

Richard Nixon Presidential Library
White House Special Files Collection
Folder List

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
21	1	n.d.	Other Document	Notes regarding travel plans. 4pgs.
21	1	09/10/1968	Memo	Memo from Ehrlichman to Klein RE: addition of plane for N.C. -New Orleans-Indianapolis-Cleveland-Des Moines-Santa Barbarbara tour and concerns of its cost. 1pg.
21	1	09/10/1968	Memo	Memo from Ehrlichman to "all Advance Men" RE: important points to consider in advancing each stop. 2pgs.
21	1	09/10/1968	Memo	Memo from Ehrlichman to Chapin and Davies RE: RN's concerns over the ineffective job of presenting the Nixon family as a "family." 2pgs.
21	1	09/10/1968	Memo	Memo from Ehrlichman to "Advance Men" RE: the sepatate handling of Nixon family luggage. 1pg.
21	1	09/10/1968	Memo	Memo from Haldeman to Ehrlichman RE: Tour Operations. 6pgs.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
21	1	08/27/1968	Memo	Memo from Ehrlichman to Cole RE: Telephones (standard procedure for the installation of telephones in all hotel stops. 2pgs.
21	1	09/05/1968	Memo	Memo rom Ziegler to Ehrlichman & Olson RE: supplies and working conditions on the Julie Aircraft. 1pg.
21	1	09/04/1968	Other Document	Telegram to RN from Dr. & Mrs. Jack D. Moore expressing dissappointment over RN not speaking as scheduled at Blackstone (hotel). 1pg.
21	1	n.d.	Brochure	Brochure advertising the welcoming of RN & family to Chicago. 1pg.
21	1	08/30/1968	Memo	Memo from Ehrlichman to members of touring staff RE: Tour Staff Meeting (announcement). 1pg.
21	1	n.d.	Other Document	Notes (author unk.) RE: Doctor(s). 1pg.
21	1	n.d.	Other Document	Handwritten list (author unk.) consisting of names of Personal Staff & Family, POA, TV, Tour Staff, W/R, SS, and Press. 1pg.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
21	1	10/1968	Form	October and September, 1968 calendars showing Agnew appointments. 2pgs.
21	1	09/09/1968	Report	Detail Staff Schedule for Governor S.T. Agnew. 8pgs.
21	1	n.d.	Memo	Memo (author unk.) advising tour staffers of conduct/protocal while on the road. 1pg.
21	1	n.d.	Report	Handwritten list detailing RN's Travel Staff & Hotel Plans. 5pgs.

RN
9-9

① Cassie Thompson on the tour -

② Helene on tour?

③ PN & HD to Browns -

④ Girls not going this swing -
Joining 1/wk -

⑤ No press re party people
New Orleans -

⑥ NO - Indiana 1:40

we give lunch to press. Antoinette.

⑦ Monument Circle - open car

United Air Lines

- 1- Second buzzer in cabin
- 2- Move couch phones
- 3- Seating card folder
- 4- Cockpit crew
- 5- Typing table extensions
- 6- Stew call button doesn't work

Whitaker -

- 1- Requirements for open car
- 2- Schedules too late -
- 3- Olympics
- 4- Skel must say if a prepared text &
A/M must ask.

Cole

- 1- TWX office
- 2- PN arrangements
- 3- Pittsburgh man w/c for job
- 4- 3d plane
- 5- Window stickers

Vern

1- Charge radios

2- Earphone

3- Bag Tags

4- Aerial for plane

5- Typing Table extensions

6- Card table for mines

7-

White Plains -

2 Channel w/T

RN listen to Rocky intro -

Come in thru overflow - FIRST
for pictures -

Down center aisle together -
NR

Wives together behind -

September 10, 1968

TO: Herb Klein

FROM: John Ehrlichman

CC: Ron Ziegler
John Whitaker
Ken Cole
John Mitchell

In view of the waiting list of some 20 members of the Press it has been decided (over my dead body) to add a third aircraft to the North Carolina-New Orleans-Indianapolis-Cleveland-Des Moines-Santa Barbara tour. The additional cost of the charter and operation of this aircraft will be pro-rated among the press and will result in additional charges. My understanding from a meeting with John Mitchell and Ron Ziegler is that our accountants will furnish your office with the total cost of the charters and operation of all three aircrafts and this total will be pro-rated so that it will be entirely collected from members of the travelling press on all airplanes during this tour.

Therefore; I think it prudent to make this explanation to the travelling press in advance of the trip. I assume your office will do so.

You must realize that we will be operating with 70 empty seats as a result of this decision. To insure against serious economic loss and undue expense to the campaign and the media your press aides must keep us accurately informed in advance if any of the press intend to join or leave the tour at any mid-point during progress of the tour.

Obviously, if we have capacity for, say, 60 press on the Tricia and Julie, and of the 20 members of additional press, 12 drop out at Indianapolis, the question of operation of a third aircraft for 8 members of the press becomes a serious economic issue.

In my personal opinion, the addition of this aircraft is very bad judgment in the terms of cost and additional management problems which will inevitably result. However, we will try it for one week as far as Santa Barbara, and then take a look.

I will keep a careful tabulation of the loads in order to have a basis for a judgment as to desirability of continuing this arrangement.

September 10, 1968

TO: ALL ADVANCE MEN

FROM: John Ehrlichman

PLEASE NOTE THE FOLLOWING IMPORTANT ADDITIONAL POINTS TO CONSIDER IN ADVANCING EACH STOP:

1. All calls of a general nature should be put through to the Tour Office.
2. All paper work, memos to be typed relative to the Tour, details pertaining to facilities, etc. should be referred to the Tour Office.
3. The Staff Office should be the largest of the offices and have at least five (5) typewriters (be sure there are enough chairs, the right kind of tables, etc.).
4. As often as is possible, make the typewriters uniform in make, model and print-style - preferably PICA type, rather than elite. Please avoid IBM Executives altogether-----the Standard is preferable.
5. The Staff, Tour and Press Staff offices should be as close in proximity as possible.
6. If lighting in the offices is insufficient, be sure to make provisions for additional lamps.
7. Whenever possible remove excess furniture from the offices.
8. Be sure that all machines are operative before the staff arrives. (i.e. if special plugs or wiring are required be sure they are installed and working).
9. Have available at every stop an adaptor (to convert plug) for the Telecopier.
10. Mimeograph machine should always be in the Press Staff office (be sure the proper ink, paper, etc. for that particular model is in the room and ready to be used.).
11. Typewriters should be near the telephone in each office.
12. Extra room lists and staff information lists should be placed in the Staff, Tour and Press Staff offices before arrival of the travelling party.
13. Always use the thank-you note forms provided you to prepare your lists. (If you don't have any, contact the Tour Desk in New York or Linda Underwood on the Tour - if you have a copy xerox extra copies for future use).
14. Thank-you lists must be complete and legible. The general

list should be mailed to K. Odell, 450 Park Avenue,
New York, N. Y. 10022, before the travelling party
ever arrives. The VIP list should be given to Linda
Underwood as soon as the party arrives.

It is preferable that the lists are typed.

September 10, 1968

TO: Dwight Chapin and John Davies

FROM: John Ehrlichman

RN has mentioned to me that in this past week we did not do an effective job of presenting the Nixon family as a family.

In thinking back on the week I think he understates the case. The three of us have the responsibility to do the following:

- 1.) Where the family is walking together in the same direction, they should walk together. Dwight may have to slow RN and John may have to speed PN and the girls. I will attempt to help you coordinate and when I see you getting separated I will try and mention it.
- 2.) All three of us should be sure that no member of the family leaves a location except in the company of the others. For instance, at B'nai B'rith, Dwight should not have permitted RN to leave the room because PN was not with him. John should have noticed that RN was getting close to the door and he should have caused PN to discontinue the autographing and move to the door.

I should have held up the whole parade until both were together.

In Chinatown, Dwight should not have opened the car door until John had moved Julie, Tricia and David from their car to RN and PN's car. I should have enlisted the assistance of the police to make it possible for Davies to do this.

- 3.) We should all make it our business to be sure that, at every function, every member of the family present is appropriately introduced. Each of us should check with the advance man for the name of the person who will introduce the members of the family for whom we are respectively responsible and be certain that the content of the introduction is satisfactory.
- 4.) John Davies should keep himself advised of the times when RN is to make a movement and should be sure that PN and the girls are standing by at that time. Dwight should keep John informed of any changes. Dwight should not permit RN to move until the ladies have joined him.

- 5.) While walking, both Dwight and John should be sure that neither staff, press or the Secret Service prevent the family from walking as a family. They should at all times be given enough room to easily walk together.
- 6.) I will attempt to inform both of you of upcoming movements but, to do so, I must know where you are. Therefore, you must keep me informed if you intend to leave the area at any time.

In the week upcoming, let's see how much good family coverage we can cause by keeping them together. Since Tricia will not be with us (teeth) it should be simpler than it will be later when the girls are more constantly with us.

I'll welcome your suggestions on how to do this better.

A handwritten signature in dark ink, appearing to be 'O. J. ...', located in the center of the page.

September 10, 1968

TO: Advance Men

FROM: John Ehrlichman

RE: Separate handling of Nixon family luggage

In order to expedite the handling of the Nixon family luggage throughout the remainder of the tour and insure its arrival at either airport or hotel prior to the arrival of the official party, the below procedure, to be supervised by Jack Caulfield, is now in effect:

1. Airport Arrival

Supply three young men (in addition to David Shields, the travelling baggage expediter), one of whom will be designated as chauffeur or driver for the assignment. He should be provided with a vehicle.

Supply all three with the proper local credentials which will enable them to gain access to the ramp area. The designated driver will place his two associates at the foot of the first arriving aircraft (Julie or Tricia). One will have, in a sealed envelope, the room numbers of RN and PN, and the room numbers of Julie and Tricia if they are travelling with the party. The envelope should be given to Jack Caulfield on arrival.

Upon arrival of the second aircraft and after the Nixon's deplane, Jack Caulfield will accompany the assigned man to the forward cabin and designate the family luggage. Jack Caulfield and the three men will then take the luggage to the hotel before departure of the official motorcade.

Upon arrival at the hotel Jack Caulfield will enlist the assistance of a bellboy and direct the expedition of the Nixon baggage to the proper rooms.

2. Hotel Departure

One hour prior to departure of the official party, the three assigned men will report to Jack Caulfield, to be briefed on the procedure for removal of the family luggage from the hotel to the airport. They will depart with the luggage before the official motorcade and proceed to the aircraft, placing the baggage in the forward cabin as designated by Jack Caulfield.

It is suggested that the local police be informed of these procedures as they might be helpful in expediting the operation.

Jack Caulfield will take care of tipping the bellmen and distributing autographed cards bearing Mr. Nixon's signature to the young men who have helped with this assignment.

September 10, 1968

Memo to: John Erlichman
From: Bob Haldeman
Re: Tour Operations

Following are some random thoughts regarding various facets of the tour last week. I realize many of them are minor, and that many of them have already been tended to, but thought it might be helpful to run through the list, just in case.

Allow me to assure you, however, that I think the overall tour operation was superb, and far exceeded any possible expectations for the first week.

There is a real problem in the area of the material covered by the detailed confidential schedule. There were a number of changes made after the schedule was typed and distributed, some of which were not transmitted to the people concerned. For instance, on Wednesday Senator Percy was added to the greeting committee, but I discovered that while I knew this, from some source or another, Dwight Chapin was not aware of it at the time the plane was landing. This means, I assume, that had I not happened to mention it to Dwight in checking up on details, RN also would not have known Percy was going to be there, and this could create a problem.

Cole I strongly feel, as I have mentioned to you, that the car signs, bus signs, and all other display material relating to the operation of the Nixon tour, should say "Nixon Presidential Special" or something like that, rather than "Nixon-Agnew."

I noticed in the motorcades that the drivers were very rarely at their cars, waiting to go. I think this standard operating procedure should be re-emphasized. Also, with the instructions that they should not be standing by the car, but sitting in it at the wheel with the engine running. I realize that we don't seem to run tight motorcade start-ups anymore but I still think it is far safer to have the driver in the car, rather than wandering around or standing outside of it.

On this same line, I wonder if we can't tighten up the motorcade departure some. It appears that the Old Man gets in his car, then we wait a long long time before the thing starts. I know that most of that waiting is for the press, but I also know that in earlier times, we were able to get them aboard, and the thing rolling much faster. There is some question as to whether that is really desirable. It may very well be that our present operation is better, but at least it should be given some thought.

Also in regard to motorcades, we have discussed the problem of the police escorts, and I know you're trying to work that out with the Secret Service. Let me know if there's any way I can be of help. It seems to me it's imperative that the

entire motorcade be covered by the police escort, not just the secured section, which is of concern to the SS.

→ With a little firmness on the part of the advance man we can substantially reduce the size of the motorcades. For example, in Pittsburgh there was a large number of VIP cars set into the motorcade behind the bus. In a movement of that sort, there is no reason for any VIP cars at all, since we were going direct to the hotel and had no activity planned there. In other words, the VIPs should have proceeded on their own and independently from the airport to whatever their destination might be. While the advance man is tightening up the length of the receiving line at the airport he could also tighten up the number of cars in the motorcade. This gets to the problem of the H&H car. I know that it adds to the problem by putting one more vehicle in the motorcade, but for the present at least, I still feel that it is probably necessary. We have made good use of the car at several stops, and it does provide a standby VIP car for unforeseen emergency situations, such as the Max Fischer type of thing. Unless we get the motorcade under tighter escort control, however, locating the H&H car behind the buses creates an enormous problem. If you want to continue leaving it there that's okay with me. I would much prefer to have the H&H car directly ahead of the first bus, naturally, and if this can be done without creating a total disaster, it would be greatly appreciated. If it can't, let's leave it where it is for now, and see how it works out. In any event, though, the car should be numbered for its position in the motorcade, wherever it's assigned, otherwise there is complete confusion as to where and when it ought to be located.

I'm sure that after all the discussion, there is no need to further explore the problem of the non-speech in front of the Blackstone. And based on the evidence of the rest of the week, I think this kind of thing is probably under good control now.

Since we are apparently going to be doing some parading in Philadelphia and other cities in the future, there are a couple of points regarding the Chicago motorcade that ought to be given consideration. For example, there was no advance man, as far as I could determine, out in front of the parade a block or so in Chicago, and therefore no way of our knowing until we got there whether there were any hecklers along the route or unfriendly signs or opportunities for some sort of unusual activity. In the future, one of the advance men should be at least a block (preferably two blocks) ahead of the first car of the motorcade, walking down the street and looking for this kind of thing. He should, of course, have a walkie-talkie so he can relay his information back to those in charge of the motorcade.

→ No one in Chicago seemed to be the least bit concerned with the cars behind the RN car, or with the press buses; they were just left to lag behind and get engulfed by the crowd. Obviously, this defeats the purpose of the motorcade, because the press doesn't see the crowd reaction at the time it's happening. When we go into a parade formation in open cars, we should also eliminate every vehicle between the RN car and the press bus that can possibly be eliminated. All that should be left in

there are minimum number of security cars that we can get away with, plus the open VIP convertibles for those who also need to have such treatment.

This reminds me that in San Francisco, for some inexplicable reason, Tricia, Julie and David were placed in a closed car, as of course should never happen in a parade situation.

As we have already discussed, the motorcade or parade routes in Chicago and San Francisco were way too long. They would have both been more effective at about half the length. We should certainly keep this in mind in Philadelphia and other cities.

We have got to avoid the kind of situation that happened in Chicago on Michigan when RN's car speeded up and went roaring past the photo truck, apparently under the direction and control of the Secret Service. There was obviously no emergency and therefore no reason for this kind of thing to happen.

→ There seems to be fairly substantial errors in the timing as worked out on our schedules. We frequently arrive at airports in the morning long before we are scheduled to, which would indicate that the driving time allowed is overestimated.

→ In a similar sense, there is still the tremendous lead time between baggage call and time of departure from a hotel in the morning. Since we no longer have to go through the SS check-up operation, I wonder if that time couldn't be shortened. I know we're still shaking down the baggage operation, but in the past a half hour prior to departure was, I believe, the normal baggage call time, and it would certainly be desirable to get back to that, if we could. I've also noticed that the bags sometimes are not picked up till quite a long time after the baggage call time.

→ In San Francisco the drivers of the VIP cars had no instructions as to what they were to do and were in a state of total confusion as the motorcade was trying to form at the airport. Also, there were all kinds of interlopers into the motorcade, and there was no police protection after the number one car; the buses all had to fend for themselves in getting out, as did the cars behind the buses. Interestingly enough, the driver of our car informed me that when Humphrey was last in San Francisco, they cleared the freeway for his motorcade, while for ours they didn't even provide an escort for anything past the first cars. Since this was under the direction of the California Highway Patrol we may have to expect similar problems in future visits to California. This may be something we ought to raise with Finch to have handled with the CHP. Since that's a state with a Republican Governor, I would think we'd be able to get better treatment than the Democratic Vice President does.

As I'm sure you are aware, there seems to be at least one, and sometimes several too many buses. We ought to be able to get a

Cole should discuss Shields

not star in tape what will mean it

better count on the need for having bus seats, so that we don't go to the expense and confusion of having extras on hand unless it's absolutely necessary. He does a good job of getting the extras out of the motorcade, and maybe that's the best way to handle it, so we're always safe. We've already talked about some of the problems of hotel room arrangements. Let me emphasize from my own personal viewpoint one absolute necessity: my room should be as close to Chapin's as is possible, either the room next to his or better yet, the room across the hall from his. It has become apparant that, once we're in a hotel, Dwight and I have to work closely together and also he has to be able to get me quickly at odd hours for the Old Man. I would hope you would emphasize this to the advance man when he is setting up the hotel lineup. I know there are lots of other considerations, but let me just say that the ideal arrangement for me would be to have the room right across the hall from Dwight's room, and have Larry's room next to mine and connecting. The closer to this ideal we can get, the better off we'll be.

The telephone problems in the hotels seem to be working out, bit by bit, and I trust that given another seven or eight weeks, we'll have that one licked.

→ Further, on hotel arrangements, we have got to establish clearly with the advance man the basic philosophy of the hotel room arrangement system. Namely, that we get the key staff people located close to RN and that we get the office, and certainly the Secret Service and tour office located far away from him. In this regard, I wonder whether our original hotel plan of having the advance man's room right next to yours, and therefore up close to RN's is a good idea. It's my feeling now that the tour office should be way down the hall, and that the advance man should be next to the tour office, rather than next to you. Maybe this would impair your working with him, but I suspect it would not. I still feel that your room should be near RN's, but I don't see any real need for the advance man's to be. Thinking back to '60, I'm sure that that was the way we arranged it then.

→ I'm sure you've thought of it, but on this coming tour, where we'll be away from New York for two weeks, we should certainly be sure that good laundry facilities are available at the Miramar over the weekend.

→ I've had several extended conversations with Chapin regarding movements in crowds, etc. but I think that generally this is working extremely well, or at least so it appears watching it from my vantage point. I don't know what problems you guys may have internally on the ground, but overall the movements appear to be working very well.

As I think I have already mentioned earlier in this memo (but since I'm dictating it into a machine, I can't go back and find out what I have said) the airport arrival procedure is still pretty messy. I know you included in your notes the request that the greeting committee be limited to ten and hopefully cut to five. I think maybe even more emphasis should be given to this point, and that a standard greeting committee should be prescribed consisting of the National Committeeman, National Committeewoman, State Chairman of the GOP, State Chairman of the Nixon organization,

Governor, Senators, local Congressmen, and one local dignitary (such as the Nixon chairman or county chairman) plus, of vourse, the inevitable lady with the roses.

?
Along this line, RN has the feeling that we ought to try to work into the schedule a brief meeting for him with the local hacks, this to be at the hotel or other convenient place and to last for about fifteen minutes. This would avoid hanging around, waiting to get into The Presence, and would also help to cut the greeting committee at the airport and perhaps the VIP requirements in the motorcade. In other words, have a room at the hotel where RN is to drop by to meet with the group of local dignitaries at a convenient point in the schedule, such as right after the main event or right after arrival at the hotel. I know that there are problems with this, but I suspect it's well worth the try.

yes
I think we need to further clarify the degree to which you want me and/or Higby to participate in drawing up the staff list for airplanes and determining what staff is to move to particular events, etc. I'd be glad to handle this in any way you feel would be most efficient. I do want to be sure that if changes are made in the aircraft assignments of key people or the travelling VIPs, that I am at least consulted on it first, because there are sometimes very specific and sound reasons for people being where they are.

Vern → I talked with RN about the problem of adding more press to our plane, as we discussed with Ziegler yesterday, and he feels that if possible we should try to make a couple of more press seats available beyond what we agreed to with Ron. One way to do this would be by taking two of the RW types and moving them to the press plane, letting Keogh determine which two are to be moved on each particular flight. He would base his decision on his evaluation of who would be needed in the air. This might be worth a try.

RN is concerned that we have too many staff on his plane, and that we should make this kind of effort to cut down on staff and increase press seating. Let's try it, and if it seems to impair our working efficiency, we can always shift back.

I think that covers all the notes that I have from the first week, and having gone through them, I have the feeling that things were really sensationally well done, since the sum total of the critique is very minimum (or something). During the coming week, I'm going to try and make some more detailed notes on the specifics of our operation within the hotel and in getting the motorcade under way, because it seems to me that now these are the two areas in which we're not as efficient as we are in others. I know you can hardly wait to review the results of these efforts, so I will pursue them with utmost diligence. In the meantime, you and all of your crew are to be highly complimented on a superb job, beautifully done.

→ I think the advance men, especially, are to be commended, since all of last week's operations had to be set up on quite short notice and involved a far greater number of problems than even the most experienced ones had had to deal with in the past. There were one or two weak points which we've already discussed, and don't need to be repeated here. Also, I haven't gone into anything on

rallies or meetings themselves, as we've pretty thoroughly discussed that in meetings in the last couple of days, and I know that whatever decisions we've made now will change from day to day, anyway.

All in all, it's been great --- I just hope we can keep it that way.

August 27, 1968

MEMORANDUM (dictated from Key Biscayne via telephone)

TO: Ken Cole
cc: Bob Passwaters

FROM: John Ehrlichman

RE: Telephones

The following is standard procedure for the installation of telephones in all hotel stops:

CANDIDATE'S SUITE

LIVING ROOM:

One telephone instrument with buttons for 3 private lines in rotation, and 1 dial intercom line (station 7). No telephone bell. 50 foot cord.

BEDROOM:

Two instruments precisely duplicating the living room instrument.

DWIGHT CHAPIN'S ROOM:

One instrument with buttons for the candidate's 3 private rotating lines, 1 private line to the outside, 1 dial intercom line (station 2). All lines ring. On a 50 foot cord.

ROSE MARY WOODS

SLEEPING ROOM:

One instrument with dial intercom station (station 4). One outside private line.

OFFICE:

Four instruments each duplicating the following:

4 private outside lines in rotation
1 dial intercom station (station 4)

TOUR OFFICE:

Two instruments with buttons for 2 private outside lines, and 1 dial intercom station (station 6).

The cord should be long enough so that either instrument may be placed on the "Page Boy" table in this office.

PHONES

H. R. HALDEMAN'S ROOM:

One instrument with 2 outside lines in rotation, and 1 dial intercom station (station 3) on a 50 foot cord.

LARRY HIGBY'S ROOM:

One instrument with button for 1 dial intercom station (station 5), and duplication of Haldeman's private outside line (extension of Haldeman's numbers). 50 foot cord.

JOHN EHRLICHMAN'S ROOM:

One instrument with 2 private outside lines.

VERN OLSON'S ROOM:

One instrument with extension "duplicate" of Ehrlichman's outside lines.

ADVANCE MAN'S ROOM

One instrument with private outside line which should be installed as early as possible for the continuing use of the advance man.

The following listed staff members should have 1 private outside line installed in each room:

James Keogh	Pat Buchanan
Martin Anderson	Lt. Governor Finch
Ray Ziegler	Ron Ziegler
Charles McWhorter	Bob Ellsworth
Richard Moore	

In every case telephones should be installed on ample long cords so that they can be used throughout the room or suite.

John Ehrlichman

JE:lec

cc: Sent to John Ehrlichman's home ✓

MEMORANDUM

TO John Ehrlichman
Vern Olson

FROM Ron Ziegler

DATE September 5, 1968

RE Supplies and working conditions on the
Julie Aircraft

As you know, we have a very efficient court reporter and stenographer on board for the purpose of providing on an instantaneous basis transcripts of press conferences and speeches that RN makes. Due to the lack of adequate supplies and setup on Julie, we cannot function. It is essential that we have an adequate supply of stencils, carbon, mimeo ink, paper, heavy duty staples and staple gun. Some of these supplies were on board when we started from New York. However, due to the lack of mimeo machine at the hotel headquarters last night, the lack of stencils, we were forced to take those materials off the aircraft last night in order to produce a transcript of RN's telecast.

As you have pointed out, John, we have a good staff that only can prove its capabilities if we have the proper working conditions. I would appreciate it very much if you would have Vern adequately supply the Julie aircraft while we are in San Francisco and have United Airlines representatives work out an adequate setup for the mimeograph machine.

One final point, we have gone to great lengths and cost to provide phone communications on board both planes. In both New York and Chicago the on-plane phone service when needed most has only been 40% operational. This is another thing which I think must be buttoned up immediately, and particularly since we are now moving into the important news generating portion of the campaign.

CLASS OF SERVICE

This is a fast message unless its deferred character is indicated by the proper symbol.

WESTERN UNION TELEGRAM

SYMBOLS

DL = Day Letter

NL = Night Letter

LT = International Letter Telegram

The filing time shown in the date line on domestic telegrams is LOCAL TIME at point of origin. Time of receipt is LOCAL TIME at point of destination

TYA036 (58)(50)CTC379

1968 SEP 4 PM 3 02

C TYA039 PDC TY CHICAGO ILL 4 205P CDT

MR RICHARD NIXON

TY CHICAGO

BLACKSTONE HOTEL CHGO

DEAR DICK:

YOU JUST PULLED A BONER FOR NOT SPEAKING AS SCHEDULED OUTSIDE THE BLACKSTONE. WE WAITED 2 HOURS FOR YOU AFTER WALKING DOWN FROM THE DRAKE HOTEL. ALTHOUGH PEEVED AS THOUSANDS MORE WERE WE WILL LISTEN TO YOU TONITE

DR & MRS JACK D MOORE ADA OKLA

(209)

*Bob Haldeeman
Dwight Chapin
John Ehrlichman*



THIS WEEK •• CHICAGO ••

WELCOMES

RICHARD M. NIXON
&
FAMILY



Wednesday, September 4th



FIRST

12:00 NOON MOTORCADE RALLY
UP LASALLE STREET TO MONROE
STREET, UP MONROE STREET TO
STATE STREET

SECOND

A RALLY AT THE SHERATON BLACKSTONE
HOTEL AT MICHIGAN AVE. & BALBO ST.
AT 12:30 P.M.

"EVERYONE WELCOME"

August 30, 1968

MEMORANDUM

TO: Members of Touring Staff
FROM: John Ehrlichman
RE: Tour Staff Meeting

A meeting of the touring staff has been scheduled for 10:00 a.m., Tuesday, September 3, in the Drake Hotel, Devon Room "B", basement. Coffee and rolls will be served, and it is expected that you will attend.

KRC/JE:lec

DOCTOR

RU wants
Rose

1- Dr. ~~T~~Kash (?) - (Rose)
w/ SAC
former White House

2- DaLuccia - NY?
Phen

3- Dick Call - HRH w/c
LA

PERSONAL STAFF
+ FAMILY

- ① RN ① PN JOIN IN CHI Turn to NY
- ② TN Aboard in NY →
- ③ JN } NY-SF LEAVE AFTER
- ④ DE } ~~RAILY~~ RALLY IN SFO Motorcade -
- ⑤ HALDEMAN
- ⑥ HIGBY
- ⑦ CHAPIN
- ⑧ DAVIES JOIN IN CHI to NY
- ⑨ WOODS
- ⑩ ACKER
- ⑪ SCARNEY
- ⑫ LERNER

POA

- ⑬ HARLOW ⑭ BROOKE
- ⑮ ELLSWORTH
- ⑯ MORTON
- 1 McWHORTER
- 2 MOORE

FINCH ONLY IN S.F. NOT on plane

TU

- ⑰ SHAKESPEARE JOIN IN CHI. TO NY
- 3 SCOTT JOIN IN CHI TO NY

44

106

TOUR STAFF

- ⑱ EHRLICHMAN
- 4 OLSON
- ⑳ UNDERWOOD
- 6 ~~BARCLAY~~ DAVID SHIELDS
- 7 FOLMAR
- ⑲ SNEAD
- 8 OBERG
- 9 CHULFIELD
- 10 McDANIEL
- 11 { UAC REP
MECHANIC

W/R

- ⑳ KEOGH
- ㉑ PRICE
- ㉒ BUCHANAN
- ㉓ ANDERSON
- ㉔ SAFIRE
- ㉕ HUMPHREY

SS

- ⑳ 12 16
- ㉑ 13 17
- ㉒ 14 18
- ㉓ 15 19
- ㉔ 36

PRESS

- ⑳ ZIEGLER ㉑ KLEIN
- ㉒ WHELGHAN
- ㉓ WOODS ㉔ ALSTON Stenotype
- ㉕ REINKE - Secy
- ㉖ PASSAMA - Secy
- ㉗ HENNEFIELD - Stenotype

1968		SEPTEMBER					1968	
S	M	T	W	T	F	S		
1	2	3	4	5	6	7		
8	9	10	11	12	13	14		
15	16	17	18	19	20	21		
22	23	24	25	26	27	28		
29	30							

OCTOBER

Governor S. T. Agnew 1968

1968		NOVEMBER					1968	
S	M	T	W	T	F	S		
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29	30		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29 ✓ - Menus Thursday	30	1 American Bankers Assoc - Chicago	2 Maryland State law requires all day in state	3	4	5
6	7	8	9 (Chicago) \$100 Dinner	10	11	12
13 Face the Nation Washington	14	15 IKE's Birthday Gettysburg 1000 for dinner	16	17	18 Washington, D. C	19
20	21	22	23	24	25	26
27	28	29	30	31		

1968		AUGUST					1968	
S	M	T	W	T	F	S	S	
4	5	6	7	8	9	10	11	
18	19	20	21	22	23	24	25	
25	26	27	28	29	30	31		

SEPTEMBER

1968

1968		OCTOBER					1968	
S	M	T	W	T	F	S	S	
6	7	8	9	10	11	12	13	
13	14	15	16	17	18	19	20	
20	21	22	23	24	25	26	27	
27	28	29	30	31				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 LABOR DAY	3	4	5	6	7
-----Calendar for GOVERNOR S. T. AGNEW as of 9:00 a.m., September 9, 1968-----						
8 ✓ - Means Tentative	9	10 -Vote in Md. -Drive Washington -Bureau Chiefs -GOP Senatorial lunch -Mrs. Eisenhower -Congress. Recep.	11 Maryland State law requires all day in state	12 -Portland, Maine (noon rally) -Rochester, N.Y. (eve. rally) RON	13 -Erie, Penna. (noon rally) -Chicago News Conf -Chicago Trib. or Field Pub. -Don Maxwell Dinner	14 -Chicago, Ill. Tape new Kup show
15 -Chicago, Ill. 11th C.D. -Fly Baltimore RON	16 Annapolis to late afternoon -Fly Fort. Worth RON	17 -AM: Ft. Worth, Texas: Keynote GOP Convention -Fly Casper, Wyo. RON	18 -Montana -Las Vegas, Nev. RON Las Vegas	19 -Fly L.A., Calif. -News Conference -Fund Dinner 1000 -Fly San. Fran. RON	20 -lunch: San Fran. Press Club -P.M.: Inter-governmental Affairs Council RON San. Fran.	21 -A.M.: S.F. Tape Issues & Answers -possibly fly Hawaii --RON
22 -Fly Hawaii if not on the 21st	23 -----HAWAII----- Rosh Hosana	24 -- 4 stops --	25 -Fly Mainland	26	27 -ANNAPOLIS	28 -Milwaukee, Wisc.
29	30					

EARLICHMAN

CONFIDENTIAL FOR STAFF USE ONLY

DETAIL STAFF SCHEDULE
GOVERNOR S. T. AGNEW

MONDAY, SEPTEMBER 9, 1968: ANNAPOLIS

Governor Agnew will be in Annapolis on State business

TUESDAY, SEPTEMBER 10, 1968: ANNAPOLIS-WASHINGTON, D. C. -ANNAPOLIS

9:15 a. m. EDT Depart Annapolis enroute Washington, D. C.

10:00 a. m. Arrive National Press Club 202/737-2500
AM:Dick Snyder (14th & F Streets)
Presidents Room
Informal Meeting with Washington Bureau Chiefs:
Fred Zimmerman, Wall Street Journal
Roscoe Drummond, Publishers News Syndicate
Geoffrey Drummond, son of Roscoe
David Broder, Washington Post
Lyle Denniston, Washington Star
Tom Littlewood, Chicago Sun Times
Peter Lisagor, Chicago Daily News
Russ Freeburg, Chicago Tribune
Robert Novak or Roland Evans, Syndicated columnists
Tom Wicker, Bureau Chief, New York Times
Robert Donovan, Los Angeles Times
Dave Barnett, Hearst Papers
Phillip Potter, Baltimore Sun
Joseph Croft, affiliation unknown
Godfrey Spurling, Jr., HOST, Christian Science Monitor
S. R. Davis, Bureau Chief, Christian Science Monitor
Richard Strout, Christian Science Monitor
Robert C. Nelson, Christian Science Monitor (in charge of
American News Department)
The format is very informal and the option exists to be on or
off the record.
Herb Klein will have had breakfast with the same group at 8:15.

11:15 a. m. Depart National Press Club

11:25 a. m. Arrive Congressional Hotel 202/546-6611
(300 New Jersey Ave., S.E.)
Staff work in Presidential Room -----ext. 14

12:05 p. m. Depart Congressional Hotel

12:15 p. m. Arrive Senate Building, Room S. 230, for 202/225-3135
Brief Meeting with Senator Everett Dirksen

TUESDAY, SEPTEMBER 10, 1968: cont'd (WASHINGTON D. C. -ANNAPOLIS)

12:30 p.m. EDT Walk across the hall to room S. 207 for
Republican Senate Policy Luncheon

2:00 p.m. End luncheon

- Return to Congressional Hotel

2:30 p.m. Depart Hotel

2:55 p.m. Arrive Walter Reed Hospital
Met by General Robert Schulz (aide to President Eisenhower)
and Secret Service Agent McCowen

3:00 p.m. Meeting with Mrs. Eisenhower in her suite.
(Mrs. Eisenhower's accommodations are limited and
she is expecting Governor Agnew only.)

3:30 p.m. Depart Hospital

3:55 p.m. Arrive Congressional Hotel
Staff Work

4:15 p.m. Senator Edward Brooke appointment with Governor Agnew
at hotel

4:55 p.m. Depart Hotel

5:00 p.m. Arrive Rayburn House Office Building, Room B. 339
Republican Congressional Reception
arranged by Congressman Mel Laird 202/225-3365
Contact in Laird's office: Karl Wallace

6:30 p.m. (approx.) Depart Washington, D. C.

7:15 p.m. (approx.) Arrive Annapolis

--- Remain Overnight ---

WEDNESDAY, SEPTEMBER 11, 1968: ANNAPOLIS

Governor Agnew will be in Annapolis on State business

DETAIL STAFF SCHEDULE
GOVERNOR S. T. AGNEW

MONDAY, SEPTEMBER 9, 1968: ANNAPOLIS

- Governor Agnew will be in Annapolis on State business

TUESDAY, SEPTEMBER 10, 1968: ANNAPOLIS-WASHINGTON, D. C. -ANNAPOLIS

9:15 a. m. EDT Depart Annapolis enroute Washington, D. C.

10:00 a. m. Arrive National Press Club 202/737-2500
AM:Dick Snyder (14th & F Streets)
Presidents Room
Informal Meeting with Washington Bureau Chiefs:
Fred Zimmerman, Wall Street Journal
Roscoe Drummond, Publishers News Syndicate
Geoffrey Drummond, son of Roscoe
David Broder, Washington Post
Lyle Denniston, Washington Star
Tom Littlewood, Chicago Sun Times
Peter Lisagor, Chicago Daily News
Russ Freeburg, Chicago Tribune
Robert Novak or Roland Evans, Syndicated columnists
Tom Wicker, Bureau Chief, New York Times
Robert Donovan, Los Angeles Times
Dave Barnett, Hearst Papers
Phillip Potter, Baltimore Sun
Joseph Croft, affiliation unknown
Godfrey Spurling, Jr., HOST, Christian Science Monitor
S. R. Davis, Bureau Chief, Christian Science Monitor
Richard Strout, Christian Science Monitor
Robert C. Nelson, Christian Science Monitor (in charge of
American News Department)

The format is very informal and the option exists to be on or off the record.
Herb Klein will have had breakfast with the same group at 8:15.

11:15 a. m. Depart National Press Club

11:25 a. m. Arrive Congressional Hotel 202/546-6611
(300 New Jersey Ave., S.E.)
Staff work in Presidential Room -----ext. 14

12:05 p. m. Depart Congressional Hotel

12:15 p. m. Arrive Senate Building, Room S. 230, for 202/225-3135
Brief Meeting with Senator Everett Dirksen

THURSDAY, SEPTEMBER 12, 1968, cont'd: (PORTLAND, MAINE)

12:35 p.m. EDT Governor Agnew speaks
Introduced by Horace A. Hildreth, Jr., Congressional
Candidate, 1st C.D., & son of ex-Governor.
On the Platform:
Eldon T. Schute (M.C.), Congress, Cand., 2nd C.D.
Horace A. Hildreth, Jr., Congress. Cand., 1st C.D.
(will introduce the Governor, see above)
James S. Erwin, State Attorney General
David J. Kennedy, Speaker of Maine House of Reps.
Mrs. Yerda Peter, GOP State Committee Member
C. Warren Ring, State Committee Member
Robert Moore, Cumberland County GOP Chairman
Mrs. Marion Fuller Brown, GOP National Comm. Member
Robert A. Marden, GOP National Committee Member
James B. Campbell, President of State Senate
Mrs. Hattie Bickmore, Cumberland County Chairman,
United Citizens for Nixon-Agnew
Cyril M. Joly, Chairman of GOP State Committee
John Daigle, Finance Chairman, United Citizens for Nixon-Agnew
Jerrold Speers, Director of Maine Lawyers for Nixon-Agnew
Philip Andrews, Chairman Nixon-Agnew Agriculture Comm.
Susan Harding (daughter of Ned Harding), Chairman of
Youth for Nixon-Agnew
Edwin Bernstein, Chairman, City Committee and
Chairman of School Committee

1:00 p.m. Conclude remarks
1:10 p.m. Depart Monument Square enroute airport
1:30 p.m. EDT Arrive Portland Municipal Airport

NOTE: Sohmer should check tour desk regarding Mrs. Jean Gannett Arnzen who is the owner of most of the newspapers in Maine. The possibility exists that she could come aboard the plane during the half hour press filing period.

- 30 Minutes filing time for press
2:15 p.m. Depart Portland, Maine, enroute Rochester, New York

THURSDAY, SEPTEMBER 12, 1968: cont'd

(ROCHESTER, NEW YORK)

3:20 p. m. EDT Arrive Rochester-Monroe International Airport 716/325-5200
ROCHESTER, NEW YORK

AM:Daryl Butcher Contact: American Airlines--Alex Otto 716/328-2110
& Dick Allen or Mr. Kobe

Greeting Committee:

Richard Rosenbaum, Monroe County GOP Chairman

Governor Nelson Rockefeller, possible

Governor J. Javits, possible

(Advanceman will phone complete list to tour office
and the tour should call for this list.)

3:45 p. m. Depart Airport enroute Holiday Inn-South
Motorcade: (see Portland Schedule)

4:05 p. m. Arrive Holiday Inn-South 716/ED 4-2400
(4950 West Henrietta Road)

Staff Work

7:40 p. m. Depart Holiday Inn

8:05 p. m. Arrive Monroe County GOP Headquarters for
Official Headquarters Opening (old tel.: 716/546-8040)
(50 East Street)
A hand mike will be available for brief remarks.

8:25 p. m. Depart Headquarters

8:30 p. m. Arrive Columbus Civic Center 716/454-5440
(50 Chestnut Street)
To holding room. Advanceman will advise when
to leave for platform.

8:45 p. m. Governor Agnew speaks
Introduced by Congressman Frank Horton

9:10 p. m. End remarks

9:20 p. m. Depart Columbus Civic Center

9:45 p. m. Arrive Holiday Inn

--- Remain Overnight ---

FRIDAY, SEPTEMBER 13, 1968 cont'd: (ERIE, PA. -CHICAGO)

1:05 p. m. EDT Depart Erie Central Mall

1:25 p. m. Arrive Port Erie Airport, Erie Airways
- 25 minutes for press to file

1:50 p. m. Press board Charter

2:05 p. m. EDT Depart Erie, Penna., enroute Chicago (Midway)
Flying time: 1:10

2:15 p. m. CDT Arrive Chicago Midway Airport, CHICAGO, ILL.
American Airlines contact: Carl Johnson 312/471-4310
(aircraft parking at Butler)
Greeting Committee:
(The advanceman will phone this information to the
tour desk in N. Y., and the tour should call for it.)

2:35 p. m. Depart Midway Airport

3:05 p. m. Arrive Sheraton-Blackstone Hotel 312/427-4300
(636 Michigan Ave.)
- To Suite

3:30 p. m. (or when Advanceman advises)
News Conference, Mayflower Room

3:50 p. m. End News Conference
- Return to Suite
- Herb Klein working on:
1) Late afternoon Editorial Board Meeting with
Field Publications.
2) Private dinner meeting with Don Maxwell
(Publisher of the Chicago Tribune)

--- Remain Overnight, Sheraton-Blackstone ---

SATURDAY, SEPTEMBER 14, 1968: CHICAGO

12:40 p. m. Depart Sheraton-Blackstone

12:50 p. m. Arrive Ambassador East Hotel 312/787-7200
Statewide Young Republicans Executive Committee
400-500 in attendance for luncheon.
This platform is in the schedule to be used for the
Sunday editions.

SATURDAY, SEPTEMBER 14, 1968 cont'd: (CHICAGO)

12:55 p.m. CDT Governor Agnew brief remarks
1:20 p.m. Depart Ambassador Hotel
1:30 p.m. Arrive Merchandise Mart, 19th Floor
Tape Irv Kupcinet Debut
(This taping will be for the NBC Network premiere)
2:40 p.m. Depart Studio
2:55 p.m. Arrive Sheraton-Blackstone
--- Remain Overnight ---

SATURDAY, SEPTEMBER 14, 1968: CHICAGO

SCHEDULE FOR MRS. AGNEW

Contact: Mrs. Helen Sowell, Director
312/372-1145 or SH 3-4072

11:00 a.m. CDT Depart Sheraton-Blackstone
11:10 a.m. Arrive LaSalle Hotel
Cook County Homemakers Lady's Day
to honor Mrs. Everett (Louella) Dirksen
Pre-luncheon reception
Members of the Press will be present
12:00 noon Grand Ballroom luncheon
600 expected

Everyone is either 3 x 7 or must act like it -- planes and motorcades cannot be held for stragglers.

MOST IMPORTANT - each person must remember whatever he or she does reflects on the candidate.

Dress -- from now on we should each dress like we are in the office of the President -- no mini skirts -- no bathing suits when in the office -- in other words when we set up an office and when we travel we should all look the part. Mod clothes are fine when you are at home or on your own -- they do not belong on a campaign trip.

Be gracious -- when the local fellow (or anyone else) who is helping our advance man boards a bus and hands us room lists, etc. --- it won't hurt to smile and say thank-you. Remember you may be terribly tired -- but he may well have been working all night with the advance man to get ready for this ~~trip~~/ visit.

No one on the staff should ever be arrogant or rude to anyone on the trip -- each time anyone acts in this manner it will only hurt the candidate. Remember the attitude of the entire staff at the Benson Hotel in Portland -- they thought everyone connected with the Kennedys were terrible.

There is no need for all of us to call back at each stop -- probably one from press -- and one of us will call Kay Kilgallon to get messages for everyone. (Probably should get a memo out to that effect)

Might even mention point that not everyone will travel everytime -- at least this may be true of the clerical staff -- there will be times when we may need all we have on board and add some others -- but there may be times when we will leave one or two girls behind and take some of the others so they have a chance to travel at least a day or two.

Insofar as possible all of the girls will try to take care of all the secretarial requirements -- there will, of course, be priorities at times. This first five days will be a good shakedown cruise.

Travel Staff

RN Staff

RN - PV - T - J - D
25 26 27 28

(3 seats on ea plane)

- 1 Haldeman
- 2 Woods
- 3 Chapin
- 4 Higby
- 14 → 5 Davies
- 6 Scarney
- 7 Acker
- 8 Lerner

- 8 Keogh
- 9 Buchanan
- 10 Price
- 11 Safire
- 12 ~~Wain~~
- 13 X (Hugh Morrow?)
- ~~14~~
- 15 Anderson
- 16 (Harlow) later Sept.

- ① 17 { Finch
(Jaid)
- ② 18 { Morton
McWhorter
- ③ 19 { Moore
Ellsworth
- 20 Shakespeare
- ~~21~~ OR GARMENT
- 1

Tour Staff

- 22 Ehrlichman
- ④ Olson
- ⑤ McDaniel
- ⑥ Fulmer (w)
- ⑦ ~~Stacy~~ (UAC)
- ⑧ Dr. ~~Baggins~~
- ⑨ Norman or Oberg
maneur
- ⑩ Baggage
- ⑪ ~~Stacy~~
- ⑫ Underwood
- 24 25 Radio Operator

Press Staff

- { Ziegler
- 23 { Whelan
- { A Woods
- ⑬ secy
- ⑭ secy
- ~~⑮ Steno?~~
- ~~⑯ Steno?~~ ?
- { Steno
Steno }
- Doctor
- Caufield
- ~~Ragan~~

4 SS
8 SS

TV Staff

- ⑰ Al Scott
- ⑱ Camera
- ⑲ Sound
- ⑳ Light
- ㉑ Makeup
- ㉒ Dist.
- ㉓ Still man
- Tric
- Julie

Hotel Plan

Secured Area

Personal staff

RN	(PN)	(girls + David)
Chapin	(Davis)	(girls aide)
Haddeman	Highly	(connect. if possible)
Chickman	Olson	(connect. if possible)

Advance Men?

RKW

Keogh	Buchanan	Price
Harlow	Safire	Anderson
Kevin	Witter	Witter

Secretarial

Woods suite	Office	Staff Lounge
Acker	Scarney	Lerner

Underwood

Unsecured Area

Reception + waiting room - near elevator
Security check point outside

Political

Finch	Laid	Morton
Moore	Ellsworth	McWhorter
Spekepan	(Harmant)	(Ailes)

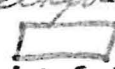
Personal

Docta	Horman	
Ziegler	Whelahan	A. Woods

Balance secretaries

Balance of staff on same or other floors

Hotel Plan - Standard - with PN

	PN	RN Suite		RN
	Davies			Chapin
	Ehrlichman			Haldeman
	Olson			Holby
	Adv. Man			Adv. Man
	Keogh			Buchanan
	Prie			Hallow
	Sapie			Anderson
	Havin			Winter
	Writa			R. Woods - suite
	Staff Office			Office
	Acker			Gearney
	Lerner	checkpoint 		Underwood
	Reception			Elevators
<p>If necessary these can be on next floor</p> <p>VIP's</p>	Finch			Laird
	Morton			Moore
	Ellsworth			McWhorter
	Shakespeare			Garment
	Giles			Orton
	Gorman			Ziegler
	Whelan			A. Woods
	secy			secy
	Balance of staff			Balance of staff

Chapin	RN Suite	RN	
Ehrlichman	etc	Haldeman	Without PN
Olson		Higby	

PN	RN Suite	RN	
Tricia	etc	Chapin	With PN and girls
Julie		Davies	
David		girls aide	
Ehrlichman		Haldeman	
Olson		Higby	

Tricia	RN Suite	RN
Julie	etc.	Chapin
David		Haldeman
girls aide		Higby
		Ehrlichman
		Olson

Lerner
Acker
Staff Lounge
Writer
Havin
Sapir
Buchana
Price
Diogh
Haldeman
Higby
Ehrlichman
Olson
Adv. Man
Elevators

chat

Underwood
Scarney
Office
P Woods suite
Writer
Anderson
Harlow
Davies
PN
RN suite
RN
Chapin
Adv. Man
Reception