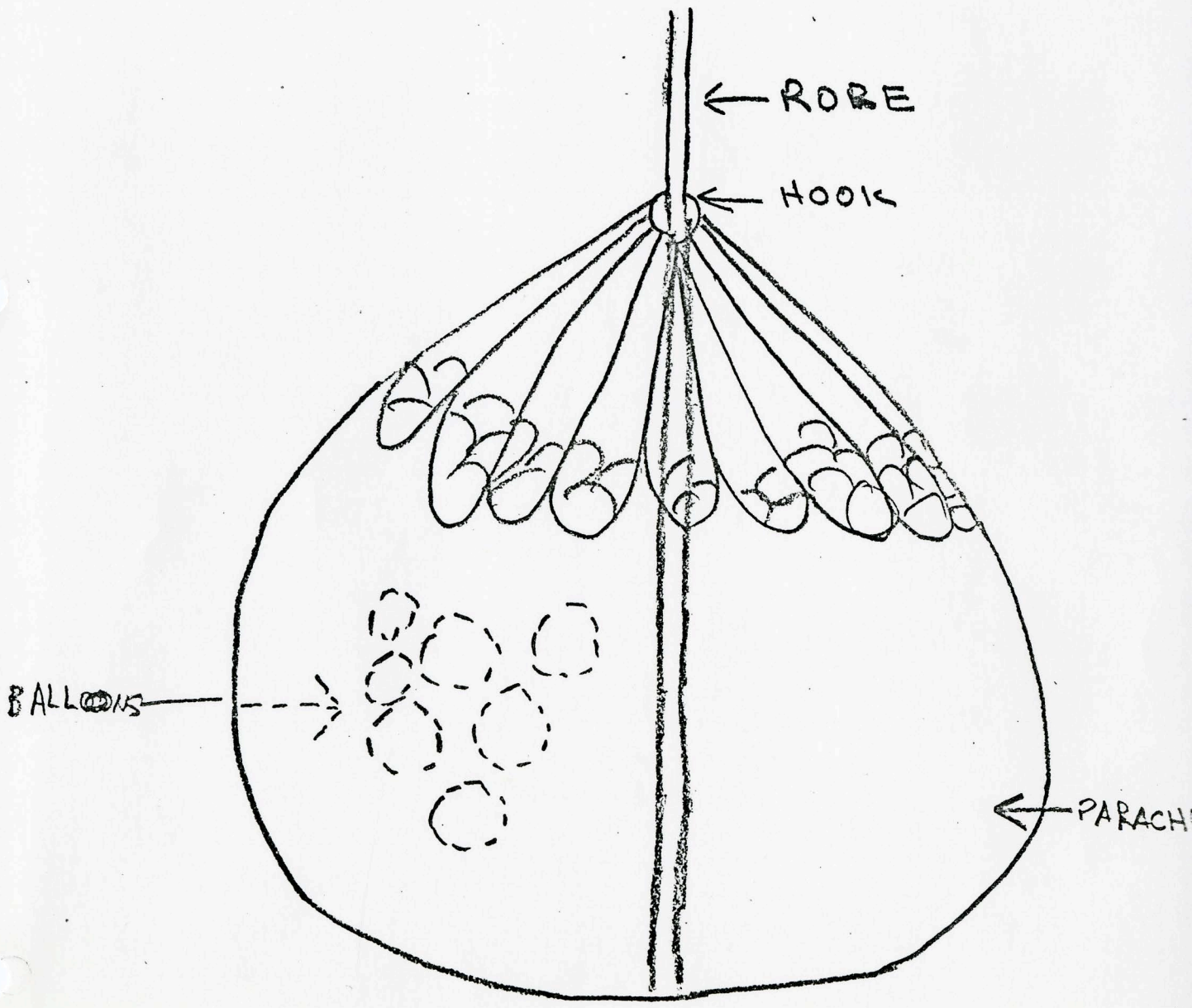
Get a large parachute (24') for the bag. The bigger, the better. Nets can be made by tying together a number of volleyball nets, but a parachute, if large, works best. Tie the bag as high as possible to permit a long float when released. Secure about five air compressors (1/2 h.p. is big enough) with hoses and nozzles small enough for balloon necks. They can be plugged into normal 110v outlets. Rent is about $5.00 per day.

Lay the parachute out flat. Tie one end of a long rope to the center of the chute and tie the other end of the rope to a catwalk. Connect the parachute shrouds (each about 4' long) to the rope and fill the parachute with air-filled balloons. The shrouds can be easily connected to the rope by making loops at the end of each shroud line and connecting these loops to a hook fastened about 8 to 10 feet up the rope. The bag is released by having a man on the catwalk remove the shrouds from the hook. It is most effective to release the balloons just as the President walks underneath.

A sketch is shown on the next page.

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Sketch of a balloon drop



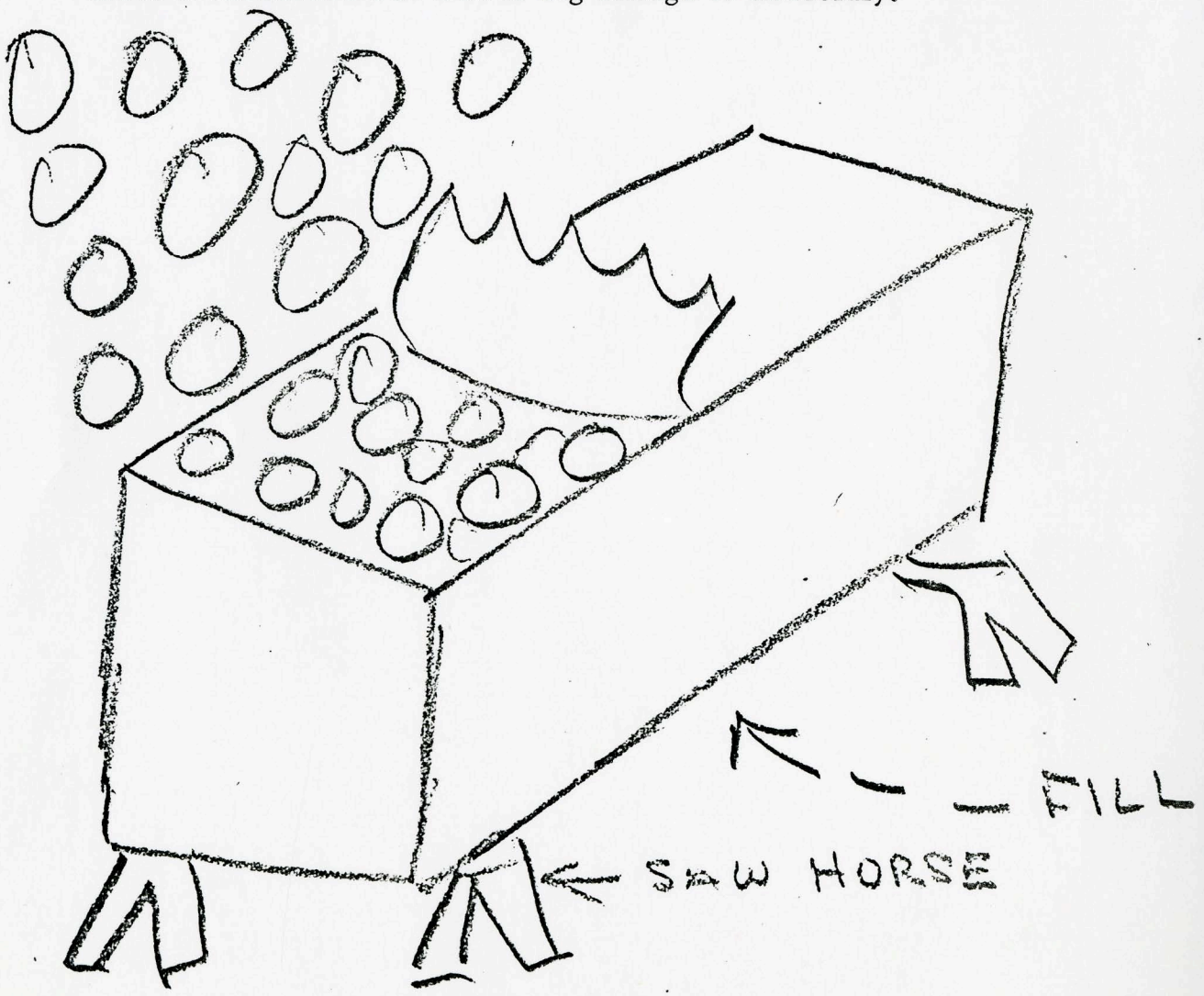
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3. Balloon Releases

These are best done outside for airport and hotel arrivals, or for outdoor rallies. It is a wasted stunt if not in close proximity to a huge crowd for TV to pick up. Be sure the TV crews and still photographers are cued for the release.

Either build or find a huge rectangular box, 8' x 8' x 12'. The box must be bottomless and the top made of crepe paper or butcher paper, which can be easily ripped open to release the balloons. Place the box on two saw horses and stuff the helium-filled balloons under it.

The best type of box for this is one constructed out of plywood since a cardboard box that is big enough is unwieldly.



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4. Balloon Rise

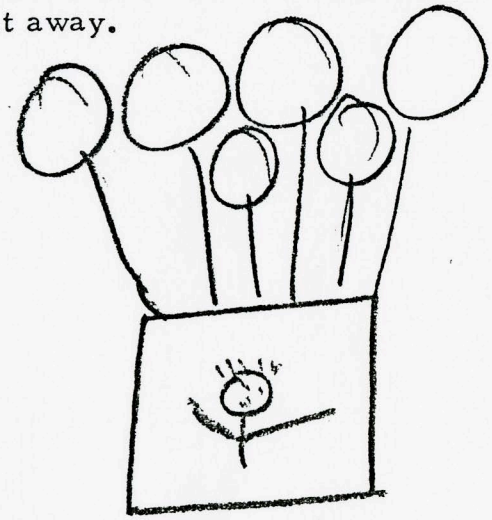
A successful balloon rise should start with extremely heavy "Hefty" bags. These bags are normally used to line trash containers. They can be purchased in any hardware store or supermarket. Each Hefty bag is heavy enough to handle 20 10" - 12" helium-filled balloons and yet remain firm on the ground. These bags can be stored in a corner of the hall or in a room just off the hall to be distributed shortly before the President's arrival. 20 volunteers in two hours can fill some 200 Hefty bags and these same volunteers can pass them out to selected members of the audience approximately 20 minutes before the President's arrival, with instructions to place the bags under their legs.

As the President moves into the hall, the bag holders simply let the balloons dribble out. Obviously, with some 200 bags of balloons distributed over a medium-sized hall and coordinated properly, the air will be filled with color, making the President's entry quite a spectacle.

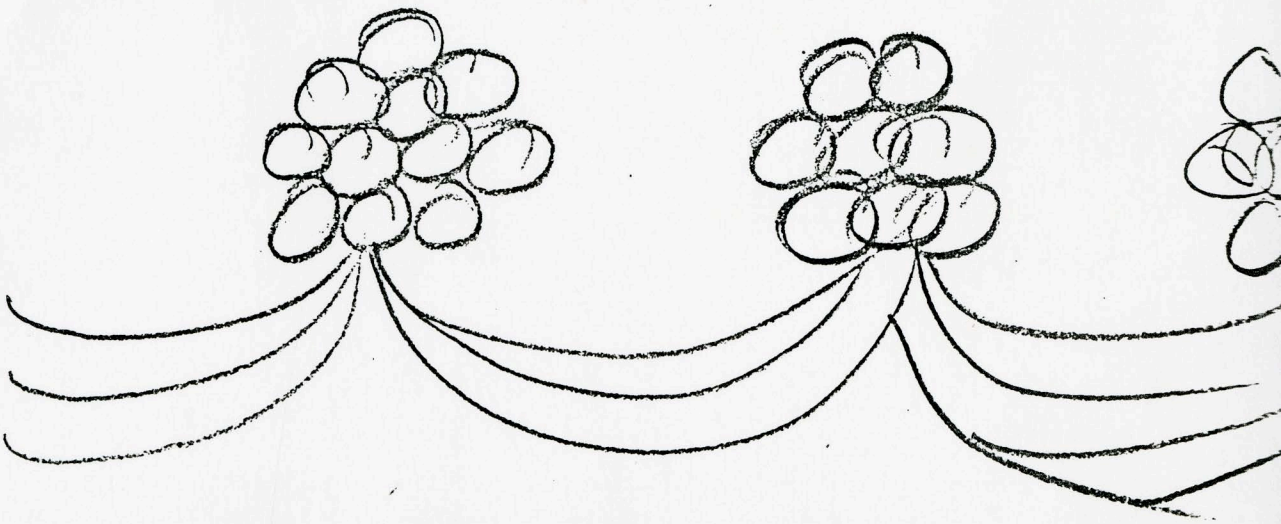
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5. Balloons - Miscellaneous

Mobiles - Using balsa wood or very light hollow plastic tubing, construct mobiles with the President's picture, signs or banners, and float them with large clusters of balloons. Don't use solid wood, because it is too heavy. Some of the balloons may break and the mobile could drop on someone's head. Always provide a tie line to bring the mobile down, if necessary, since it could float in front of the President or the TV cameras; also, if outside, it would otherwise float away.

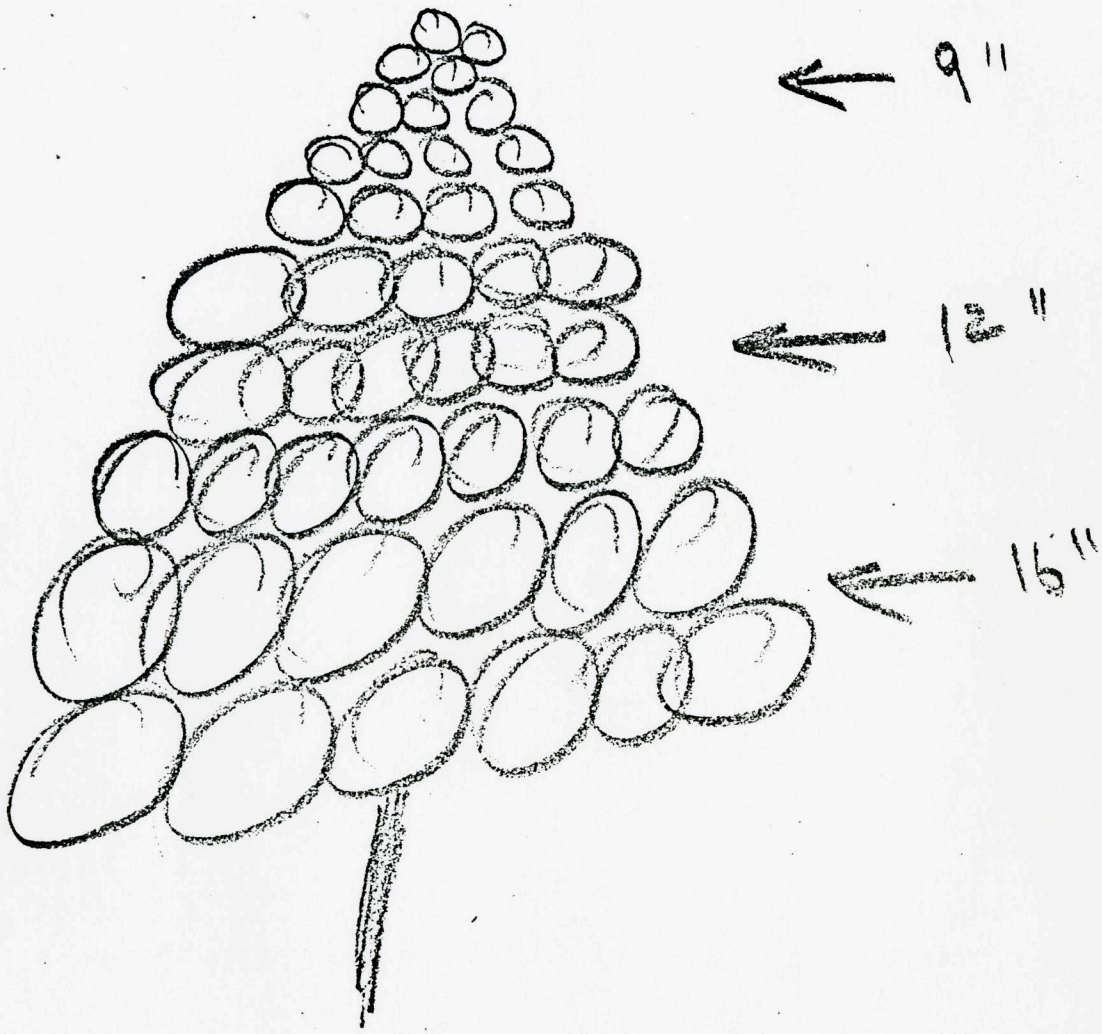


Walls - When bunting is used around the sides of rally halls, clusters of air-filled balloons can be fastened with masking tape to the walls at points where the bunting forms scollops.



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Balloon Trees - Using a cluster of large helium-filled balloons for lift, tie clusters of air-filled balloons to the line that holds the helium cluster. These balloon trees must be anchored.



Barrage Balloons - It takes about 13 to 15 tanks of helium to fill a barrage balloon and a number of volunteers to hold it down, but if covered with Nixon banners and lighted by searchlights, it makes a great advertising gimick for a rally, or for bringing a crowd to the sidewalks for a motorcade.

The Goodyear Company is the best place to obtain these. However, they are sometimes available at war surplus stores.

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Confetti - (only with White House approval)

Confetti Drop - There is nothing worse than a poor confetti drop and nothing more colorful than a good one. The best and cheapest source is shredded paper. These sources are usually listed in the yellow pages under the heading "Paper - Shredded". Most paper shredding companies produce a product that is not acceptable because the size and shape is too coarse and heavy. The paper, in almost all cases, must be run thru the shredding machines at least a second time.

NOTE: Confetti purchased as such is usually available only from novelty supply houses and in small qualtities. Since a well done drop is measured in tons and the price must be considered, you must find a source of supply from a wholesale house. Once an acceptable supplier of shredded paper is found, intricate planning is essential.

A. Bagging and Warehouse Operation - If possible, arrange with the supplier to bag the paper at his plant. Large burlap bags are well suited for this purpose. A central location near the "drop" area should be found for storage--a garage or warehouse would be suitable.

B. Organization - A Chairman is essential. The Chairman must cover the entire drop route and get as many individual Building Captains as possible. Each Building Captain has the assignment of making sure that at least one or two windows in his building are manned at the time of the drop. Further, the Building Captain must be at the service entrance at a predetermined time to receive the confetti. The Chairman also must work out a minute-by-minute delivery schedule and advise his Building Captains of same.

C. The Actual Drop - The fifth to the eighth floor is about the right height--higher is acceptable, but no lower. Office fans 12" or larger should be placed slightly inside the open windows and the confetti is blown out by dropping it--not too much at a time--in the air stream. Dust pans are good to use to lift the confetti from the bags into the air stream.

NOTE: Sometimes there will be rally operations in areas where there are TV are motion picture studios. These studios might have "snow machines". These

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gadgets are excellent for blowing confetti from the tops of lower buildings. (A balcony will suffice if the machine operator can stay out of sight.)

D. Timing - Timing is again critical and discipline is essential because all the careful preparations are for naught if the confetti is prematurely dropped. Remember, the end to be achieved here is to impress the media with a spontaneous outburst of enthusiasm, and this can't happen if the President and the press are ten blocks away when the confetti drops.

E. How much Confetti? - The answer depends upon the specific area, but remember that the amount of confetti dropped is comparable to the bodies at a rally--there is always room for more!

Common sense should always dictate the sort of area that should be selected for this type of operation. In other words, a snowstorm of confetti would be an absurdity in a downtown area in New Hampshire or North Dakota, but a great plus in Dallas or Chicago.

During a motorcade in a 12-block route in downtown Los Angeles, 3 tons of confetti and 3 Warner Brothers snow machines were used. In downtown New York City (up Broadway from the Battery through the Financial District) 11 tons of confetti were used.

NOTE: In all cases there will be quite a bit of spontaneous or unorganized throwing. However, never count on this for overall effect. When choosing the locale for a confetti drop, be sure to make a test of the wind by throwing some handfulls of shredded paper out of the windows. If you fail to do this and the wind is wrong, the confetti may plaster against the sides of the buildings or just blow back in the faces of the volunteers.

Choral Groups

The idea here is to pull together volunteer singers from as many church, barbershop, local symphony, "Sing Out America," and other choirs as possible. The Advanceman should always look for a competent Local choir director. There is no limit to the number of voices in the choir; it should always have at least 400. (In 1968 there were 1500 voices in such a choir for Nixon in Knoxville, Tennessee.)

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It takes some time to get the word out to all singing groups in a town, so start on this immediately on your first visit. Line up the best choir director in town to help contact the groups. Select a date immediately for the first rehearsal so that newspaper ads announcing the first rehearsal can be placed. Besides providing great excitement at the rally, this is a good way to help fill the hall.

Have the choir arrive the night of the event at least an hour before the President for warmup--alternate singing with the band. Having lighting men at the hall give special lighting for the choir. Cue TV crews about the choir. Not only should the choir be on the hall PA system, but there should be an individual PA system set up around the choir so the singers can hear the piano and director.

In addition to "America the Beautiful," "God Bless America," and "Battle Hymn of the Republic" (which any choir is prepared to sing, try a few fast-paced numbers such as "This is My Country," "It's a Grand Old Flag," etc.

Have choir members make a huge "Voices for Nixon" banner to place over the back row. Uniformed dress for the choir is not necessary. All rally programs should be short, but the choir should have one number in the program. (Cue TV crews as to when this will be.)

Be sure you rope off a large enough section in the hall so that if additional volunteer singers show up there will be seats for them. Put out signs to indicate that section is reserved for the choir.

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MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 16, 1972

TO: ALL ADVANCEMEN

FROM: RONALD H. WALKER

RE: ADDITIONS TO THE MANUAL # 2

The following changes and additions from recent memos have been pulled together for insert into the manual.

1. Presidential Limousines

The use of the Presidential limousines for extremely short distances should be carefully considered. The expense of transporting these cars to the locations is considerable and you should verify through the Advance Office that the use of the limousine has been approved.

2. Tours of Spirit of '76.

Tours of S '76 must be scheduled to conclude one hour prior to the departure of the airplane. If you are unable to be present for the tour, you should coordinate the arrangements between the Secret Service airport agent and the Air Force advance agent.

3. Personnel Moving with the President

The number of advancemen moving with the President must be kept to the absolute minimum. If you are not involved in a specific movement stay out of sight.

4. Invitations to the White House

If you meet any super, super people, specifically people working for the Committee for the Re-election of the President, consider them for an invitation to the White House. They should be recommended to the Advance Office and obviously without their knowledge.

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5. Other Events

You must be aware of other events happening at the same time the President visits a locality. These should not be limited to conventions, etc. Submit a list to the Advance Office for consideration as possible drop-by.

6. Staff Schedules - Meal Times

Meal times aboard S '76 will be shown on all schedules. The time shown will be the time at which guests in the VIP compartment will be served.

7. Helicopter Manifests

No Cabinet Officers, Agency Heads, Congressman or Senators will be manifested on the President's helicopter. These people will be transported by separate helicopter and the President's helicopter should be limited to the President, his family, and previously approved White House staff.

8. Color Input

Prior to the President's departure, the Advanceman should either dex or phone in local color items (i.e. favorable editorials; items relating to local citizens who have recently won awards for heroism, good citizenship, etc; policemen, firemen injured on duty; victory by a local sports team; local holidays) to the Advance Office. The Advance Office will then forward the information to Dick Moore.

More often than not, this input would be a last minute thing, i.e. information from the local newspapers on the day of the visit. In this case the Advanceman should pass the information directly to Dick Moore via phone patch on S '76 when Dick is part of the traveling staff.

9. Presidential Certificates

We must do a better job to insure that all groups, ie., police, firemen, bands, that participate in a Presidential visit receive a Presidential Certificate of Appreciation.

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10. Local Contacts

When you are in the field you must be aware of sharp people you meet. We might use them as advancemen, local contacts or refer them to other people as good local contacts. You should submit their names to the Advance Office.

11. Optional Remarks Situation

If a very good crowd situation is expected at some point other than the main event, it should be considered for an "Optional Remarks Location." This point should be identified in the schedule and discussed with the Secret Service. The President would probably speak from his car.

12. Presidential Gifts

When you are on the road, be careful and conscientious about to whom you give "goodies." Be aware of the fact that you could possibly give a present to someone who may later meet the President and be placed in an awkward situation should the President happen to give them the exact same gift. Also make sure that the Secret Service is aware of this.

13. Audience Enthusiasm

You should always have a program to build-up audience enthusiasm ahead of time. You should have a plan for doing this and should make sure that it's carried out so that it's not left up to the local people to have it done.

14. Motorcade - WHCA Car

For the next few motorcades we have, work with the WHCA Trip Officer and the USSS to put the WHCA Car directly behind the first staff car and in front of the first bus.

15. Make-up Men

Claude Thompson and Ray Voege are the President's make-up men.

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16. Mrs. Nixon on Presidential Trips

On military installations the Military Aide will be with the President and Steve Bull will be with Mrs. Nixon. In other than military situations the reverse will be true. The Lead Advanceman should always be thinking of Mrs. Nixon and trying to prevent possible difficulties. Mrs. Nixon's movements are normally very low key. While at the same location, Mrs. Nixon should be kept on a line of sight with the President.

17. Presidential Guests

You should assign at least one and maybe more, trainee and/or sharp local guy to take care of the staff and guests traveling with the President. They should be issued DCN's and told only to speak when spoken to. Also they should be completely briefed as to what their duties are.

18. Quotations in the Press

You must be alert to and cautious against any situation in which your remarks may be misinterpreted or quoted by the press, even if it is made in jest.

19. Crowd Behind Press Platform

People should not be placed behind platforms where they can not see the speaker's platform. This causes them to become a distraction because they are not happy and start moving and talking.

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.....and a final last word:

Now that you've mastered this manual--there is only one thing that is guaranteed to totally annihilate even the most letter-perfect text book advance...

Let one thing be perfectly clear.....

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The 37th President of the United States of America

NEVER WEARS HATS

...no honorary hats

...no protocol hats

...no "great photo" hats

...no "the law requires" hats

...no "it's the custom" hats

...no cute hats

...no beanies

...no stovepipes

...no firehats

...no captains hats

...no caps

...no Indian headdress

...no feather hats

...no hard hats

...no soft hats

...no ladies hats

...no mens hats

...no fur hats

...no paper hats

...no grass hats

...no thorn hats

...no "Nixon's The One" hats

...no nothing

HATS ARE TOXIC -- AND CAN KILL YOU

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