

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>
18	1	12/20/1968	Memo	Memo from Flemming to Ehrlichman RE: Congressional Recommendations. 1pg.
18	1	01/10/1969	Memo	Memo from Morgan to Erlichman RE: Jack Rourke Proposal. 1 pg.
18	1	01/10/1969	Memo	Memo from Morgan to Erlichman RE: Jack Rourke Proposal. 1 pg. (Duplicate - Not Scanned.)
18	1	01/10/1969	Letter	Letter from Erlichman to Rourke RE: Rourke's proposals. 1 pg.
18	1	12/30/1968	Letter	Letter from Rourke to Ehrlichman RE: candid shot of Ehrlichman "thinking" and presentation. 1 pg.
18	1	N.D.	Other Document	Proposals for television projects for RN and the RNC from Jack Rourke Productions. 12 pgs.

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18	1	12/19/1968	Letter	Letter from Jana Hruska to Patricia Devine RE: Erhlichman's returned airline ticket. 1pg.
18	1	12/13/1968	Letter	Letter from Patricia Devine to Erhlichman RE: returning unused airline ticket. 1 pg.
18	1	12/13/1968	Letter	Letter from Ehrlichman to Western Airlines Refund Department RE: refund for unused ticket. 1 pg.
18	1	01/16/1969	Memo	Memo from Charles Stuart to J. Patrick Dugan RE: invoice for Task Force meetings expenses. 1 pg.
18	1	01/04/1969	Memo	Memo from Ehrlichman to Stuart RE: RN's wishes to have his aunts' inauguration expenses covered. 1 pg.
18	1	01/08/1969	Memo	Memo from Ehrlichman to Middendorf RE: bill from The Madison. 1 pg.
18	1	01/10/1969	Memo	Memo from Stuart to Dunn RE: invoice from the St. Moritz. 1 pg.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
18	1	01/10/1969	Letter	Letter from bill from the Sheraton Boston Hotel. 1 pg.
18	1	01/14/1969	Memo	Memo from Stuart to Dugan RE: Luncheon bill. 1 pg.
18	1	01/14/1969	Memo	Memo from Stuart to Dugan RE: Ames and Rollinson, Inc. bill. 1 pg.
18	1	01/14/1969	Memo	Memo from Stuart to Dugan RE: Statler Hilton bill. 1 pg.
18	1	01/15/1969	Memo	Memo from Krogh to Middendorf RE: Krogh's expenses. 1 pg.
18	1	12/02/1968	Memo	Memo from Stuart to Middendorf RE: Ehrlichman-Stuart expenses for Washington trip. 1 pg.
18	1	01/13/1969	Memo	Memo from Krogh to Wilson RE: preparing expenses affidavit for Middendorf. 1 pg.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
18	1	N.D.	Report	Blank Weekly Expense Report. 3 pgs.
18	1	01/15/1969	Letter	Letter from Ehrlichman to Galarza RE: check for \$12.08. 1 pg.
18	1	01/07/1969	Letter	Letter from Galarza to Erhlichman RE: Request for return of Refund Check Number 609767. 1 pg.
18	1	01/15/1969	Memo	Memo from Krogh to Middendorf RE: Krogh's expenses. 1 pg.
18	1	01/15/1969	Memo	Memo from Krogh to Middendorf RE: Krogh's expenses. 1 pg. (Duplicate - Not Scanned)
18	1	01/07/1969	Other Document	American Airlines Jet Express Ticket for Erhlichman. 1 pg.
18	1	01/07/1969	Other Document	American Airlines Jet Express Ticket for Krogh. 1 pg.

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18	1	01/07/1969	Other Document	Empty American Airlines ticket envelope for Flight 460. 1 pg.
18	1	N.D.	Report	List of "Those Invited to Rally School August 24-25." 1 pg.
18	1	05/13/1968	Report	1968 Nixon Advance Men list. 4 pgs.
18	1	07/31/1968	Memo	Memo from Ehrlichman and Gibbons to Rally Men RE: Rally Man's School. 1 pg.
18	1	07/31/1968	Memo	Memo from Whitaker to Rally Men RE: Advance Man and Rally Man School. 1 pg.
18	1	07/31/1968	Memo	Memo from Laughter to Whitaker RE: Sports people attending Nixon fund raising events. 1 pg.
18	1	07/08/1968	Memo	Memo from Whitaker to Ehrlichman RE: agenda for the Advance Man School. 1 pg.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
18	1	06/12/1968	Memo	Memo from Whitaker to Advance Men RE: Advance Man and Rally Man School. 1 pg.
18	1	07/03/1968	Newspaper	Preservation copy of the Wall Street Journal article "Smoothing the Way: Work by 'Advance Men' Can Be Key to Success When Candidates Travel" 3 pgs.
18	1	N.D.	Other Document	Handwritten notes RE: A/M School (Advance Men). Author unknown. 2 pgs.
18	1	06/12/1968	Memo	Memo from Whitaker to Advance Men Re: Advance Man and Rally Man School. 1 pg.
18	1	N.D.	Other Document	Directions on the August 16 route from San Diego to Knott's Berry Farm to Disneyland to San Diego from Paul Shirley. 1 pg.
18	1	N.D.	Other Document	Detail Staff Schedule for the Nixon family's August 16, 1968 San Diego to Knott's Berry Farm to Disneyland to San Diego visit. 3 pgs.
18	1	N.D.	Other Document	Video-Taped Remarks to 1968 Advance Men. 1 pg.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
18	1	N.D.	Report	Agenda for July 13-14, 1968 Advance Man's School. 1 pg.
18	1	N.D.	Other Document	Handwritten notes RE: general motorcade procedures, walking movements, hotel procedures, staff and press credentials, Jack Caufield, etc. Author unknown. 14 pgs.

*Handwritten initials*  
TO: John Ehrlichman

Date: December 20, 1968

FROM: Harry Flemming

Subj: Congressional Recommendations *Handwritten initials*

After our telephone conversation this morning, I have moved to correct any deficiencies that might cause trouble with our friends on the Hill. The following steps have been taken to alleviate any such problems.

- (1) My secretaries have been informed to put through any Congressional calls to me immediately.
- (2) The secretarial staff in our political operation has been directed to log all incoming Congressional calls and to indicate who answered and/or returned the call and at what time.
- (3) Strict orders have been given to answer all Congressional mail immediately upon receipt in this office. I will personally see to it that this directive is followed through.
- (4) Bob Mardian is in the process of visiting each member of the Legislative leadership group to explain our operation.
- (5) George Moore, former Civil Service Commissioner, has been designated by the Legislative leadership group as our liaison. Bob Mardian and I have met with him and will be working closely to prevent any further problems.
- (6) I am drafting a letter to be sent to all Republican members of Congress explaining our acknowledgment procedure.

I would appreciate your seeing to it that Bryce Harlow gets a copy of this memorandum.



January 10, 1969

To: John D. Ehrlichman

From: Edward L. Morgan *ELM*

Subject: Jack Rourke Proposal

Rourke's ideas are good but hardly new or overwhelming. I wrote the reply to him for your signature as I did because I have the feeling we could get backed quickly into a corner if we acquiesced in the theory that this is Jack Rourke's brand new original idea.

The proposal is simply to have the Boss do a bi-monthly television Q&A on a nationwide basis with a telephone format.

ELM:ab

January 10, 1969

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The proposal is simply to have the Boss do a bi-monthly television Q&A on a nationwide basis with a telephone format.

ELM:ab

January 10, 1969

Mr. Jack Rourke  
Jack Rourke Productions  
3805 West Magnolia Boulevard  
Burbank, California 91505

Dear Jack:

Thanks very much for sending me the candid shot taken during an obvious moment of serious reflection. Unfortunately, it fell into the hands of my staff who now take great delight in passing it about the office.

I have read both of your proposals with interest and I know that this kind of an idea has been kicking around among the staff for some time. There is no question that it has a great deal of potential if handled properly.

Kindest personal regards.

Very truly yours,

John D. Ehrlichman  
Counsel to the President-Elect

JDE:ELM:ab



Jack Rourke Productions  
TV & FILM PRODUCTION CENTER STUDIOS

3805 WEST MAGNOLIA BOULEVARD  
BURBANK, CALIFORNIA 91505  
845-3709

December 30, 1968

Mr. John Ehrlichman  
Wyndham Hotel  
42 West 58th Street  
New York City, New York

Dear John:

I'm sending along a candid shot of you "thinking" before you became so famous.

Congratulations to you on the appointment. I know you must be keeping busy day and night.

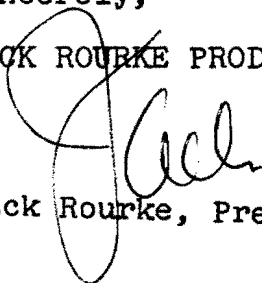
Bob Haldeman tells me he turned over to you a presentation we made for Mr. Nixon regarding television reporting to the people himself - Part #1 - and Part #2 of the presentation has to do with electing governors and senators in 1970.

I'll be interested to get your reaction to these as soon as you have a chance to communicate.

Best.

Sincerely,

JACK ROURKE PRODUCTIONS

  
Jack Rourke, President

JR:sm  
ENCLOSURE

P. S. Am sending along enclosed another copy of presentation.

TWO MAGNIFICENT PROPOSALS FOR

PRESIDENT RICHARD NIXON

AND

THE REPUBLICAN NATIONAL COMMITTEE

From: JACK ROURKE PRODUCTIONS  
3805 West Magnolia Boulevard  
Burbank, California 91505  
(213) 845-3709

PROPOSAL NUMBER ONE

A plan for . . . .

Unique Personalized Communication  
on a regular basis

between

The President of the United States

and

the people of the United States

and . . . .

the rest of the world.

PRELUDE

- JRP            Produced the "Ask Richard Nixon Telethon" prior to the Oregon Primary on a statewide network in May 1968 . . .
- JRP            Produced nine one hour Richard Nixon Special Panel - Audience Shows on Regional networks in September and October of 1968 originating in Chicago, Cleveland, Los Angeles, Detroit, Philadelphia, Atlanta, Dallas, Boston and New York . . .
- JRP            Produced the election eve Ask Richard Nixon two-hour telethons, coast to coast on NBC's full network on November 4, 1968, originating in Burbank, California. . .

(All "live")

With great effectiveness

Unqualified success.

NOW THEN . . .

JRP proposes that it produce a series of "ASK PRESIDENT NIXON" one-hour telethons - to be presented on nationwide television once every two months for the next eight years.

This "Report To The Nation" or "Report To The World" will institute a new era in communication between the Chief Executive and the people.



THE FORMAT

Simple, concise, unique, compelling,  
informative, direct, and powerfully  
persuasive.

The Star:

President Nixon

The Supporting Cast:

The Family

The Moderator:

An occasional Cabinet Member,  
an occasional foreign dignitary.  
One hundred telephone operators.

President Nixon answers questions telephoned to him  
from all over the country.

It's like having a heart-to-heart talk with each  
citizen in his own living room . . . answering his  
questions.

And an analysis of the thousands of questions that  
come in provide an accurate indication of what the  
people want to know.

## THE FINANCING

### Alternatives

. . . The three networks pool their resources,  
divide the expenses.

. . . Sponsorship by one or more national  
companies on an identification basis  
only.

(no commercials)

"This program is brought to you as a  
public service by such and such a  
company".

. . . full sponsorship - including commercials.

A wonderful concept . . . .

Now proposal number two . . . .

A Proposal of great significance to  
The Republican National Committee.

Purpose - to elect Republican Governors,  
Senators and Congressmen.

Here's what happens . . . . .

JRP produces monthly or even weekly fifteen or thirty minute personalized programs for Candidates for office

in each state.

Essence of the format - an interrogator asks an incumbent or potential candidate for re-election (two years from now) all kinds of questions - some personal some on issues - questions, the answers to which will show the candidate to be informed, courageous, warm and likeable. The kind of man who should be in office.

The candidate is not campaigning. He is in effect an informal newsman.

These programs will be video taped or filmed and distributed to give the candidate maximum exposure.

And, in the course of doing the programs the candidates will learn all they should know about the television (and radio) medium.

## DISTRIBUTION

The programs will be made available to the stations in key cities in the candidate's home state in one of these ways.

- . . . provided to the station, at no cost to the station, for use on the air as a public service on a regular basis, funds for the production and distribution to be furnished by the Republican National Committee and/or the State Committees.
- . . . provided to the stations with "breaks", in which the station may insert commercials.
- . . . provided to the station with commercials already inserted for a private enterprise company. The company sponsors the program, just as the Richfield Oil Company might sponsor the Walter Cronkite News on a statewide network.

This technique will provide the public with  
a useful informative program to watch and  
will elect many Governors, Senators and  
Congressmen.

One more thought . . . . .

JRP would like to produce or put together  
special events . . . .

- . . . White House Functions
- . . . Inaugurations (two)
- . . . Special films recording the  
history of this administration.



December 19, 1968

Miss Patricia Devine  
Regional Special Account Executive  
Western Airlines  
1779 North Vine Street  
Hollywood, California

Dear Miss Devine:

Mr. Ehrlichman has forwarded to me your letter of December 13th regarding ticket #017100444119.

As you can see from the enclosed carbon copy of a letter to your Refund Department, I have already returned the ticket for refund.

Sincerely,

(Miss) Jana Hruska

Enclosure

**WESTERN**

**AIRLINES**

1779 NORTH VINE STREET . HOLLYWOOD 28, CALIFORNIA . HOLLYWOOD 3-3131



*To JANA*  
December 13, 1968

*This is that  
Ticket I  
gave you  
The other  
day!*

*Q*

Mr. J. Erlichman  
c/o President Elect Richard Nixon  
Headquarters  
Hotel Pierre  
New York, New York

Dear Mr. Erlichman:

In what we thought was going to be a last minute rush to board you on flight #125 to Palm Springs December 5th, we failed to ascertain how payment for the one way ticket would be handled. As I learned later, Mr. Erlichman, you chose to drive rather than wait it out at fog bound Los Angeles.

If you have not already done so, would you please return the unused ticket #017100444119 in the stamped self-addressed envelope enclosed, in order that we may keep our ticket audit revenue accounting office smiling.

I enjoyed meeting and talking with you, Mr. Erlichman, and if I can be of any assistance to you at any time, please do not hesitate to call on me.

Thank you for your interest in Western Airlines.  
Happy Holidays!

*Pat Devine*  
Patricia Devine  
REGIONAL SPECIAL ACCOUNT EXECUTIVE

PD:vg  
enc.  
cc: Ken Bayshore - LAXTT

CANADA USA MEXICO

December 13, 1968

Western Airlines  
Post Office Box 92005  
Worldways Postal Center  
Los Angeles, California 90009

Attn: Refund Department

Dear Sir:

Enclosed is an unused ticket - No. 017 100 444 119 -  
from Los Angeles to Palm Springs in the amount of \$12.08.  
I would appreciate it if you would send me a refund in this  
amount to:

Mr. Lawrence Dunn  
Post Office Box 19255  
Washington, D. C. 20036  
Attention: John Ehrlichman

Thank you very much.

Sincerely,

John D. Ehrlichman

JDE:jlh  
Enclosure

To: J. Patrick Dugan

Date: January 16, 1969

From: Charles E. Stuart

Subject: Hotel Pierre Bill

The attached invoice for \$720.62 are expenses run up by the Task Force meetings last Friday and Saturday. The \$47.60 for limousine service is a result of Secretary Hardin's representative renting a limousine to attend the Task Force meeting. I am afraid we will have to absorb it.

Charles E. Stuart

CES:sw  
Attachment a/s

To: Charles Stuart

Date: January 4, 1969

From: John Ehrlichman

RN wishes to have the expenses of his mother's two sisters (and their husbands, if living) picked up by one of Bill Middendorf's funds, covering their transportation to and from the inauguration and their expenses while there.

Would you please arrange for the funds to be available to Ed Nixon so that he can take care of this, and then would you please inform Ed of this arrangement?

J.E.

JDE/hg

To: Bill Middendorf  
From: John D. Ehrlichman  
Subject: Attached Bill

Date: January 8, 1969

The attached bill from The Madison in the amount of \$35.38 is approved for payment from the transition funds, and I would appreciate your handling same.

John D. Ehrlichman

JDE:EM;sw  
Attachment a/s

To: Larry Dunn  
From: Charles E. Stuart  
Subject: St. Moritz Bill

Date: January 10, 1969

The attached invoice from the St. Moritz should be charged to campaign expenses, not transition finance.

Charles E. Stuart

CES:sw  
Attachment a/s

January 10, 1969

Accounts Receivable Department  
Sheraton Boston Hotel  
P.O. Box 2253  
Boston, Massachusetts 02107

Gentlemen:

The enclosed bill was the subject of a telephone conversation  
several weeks ago with a clerk in your Accounts Receivable Department.

She, I, and your records agreed that this bill has already been  
paid.

Very truly yours,

Charles E. Stuart

Enclosure

CEM/jm



January 14, 1969

MEMORANDUM TO : J. Patrick Dugan  
FROM : Charles E. Stuart  
RE : Attached Luncheon Bill

We trust your office will be more  
generous than Senator Dirksen.

Charles E. Stuart

Attachment

January 14, 1969

MEMORANDUM TO : J. Patrick Dugan  
FROM : Charles E. Stuart  
RE : Ames and Rollinson, Inc.

The attached bill for \$213.13 represents calligraphy charges for lettering some souvenir maps. These will be distributed to members of the travelling staff and the advance staff.

Charles E. Stuart

Attachment

January 14, 1969

MEMORANDUM TO : Larry Dunn  
FROM : Charles E. Stuart  
RE : Attached Statler Hilton Bill

I believe this bill represents the costs of  
the Advanceman School operated by Mr. William Killgallon.  
It should be charged to the campaign budget.

Charles E. Stuart

Attachment

To: William Middendorf

Date: January 15, 1969

From: Egil Krogh, Jr.

Subject: Expenses

Below is an itemized accounting of expenditures incurred by Egil Krogh, Jr.

Hotel Wyndham (bill attached	\$67.74
Air Shuttle tickets purchased prior to receiving air travel card (3 receipts attached)	54.00
Washington hotel bills for business trips (3 receipts attached)	95.77
Meal expenses in Washington	30.00
Taxi expenses in Washington, D. C. and N. Y. C.	42.00

The Wyndham bill should be paid directly to the hotel. The total reimbursable to E. Krogh is, therefore, \$221.77.

## MEMORANDUM

January 13, 1969

TO: Stephie Wilson  
FROM: Bud Krogh  
RE: Expenses

I'd appreciate it if you could prepare my expenses affidavit for Mr. Middendorf along the lines of the copy attached, secure Mr. Ehrlichman's approval when he returns, and turn it in to Mr. Middendorf for payment. The items for payment are as follows:

(1) Hotel Wyndham	\$67.74
(This for payment direct to Wyndham as unpaid by me. Bill is attached.)	
-----	
(2) Air Shuttle tickets purchased by me with cash prior to receiving air travel card. (3 receipts enclosed). This for reimbursement to me.	\$54.00
(3) Hotel expenses in Washington D.C. when there on business. (3 receipts enclosed).	\$95.77
Food expenses in Washington	\$30.00
(4) Taxi expenses in Washington D.C. and N.Y.C. when paid for ride from LaGuardia to Manhattan for Ambassador Murphy and myself Dec. 29.	\$42.00
Total for reimbursement to Krogh -	<u>\$221.77</u>

To: William Middendorf

Date: December 2, 1968

From: Charles E. Stuart

Subject: Ehrlichman-Stuart Expenses

Below is an accounting of the Ehrlichman-Stuart trip to Washington on November 18 and 19:

Expenses:	\$ 68.22	Hotel - Stuart
	35.70	Hotel - Ehrlichman
	<u>18.00</u>	Air fare - Ehrlichman
	121.92	Total Expenses
Less:	\$ 75.00	Stuart - Advance (Middendorf)
	<u>16.00</u>	Stuart - Per Diem
	30.92	Balance due Stuart

Additionally, we would like you to arrange for Mr. Ehrlichman's per diem allotment from 2:30 p. m. on November 14 to 2:30 p. m. on November 19. This should total \$80.

Enclosed is your Air Travel Card and receipts for the indicated charges.

Charles E. Stuart

CES:sw  
Attachments a/s

# WEEKLY EXPENSE REPORT

WEEK ENDING \_\_\_\_\_  
 CASH EXPENSES

NAME \_\_\_\_\_  
 ACTIVITY NO. \_\_\_\_\_ APPROVED BY \_\_\_\_\_

EXPENSE ITEM	SUNDAY / /	MONDAY / /	TUESDAY / /	WEDNESDAY / /	THURSDAY / /	FRIDAY / /	SATURDAY / /	TOTALS
1 BREAKFAST								
2 LUNCH								
3 DINNER								
4 HOTEL								
5 TIPS								
6 TAXI & RENT CARS								
7								
8 TEL & TEL								
9								
10 TRANSPORTATION								
11								
12 ENTERTAINMENT								
13								
14								
15								
16 TOTAL CASH EXPENSES <span style="float: right;">▶</span>								▶

**\*DETAILS OF TRANSPORTATION & ENTERTAINMENT**

(10) TRANSPORTATION	DATE	FROM—TO	METHOD USED	PURPOSE	COST

(12) ENTERTAINMENT	DATE	NAME OF PERSON(S)	WHERE ENTERTAINED	PURPOSE

**(16) YOUR CASH POSITION:**

BALANCE—LAST REPORT \_\_\_\_\_  
 REIMBURSEMENT DUE YOU \_\_\_\_\_  
 PERMANENT ADVANCE \_\_\_\_\_  
 TEMPORARY ADVANCES RECEIVED \_\_\_\_\_  
 SUB-TOTAL \_\_\_\_\_  
 AMOUNT OF THIS EXPENSE VOUCHER \_\_\_\_\_  
 BALANCE ON HAND \_\_\_\_\_

+	
+	
+	
-	

**SPECIAL INSTRUCTIONS:**

**FOR ACCOUNTING USE ONLY:**

**DETAILS OF CREDIT CARDS USED: (ATTACH RECEIPTS)**

DATE	CREDIT CARD CO.	WHERE USED	PURPOSE	AMOUNT

January 15, 1969

Mr. M. D. Galarza  
Manager  
Passenger Refunds  
Revenue Accounting  
Western Airlines  
Post Office Box 92005  
Los Angeles, California 90009

Dear Mr. Galarza:

In response to your letter of January 7, 1969, please find enclosed your check No. 609767 in the amount of \$12.08.

Thank you for your complete explanation of the error and for your prompt solution to a puzzling problem.

Yours sincerely,

for John D. Ehlichman

JDE:sw  
Enclosure a/s





P. O. BOX 92005 • WORLD WAY POSTAL CENTER • LOS ANGELES, CALIF. 90009 • 646-2345



January 7, 1969

File Ref: BJD-165

Mr. John D. Ehrlichman  
c/o Mr. Lawrence Dunn  
P.O. Box 19255  
Washington, D.C. 20036

Dear Mr. Ehrlichman:

On December 19, 1968, our Refund Check Number 609767 was issued for \$12.08 covering the requested refund of ticket numbers 017-100-444-119.

Further investigation reveals payment for this ticket was not received and return of the ticket was requested by Miss Patricia Devine, our Regional Special Accounting Executive. Therefore, refund was issued in error. We must, therefore, request the return of our check or, if already cashed, please forward your check or money order for \$12.08. A stamped self-addressed envelope is enclosed for your convenience. Please attach the extra copy of this letter to your reply.

Please accept our apologies for the inconvenience caused you. We assure you that every effort will be made to avoid recurrences such as this.

Respectfully yours,

M.D. GALARZA, Manager  
Passenger Refunds  
Revenue Accounting

:jl

CANADA USA MEXICO

To: William Middendorf

Date: January 15, 1969

From: Egil Krogh, Jr.

Subject: Expenses

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Meal expenses in Washington	30.00
Taxi expenses in Washington, D. C. and N. Y. C.	42.00

The Wyndham bill should be paid directly to the hotel. The total reimbursable to E. Krogh is, therefore, \$221.77.

To: William Middendorf

Date: January 15, 1969

From: Egil Krogh, Jr.

Subject: Expenses

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The Wyndham bill should be paid directly to the hotel. The total reimbursable to E. Krogh is, therefore, \$221.77.

AND SIGNED IN CONNECTION WITH USE OF CREDIT CARD. PRINTED IN U.S.A. BY RAND McNALLY

**AMERICAN AIRLINES** JET EXPRESS TICKET  
AMERICA'S LEADING AIRLINE

*[Signature]*  
CARDHOLDER'S SIGNATURE  
**LEHRICHMAN**  
PRINT NAME

7 JAN 69

*JAB*

AAI INC 166  
WASHINGTON  
DIST OF COL 166

NAME OF USER IF OTHER THAN CARDHOLDER  
NOT VALID IF DETACHED FROM  
TRANSPORTATION RECEIPT COPIES

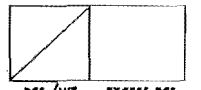
*460 / F / 730 D*  
FLIGHT CLASS TIME  
*7 Jan 69*  
DATE USED

PLACE OF ISSUE

FOR USE WITH YOUR  
UNIVERSAL AIR TRAVEL  
PLAN CARD ONLY

FROM WASHINGTON F AA

TO NEW YORK



PCS./WT. EXCESS PCS.  
OR EXCESS WT.

21.00  
1.05 22.05 085355

AIRLINE FORM SERIAL NUMBER  
001 158 457527

AA 0 54991 N AA  
PASSENGER'S COUPON  
PRESIDENTIAL GOOD FOR PASSAGE  
JOHN LEHRICHMAN  
400 PARK AVE  
NEW YORK N Y

SEE CONDITIONS OF CONTRACT  
ON REVERSE SIDE

*460 F*

AND SIGNED IN CONNECTION WITH USE OF CREDIT CARD. PRINTED IN U.S.A. BY RAND McNALLY

**AMERICAN AIRLINES** JET EXPRESS TICKET  
AMERICA'S LEADING AIRLINE

*[Signature]*  
CARDHOLDER'S SIGNATURE  
**KROECH**  
PRINT NAME

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NAME OF USER IF OTHER THAN CARDHOLDER  
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TRANSPORTATION RECEIPT COPIES

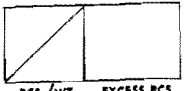
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FLIGHT CLASS TIME  
*7 Jan 69*  
DATE USED

PLACE OF ISSUE

FOR USE WITH YOUR  
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PLAN CARD ONLY

FROM WASHINGTON F AA

TO NEW YORK



PCS./WT. EXCESS PCS.  
OR EXCESS WT.

21.00  
1.05 22.05 085355

AIRLINE FORM SERIAL NUMBER  
001 158 457528

AA 0 54991 N AA  
PASSENGER'S COUPON  
PRESIDENTIAL GOOD FOR PASSAGE  
JOHN LEHRICHMAN  
400 PARK AVE  
NEW YORK N Y

SEE CONDITIONS OF CONTRACT  
ON REVERSE SIDE

# American Airlines

Flight

4607

MM 105  
Date

Seat

THOSE INVITED TO RALLY SCHOOL AUGUST 24-25:

ATHEY, BOB  
BROWN, PAUL  
CASSELMAN, BILL  
CLAPP, JEFFREY  
CODY, RUSSELL  
DECKER, RUSS  
DONFELD, JEFF - DOUBTFUL  
DUNN, PETE - DOUBTFUL  
LINDGREN, DAVID  
MANICCI, GINO  
PURDY, CLAYTON  
RELLER, BILL  
ROBERTS, MALCOLM  
RUDDY, BOB  
RUSTAND, WARREN  
RYAN, TERRY - DOUBTFUL  
TALLMAN, GARTH - DOUBTFUL  
WAGNER, BRUCE  
WALKER, ALAN  
WALKER, RON

*John -*  
The men marked  
doubtful are those  
who boyed out  
probably won't  
make the grade.

*Ken*

John C. Whitaker (202) 783-4241  
Tour Office

Home 365-2920  
6710 Bradley Blvd  
Bethesda, Md  
1968 NIXON ADVANCE MEM

REVISED MAY 13, 1968

\* MAILING ADDRESS

Vincent Andrews  
Vincent Andrews Inc.  
315 Beverly Street  
Beverly Hills, California  
(213) 273-6411

Roger V. Barth  
Hodgson, Russ, Andrews  
Woods & Goodyear \*  
One M&T Plaza  
Buffalo, New York 14203  
(716) 856-4000

John Carley  
Yale Law School  
Bew Haven, Connecticut 06520

1330 Chapel Street \*  
New Haven, Connecticut 06511  
(203) 776-3053

Henry C. Cashen II  
800 First National Building \*  
Detroit, Michigan 43226  
(313) WO 2-5860

99½ Lothrop Road  
Grosse Pointe Farms  
Michigan 43236  
(313) 382-4102

William Godus  
CBS  
51 West 52nd Street  
New York, New York 10019  
(212) 765-4321 EXT. 3136

65 Vassar Place \*  
Rockville Centre  
Long Island, New York 11570  
(516) 766-8608

Charles T. (Chick) Gudlip  
8109 East Jefferson  
Detroit, Michigan 43214  
(313) VA 3-1300

824 Neff Road \*  
Grosse Pointe, Michigan 43230  
(313) 886-3122

William Gudlip  
Readers Digest Assn., Inc.  
410 New Center Building  
Detroit, Michigan 43202  
(313) 875-9600

676 Lochmoor Blvd. \*  
Grosse Pointe Woods  
Michigan 43236  
(313) 336-0660

Sam Culbertson  
c/o Senator George Murphy  
Senate Office Building  
Washington, D.C. 20510  
(202) 225-3341

2412 Eye Street, N. W. \*  
Washington, D.C. 20037  
(202) 338-3039

Tennay I. Deane, Jr.  
139 South Tryon Street  
Charlotte, North Carolina 28202  
(704) 372-5820

243 Tranquil Avenue \*  
Charlotte, North Carolina 28209  
(704) 332-4039

Vincent DeCain  
733 Third Avenue \*  
New York, New York 10017  
(212) OX 7-1700

287 Weaver Street  
Larchmont, New York  
(914) 834-0490

Jeffrey Donfeld  
2635 College Ave. #3 } rally  
Berkeley, California  
(415) 549-1435

Boyd Gibbons  
c/o Senator Paul Fannin  
140 Old Senate Office Bldg.  
Washington, D.C. 20510  
(202) 225-4521

8509 Hazelwood Drive \*  
Bethesda, Maryland 20014  
(301) 654-5024

J. Roy Goodearle  
808 Americana Bldg. \*  
Houston, Texas 77002  
(713) 224-6939

5660 Ella Lee Lane  
Houston, Texas 77027  
(713) 621-5999

James L. Hamilton III  
U.S. Steel Corp.  
1625 K Street, N. W.  
Washington, D.C.  
(202) ST 3-2000

6116 Temple \*  
Bethesda, Maryland  
(301) 365-7373

Bill Hergenrother  
105 West 13th Street \*  
New York, New York (212) 989-3420

W. R. (Dick) Howard

Business phone:

(213) 386-5400

690 E. California Blvd. \*  
Pasadena, California 91106  
(213) 796-6367

Gene Johnson  
Associated Transport  
330 Madison Avenue  
New York, New York  
(212) MU 7-3500

411 East 57th Street \*  
Apt. 10B  
New York, New York 10022  
(212) 751-0117

William C. Killgallon  
Bank of New York  
51 West 52nd Street  
New York, New York 10019  
(212) 530-2231

14 Fifth Avenue \*  
New York, New York 10011  
(212) GR 7-1724

Bill Klucas  
c/o Ashland College  
Ashland, Ohio 44805  
(419) 324-4562

420 Forestlale Road \*  
Ashland, Ohio  
(419) 325-1496



William T. Madden  
2401 El Camino Real  
Palo Alto, California 94036  
(415) 326-1771

3034 Beverly Road  
San Mateo, California 94403  
(415) 345-8263

William Ernst Minor III  
(no business address)

7755 Tecumash Trail \*  
Cincinnati, Ohio 45243  
(513) 561-5434

Robb Mitchell  
Sigma Chi House  
770 Techwood Drive  
Atlanta, Georgia 30313  
(404) 872-6471

Edward L. Morgan  
323 Security Bldg.  
Phoenix, Arizona 85002  
(602) 252-6547

4087-A East Campbell \*  
Phoenix, Arizona 85018  
(602) 955-8183

Ed Murphy  
Gallagher Bros.  
39 Broadway  
New York, New York 10006  
(212) 943-5534

31 Roxen Road. \*  
Rockville Centre  
Long Island, New York 11570  
(516) RO 4-2506

James F. Murphy  
Gallagher Bros.  
39 Broadway  
New York, New York 10006  
(212) 943-5534

(516) 766-1555

John E. Nidecker  
70 Pine Street  
New York, New York 10005  
(212) 422-1600

195 Adams Street \*  
Brooklyn, New York 11201  
(212) 522-0651

Herbert (Hub) Orr  
c/o Mobil Oil Corporation  
464 Doughty Blvd.  
Inwood, New York 11696  
(516) CE 9-4646 Ext. 30

42 Hurtin Blvd.  
Smithtown, New York 11787  
(516) 724-7313

George J. Pantos  
U.S. Chamber of Commerce  
Washington, D.C.  
(202) ST 3-9200

6714 Renita Lane  
Bethesda, Maryland  
(301) 365-8392

Nicholas L. Ruwe  
2860 Penobscot Bldg. \*  
Detroit, Michigan 48236  
(313) 961-9635

217 Touraine Road  
Grosse Pointe Farms  
Michigan 48236  
(313) 882-2170

Thomas Sedlar  
 Seldar & Brigham, Inc. (P.R.)  
 274 Madison Avenue \*  
 New York, New York 10016  
 (212) MU 5-4533

21 Morand Lane  
 Wilton, Connecticut 06397  
 (203) 762-8162

Paul Shirley  
 P.O. Box 250  
 Santa Cruz, California 95060  
 (408) 426-7279 (private line)  
 or (408) 426-5454

(408) 426-4510

Leonard P. Steuart, Jr.  
 Steuart Petroleum Company  
 4646 - 40th Street, N.W.  
 Washington, D.C. 20016  
 (202) EM 2-3800

Dick Whitney  
 Shields & Company \*  
 44 Wall Street  
 New York, New York 10005  
 (212) 785-2562

28 Whitney Road  
 Short Hills, New Jersey 07078  
 (201) 376-0270

Herbert H. Wright  
 203 Elm Street  
 Westfield, New Jersey 07090  
 (201) 232-9045

459 Channing Avenue \*  
 Westfield, New Jersey 07090  
 (201) 232-1696

ADDITIONAL ADVANCE MEN

Mr. George W. Gowen  
 Dunnington, Bartholow & Miller  
 161 East 42nd Street  
 New York, New York 10017  
 (212) MU 2-8811

122 East 76th Street  
 New York, New York  
 (212) UN 1-2539

George Lawrence  
 G.H. Walker & Co.  
 45 Wall Street  
 New York, New York 10005  
 (212) 422-4000

Charles Road  
 R.F.D. #2  
 Mt. Kisco, New York 10549  
 (914) 666-6893

MEMORANDUM

JULY 31, 1968

TO: RALLY MEN

FROM: JOHN EHRLICHMAN  
BOYD GIBBONS

RE: RALLY MAN'S SCHOOL

The Rally Man's School has been scheduled for Saturday and Sunday, August 24 and 25, at the Statler Hilton Hotel, 33rd Street at 7th Avenue, New York City. The Advance Man School will be conducted concurrently and on occasions the Rally team and the Advance team will meet jointly over the weekend.

We hope that you are all able to attend.

Bill Killgallon will make all hotel reservations for the rally team. Would you please notify him as soon as possible (and not later than August 15) as to whether you plan to attend. Bill's number August 1-9 is (305) 865-1500 at the Hilton Plaza in Miami. After August 9 contact him in New York at (212) 661-6400. He will need to know whether you need a hotel room for Friday and Saturday - we are assuming that those who live in the New York area will not need a hotel room.

You will be sent an agenda for the School shortly after the National Convention. In the meantime, we suggest that you review the Rally Manual carefully and prepare any questions that might arise so the manual can be covered section by section.

The purpose of the School is to button up details on techniques prior to the big crunch after Labor Day.

Again, we hope all of you can attend -- and we'll look forward to seeing you on the 24th.

Please purchase your own tourist airline tickets and turn in your expense account following the School. Your hotel bill in New York will be covered.

cc: Bill Killgallon

*TOUR*

MEMORANDUM

JUNE 12, 1968

TO: ADVANCE MEN

FROM: JOHN C. WHITAKER

RE: ADVANCE MAN AND RALLY MAN SCHOOL  
JULY 13-14  
STATLER HILTON HOTEL, NEW YORK CITY  
34th Street at 7th Avenue

I hope to see each of you at this school. This school is essential to button up details on advance techniques for post-Miami advancing. Each of you will soon receive in the mail a new advance man's manual with all new procedures on advancing including those required by the Secret Service. Please study this manual carefully and note your questions and organize your questions chapter by chapter as we discuss the manual at the Advance Man's school.

Your air travel and other expenses should be submitted to me as normal expense accounts as soon as the school is over.

Bill Killgallon (office: 212-530-2231; home 212-GR 7-1724) is advancing the advance man's school. Please phone Bill no later than June 19 (he will be leaving town for 2 weeks) and advise him (1) if you are coming to the school; (2) whether you will need a hotel room on both Friday and Saturday nights. It is assumed those who live in the New York area will not need hotel rooms but they should still advise Bill if they are coming to the school.

The schedule for the school is as follows:

Saturday, July 13, 1968

10:30-11:30 a.m. Advance men and rally men meet in the Petite Cafe Room  
Remarks by John Whitaker (advance) and Boyd Gibbons (rally)

11:30-5:00 p.m. Advance school - Petite Cafe Room - Whitaker in charge  
11:30-5:00 p.m. Rally school and rally lab -Hudson Sutton Suite  
Boyd Gibbons and John Nidecker in charge

9:00 p.m. Sandwiches will be brought into the advance school  
and the rally school separately for lunch on Saturday.  
Social get-together - Room 202-A and 206-A - this is  
one large suite for the rally and advance men to get to  
know each other and some of the key Nixon staff men  
will also be invited.

SUNDAY, JULY 14, 1968

10:00 a.m.-12:30 p.m. Advance school continues in the East Room on Saturday) (different room than  
10a.m. - 12:30 p.m. Rally school continues in the Hudson Sutton Suite  
12:30-2:00 p.m. Lunch in the East Room for both the advance and rally men  
2-4 p.m. East Room - joint meeting of the rally and advance  
men to hear remarks by key Nixon staff members

*Cheers*  

---

*John Whitaker*

CHARLES S. RHYNE  
National Chairman

THOMAS W. EVANS  
National Director



MEMORANDUM

DATE: July 31, 1968

TO: John Whitaker

FROM: Cy Laughter

John, your office has asked us twice to get some sports people for some occasion.

The first time was in Atlanta, Georgia for a Fund Raising Dinner. I contacted Bob McCallister and Gay Bewer, pro-golfers, and asked them, upon being contacted by you, to do what they could to get a few other golfers to attend. Your office contacted them, they went to the hotel and waited, and no one was there to meet them. They, along with several others, finally left.

I believe Ed Nixon went out to the course the next day and apologized and also sent a letter.

The second time was when Henry Hide called, asking for someone in Chicago last Sunday. I called Benny MacRae of the Chicago Bears and asked him if he would attend and also bring a couple of other players. I called Henry and asked him to call Benny and call me back. By the way, Henry said we could have a jet to pick up anyone Benny drove into Chicago at his own expense.

Henry has not called me back as of one week. However, I understand that after Benny drove to Chicago and stayed at a motel waiting with other members of the Bears, he also was not contacted by anyone. His Sunday was wasted.

John, I don't know if you realize how tough it is to get sports or celebrities to volunteer to help our candidate. It is very difficult, I can assure you. And, at the rate your office is going, we'll be losing them as fast as we get them.

I would like you to look into this, and we can then sit down and talk. It certainly is not good the way things are going now. If it happens again, you have notice that some other arrangements will have to be made, as we will have to advance our own athletes or celebrities. I would appreciate hearing from you. Thank you.

CL:p

CC: Tom Evans, Lamar Alexander, , Bob Halderman

**JOHN ERLICKMAN**

July 8, 1968

SPECIAL DELIVERY

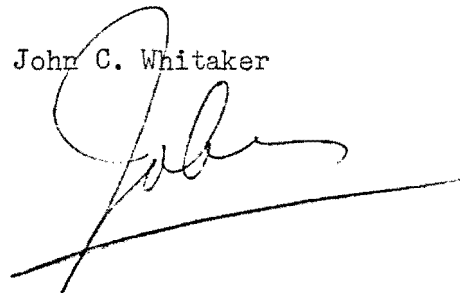
MEMORANDUM

TO: Bob Haldeman  
✓ John Ehrlichman  
John Davies  
Dwight Chapin  
Larry Higby

FROM: John Whitaker

Here is the agenda for the Advance Man School. However, it does not detail who speaks between 2:00 and 4:00 p.m. on Sunday, July 14th, since this is Ehrlichman's prerogative as he is running the school.

John C. Whitaker

A handwritten signature in dark ink, appearing to read 'John C. Whitaker', is written over a horizontal line. The signature is stylized and cursive.

JCW:jc  
Enc.

MEMORANDUM

JUNE 12, 1968

TO: ADVANCE MEN

FROM: JOHN C. WHITAKER

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JULY 13-14  
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*Cheers*  

---

*John Whitaker*

# A/M School (37)

Sunday  
2-3<sup>30</sup>

Duncan - SS 11<sup>30</sup>-12

157  
Rally people

✓ Whitaker

✓ K. Cole

✓ Chapin

IRH - ?

✓ ~~Klein~~ / Ziegler

✓ TV = Al Scott =

~~Tom Evans~~ ?

Bill  
Kilgallen

A/M for  
School -

(pad)

(RN?)

## SCHEDULE

SAT

10<sup>AM</sup> - 11<sup>AM</sup> Joint mtg - w/ Rally

11<sup>AM</sup> - 12<sup>AM</sup> - session

12 - 1<sup>30</sup> Lunch - ~~from~~ A/M

1<sup>30</sup> - 5 - session

SUN

10 - 1<sup>30</sup>

11<sup>30</sup> - 12<sup>40</sup> Duncan

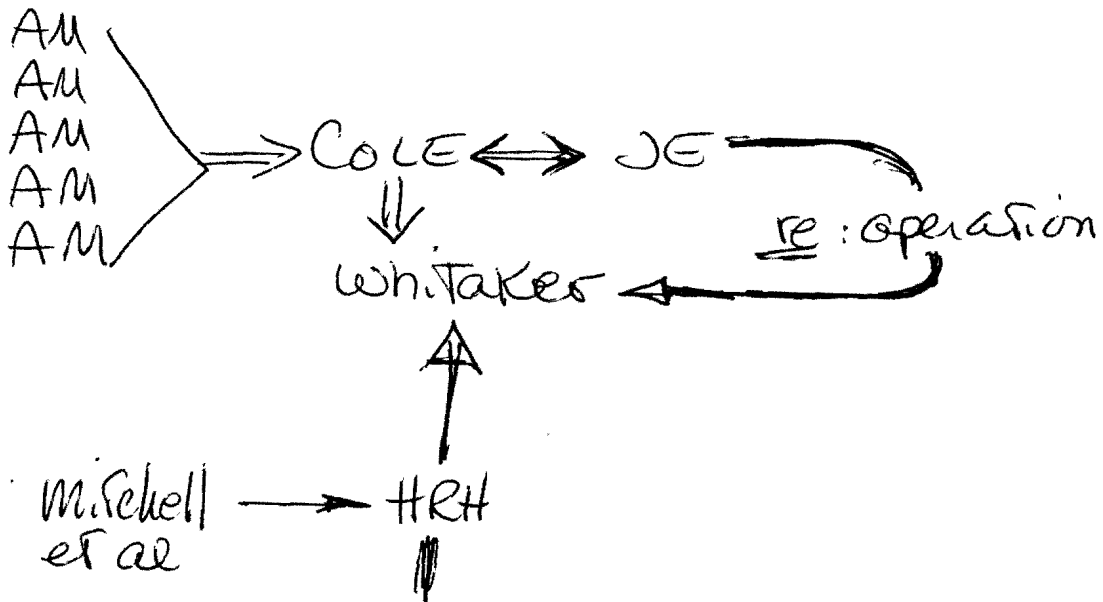
12 - 2 Lunch

2 - 4 session

3<sup>30</sup> - 4 RN



# Advance men



# Schedule

2 wks lead-time

JW initiates -

input -> Sked Comm -  
Shakespeare  
Garmen  
Whitaker

# Process

JW responsib for getting Sked devel

pos.t

Schedule Committee

HRH  
JE  
DC

MEMORANDUM

JUNE 12, 1968

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*Cheers*

*John Whitaker*

14 FIFTH AV.  
100" NYC

FROM PAUL SHIRLEY - ROUTE FROM SAN DIEGO-KNOTT'S BERRY FARM-DISNEYLAND-SAN DIEGO

FRIDAY, AUGUST 16

SAN DIEGO-KNOTT'S BERRY FARM

North from San Diego on Interstate 5  
Off Interstate at Manchester turn off (second off ramp after LaPalma)  
West (left) on Manchester Street to Stanton Street  
Left on Stanton to LaPalma  
Right on LaPalma to entrance of Knott's Berry Farm  
Left into Knott's Berry Farm; stop in front of Chicken Dining room Arcade

KNOTT'S BERRY FARM-DISNEYLAND

Depart Knott's Berry Farm from South gate near Steak House  
North (right) on Western to LaPalma  
Right on LaPalma to Magnolia  
North (left) on Magnolia to Interstate 5  
Interstate 5 to Harbor Boulevard  
Leave Freeway (Interstate 5) at Harbor Boulevard  
South to Employee's Entrance to Disneyland  
Park near Security Building

DISNEYLAND -SAN DIEGO

Depart same gate as entered Disneyland  
South (right) on Harbor Boulevard to Katella  
East (right) on Katella to Santa Ana Freeway (Interstate 5)  
Interstate 5 to San Diego

DETAIL STAFF SCHEDULE  
RICHARD M. NIXON  
FRIDAY, AUGUST 16, 1968

(This schedule will be modified when Ziegler and Shirley work out handling press at Disneyland)

FRIDAY, AUGUST 16, 1968 - San Diego- Anaheim-San Diego

SCHEDULE FOR MRS. N, TRICIA, JULIE, DAVID

6:00 p.m. Arrive Knott's Berry Farm, Anaheim, California  
Paul Shirley (714) 522-1131 - Aide to Mr. Knott: Frank White  
Proceed to office of Walter Knott - holding room  
Await RN arrival at 6:30

RN SCHEDULE:

5:00 p.m.  
(or immediately following Reagan wrap-up)  
Bill Codus

RN, staff and press depart Bahia Hotel, San Diego enroute Anaheim - Knott's Berry Farm  
Driving time: 1:30

~~Car #1 - Security~~  
~~Car #2 - RN~~ →  
~~Car #3 - Security~~  
~~Car #4 - Wire Service Car~~  
~~3 press buses follow~~

SECRET  
Advance - A/M  
T/L  
Lead - DC  
Car #1 - RN  
Car #2 - Security  
~~3~~ BUS

6:30 p.m.  
Paul Shirley

Arrive Knott's Berry Farm, Anaheim, California  
To be joined by Mrs. Nixon, Tricia, Julie, David

6:40 p.m.

Dinner at Mrs. Knott's Chicken Dinner Restaurant  
Restaurant seats 300-400  
RN and family will be seated at a table for 8  
Press and staff seated at tables of 4 and 6

7:25 p.m.

Finish dinner

7:25-7:45 p.m.

Tour Knott's Berry Farm  
Depart Dining Room - into Ghost Town - past Gold Mine - down Main Street past the jail and into Calico Square where an old timer gold miner will make RN an Honorary Marshall of Ghost Town - down School Road past shops where people will be walking around and out the gate by the Steak House into motorcade waiting to take party to Disneyland

7:45 p.m.

Depart Walter Knott's Berry Farm enroute Disneyland  
Driving time: :15

~~Car #1 - Security~~  
~~Car #2 - RN, Mrs. N~~ →  
~~Car #3 - Security~~  
~~Car #4 - Tricia, Julie, David~~  
~~Car #5 - Security~~  
~~Car #6 - Wire Service Car~~  
~~3 press buses follow~~

Advance  
Lead  
# 1) RN, PN  
# 2) Sec  
~~BUS~~  
# 3) T, J, D  
# 4) Security  
# BUS

FRIDAY, AUGUST 16, 1968 (continued) - Anaheim

7:45 p.m. (continued):

Three representatives from Disneyland (Jack Lindquist, Charles Ridgeway and Bob Jackson) will board the press bus(es) at this time and distribute Disneyland press passes for free admittance to the Park and for free rides

STAFF  
PASSES

8:00 p.m.

Arrive Disneyland, Anaheim, California (714) 533-4456  
Enter through Employees Gate off Harbor Boulevard  
To be met by Sally Sherbin, Disneyland Ambassador  
(Outstanding female employee chosen to be Ambassador for a year)

RN and family escorted to Tomorrowland Railroad Station  
Press will be escorted to Main Street station to meet  
RN train when he arrives

8:10 p.m.

RN and family board Disneyland Railroad

8:17 p.m.

Train arrives Main Street Station where press will board

8:25 p.m.

Train arrives Frontierland Railroad Station - all detrain  
RN and family board Pirates of the Caribbean ride  
15 minute ride

8:30 p.m.

RN and family ride Pirates of the Caribbean  
Press pool follows  
Remainder of press taken to exit of ride to await arrival

8:45 p.m.

RN and family exit Pirate ride

8:50 p.m.

walk

RN and family and entire press corps board Mark Twain River Boat ride - 15 minute ride

9:05 p.m.

walk ?

Depart River Boat ride for Frontierland Railroad Station

9:10 p.m.

Arrive Frontierland Railroad station and board Disneyland Railroad enroute Tomorrowland  
RN and family and entire press board train

9:20 p.m.

Arrive Tomorrowland  
Ride Wed Way (people mover) - separate cars; each car holds 4 people; 4 cars hooked together  
First group - RN and family 16  
Second group - Press pool 16  
Third group - additional press and staff 16

9:25 p.m.

RN and press pool ride on Wed Way - 10 minute ride

9:35 p.m.

Depart Wed Way enroute Small World Ride

9:40 p.m.

RN and family and press pool board Small World Ride  
(boat ride through area full of animated children representing various countries - all singing!)

Breakdown

FRIDAY, AUGUST 16, 1968 (continued) - Anaheim-San Diego

9:50 p.m. Depart Small World ride and board fire engine  
Open engine; barrier in back; ladders on side  
Ride down Main Street of Disneyland; press walks  
alongside

10:05 p.m. Arrive end of Main Street at Hills Brothers gate  
and into motorcade waiting outside gate

10:15 p.m. Depart Disneyland enroute San Diego  
Driving time: 1:30

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SCHEDULE FOR MRS. N, TRICIA, JULIE, DAVID

Proceed to home of Mr. and Mrs. Jack Drown  
Torrance, California - One Crest Road West (714)  
(213) FR 7-1232

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RN SCHEDULE (CONTINUED):

11:45 p.m. Arrive Bahia Hotel, San Diego, California  
(714) 488-0551

\* \* \*

Specs for buses

Pay for dinner  
"group"

Jim call PD  
re. state \$  
medic  
accidents

Kids to non-  
covered SS&S

Hannan  
More \$

9

They were nervous  
(Shirley)  
Rep noted

VFLD  
Mgn Note  
Disk measures  
transpos  
Disc - bay -

VIDEO-TAPED REMARKS TO 1968 ADVANCEMEN

(About 75 Advancemen and Rally Men will be meeting for their "schools" at the Statler-Hilton in New York City on Saturday, August 24th and Sunday, August 25th. On that Sunday they will hear from various members of the staff and the Secret Service. RN's remarks will be screened that day.)

- I. After a day of "school" the new men are realizing that advancing requires dedication and hard work.
  - A. Our Advancemen have always had the admiration of the press and public for their near flawless execution and devotion to their jobs.
  - B. I know and sincerely appreciate the hardships involved -  
Hard travel  
Poor conditions  
Absence from family
  - C. There will be little opportunity for us to talk together on these trips. But I know what you're doing, and I know that it all would be impossible without your good work.
  - D. I had planned to be present at your "school" and I wish I were. But as you know from your schoolteachers here, in every schedule we must have "staff time" before a big event.
    1. While you're preparing yourself for the big event coming, I am too.

But we'll meet soon, on the road and, working together, I am confident that we'll win.

Thank you.



AGENDA  
The Advance Man's School  
July 13-14, 1968

July 13

- 10:30 AM - Petite Cafe Room  
Joint meeting of Advance and Rally Teams  
I. Introductions  
General description of the role and division of labor
- 11:30 AM - Advance Man's School
- 11:30 to 12:30  
II. Policy  
III. Scheduling  
IV. S.O.P.  
V. Before you go
- 12:30 to 1:15 - Lunch  
1:15 to 3:15  
VI. The first half-day  
VII. Organizing  
VIII. Arrivals  
IX. Transportation
- 3:15 to 3:30 - Recess  
3:30 to 5:00  
X. Overnight  
XI. Meetings  
XII. Departures
- 5:30 to 9:00 - Free time  
9:00 to 11:00 - Rally, Advance Men and Staff Social get-together  
Rooms 202A and 206A

July 14

- 10:00 - 12:30 - Secret Service procedures  
XIII. TV and Lighting  
XIV. Sound  
XV-XVI. Miscellaneous

Joint Advance and Rally Sessions:

- 12:30 - 1:45 - Lunch  
2:00 - 4:00 - Staff
- .. John Schlaes: Advertising for crowd-building
  - .. Herb Klein/Ron Ziegler: Press facilities and relations
  - .. Al Scott: Television
  - .. Dwight Chapin: The candidate's personal staff and how it functions.
  - .. John Whitaker: Scheduling and the Tour Office operation.

## MOTORCADES

① Unless a clear and present danger to the candidate exists, requiring the emergency intervention of the Secret Service for the candidate's personal safety (hereinafter referred to as a "Red Condition"), the motorcade will start and stop on the signal of the Tour Manager or his designated agent, the Political Advance Man.

a) When the Secret Service deems it necessary to invoke a "red" condition it will, if possible, specifically notify the Tour Manager that it is doing so.

② Selection of types of automobiles for RN and family. Because this selection has obvious political ramifications, the Political A/M will select the model of automobile to be used. It is understood the vehicle will be made available to the SS as far in advance as it may require.

(a) Whenever possible RN's car should provide a roomy seat, ~~and jump seats~~

③ The motorcade -

(a) Criteria for staff location in cars in the motorcade =

(1) The T/Mgr must be able to see ahead of RN's car.

(2) The T/M and A/M must be in the same car.

(3) Either Dwight must be in RN's car or Bill Duncan must be willing to transmit, verbatim, every message to RN which is in whole or in part of a political nature, without editorialized comment of any kind.

"impossible"  
Hand RN the  
earphone -

(4) Dwight must be close enough to RN's car, if not in it, to be at the door before it is opened.

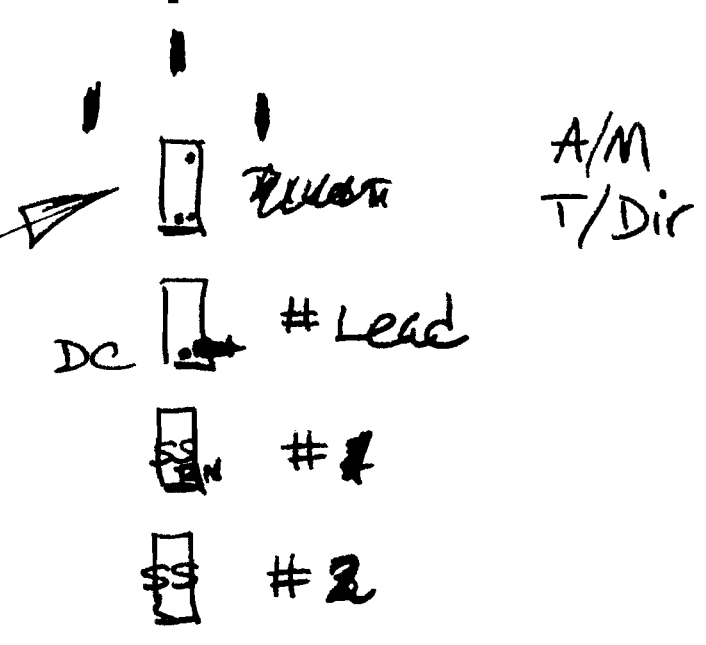
Put a w/T  
on our  
frequency into  
RN's car for  
Duncan -

~~the~~ car antennas -  
Mark w/ Red -  
No case

Pilot can - 5 or 6 weeks

DC in center, rear seat of #1

OUR  
A/M  
arranges  
for a  
police car  
if possible to  
act as "~~ADVANCE~~ ADVANCE



Get a sign for the window:  
"ADVANCE"

(b) Thus:

ADVANCE  
CAR



~~press~~

Lead

Police driver

Advance  
man

Tour Director

SS

SS

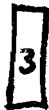


SS

Bill Duncan

(Chapin)

RN



SS

SS

SS

SS

SS



Phone car-

Pool Press



Pool Press

or  
V. I. P.



Press Bus



Press/Staff  
Bus

etc



Police follow-up car

## (C) MOTORCADE PROCEDURE:

- (1) No movement except by direction of the T/M
- (2) No change of route without T/M approval except if a "red" condition exists
- (3) All vehicles move together, including busses.
- (4) Unscheduled stops will be made, from time to time, for political reasons. The Tour manager will direct the time and place of these stops. The SS will cooperate in making such stops unless a red condition exists, in which case Bill Duncan will so notify the T/M before removing RN from the motorcade alignment. In the latter case the SS will assume responsibility.

for the consequences.

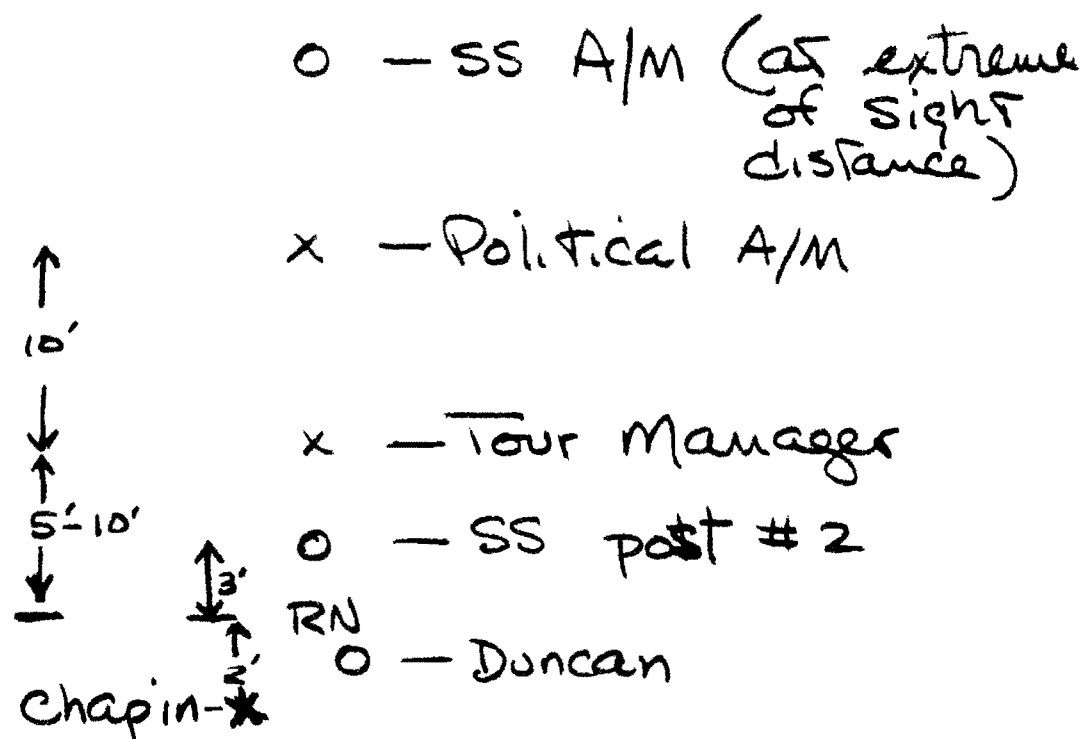
- (5) ~~Decisions~~ Decisions re The Tactics of movement will be made by The Town Manager. The SS will not, under any circumstances, unilaterally discuss <sup>any</sup> questions of tactics, <sup>(whether associated with movements or</sup> with RN or submit <sup>political</sup> questions to RN for decision except those questions transmitted to RN via Bill Duncan by members of the staff. In the latter case the SS acts only as a conduit, neither adding to ~~or~~ subtracting from the transmission.



#### ④ ~~Walking~~ Walking movements

- (1) SS agents will be so instructed and supervised that absolutely no physical force is inflicted upon members of The press corps except when their conduct constitutes a clear and present danger of harm to RN or his family.
- (2) The SS will, likewise, minimize physical contact with The public.
- (3) The SS will be instructed to use pleasant, non-physical techniques of crowd control. Agents will be required to smile, say "excuse me" and be courteous in movements through crowds.

- (4) The SS will make no unilateral changes in route or schedule except to avoid a red condition.
- (5) The SS advance man will not require the political A/M to precede him in a walking movement. The order will be:



⑤ Hotel procedures

- a) SS people not on post will not stand in hallways or offices but will be instructed to stand by in designated rooms established for the purpose.

## ⑥ Credentials

(a) Staff Permanent travel staff will be provided with the identification bar approved by the SS. All agents having any contact with the party will be instructed, in advance, to recognize this badge to avoid tie-ups upon arrival.

Temporary additions to the travel staff will be furnished a second SS lapel badge when they join the tour.

(b) Press: The SS will immediately establish a procedure for designating accredited press. Agents will be instructed to recognize

the designated badge and treat the wearer with consummate courtesy -

- (c) If the SS employs local law enforcement people to assist in floor or perimeter security it will assume the responsibility for instructing them so as to preclude embarrassing delay or denial of access on account of unrecognized credentials.

⑦ Jack Canfield -

We have been furnished this NYPD member by The City of New York. He will travel with us, from time to time in that capacity. It is requested that the SS cooperate with Mr. Canfield so that he can efficiently conduct his assigned duties in assuring the security of staff rooms and offices.

① SS A/M & Polis A/M  
inter-relationships -

— if problem JE & Duncan work  
is out -

A/M NEVER GO TO SS direct - during tour -  
JE works thru Duncan - or  
Zboril (if D not there) or  
A/M (if D or Z not there)

② SS will set Fwy route to  
point motorcade enters the  
dense downtown route

Get Travel Time from  
SS -

When a critical time arrival we'll  
know the route & can travel it -

Lincoln - Mercury  
Option conditioned  
on exclusive use -

Lincoln limousine - remove window -  
8 front & back  
seats

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order advance car for  
Next week -

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and Disneyland