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WEEKLY STAFF MEETING MINUTES
THURSDAY, APRIL 7, 1983

Mike McManus again expressed concern with lack of communication between individual Summit Staff members and between Summit Divisions. Again, it was stated that no one has authorization to commit funds for over \$5,000. Dave Bochnowich has prepared instructions as to how to submit a scope of work report for requesting approval for approval of funds for over \$5,000. This procedure is to be followed for every request and submitted properly and in advance of any commitment to expend funds and in advance of any contract preparation.

Mike McManus cited examples of notifying all parties of any schedule proposals before any changes in the schedule are committed to (i.e., changing the State Dinner site and the proposal to have a press platform in the East Lounge).

"AGENDA FOR WILLIAMSBURG"

- o It was announced to the group that Jack Kemp and Columbia University have been working together on an agenda for the Summit and also a fundraising effort for the Summit. It was firmly stated that these efforts are in no way officially connected with the Summit. Ken Duberstein, Assistant to the President for Legislative Affairs, has talked with Kemp and put the fundraising efforts to a stop, but it does not contain what is happening with the "agenda". Mike McManus stated that the Press Division should prepare a statement on this subject stating that the Summit is no way involved with this group. Dan Denning is to speak with Nancy Risque to obtain more background information.

WILLIAMSBURG CONTRACT

- o Mike Deaver and Mike McManus met with Chuck Longworth, President of CWF, over the weekend concerning the contract with the Colonial Williamsburg Foundation. The \$400,000 for the "loss of revenue" and the \$165,000 for the sale of tickets will be taken out of the contract. There are a few other minor details that need to be negotiated before proceeding with the finalization of this contract.

PUBLICATIONS

- o It was stated that those involved with the publications should meet again to resolve exactly how responsibilities for publications will be taken and finalize specific needs for the various publications.

COMMUNICATIONS

- o Mike McManus stated* that he had reduced the number of cars and radios that had originally been requested by each division and believes that the number he has approved will be adequate to carry on operations.

PRESS

- o Mike McManus emphasized that questions from the Press regarding factual information and logistical information should be directed to Anne Haskell. It was stated that any other questions i.e., policy questions will be discussed amongst Mike McManus, Eric Rosenberger and Anne Haskell.

COMMUNICATIONS FOR HEADS

- o There was discussions as to how Heads will communicate with Staff outside of the Heads' meetings. Fred Corle is researching IBM electronic blackboard equipment which would allow the Heads to communicate with their staffs.

MEETING TABLES

- o Bill Gardner has prepared sketches of the meeting tables for the Heads meetings. The proposed sketches and cost for these tables are not acceptable. Discussion was held as to the requirements and designs of these tables. Bill Gardner is preparing revised sketches which will be submitted for approval next week.

STATE OF VIRGINIA

- o The license tags for the Summit vehicles will be delivered this week.
- o The food license will be granted.
- o The state tax will not be charged to the Summit.
- o The liquor license will probably be granted , but there may be complications due to the Virginia Liquor Board being sensitive to requests changing the liquor licenses provisions. The provisions used by the State of Virginia are very outdated.

COMSAT

- o Mike McManus, Pat Malloy and Fred Corle met with Gil Robinson USIA, to discuss COMSAT's services to the Summit. It was agreed that COMSAT would work with USIA in providing their service at no cost to the Summit. There will be further discussions as to the technical and logistical requirements of providing this service.

(cont.)

WILLIAM AND MARY CONTACT

- o The projected finalization of the William and Mary contract is next week.
- o There will only be one contract with William and Mary. This contract will be with USIA. Any expenditures that the Department of State is responsible for will be on a reimbursable basis to USIA.
- o William and Mary has informed the Summit that they will charge only \$675.00 per day plus any out of pocket expenses to the College.

COLONIAL WILLIAMSBURG

- o Norm Beatty stated that he has numerous requests from individuals offering volunteer services. Beatty will coordinate with Becki Edwards on the volunteers.
- o Beatty stated that the CWF is interested in planning a softball game with the various groups involved with the Summit.
- o CWF has prepared an I.D. card for Summit staff that would allow them access to restricted areas. Emily Ford will provide listing of appropriate staff to Norm Beatty.
- o CWF is prepared for the SHERPA meeting the weekend of April 15 and will continue to work with Mike McManus' office to coordinate.
- o It was verified that the credentialing center will be at the PTB.
- o It was verified that the State Dinner will be in the Oval Garden/Folk Center at the Inn.
- o It was verified that the school essay idea and the postage stamp idea are no longer being planned.

BAGGAGE TAGS

- o Discussion was held regarding baggage tags for the delegations. Operations will coordinate with State on the design and issuance. It was suggested that the tags be identified by destination by color.

(cont.)

ADVANCE

- o Dan Morris stated that State would arranged to waive the requirement for A-1 (Diplomatic) and A-2 (Official) visas.
- o Morris asked if there would be a need for Advance staff support for the SHERPA meeting. Mike McManus stated that there will not be a need.

FOREIGN ADVANCE

- o Hugh O'Neill stated that April 12 is scheduled for the FRG and EEC foreign advance. April 20, 21 and 25 are scheduled for the remaining countries advances.

SECURITY

- o Tom Holman stated his concern about the number given him by Larry Eastland (200) to receive Summit staff passes ("staff passes" allow total access to all sites/"support passes" allow partial access to all sites - not into locations where Heads will be). Eastland stated that this had been given to him as a ballpark figure. Eastland will reduce this number and provide a list to McManus for final approval and then submit to Holman.
- o Areas are still being surveyed for security lounges for approximately 35 people. Dan Morris is to provide options to the USSS for this area and also options for lounge areas for the press (75-100 people) and for the entertainers.
- o Tom Holman and Eric Rosenberger are to discuss and finalize the stand-up area.

CRITICAL PATH

- o It is important to receive a proposal from Jack LaCovey regarding the close-circuit television plan from Centex. Slippage is occurring in this regard.
- o Requisitions will be required in the next two weeks for various equipment and other items. Dedication and rapid movement is needed in the next two weeks in the private sector initiative area in order to avoid unnecessary requisitions.
- o Publications and printing need to move rapidly to avoid falling further behind schedule.

(cont.)

PRESS

- o Dan Denning stated that the electrical and mechanical requirements for William and Mary Hall have been firmed up.
- o Denning stated that electrical service may not be needed for the food services.
- o Denning stated that he continues to have concern with some aspects of the transportation plan and will relay and discuss those concerns.
- o There will be a food service meeting tomorrow.
- o Eric Rosenberger stated that he and Larry Eastland have discussed and will discuss again the transportation system and try to finalize this plan.
- o Rosenberger stated that the first local press briefing hosted by Mike McManus will be held in Williamsburg on Tuesday, April 12, and that 3-5 one-on-one interviews will be held following the press briefing. Anne Haskell will be responsible for coordinating this briefing.
- o Rosenberger stated that he and Eastland will discuss and try to resolve the process for the publications production.
- o Rosenberger stated that he feels there is a necessity for a press holding area at Carter's Grove.
- o Ken Bastian emphasized the importance of staff not speaking with the press - that all press inquiries should be directed to McManus, Rosenberger, LaCovey or Haskell and that the only Summit "press spokespersons" are McManus, Rosenberger, and Haskell in consent with Rosenberger.

OPERATIONS

- o A draft medical plan was submitted. Larry Eastland announced the need to find out the requirements of Virginia as to whether doctors traveling with the foreign delegations not registered to practice medicine in the United States can administer health care and specific guidelines when they are here for the Summit.
- o It was announced that there will be small "satellite" medical units in Williamsburg to service the staff.

(cont.)

OPERATIONS (cont.)

- o Eastland and Dave Bochnowich met with VEPCO and it was decided that the additional/emergency power would not be used; the cost of \$55,000 quoted by VEPCO is not worth the service.
- o The delegation transportation plan will be presented following the staff meeting today.

PRIVATE SECTOR INITIATIVE

- o Fred Corle stated that the 27 copiers will be delivered to Williamsburg and the 75 IBM typewriters will also be delivered on April 17 and 18.
- o Corle announced that final commitments for donated items have been received from Time, Inc., Dr. Pepper, Canada Dry, GM, Chrysler, Ford and Anheuser-Busch.

- END -

WEEKLY STAFF MEETING MINUTES
THURSDAY, APRIL 14, 1983

BUDGET

- o Mike McManus stated that (with no exceptions) all budget related matters and any budget questions should go through Dave Bochnowich; Bochnowich should be consulted on ALL budget items.
- o The Department prepared their version of the Summit budget showing the budget at \$2.6 instead of \$2.9. This budget was prepared without consulting or discussing this change with the appropriate Summit staff members (i.e., McManus, Malloy or Bochnowich).
- o At this point, there are no allocated funds available to pay for "food services." About \$300,000 is the projected cost for food services.
- o At the present time, the following funds have been allocated to the Summit: \$2.9 from State; \$200,000 from State; \$600,000 from Agriculture. There has also been a figure of \$1.5 discussed; it is not known where this money is coming from, but it is believed that this money is being provided from security and military support.
- o Dan Denning is to begin providing weekly construction and budget updates on the International Press Center (William and Mary Hall) to Dave Bochnowich.

SHERPA MEETING

- o McManus stated that the SHERPA meeting scheduled for this weekend is on target.
- o McManus requested that the transportation division be prepared for a possible tour for the SHERPA group Sunday morning and possibly out to Carter's Grove.

COLONIAL WILLIAMSBURG CONTRACT

- o Mike McManus and Pat Malloy have reviewed the proposed contract and hope that it can be finalized the beginning of next week.
- o McManus requested that the detailed procedure for preparing the final contract be provided to him.
- o Larry Eastland is to have the Department of State prepare a letter of principal based on the contract to CWF.

REHEARSAL

- o The first rehearsal date was discussed and it was decided that the rehearsal will be held April 27 instead of the originally scheduled date of April 29.
- o It has been requested that two H-3 helicopters be used at this rehearsal.

PRIVATE SECTOR INITIATIVES

- o Shamrock is to provide a food service proposal next Tuesday to Fred Corle.
- o Corle has given next Friday as the due date for finalizing the Shamrock contract.
- o Pat Malloy is to speak with Chandler Van Orman regarding possible donated air conditioning equipment.
- o Fred Corle is to meet with IBM and one other corporation regarding communication equipment for the Heads while in meetings. Corle is speaking with IBM and a Chicago-based corporation about options. Other communications staff will have to be consulted if neither of the above have suitable and available equipment.

PRESS

- o Eric Rosenberger is to continue transportation discussions with Larry Eastland and Dave Balfour.
- o Mike McManus requested that Bill Drennen prepare a statement to be used in response to various public and press questions concerning "military support" to the Summit.
- o Rosenberger will discuss the location for the tower to be constructed with McManus, Holman and Beatty.
- o Rosenberger is to provide detailed diagrams of the various press areas (indicating dishes, trucks, cabling, etc.).
- o Discussion was held regarding the results of credentialing and press hotel reservations. The numbers of press now being projected is between 3,500 and 4,000.
- o Rosenberger and Tom Holman are to again discuss and finalize the stand-up area.

CRITICAL PATH

- o The various necessary contracts need to be finalized this week and next: Colonial Williamsburg Foundation, William and Mary, the contract for bus service.
- o Bochnowich stated that we are behind schedule with providing credentialing names to the USSS. We are on track with the information for names of Summit staff, CWF names, etc.
- o Importance of deadlines needs to be emphasized to members of the press (i.e., submitting credentialing information, booking hotel accommodations).
- o Bochnowich suggested that press submit a press transportation plan by close of business Friday.

OPERATIONS

- o Larry Eastland stated that the motorpool is now organized.
- o Eastland is to send out a memo specifying the use of the Ford and Chrysler (GSA) vehicles (i.e., not to be used for personal reasons, awareness of where these cars are driven and parked).
- o Operations has begun the process of interviewing volunteers.
- o Eastland announced that the United Virginia Bank is being provided a list of names of Summit staff to enable them to cash checks up to \$200.00.

ADVANCE

- o Dan Morris stated that the press will be lounged in the Virginia Room, the entertainers will be lounged in Wmsb. Lodge suites, and security will lounge in the golf house.
- o Morris stated that the copiers will be installed in the delegation lounges on May 26.
- o It was confirmed by McManus that the only official participation by spouses will be at the State Dinner.

SECURITY

- o All radio frequencies should be provided to Tom Holman as soon as possible.
- o It was confirmed by Mike McManus that the plan at the present time is for all Heads to arrive at Langley.
- o Holman announced that all site locations for security personnel has been identified.
- o Holman is to present, after this meeting, the current security proposal.

- END -

WEEKLY STAFF MEETING MINUTES
THURSDAY, APRIL 21, 1983

The meeting was opened by Pat Malloy with the following items:

- o The Colonial Williamsburg Foundation contract is almost final.
- o Tom Holman is to have the appropriate agent speak with Bill Gardner about questions Gardner has about secure lighting. Holman stated that he feels that the USSS has considered every aspect of securing the lighting where necessary.
- o It was stated that the platform production is being held off until next week.
- o CWF feels strongly that the railing in the House of Burgess should not be taken down. It has never been taken down before. Malloy feels that we should accommodate their wishes and keep the railing up.
- o Discussion was held regarding "paying" volunteers. Already, the Summit has had to compensate student "volunteers" working for communications by paying an hourly wage to them through the Shamrock contract. As has been the policy, if ANY compensation is to be paid, it must go through the procedure of approval by Mike McManus prior to a commitment to "pay" these volunteers. A strong effort should be made not to have to pay any "volunteers". Unfortunately, since we have had to pay one group of students, we will have to be careful and sensitive that other volunteer students will probably be aware of this.
- o Larry Eastland is to be responsible for having the U.S. Marines, assigned by State to the Campus Center, move to the College dorms when they become available for their housing.
- o Eric Rosenberger questioned the need for the Marines having to wear their full dress. He suggested that they dress only in their casual dress/khaki uniform. After discussion, it was decided that no change in the Marines' full dress uniform will occur - they will continue to dress in their full uniform.

REHEARSAL

- o Bill Drennen will arrange 1 H-3 and 1 H-46 for the Rehearsal on April 27 to be used from Carters Grove to Market Square.
- o Discussion was held regarding the transportation to Carters Grove for the Heads and Ministers. USSS would prefer not to transport Heads via the back "country road."
- o It was decided that Langley would not be included in the rehearsal.
- o CWF will try to have some of the tent stakes up by April 27 for the rehearsal.
- o Radios will be used during the rehearsal.
- o Those participating in the rehearsal should include, among others, the USSS site agents, military, Advance, Press and Operations.

SECURITY

- o The pin identification procedure was discussed. There will be two check points in the residence zone. There will also be check points at each site manned with a staff person (not USSS).

CLOSED-CIRCUIT TELEVISION

- o Dave Bochnowich is to have final answer as to who will install the closed-circuit television system (bids are being received and reviewed this week) and where this system will be aired by close of business Tuesday, April 26.
- o Locations, listed in priority order, being considered to have this closed-circuit system are as follows: Press Center, Inn/Residences, Lodge, Motor House, Campus Center.

PRIVATE SECTOR INITIATIVE

- o Dave Bochnowich is to provide Fred Corle with a listing of items we would like to be donated. Corle will then contact various associations regarding possible donations.

COLONIAL WILLIAMSBURG FOUNDATION

- CWF has offered three possible suggestions for meeting chairs: CWF Boardroom Chairs, Regency Room/Dining Room Chairs, and the Capitol Chairs. Mike McManus and Pat Malloy will view these chairs and decide if they are possible alternatives.
- Craig Claiborne will travel to Williamsburg, Tuesday, April 26 with Mike McManus to meet with the various Williamsburg caterers and chefs.
- The volunteer project was discussed. Organization of this project should be finalized by Monday, April 25.
- Norm Beatty announced that the Dining Room in the Golf Course House will definitely be open for 24 hour service.
- Beatty requested Summit staff for various speaking engagements in Williamsburg. All his needs were met.

WILLIAM AND MARY COLLEGE

- Dan Denning requested that any items concerning the W & M College/Campus go through him.
- Denning is to distribute an announcement regarding use of William and Mary College facilities.
- Denning is to submit requirements he views necessary for additional security/police enforcement at the Press Center to Pat Malloy.
- There is a line item of \$20,000 for security for the Summit. Norm Beatty is to find out exactly what this \$20,000 is to cover and what is to be provided (i.e., overtime, additional personnel) to the Summit for this \$20,000.

BUS CONTRACT

- Dave Bochnowich, Dan Denning and Larry Eastland are to provide information regarding the bus contract and finalize who the contractor will be and what the exact needs are.

SECURITY

- o Tom Holman requested that the names and other necessary information be provided to the USSS as soon as possible for the bus drivers.
- o Holman requested that the letter from the Summit to SY requesting protection for the President of the EC, Gaston Thorn be sent as soon as possible.

PUBLICATIONS

- o Eric Rosenberger distributed a document providing information regarding publications produced by his staff.
- o McManus requested that the May 2 date to mail out the brochures be delayed due to security. This mailing date will be changed to the date two weeks prior to the Summit.
- o Rosenberger requested that action be taken soon regarding necessary signs for use in Williamsburg. He would like to have a "signage" meeting soon.

"SPECIAL SUMMIT GROUPS"

- o Rosenberger announced that he had been contacted by Jim Rentschler (who is heading a "Special Planning Group") about obtaining office space in Williamsburg and about traveling to Williamsburg for surveys, etc. Rentschler is to contact McManus regarding any and all requirements this group will have for the Summit.

WASHINGTON PRESS OFFICE

- o The Washington Press Office is being overburdened with the number of telephone calls needing to be patched through due to some areas not being accessible through the FTS system the Williamsburg office has; therefore the Washington office has to be called and asked to "patch" these calls. This problem will be reviewed in a attempt to try to resolve it.

- END -

Elements of the Scope of Work for the Williamsburg Contract

Phase 1:

- Room accomodations for the period to April 17.

Phase 2:

- Accomodations
 - Offices
 - Furniture
 - Special construction
 - Staff sleeping rooms
 - Official delegations
 - Function rooms
 - Furniture
 - Special construction
- Food Service
- Transportation
 - Motorcade vehicles
 - Shuttle services
 - Golf carts
 - Baggage trucks
- Communications*
 - Summit telephone board
 - Radio and paging
- Miscellaneous services

*Depending on WHCA support

ADM:PJW

February 10, 1983

WEEKLY STAFF MEETING MINUTES
THURSDAY, APRIL 28, 1983

REHEARSALS

- o Mike McManus complimented the Advance Office on the success of the first rehearsal held on Wednesday, April 27.
- o McManus requested a critique from all division heads on this rehearsal by close of business Tuesday, May 3.
- o It was decided to hold one more rehearsal prior to the dress rehearsal. The second rehearsal is scheduled for Monday, May 9. The dress rehearsal is scheduled for Wednesday, May 18.

SCHEDULE

- o There were no questions regarding any of the recent schedule changes.
- o McManus asked that Morris provide a diagram of motorcade assignments, a diagram of the seating arrangements and the appearance of the tables, a list of names for motorcade/car assignments, a list of greeters at all arrivals, and a suggestion as to how to distribute the gifts (McManus feels the gifts should not be delivered until Monday) by close of business Tuesday, May 3.

BUDGET

- o Dave Bochnowich stated that he would have a budget update to McManus/Malloy by close of business Friday, May 6.
- o McManus requested that the CWF contract be broken down as much as possible.

BUSES

- o The bus contract is with Phil Rogers who is waiting for the second round of bids. The contractor should be chosen and the contract final by close of business, Wednesday, May 4.
- o Eric Rosenberger stated that William and Mary buses will be used for the press shuttle.
- o Dan Denning is working with Dick Cumbie (Director of Campus Police) on traffic control.

HIGH-TECH COMMUNICATION

- o Fred Corle stated that there are eight units available for use by Heads to communicate with their staffs during the meetings, but eight more are needed at a cost of \$200,000. Malloy and Corle are to make additional contacts and determine by next week if these eight units can be obtained at no cost to the Summit and if not, a decision to use buzzers will be made.

FOOD SERVICES

- o Chandler Van Orman is producing a list that will be provided to McManus/Malloy including all vendors that have committed to providing products at no cost, the item, the quantity, and the delivery date.
- o McManus and Bochnowich are to discuss money for food -- how it is being paid for and where the money is coming from.

INTERPRETERS

- o McManus stated that he received information stating specified times the interpreters are requesting information for particular events. These times were inaccurate. Larry Eastland is to inform the interpreters of the feasible and correct times they will receive their material.

VOLUNTEERS

- o Ken Bastian stated that a volunteer manual is being produced now and that the volunteer organization is now proceeding well.
- o Bastian, Kelly Sinclair, Mary Battaile, Hattie Bickmore and Nancy Pirckle are working with volunteers and will meet every week to continue the organization of the volunteers.

CLOSED-CIRCUIT TELEVISION SYSTEM

- o It has been decided that this system will be available at the Heads of Delegation Residences, the Inn, the Lodge and the International Press Center.
- o Bochnowich stated that by close of business Tuesday, May 3 the contractor for this system would be chosen and that costs would be identified.

SHERPA MEETING

- McManus stated that he will attend the SHERPA meeting being held mid-May in Paris.
- He requested that any items of discussion for this meeting should be presented to him by close of business Friday, May 6.

INTERNATIONAL PRESS CENTER

- There was discussion regarding outstanding details involving the Press Center that need to be resolved. McManus asked that he be given a final plan for the Center soon.
- Rosenberger stated that Hargrove is preparing a copy of the appearance of the Center due to Bochnowich by close of business Friday, May 29.
- Malloy stated that Chandler Van Orman has action on researching the possibility of obtaining air conditioners at no cost. This issue will be resolved and a report provided by Van Orman next week.

SECURITY AT INTERNATIONAL PRESS CENTER

- Dan Denning stated his concern regarding security at the Center. McManus asked Dennis McCarthy to have appropriate individuals at the USSS research possible security problems at the Center.
- Denning stated that the Campus Police are preparing a plan for security and for parking at the Center.

STATE TAX AND LIQUOR AUTHORITY

- McManus asked the status of the waiving of the state tax and the status of the liquor authority. Malloy stated that state tax appropriately applied on any direct costs to any government organization (U.S. and Foreign) will be waived. Malloy stated that Shamrock is working on a solution to the liquor authority.

ADVANCE

- Dan Morris reminded the group that the Langley survey scheduled for tomorrow Friday, May 29.
- Morris stated that he has two volunteer advancements scheduled to be assigned to the Summit and inquired as to whether and how their air fare could be obtained by the government. It was stated that State would pay for and provide the tickets.
- It was announced that there will be only one countdown meeting next week on Wednesday, May 4 from 9:30A-11:30A and 1:00P-3:00P. This countdown will be extremely detailed and take the place of the regularly scheduled mini and extended countdown meetings.
- Morris inquired as to how the MDW troops will be moved. He and Drennan will discuss this subject.

WILLIAM AND MARY CONTRACT

- The William and Mary contract is now final. Phil Rogers has action to sign and process.

COLONIAL WILLIAMSBURG FOUNDATION

- Five signed copies of the CWF contract are being prepared and provided to the Summit today.
- Norm Beatty requested that CWF be provided a list of those Summit personnel authorized to make any changes or additions to this contract (i.e., McManus and Malloy).
- Beatty announced that he had been informed that the city of Williamsburg does not plan to waive the 2% local tax. The Summit and CWF would like to have this tax waived. This situation will be reviewed further.
- There was a discussion regarding the relations with and communications between the Summit staff and the CWF staff. It was requested that a more informative communication be relayed to the CWF staff by the Summit staff. Ideas as to how to improve this communication were discussed. Norm Beatty will keep Ken Bastian informed of results or non-results.

COLONIAL WILLIAMSBURG FOUNDATION (Cont.)

- o Pat Malloy and Larry Eastland are scheduled to speak before the Kiwanis Club and the Innkeepers Association respectively next week. Both of these speaking engagements were arranged by Norm Beatty.
- o Beatty requested that he be provided detailed requirements for the CWG costumed employees.

STATE BUDGET

- o Mike McManus announced that he had spoken to Van Gorkum's office and asked that Van Gorkum please resolve the question regarding the \$300,000 that State withdrew from the Summit budget.

SUMMIT ENTERTAINMENT

- o Mike McManus announced that the entertainment for the Summit had been chosen: 1) Preservation Hall Jazz Band, 2) Eugene Foster (violinist), and 3) Leantine Price.
- o It was inquired as to whether the White House Press Office or the Summit Press Office should release the entertainment information. McManus and Rosenberger should speak with the White House Press Office.

PRESS

- o There was discussion regarding a press tent at the Governor's Palace. Rosenberger suggested a small tent located behind the home in the field or parking lot. This location will be surveyed for possible placement of this press tent.
- o There was discussion regarding the press platform in front of the Governor's Palace. It was decided that the large platform should be taken down after arrival, and that a smaller platform should suffice for the remainder of the Summit.
- o Rosenberger stated that Summit press is working with the USSS on press movements.
- o Rosenberger stated that there are no budget problems at this time.

PRESS (cont.)

- o Mike McManus inquired as to whether there had been any discussion with the Rentschler group about where their funding for Summit activities is coming from. Rosenberger is to speak with Rentschler about this.

MILITARY

- o Bill Drennan mentioned that it may be necessary to bring a back-up plane with Air Force 1 to support additional staff traveling with the President.
- o If Social Aides are requested to participate in the Summit State Dinner, Drennan advised that the Summit budget may have to be responsible for financial support (i.e., travel, per diem, and accommodations).
- o Drennan is to provide McManus with a drop proposal.
- o WHCA is providing forty (40) radios for Summit Advance personnel and any others requiring these types of radios. A briefing will be held for those individuals required to use these radios.
- o It was confirmed that there will be a tie line between the Summit switchboard and the Signal (WHCA) switchboard.

- END -

WEEKLY STAFF MEETING MINUTES
THURSDAY, MAY 5, 1983

CARRIAGE TO BE USED FOR ARRIVALS

- o The two options for the type of carriage to be used for the arrivals were discussed. Norm Beatty is to advise the Summit if one of the carriages can be painted and repainted to the original appearance and if the seat can be raised.
- o It will be decided if security personnel should be on or behind the carriage.

BUS CONTRACT

- o Bochnowich stated that the bus contract is closed at \$137,000. This amount could possibly go lower after all necessary expenses are reviewed.

TENTS

- o It was stated that tent estimates for Carter's Grove and Bassett Hall will be received today.
- o It was confirmed that the State Dinner tent would be up on Monday, May 9 for the rehearsal.

COLONIAL WILLIAMSBURG FOUNDATION CONTRACT

- o Norm Beatty stated that the CWF contract is with their General Counsel's office and they are reviewing the contract with their staff in Washington.
- o It is hoped that it will be final by next week.

SHERPA MEETING

- o Mike McManus again requested that all division heads submit any subjects of discussion for the SHERPA meeting to him by close of business Friday, May 9.
- o Dan Morris stated that emphasis needed to be put on the SHERPA's that names of delegation members coming should be final and submitted immediately.
- o Dan Morris is to provide to McManus twenty copies of the updated summary schedule.

COMSAT

- o It was announced that there is hesitancy by some of the countries to coordinate with COMSAT to provide the up-link to receive the broadcasts proposed to be aired at the Summit by COMSAT and USIA. Pat Malloy will assist in trying to obtain cooperation.

HIGH-TECH

- Fred Corle announced that it will cost \$25,000 to install communications equipment for Heads and that DCA may possibly pick up the cost for this teleconferencing.
- Corle will provide final proposal on this project by Thursday, May 12.

FRENCH BI-LATERAL

- The French have scheduled their bi-lateral meeting following Mitterrand's arrival. Ambassador Galbraith will participate in this bi-lateral and depart Williamsburg the following morning.

PRESS

- McManus needs Eric Rosenberger to review the press guidelines submitted by Larry Speakes and returned to McManus with comments.
- It was requested that Rosenberger prepare a list of press questions that need to be discussed at the SHERPA meeting.

COLONIAL WILLIAMSBURG FOUNDATION

- Norm Beatty stated that Dr. Lewis was still concerned with the removal of the canopy over the Governor's chair in Bruton Parish. Butch Cochran and a member of the Operations Division are to survey this again, and review Dr. Lewis' concerns.
- Beatty announced that on May 16 there will be a management staff assigned to every site that will be dedicated full-time to escorting and handling Summit surveys of these sites.
- May 18 was decided as the date for the music rehearsal for review of Colonial music for Governor's Palace.
- Discussion was held regarding the use of the White House Cabinet Room chairs and the White House Indian Treaty Room chairs for the meetings. Arrangements will be made to bring one of each to Williamsburg for review.
- Discussion was held regarding the closing of the airport as a result of inquiries to Norm Beatty from an airport representative. Tom Holman stated that it is routine for the FAA to make all contacts with airports and not appropriate for the USSS to make the contact.

CRITICAL PATH

- Mike McManus requested that Dave Bochnowich prepare a very detailed critical path. This critical path should include every project and date due and all items being delivered and delivery date.
- Bochnowich requested that the transportation guidebook be attended to.
- Bochnowich announced that he, Rosenberger, et. al. held a budget meeting and that present and anticipated costs were identified.
- Discussion was held regarding anticipated costs by CWF incurred for USSS. Those costs will be reviewed by Beatty, Holman, et. al.
- Bochnowich announced that the Summit was informed by William and Mary College that the Commons and the Campus Center cafeterias were not going to be open after commencement due to construction. This has not been the Summit's understanding. Larry Eastland is to speak with Ken Smith of the College.
- McManus is to tour William and Mary Hall to survey appearance and proposed changes.
- Bochnowich, Rosenberger and Eastland are to meet regarding AVCOM costs.
- It was verified that the Credentialing area will be in the center room at the Motor House. According to Norm Beatty, this room will be available the evening of May 24.

TRANSPORTATION

- Larry Eastland distributed a transportation proposal and information prepared by Operations. This document should be reviewed and comments submitted to Operations.

SECURITY

- Tom Holman further discussed his concern with potential expenses being applied as USSS expenses. These costs will be reviewed as they are identified.
- Holman advised the group that he was aware of schedules, diagrams, and other items of a sensitive nature being left in unsecure areas (i.e., Summit vehicles). McManus requested that Larry Eastland distribute a memo reminding the staff of the security guidelines.
- Holman requested that a separate countdown meeting be held emphasizing details regarding physical access points and specific press areas and movements. This request will be reviewed.

PRESS

- o Eric Rosenberger asked if a detailed rain schedule (specifically for Saturday) had been prepared. Dan Morris verified that there is a rain schedule, and will brief Rosenberger with details.
- o Rosenberger informed the group that the press are considering another tower. Details of this request will be discussed in a meeting with Rosenberger and members of the press this afternoon..
- o Rosenberger announced that the press will only have a small (10 feet) platform at Governor's Palace for the entire Summit as opposed to the one day 70 foot platform being built for the arrivals.
- o Rosenberger stated that Jennifer Hebb had been extremely efficient and helpful with the publications and that he felt that the project was moving well. He announced that Barbara Cebuhar would be bringing all materials next week for final review and approval to go to final print.
- o It was announced that CNN would only be aired in the Press Center and not the Inn and the Lodge unless CNN pays for and installs it.
- o Discussion regarding Marine posts at the Summit Press office at the Press Center was held. It was decided that there will be no Marine posts at the Summit Press office.
- o Discussion was held regarding the submission of credentialing requests. The USSS has set a deadline for all requests for May 16.

VOLUNTEERS

- o Ken Bastian stated that all necessary information from volunteers for the USSS would be prepared and be submitted to Operations.

STAFF MEETING DISCUSSIONS

- o Ken Bastian requested that all discussions held and comments made in the staff meetings be restricted to these meetings. He emphasized that some discussions and comments made in these meetings are inappropriate for outside discussion. This request was understood and agreed upon.

February 14, 1983

MEMORANDUM FOR: MICHAEL A. MCMANUS, JR.
 ADMINISTRATOR

FROM: KEN BASTIAN
 ASSISTANT TO THE ADMINISTRATOR

SUBJECT: QUESTIONS GENERATED FROM SCHEDULING MEETING,
 FEBRUARY 10, 1983, 2:00 - 5:00 P.M.

Those in attendance were Mike McManus, Bill Henkel, Dan Morris, Ken Bastian, Hugh O'Neill and Angela Cochran.

The following are questions which arose regarding the schedule for the Summit:

Saturday Morning, May 28, 1983

- 1) Will Ambassador Rossevelt or the designated American ambassadors to the respective Summit nations introduce the Heads of State to the President?
- 2) Will the Saturday Radio Address be taped or done live? If live, where will it be done in Williamsburg?

Saturday Evening, May 28, 1983

- 1) Will the Heads of State arrive together or separately at Carter's Grove for reception and dinner with Summit Official Delegations?
- 2) Is a buffet preferable to a sit-down dinner at Carter's Grove?

Sunday Morning, May 29, 1983

- 1) Is a morning church service at Bruton Parish Church desirable?
 - a) If so, should it be non-denominational?
 - b) Should priests representing different religions preside?
- 2) What is the proper protocol for seating at an oval table?

Memorandum for Michael A. McManus, Jr.
February 14, 1983
Page Two

Monday, May 30, 1983

Is the joint statement going to be in satisfactory form
by 12:00 noon on Monday?

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1983 Summit of Industrialized Nations

Williamsburg, Virginia 23187

May 28-31, 1983

Office of The Administrator
804/253-5800

Press Information
804/253-5850

NOTE:

ATTACHED IS THE LATEST LISTING OF SITE FLOW REQUIREMENTS.
PLEASE USE THE PRESS AREA REQUIREMENTS AS A GENERAL
GUIDELINE ONLY. THE SUMMIT PRESS OFFICE WILL BE DETERMINING
THE SPECIFIC REQUIREMENTS FOR EACH PRESS AREA.

DAN W. MORRIS *Dwm*

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3

LANGLEY AIR FORCE BASE - Arrive: MAY 28
Depart: MAY 31

<u>Event Requirements</u>	<u>Responsible Agency/Vendor</u>
1) <u>Outdoor Press Area:</u>	
A) Platform: three 40' flat bed trucks (position to be determined)	Military
1) Steps: three sets, one per platform at rear	Military
2) Bunting: red, white and blue	Military
3) Security roping (for platform)	Military
E) Ropes and stanchions: 200 feet (heavy duty rope and weighted barrels)	Summit Logistics
2) <u>Press:</u> (Building #751, west hanger)	
A) Power: quad boxes (number and amperage to be determined)	Summit Logistics
B) Filing phones: thirty	Summit Logistics/C&P
C) Press check-in area	Press Operations
D) Press plane phone line	WHCA
3) <u>Holding Room for Protocol Officer, USAF and Ambassadors</u> (Building #752, Lounge):	
A) Holding Room:	
1) Furniture:	
a) Tables: two coffee and four end	Summit Logistics
b) Chairs: eight comfortable	Summit Logistics
c) Sofas: two (approximately 6')	Summit Logistics
2) Phones:	
a) Presus drop: one	WHCA
b) Summit line: one	Summit Logistics

- | | |
|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| 3) Pads/pens/pencils | Summit Logistics |
| 4) Refreshments: light (coffee/tea/soft drinks) | Summit Logistics |
| 5) Ashtrays | Summit Logistics |
| 6) Umbrellas | Summit Logistics |
| B) Lounge: | |
| 1) Furniture: type and placement of all furniture presently in lounge may be used | Military |
| 2) Summit lines: two | Summit Logistics |
| 3) Pads/pens/pencils | Summit Logistics |
| 4) Ashtrays | Summit Logistics |
| 5) Umbrellas | Summit Logistics |
| 4) <u>Baggage</u> : | |
| A) Baggage trucks: minimum number of eight or numbers to be determined by size of arriving/departing delegation) | Military |
| B) Baggage truck drivers: minimum number of eight or numbers to be determined by size of arriving/departing delegation) | Military/Summit Logistics |
| C) Baggage tags: color coded per Delegation | Summit Logistics/Delegation Liaison |
| D) Baggage handlers: number to be determined by size of delegation | Summit Logistics |
| E) Conveyor belts: type to be determined by type of aircraft | Summit Logistics/Military |
| 5) <u>Helicopters</u> : six (H-3 type) | Military |
| A) Umbrellas | Summit Logistics |
| 6) <u>Aircraft Support Equipment</u> : type and number to be determined by type of aircraft | Summit Logistics/Military |

7) Shuttle vehicles: two four-door sedans Summit Logistics

8) Special Requirements (Presidential Arrival):

A) Ropes and stanchions: 250 feet Summit Logistics
(heavy duty rope and weighted
barrels)

B) Press area: location and specifics Summit Logistics
to be determined by press

NOTE: The press requirements
listed for the delegation
arrivals/departures may be used.

C) Tickets: quantity and style to be Base Operations
determined

MARKET SQUARE ARRIVAL - MAY 28

Event Requirements

Responsible Agency/Vendor

1) Point of Arrival:

- | | |
|----------------------------------------------------------|--------------------------------------------------|
| A) Military cordon: approximately thirty men | Military District of Washington |
| B) Red carpet: 60 feet (to be rolled out by honor guard) | Summit Logistics/Military District of Washington |

NOTE: Plywood was deleted.

C) Phones:

- | | |
|----------------------------------------------------------------------------------------|-----------------------|
| 1) Signal drop: one | WHCA |
| 2) Summit line: one | Summit Logistics |
| D) Honor Guard: to line carriage route to Governor's Palace (numbers to be determined) | Colonial Williamsburg |

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| E) Street cleaning truck to water Duke of Gloucester Street; Nicholson Street from Queen Street to Palace Green; clam shell path prior to each arrival | Summit Logistics |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|

2) Press Area:

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| A) Rope and stanchions: 100 feet, (heavy duty rope and stakes to be driven into ground) | Summit Logistics |
| B) Filing phones: six | Summit Logistics/C&P |
| C) Press platform: one 40' long, three-tier: 1st tier: 6'x 4' deep
2nd tier: 8'x 4' deep
3rd tier: 10'x 4' deep
steps on back; railing on all four sides | Summit Logistics |
| D) Power: one 20 amp quad box (for host broadcasting TV equipment) | Summit Logistics |
| E) Pool platform (for cameraman): one 6'x6'x24" free standing | Summit Logistics/Network |

3) Transportation:

- A) Carriages: two open, four-six passenger Colonial Williamsburg
- B) Motorcade:
 - 1) Limousines: fourteen (for all Ministers) Summit Logistics
 - 2) Sedans: twenty-eight (for Official Delegates and staff) Summit Logistics
 - 3) Control shuttle car: one Summit Logistics
 - 4) Drivers: forty-three Security or Military District of Washington

4) Driver Holding Room (in Courthouse):

- A) Folding chairs: fifty Summit Logistics
- B) Refreshments Summit Logistics

5) Ambassador Roosevelt's Holding Room: (Peyton Randolph House)

- A) Summit line: one Summit Logistics
- B) Refreshments Summit Logistics

6) Resident Provisions:

- A) Rope and stanchions: amount to be determined; will encircle the square on all sides; Drop areas to be provided on Nicholson and Duke of Gloucester Streets at carriage path and Delegate motorcade path; Also drop area along Duke of Gloucester Street at press helicopter area. Summit Logistics
- B) Rope and stanchions: to encompass viewing area 50'x25' near Magazine Summit Logistics

GOVERNOR'S PALACE ARRIVAL CEREMONY - MAY 28

Event Requirements - Outside

Responsible Agency/Vendor

1) Press Areas:

A) Carriage route area (Palace Green):

- | | |
|-------------------------------------------------------------------------------------------------------------------------------|------------------|
| 1) Platform: one two-tier 36';
1st tier: 6'x 4' deep
2nd tier: 8'x 4' deep;
steps on back; railings on
four sides | Summit Logistics |
| 2) Rope and stanchions | Summit Logistics |
| 3) Pool platform: 6'x6'x6'; free
standing; built into center of
press platform | Summit Logistics |

B) Central Green arrival area:

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 1) Platform: one seven-tier 70';
1st tier: 2'x4' deep
2nd tier: 4'x4' deep
3rd tier: 6'x4' deep
4th tier: 8'x4' deep
5th tier: 10'x4' deep
6th tier: 15'x10' deep
7th tier: 17'x10' deep
two 6' wide stairs up back;
two sets of steps from 5th to
6th tier; railings on all sides
of 6th tier; twenty 6'x18" tables
for 6th and 7th tiers; 240 chairs | Summit Logistics |
| 2) Pool platform: 4'x4'x4';
free standing | Summit Logistics |
| 3) Rope and stanchions: 240 feet
running, for arrival press area
(heavy duty rope and barrels) | Summit Logistics |
| 4) Power plugs: four 20 amp
quad boxes | Summit Logistics |
| 5) Filing phones: twenty | Summit Logistics/C&P |
| 6) Possible lighting | Network |
| 7) Blue skirting/bunting for
platform | Summit Logistics |

C) Porch area of Robert Carter House:

- 1) Platforms: one 12'x2'x4' deep Summit Logistics
on rear of porch;
one two-tier 12' on left side:
1st tier - 4'x4' deep
2nd tier - 6'x4' deep
one two-tier 12' on right side:
1st tier - 4'x4' deep
2nd tier - 6'x4' deep;
one set of steps on front;
railings on front, back and
outside of each side platform

- 2) Ropes and barrels Summit Logistics

2) Point of Arrival:

- A) Reviewing platform: Summit Logistics
8'x8'x24" high; blue carpet
and steps front and back; 22"
kickplate to be attached

- B) Flag poles and flags: eight 22 foot Military District of Washington
permanent mount poles with ropes
and pulleys and Summit flag sets
(flags approximately 3'x4' each).

D) Staff viewing areas:

- 1) U.S. Staff Area: 75 feet of Summit Logistics
rope and stanchions
- 2) Visiting Staff Area: 25 feet Summit Logistics
rope and stanchions

NOTE: Interpreters will be held on the side near carriage
dismounting for entrance to Palace if needed.

- E) Residents control viewing area Summit Logistics
(on right side of carriage route
to Palace): 200 feet of ropes and
stakes

3) Military Units and Materials Needed for Arrival:

- A) Honor Guard: fixed position, Military District of Washington
numbers to be determined

- B) Color Guard: colonial or modern dress, numbers to be determined, (for U.S and Visiting Delegations) Military District of Washington
- C) Fife and Drum Corps: to pass in review, numbers to be determined Military District of Washington
- D) Herald Trumpeters: numbers to be determined Military District of Washington
- E) Presidential Bands Military District of Washington
- F) Cannon salute battery Military District of Washington
- G) Refreshments for military units and staff: light (soft drinks/water) Summit Logistics

NOTE: Tent for MDW troops has been deleted.

4) Departure:

- A) Protocol officer to escort each Head of Delegation to limousine Department of State
- B) Press pool area (in rear of garden)
 - 1) Platform: one three-tier 30'; Summit Logistics
 - 1st tier - 3'x4' deep
 - 2nd tier - 5'x4' deep
 - 3rd tier - 7'x4' deep; with railing on all sides; steps in back
 - 2) Ropes and stanchions: Summit Logistics
 - Area #1 - 50 feet
 - Area #2 - 50 feet
 - (heavy duty rope and stakes)
 - 3) Pool platform for one camera-man: 6'x6'x24" Network

GOVERNOR'S PALACE COURTESY MEETING - MAY 28

Event Requirements

Responsible Agency/Vendor

1) Meeting Room:

A) Furniture:

1) Chairs: four
two leather arm chairs (not
wing back) for principals,
plus two small for interpreters

Summit Logistics

2) Table: one large coffee

Summit Logistics

3) Antiques on display

Summit Logistics

B) Refreshments: light (coffee/tea/
soft drinks)

Summit Logistics/White House
Stewards

2) Holding Area for U.S. Staff:

A) Furniture:

1) Chairs: two comfortable
living room type

Summit Logistics

2) Tables: one large coffee,
two small end tables

Summit Logistics

3) Sofa: one (approximately 6')

Summit Logistics

B) Signal drops: two

WHCA

C) Refreshments: light (coffee/tea/
soft drinks)

Summit Logistics

D) Pads/pens/pencils

Summit Logistics

3) Holding Area for Visiting Staff:

A) Furniture:

1) Chairs: two comfortable
living room type

Summit Logistics

2) Tables: one large coffee,
two small end tables

Summit Logistics

B) Summit lines: two

Summit Logistics

- C) Refreshments: light (coffee/tea/
soft drinks) Summit Logistics
- D) Pads/pens/pencils Summit Logistics
- 4) Presus Holding Room: (upstairs)
 - A) Furniture:
 - 1) Chairs: two Chippendale low
back arm chairs Summit Logistics
 - 2) Table: one large coffee Summit Logistics
 - B) Presus drop: one WHCA
 - C) Refreshments: light (coffee/tea/
soft drinks) Summit Logistics
 - D) Pads with Summit logo/pens/pencils Summit Logistics
- 5) Secondary Presus Holding Room: (downstairs)
 - A) Chemical toilets (in adjoining
Powder Wig Room) Summit Logistics
 - B) Presus drop: one WHCA
 - C) Furniture:
 - 1) Table: one Summit Logistics
 - 2) Chair: one Summit Logistics
 - D) Pads with Summit logo/pens/pencils Summit Logistics
- 6) West Building:
 - A) U.S. Staff Office:
 - 1) Furniture:
 - a) Tables: three (3'x6') Summit Logistics
 - b) Chairs: six comfortable
folding chairs Summit Logistics
 - 2) Signal drops: three WHCA

- 3) IBM Correcting Selectric III typewriters: two Summit Logistics
- 4) Typewriter elements: four Summit Logistics
 - Orator elements: two
 - Courier 10-point: two
- 5) Copy machine: one Summit Logistics
- 6) Pads/pens/pencils Summit Logistics
- 7) Cork board for messages Summit Logistics
- 8) Refreshments: light (coffee/tea/soft drinks/snacks) Summit Logistics

7) Vehicles:

A) U.S. Staff vehicles:

- 1) Pool cars: three large 4-door Summit Logistics
- 2) Messenger car: one medium 4-door Summit Logistics

CARTER'S GROVE - RECEPTION and DINNER - MAY 28

Event Requirements

Responsible Agency/Vendor

1) Arrival:

A) Presus Helo Zone:

- | | |
|-----------------------------------------|------------------|
| 1) Mow and roll area | H.M.X. |
| 2) Plywood: 3/4"x75'x3' | Summit Logistics |
| 3) Large metal spikes to secure plywood | Summit Logistics |
| 4) Motorcade (numbers to be determined) | U.S.S.S. |
| 5) Signal drop: one | WHCA |

B) Heads of Delegations Movement:

- | | |
|-----------------------------------------------------------------------------|----------|
| 1) Motorcade: limo, follow-up, control for each; (numbers to be determined) | U.S.S.S. |
|-----------------------------------------------------------------------------|----------|

C) Doorman: one (colonial dress) Summit Logistics

D) Protocol officers:

- | | |
|------------------------------------------------------|---------------------|
| 1) One at motorcade area | Department of State |
| 2) One in center hall to escort Heads of Delegations | Department of State |
| 3) One in holding area with the President | Department of State |

E) Press area:

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 1) Platforms: two total;
one three-tier 12':
1st tier - 6'
2nd tier - 8'
3rd tier - 10';
one three-tier 30':
1st tier - 6'
2nd tier - 8'
3rd tier - 10';
railings on all sides of both platforms; steps on back | Summit Logistics |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|

- 2) Pool platform: 4'x4'x6' Summit Logistics/Network
 - 3) Ropes and stanchions: 100 feet Summit Logistics
(heavy duty rope and stanchions
or barrels)
 - 4) Lighting (as determined by Network
network lighting crews)
 - 5) Outside decorative lighting Summit Logistics
along walkway: forty torches
 - 6) Power supply (as determined Summit Logistics
by network lighting crews)
 - F) Motorcades for Ministers: Summit Logistics
Eight limos for the Foreign
Ministers motorcade, and eight
for Finance Ministers motorcade;
plus one spare
 - G) Cars for Personal Representatives; Summit Logistics
eight sedans plus one spare (three
Representatives per car by country)
- 2) Press Filing Area (site to be determined by Press Advance):
- A) Filing phones: twenty Summit Logistics/C&P
 - B) Tables: seven (3 phones/table) Summit Logistics
 - C) Press tent: 30'x 30'; 7' sidewalls; Summit Logistics
service lighting
 - D) Network tower Network
 - E) Network truck Network
- 3) Drivers Down Tent (in caretakers yard next to USSS tent)
- A) Tent: 20'x20'; 7' sidewalls; Summit Logistics
service lighting
 - B) Furniture:
 - 1) Tables: four Summit Logistics
 - 2) Chairs: forty Summit Logistics
 - C) Food service for approximately Summit Logistics
forty

4) Presus Holding Room (Upstairs):

- A) Presus drop: one WHCA
- B) Pads with Summit logo/pens/pencils Summit Logistics
- C) Furniture: Summit Logistics
 - 1) Sofa: one (approximately 6') Summit Logistics
 - 2) Table: one large coffee Summit Logistics
 - 3) Chairs: four wing back Summit Logistics
- D) Refreshments (from main kitchen) White House Stewards

5) Guest Check-in Area (at Williamsburg Inn):

- A) Furniture: Summit Logistics
 - 1) Tables: two (3'x6') Summit Logistics
 - 2) Chairs: four comfortable folding Summit Logistics
- B) Ticket takers/bus monitors: five Summit Logistics
- C) Buses: four Summit Logistics

6) Heads of Delegations Holding Room (upstairs):

- A) Furniture: Summit Logistics
 - 1) Sofa: one (approximately 6') Summit Logistics
 - 2) Tables: one large coffee, two small end tables Summit Logistics
 - 3) Chairs: three comfortable living room type Summit Logistics
- B) Pads with Summit logo/pens/pencils Summit Logistics
- C) Phones: Summit Logistics
 - 1) Summit lines: seven Summit Logistics
 - 2) Personal communications system (if needed) Visiting Delegation/C&P

7) Press Area for Group Photo (in Rear Garden):

A) Delegate platform:

- 1) Extend front step out to second Summit Logistics step and down
- 2) Build up grass area on each side of platform Summit Logistics
- 3) Sod built-up area and entire top of platform Summit Logistics
- 4) Stain/cover front of top step Summit Logistics

B) Lighting (as determined by network lighting crews) Network

C) Rope and stanchions: 80 feet (heavy duty rope and stakes) Summit Logistics

D) Press platform: one two-tier 24'; Summit Logistics
1st tier - 2'x4' deep
2nd tier - 4'x4' deep; with railings on all sides; no steps

E) Pool platform: 4'x4'x2' Summit Logistics/Network

8) Heads of Delegation Holding Area - First Floor:

A) Furniture:

- 1) Sofas: two Summit Logistics
- 2) Chairs: three Summit Logistics
- 3) Tables: one coffee, two end Summit Logistics

B) Refreshments Summit Logistics

C) Interpreters (pre-positioned) Summit Logistics

9) Reception:

A) Tent: to accommodate 140; 40'x75'; Summit Logistics
10' sidewalls; astroturf

B) Curtain area: 40'x25' Summit Logistics
(to accommodate Heads of Delegations and Ministers plus interpreters)

- 1) Light food service for tent Summit Logistics
- C) Electrical power (P.A. system and lighting for guests inside tent; to be determined by tent vendor and WHCA) Summit Logistics/WHCA
- D) Presidential platform: 16'x6'x18", steps on both sides Summit Logistics
- E) Blue bunting/skirting for platform Summit Logistics
- F) Summit flag set plus stands Summit Logistics
- G) Presidential airport stand WHCA
- H) Signal drop: one WHCA
- I) P.A. system WHCA
- J) Lighting: Summit Logistics
 - 1) Outdoor lighting to tent from stable area and across back to staff dining tent Summit Logistics
 - 2) Inside reflector lighting for tent (as determined by tent vendor) Summit Logistics
- K) Food and refreshments:
 - 1) Bar set-ups: three Summit Logistics/Caterer
 - 2) Bartenders: six Summit Logistics/Caterer
 - 3) Tables: seven (6'x3') (four for food and three for bars) Summit Logistics/Caterer
 - 4) Waiters: ten Summit Logistics/Caterer

NOTE: Final numbers of service personnel and set up arrangement to be determined by caterer

10) U.S. and Visiting Staff Area:

- A) Tent: 30'x30' Summit Logistics
- B) Office equipment:
 - 1) IBM Correcting Selectric III typewriters: two Summit Logistics

- 2) Typewriter elements: four Summit Logistics
 - Orator elements: two
 - Courier 10-point: two
- 3) Furniture:
 - a) Tables: five (8' each) Summit Logistics
 - b) Chairs: 20 comfortable Summit Logistics
 - folding
- 4) Pads/pens/pencils Summit Logistics
- 5) Phones:
 - 1) Signal drops: three WHCA
 - 2) Summit lines: eight Summit Logistics
 - 3) Delegation special phone Summit Logistics/C&P
 - requirements as needed
- C) Lighting inside tent: (as Summit Logistics
 - determined by tent vendor)
- D) Power: one 20 amp quad box (for Summit Logistics
 - office equipment; lighting needs to be determined)
- 11) U.S. and Visiting Staff Dining Tent:
 - A) Tent: 30'x30' Summit Logistics
 - NOTE: Outside dinner has been changed to Williamsburg Inn.
 - 1) Reflector lighting inside tent: Summit Logistics
 - (as determined by tent vendor and caterer)
 - B) Meal
 - 1) Food service: for up to fifty Summit Logistics/Caterer
 - (buffet style)
 - 2) Table settings: fifty Summit Logistics/Caterer
 - 3) Tables: seven round top, Summit Logistics/Caterer
 - each seating up to eight;

- 4) Chairs: fifty-six Summit Logistics
- NOTE: Deletion of nameplates
- 5) Food preparation tents: two Summit Logistics/Caterer
20'x20'; 7' sides
- C) Inside reflector lighting (as determined by tent vendor and caterer) Summit Logistics
- D) Power (amount to be determined by lighting needs and caterer) Summit Logistics
- 12) Outdoor Restroom Facilities: five Summit Logistics
- 13) Dinner (inside):
- A) Furniture:
- 1) Tables: six (each to seat eight) Summit Logistics
- 2) Chairs: 72 total Summit Logistics
48 for principals and
24 for interpreters
- B) China/Crystal/Silver for forty-eight Summit Logistics
- C) Food service for forty-eight White House Stewards/Caterer
- D) Network lighting for Heads of Delegations dining room Network
- E) Flowers: for Heads of Delegations table Summit Logistics
- F) Placecards Summit Logistics
- G) Power for lighting: amperage to be determined by network lighting crew Summit Logistics
- H) Ropes and stanchions: 40 feet Summit Logistics
(heavy duty rope and weighted stands)
(to be removed after photographs but before dinner)

WILLIAMSBURG INN - REGENCY DINING ROOM - MAY 28

Event Requirements

Responsible Agency/Vendor

1) Dining Room for Carter's Grove Reception Guests:

- | | |
|--------------------------------------------------------------------------------|--------------------------|
| A) Food Service for seventy-two | Summit Logistics/Caterer |
| B) China/Silver/Crystal for seventy-two | Summit Logistics |
| C) Furniture: regular restaurant dining room set-up to accommodate seventy-two | Summit Logistics |

BRUTON PARISH CHURCH - MAY 29

Event Requirements

Responsible Agency/Vendor

1) Press Outside Arrival:

A) Rope and stanchions: 300 feet
(heavy duty rope and stakes)

Summit Logistics

B) Filing phones: six

Summit Logistics/C&P

C) Tables: two (three phones/table)

Summit Logistics

D) Flat bed trucks: two 40', each
with 2' riser on rear four feet;
railings on all sides of both
trucks; steps on rear of each

Summit Logistics

E) Pool platform: 4'x4'x5'

Summit Logistics/Network

2) Protocol Officer: one to escort
arriving Heads of Delegations to
President

Department of State

3) Presus Holding Room:

A) Signal drop: one

WHCA

4) Service:

A) Tickets for congregation

Summit Logistics

B) Programs for service
(to be printed)

Summit Logistics

C) Benches reserved in rear of church
for approximately twenty-two
members of press pool: two

Summit Logistics

5) Interpreters: Whisper interpretation
if required

Summit Logistics

6) Curtain: 30' wide x 10' high (in
foyer as a staging room for Heads)

Summit Logistics

CAPITOL - Heads of Delegations Meeting - MAY 29
Heads of Delegations, Foreign Ministers and Personal Representative
Joint Meeting

Event Requirements

Responsible Agency/Vendor

1) House of Burgesses (Room 105):

- | | |
|-------------------------------------------------------------------------------------------------------------------------------|------------------|
| A) Summit table for Heads of Delegations: approximately 15'x4', oblong (to be built with channel, volume and buzzer controls) | Summit Logistics |
| B) Chairs for summit table: eight leather arm chairs (not wing back) | Summit Logistics |
| C) Interpretation equipment for summit table: | |
| 1) Headphones: twenty-four, plus one back-up; eight at the table; sixteen on benches | Summit Logistics |
| 2) Microphones: eight at table, plus one back-up | Summit Logistics |
| 3) Microphones: two; to be hidden one at each end of the Ministers benches | Summit Logistics |
| D) Interpreters equipment: | |
| 1) Headphones: one (for console) | Summit Logistics |
| 2) Microphones: one (for console) | Summit Logistics |
| 3) Coordinators console table: one (approximately 6'x3') | Summit Logistics |
| 4) Chair: one comfortable folding (for console) | Summit Logistics |
| 5) Cameras for closed circuit viewing: four (to be installed in four corners of room) | Summit Logistics |
| 6) Lighting for closed circuit cameras (to be attached to overhead bars) | Summit Logistics |
| 7) Refreshments for console: water | Summit Logistics |
| 8) Pads/pens/pencils | Summit Logistics |

- 9) Power: two clear 15 amp circuits Summit Logistics
- E) Interpretation equipment for Joint Meeting with Foreign Ministers and Personal Representatives:
- 1) Headsets with volume and language control (to be installed and placed on benches behind respective Head of Delegation): sixteen, plus back-ups Summit Logistics
- F) Lighting for meeting and pool waves (to be attached to overhead bar) Network/Summit Logistics
- G) Power: 120 amps (approximately) Summit Logistics
- H) Nameplates: eight double sided by country in English and French Summit Logistics
- I) Pads with Summit logo/pens/pencils (for Summit table and benches) Summit Logistics
- J) Refreshments: fruit juices/soft drinks/water with pitchers; pre-positioned on table Summit Logistics/White House Stewards
- K) Summit flag set and base stands for floor Summit Logistics
- L) Ashtrays for Summit table and benches Summit Logistics
- M) Press platforms: (instead of rail) right rear - 9'x3'x24" left rear - 6'x3'x24" Summit Logistics
- N) Skirting for platform (style and color to be determined) Summit Logistics
- O) Pool platform: 3'x3'x24" Summit Logistics/Network
- P) Rope and stanchions: within railing and in front and back of the Summit table: 40 feet Summit Logistics
- 2) Interpreters Room for House of Burgesses (Committee Rooms 205/206):
- A) Interpreters booths with pre-installed lighting: four (approximately 8'x5') Summit Logistics