

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>
45	1	n.d.	Form	Advance Man's Instructions (Nixon/Lodge). 1 page.
45	1	n.d.	Form	Advance Man's Initial Contact Sheet (Nixon/Lodge) 1 page.
45	1	n.d.	Form	Advance Man's Local Contact Sheet (Nixon/Lodge). 1 page. 2 copies.
45	1	n.d.	Form	Letter List (Nixon/Lodge). 4 pages.
45	1	n.d.	Form	Form letter to "Mr. Chairman" requesting names of people assisting with arrangements for recognition purposes. 1 page. 10 copies.
45	1	n.d.	Form	Hotel Information. 1 pg. 2 copies.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
45	1	n.d.	Form	Car Assignment Sheet. 1 page. 5 copies.
45	1	n.d.	Memo	Lodge 1960 Campaign Tour - Instructions for Motorcade Chairman. 4 pages. 2 copies.
45	1	n.d.	Memo	Nixon-Lodge 1960 Campaign Tour - Motorcade Driver Instructions. 1 page. 14 copies.
45	1	n.d.	Form	Check List. 4 pages.
45	1	n.d.	Form	Research - Nixon/Lodge Headquarters - Advance Information for Campaign Appearances. 3 pages.

To be filled in by Office  
4 copies

NIXON/LODGE

City \_\_\_\_\_  
Date \_\_\_\_\_

ADVANCE MAN'S INSTRUCTIONS

ITINERARY:

Arrival Time \_\_\_\_\_ Flexible? \_\_\_\_\_ Transp. \_\_\_\_\_

Departure Time \_\_\_\_\_ Flexible? \_\_\_\_\_ Transp. \_\_\_\_\_

Principal Event \_\_\_\_\_

Time \_\_\_\_\_ Place \_\_\_\_\_ Contact \_\_\_\_\_

Secondary events or possibilities (whether or not committed)

	<u>Event</u>	<u>Time</u>	<u>Place</u>	<u>Contact</u>	<u>Status</u>
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____

INSTRUCTIONS:

Press Conference? \_\_\_\_\_ Location \_\_\_\_\_

Hotel Accommodations - Standard? \_\_\_\_\_ Other \_\_\_\_\_

Recommended Hotel? \_\_\_\_\_ No. of Press \_\_\_\_\_

TV Plans \_\_\_\_\_

Field Rally Director \_\_\_\_\_

Voices for Nixon Yes/No \_\_\_\_\_

TV Advance Man Yes/No \_\_\_\_\_ Name \_\_\_\_\_

1. A.M.
2. Phone file
3. Office
4. Party

To be filled in by Office  
4 copies

NIXON/LODGE  
City \_\_\_\_\_  
Date \_\_\_\_\_

ADVANCE MAN'S INITIAL CONTACT SHEET

<u>Name</u>	<u>Bus. Phone</u>	<u>Res. Phone</u>
KEY POLITICAL _____	_____	_____
OVERALL CHAIRMAN _____	_____	_____
SECRET SERVICE _____	_____	_____
COURTESY (Have each send briefing memo to Office)		
State Chairman _____	_____	_____
Natl. Comm. Man _____	_____	_____
Natl. Comm. Woman _____	_____	_____
Governor/cand. _____	_____	_____
Senator/cand. _____	_____	_____
Senator/cand. _____	_____	_____
Congressman _____	_____	_____
LOCAL LEADER: (Fill in on schedule - invite participation by their people)		
Volunteers Chairman _____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Negro _____	_____	_____
Jewish _____	_____	_____
Nationalities _____	_____	_____
College Youth _____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

1. A.M.
2. Phone file
3. Office
4. Party

To be filled in by A. M.  
1 copy  
Phone info. to office

NILSON / LODGE

Date \_\_\_\_\_  
City \_\_\_\_\_

ADVANCE MAN'S LOCAL CONTACT SHEET

	<u>Name</u>	<u>Bus. Phone</u>	<u>Res. Phone</u>
<u>CHAIRMAN:</u>			
Publicity	_____	_____	_____
Press Facilities	_____	_____	_____
Radio & T. V. Facil.	_____	_____	_____
Airport or r. r. facil.	_____	_____	_____
Greeting Committee	_____	_____	_____
Motorcade	_____	_____	_____
Hotel Arrangements	_____	_____	_____
Meeting Arrangements	_____	_____	_____
Local Man to assist traveling staff	_____	_____	_____
<u>MISCELLANEOUS:</u>			
Local P. R. firm	_____	_____	_____
Mgr. of auditorium or other meeting place to be used.	_____	_____	_____
Contact at local Advt. agency, if employed	_____	_____	_____
Audio Man	_____	_____	_____

To be filled in by A. M.  
1 copy  
(Phone or Mail Info. to office) LETTER LIST

Nixon Lodge  
City \_\_\_\_\_  
Date \_\_\_\_\_

Function                      Full Name                      Mailing Address

Local Committee Chairmen

Overall \_\_\_\_\_  
Publicity \_\_\_\_\_  
Press \_\_\_\_\_  
Radio-TV \_\_\_\_\_  
Airport Arr. \_\_\_\_\_  
Greeting Com. \_\_\_\_\_  
Motorcade \_\_\_\_\_  
Hotel Arr. \_\_\_\_\_  
Mtg. Arr. \_\_\_\_\_

Local Facilities

Police Chief \_\_\_\_\_  
Airport Mgr. \_\_\_\_\_  
Airlines Op. Mgr. \_\_\_\_\_  
Hotel Manager \_\_\_\_\_

Program Participants

M. C. \_\_\_\_\_  
Bandleader \_\_\_\_\_  
    (Name of Band)  
National Anthem \_\_\_\_\_  
Invocation \_\_\_\_\_  
Benediction \_\_\_\_\_  
Color Guard \_\_\_\_\_  
Pledge Allegiance \_\_\_\_\_  
Intro RN \_\_\_\_\_



NIXON/LODGE

City \_\_\_\_\_

Date \_\_\_\_\_

Mr. Chairman:

In order to insure that proper recognition is given to all those who are participating in the arrangements for Vice President Nixon's or Ambassador Lodge's visit, we would greatly appreciate your listing all the people working on or with your committee.

Please be sure to give full name and complete mailing address.

Please return this form, when completed, to \_\_\_\_\_  
not later than the day before the visit. If you need more space, please attach extra pages.

Activity: \_\_\_\_\_

(Motorcade, Press Arrangements, Program, etc.)

(TYPE OR PRINT CLEARLY)

Full Name

Mailing Address

(example) Mrs. Ralph Johnson

3071 Main St., Midtown, Georgia

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Chairman's Mailing Address

To be filled in by A.M.  
(Phone information to office -  
Office will prepare 30 copies for party)

LODGE  
Date \_\_\_\_\_  
City \_\_\_\_\_

HOTEL INFORMATION

Name of Hotel \_\_\_\_\_ Phone No. \_\_\_\_\_  
Address \_\_\_\_\_  
Manager \_\_\_\_\_ Asst. Manager \_\_\_\_\_  
Other \_\_\_\_\_

\* \* \* \* \*

Room Assignments  
(Assign rooms in order listed -  
starting with Ambassador's suite - when possible)

<u>Room No.</u>	<u>Occupant</u>	<u>Room No.</u>	<u>Occupant</u>
1. _____	Ambassador & Mrs. Lodge	10. _____	Stephen May
2. _____	Thomas J. McTiernan	11. _____	Serrell Hillman
3. _____	Edward F. Terrar	12. _____	A. Charles McCarry
4. _____	Cammann Newberry	13. _____	C. Henry Glovsky
5. _____	Vincent P. O'Brien	14. _____	Reception Rm. (Near elevator lobby and/or check point)
6. _____	Dr. Henry W. Wise, Jr.	15. _____	Bates Parlor
7. _____	Office	16. _____	William H. Bates
8. _____	Marge Acker	17. _____	Gerald Morrison
9. _____	Ann Carney	18. _____	Harold Lynch

CAR ASSIGNMENT SHEET

CITY \_\_\_\_\_

DATE \_\_\_\_\_

CAR NUMBER P

Driver: \_\_\_\_\_  
Passengers: Traveling Photographers

CAR NUMBER 7

Driver: \_\_\_\_\_  
Passengers: \_\_\_\_\_

CAR NUMBER 1

Driver: \_\_\_\_\_  
Passengers: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CAR NUMBER 2

Driver: \_\_\_\_\_  
Passengers: Security Personnel

CAR NUMBER 8

Driver: \_\_\_\_\_  
Passengers: \_\_\_\_\_

CAR NUMBER 3

Driver: \_\_\_\_\_  
Passengers: Wire Services

CAR NUMBER 9

Driver: \_\_\_\_\_  
Passengers: \_\_\_\_\_

CAR NUMBER 4

Driver: \_\_\_\_\_  
Passengers: Press Bus

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CAR NUMBER 5

Driver: \_\_\_\_\_  
Passengers: \_\_\_\_\_

CAR NUMBER 10

Driver: \_\_\_\_\_  
Passengers: (Staff)

CAR NUMBER 6

Driver: \_\_\_\_\_  
Passengers: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CAR NUMBER S-1

Driver: \_\_\_\_\_  
Passengers: Staff

CAR NUMBER S-2

Driver: \_\_\_\_\_  
Passengers: Staff

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. Motorcade Chairman
2. Security Chairman

## LODGE 1960 CAMPAIGN TOUR

### Instructions for Motorcade Chairman

You have one of the most important assignments for the Lodge visit. The overall effect of the visit, both locally and nationally, will depend to a large measure on the efficiency of the motorcade operation.

Please read these instructions carefully and follow them without exceptions (unless cleared with the Ambassador's representative). They are based on the collective experience of operating many motorcades and have been found to assure the best possible results.

You are responsible for the provision and direction of cars and drivers for the official party during the entire visit - as well as for the transportation of baggage and equipment to and from the hotel.

### MOTORCADE LINEUP:

#### Car No. P: Photographer's Car

Open convertible for traveling photographers - ahead of Ambassador's car.  
Signs on both sides "Press Photographers".  
In case of additional local photographers, it is OK to use a flat bed stake truck instead of the car.

#### Car No. 1: The Ambassador and Mrs. Lodge.

Driver furnished by local committee. Preferably a plain clothes police officer. Front seat occupied by driver, and two Lodge aides.  
Ambassador and Mrs. Lodge will occupy back seat.  
No other passengers.  
Use four-door sedan -- unless convertible specified.  
Signs on both sides - "Ambassador and Mrs. Lodge."

#### Car No. 2: Wire services.

For traveling wire service reporters only. No local press.  
Signs on both sides "Press".

#### Cars Nos. 3 and 4: Local candidates and VIP's

Where appropriate, signs should be used to identify occupants.

#### Car No. 5: Press bus

For traveling and local press and some of traveling staff.  
If necessary - use more than one bus - numbered 4A, 4B, etc.  
Signs on both sides - "Press".

Cars Nos. 6, 7 and 8: Local candidates and VIP's  
Maximum of three cars - use only if needed.  
Where appropriate, signs to identify occupants.

Car No. 9: Local Staff  
Local arrangements personnel who must travel with motorcade.  
No sign.

Car No. 10: Lodge Staff.  
No sign.  
Extra car for staff or reserve.

Motorcade is limited to total of 10 numbered cars, plus extra buses if needed and photo car.

Three additional cars are required for Lodge staff use:

Car No. A: Advance car  
Preferably a marked police car with radio, siren and police driver.  
To be used by Advance Man to precede motorcade.

Cars Nos. S-1 and S-2: Staff cars  
Plain four-door sedans.  
To transport staff other than in motorcade.  
Available during entire visit for Lodge staff use only.

These cars may not be used at all times - but must be available. If not used on one leg of trip - should follow at tail end of motorcade to be available at next stop. They should be prepared to operate at direction of Lodge staff members. No particular people of staff are assigned to specific cars, as needs change.

CARS:

1. The cars should all be in good running condition and should be carefully pre-checked. Four-door sedans should be used, unless convertibles specified, with full gas tanks.
2. Please do not use brand new cars. Instead, use cars with at least 1,000 miles on them. New cars create a number of problems including overheating, insurance problems, the fact that they have not been sufficiently checked out and broken in, danger of mechanical failure.
3. Be sure the tops work on all convertibles as it is sometimes necessary to put up the tops.
4. Each car should be decorated and numbered - with small cards in both lower right and left corners of the windshield.
5. The trunk key for the Ambassador's car must be left in the lock at all times.

DRIVERS:

1. Driver for the Ambassador's car will be furnished by the local committee. Preferably a local plain clothes police officer.
2. Drivers for the other cars should be young people fully familiar with the local area and entirely capable of handling an automobile in traffic and motorcade formation.
3. Each driver should be at the wheel of his automobile, with motor running and headlights on, at least five minutes before scheduled departure time. This applies to arrival and departure in the city and all stops during the visit. This is necessary even if the drivers have to leave a meeting or rally before it is concluded in order to arrive at their designated station.

Please strongly emphasize the importance of the drivers being ready to proceed at the appointed time - with motors running and lights on.

4. The drivers must leave the keys in their cars at all times. The keys should never be removed. This is necessary because we may have to get into the trunk of a car - or move it when the driver is not readily available.
5. You - or someone designated by you - must be with the cars at all times during the entire period of the visit. This is because it is sometimes necessary to make a quick change in plans and we must have a pre-determined point of contact.
6. All of the drivers should stay together - and if they go into the meeting or to eat - they should keep their location known to you or the man remaining with the cars - so they can be quickly located if necessary.

PROCEDURE:

1. Motorcade cars should be lined up at the airport - checked and ready to go - one hour ahead of scheduled time.
2. At all times, the cars should be lined up in proper numerical order - both when moving and when parked.
3. All persons riding in the motorcade, except Lodge staff, should be assigned to specific car numbers and remain in these cars.
4. Arrangements for police escort and other security provisions will be coordinated with the security chairman and local police.
5. It is extremely important that the entire motorcade remain together and in order at all times. For this reason, drivers should be instructed to move their cars with the motorcade as soon as the car ahead of them moves. They are not to wait for passengers or delay for conversations, etc. Once a motorcade gets split up, it is very difficult to get it back together. For this reason also, drivers should remain at the wheel of their cars - not get out to help passengers in.

6. During parking periods, vehicles should be lined up bumper to bumper.

BAGGAGE:

1. A closed truck will be needed to transport baggage and equipment to and from the hotel.
2. You will be advised as to the times this truck should be on hand - and where.

Thank you very much for taking on this job. Your help is greatly appreciated.

NIXON-LODGE 1960 CAMPAIGN TOUR  
Motorcade Driver Instructions

You have a very important part in the overall success of the visit of Vice President Nixon or Ambassador Lodge. Please read these instructions carefully and carry them out to the best of your ability.

1. Be certain you are completely familiar with your assigned car and its equipment prior to the actual motorcade. This applies especially to convertibles -- be sure the top works. Check to be sure the gas tank is full and the tires are in good condition.
2. The motorcade chairman or other individual will give you a set of identical numbers for the lower right and left corners of the windshield. Be sure to have these placed securely.
3. Each driver should be at the wheel of his automobile -- with motor running & headlights on, at least 5 minutes before scheduled departure time. This applies to arrival and departure in the city and all stops during the visit. This is necessary even if you have to leave a meeting or rally before it is concluded in order to arrive at the designated station.
4. All drivers must leave the keys in their cars at all times. The keys should never be removed. This is necessary because we may have to get into the trunk of the car -- or move it when the driver is not readily available.
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7. At all times, the cars should be lined up in proper numerical order -- both when moving and when parked. During parking periods the cars should be bumper-to-bumper.
8. It is extremely important that the entire motorcade remain together and in order at all times. For this reason, always move your car with the motorcade as soon as the car ahead of you moves. Do not wait for passengers or delay for conversations, etc. Once a motorcade gets split up, it is very difficult to get it back together. For this reason also, you should remain at the wheel of your car -- don't get out to help passengers in.
9. Give full time and attention to the operation of your car while the motorcade is moving. Vehicles in the motorcade must maintain a minimum but safe' distance from the vehicle in front, usually 2 car lengths in the city and 3 car lengths on the open road or highway.
10. If you are assigned to drive one of the cars not regularly scheduled in the motorcade (S-1, S-2) please take your instructions only from a Nixon or Lodge staff member wearing an identification badge. If no one is in your car or has asked you to remain behind -- move with the motorcade at the tail end to the next stop. You may be needed there.

Your cooperation and assistance are greatly appreciated.

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8. It is extremely important that the entire motorcade remain together and in order at all times. For this reason, always move your car with the motorcade as soon as the car ahead of you moves. Do not wait for passengers or delay for conversations, etc. Once a motorcade gets split up, it is very difficult to get it back together. For this reason also, you should remain at the wheel of your car -- don't get out to help passengers in.
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Your cooperation and assistance are greatly appreciated.

NIXON /

City \_\_\_\_\_

Date \_\_\_\_\_

CHECK LIST

Prelim.

- \_\_\_\_\_ Kit received
- \_\_\_\_\_ Call - key political contact
- \_\_\_\_\_ Call - overall chairman
- \_\_\_\_\_ Call - Secret Service

Schedule

- \_\_\_\_\_ Check Prelim. schedule with key political contact
- \_\_\_\_\_ Check prelim. schedule with overall chairman
- \_\_\_\_\_ Check prelim. schedule with secret service
- \_\_\_\_\_ Routes timed
- \_\_\_\_\_ Prelim. to office
- \_\_\_\_\_ Ok from office
- \_\_\_\_\_ Confirm to key political contact
- \_\_\_\_\_ Confirm to overall chairman
- \_\_\_\_\_ Confirm to Secret Service
- \_\_\_\_\_ Drop-by list - possibilities
- \_\_\_\_\_ Separate PN Schedule set
- \_\_\_\_\_ Separate PN schedule - o.k. by office
- \_\_\_\_\_ Separate PN schedule confirmed to locals
- \_\_\_\_\_ Check competing events - baseball, etc.

Calls

- \_\_\_\_\_ State Chairman
- \_\_\_\_\_ National Comm. Man
- \_\_\_\_\_ National Comm. Woman
- \_\_\_\_\_ Governor
- \_\_\_\_\_ Senator
- \_\_\_\_\_ Senator
- \_\_\_\_\_ Congressman
- \_\_\_\_\_ Nixon Chairman
- \_\_\_\_\_ Negro
- \_\_\_\_\_ Jewish
- \_\_\_\_\_ Nationalities
- \_\_\_\_\_ College
- \_\_\_\_\_ Y. R.
- \_\_\_\_\_ Womens Federation

- 2 -  
Check List

Airport

\_\_\_\_\_ Chairman Selected  
\_\_\_\_\_ Plane location  
\_\_\_\_\_ Motorcade location  
\_\_\_\_\_ Press and public layout  
\_\_\_\_\_ Room for press conference  
\_\_\_\_\_ P. A. Facilities  
\_\_\_\_\_ Baggage truck arranged  
\_\_\_\_\_ Baggage personnel  
\_\_\_\_\_ Greeting Comm. - prelim. list  
\_\_\_\_\_ Greeting Comm. - o.k. by office  
\_\_\_\_\_ Greeting Comm. - confirmed to local  
\_\_\_\_\_ Western Union notified  
\_\_\_\_\_ Who intro. RN  
\_\_\_\_\_ Platform or substitute

Motorcade

\_\_\_\_\_ Chairman selected  
\_\_\_\_\_ Instruction sheets transmitted and explained  
\_\_\_\_\_ Escort and routes cleared by S. S. with police  
\_\_\_\_\_ Dry runs  
\_\_\_\_\_ Car signs and decorations  
\_\_\_\_\_ Car numbers  
\_\_\_\_\_ Load list  
\_\_\_\_\_ Photog. truck necessary?  
\_\_\_\_\_ Drivers selected and briefed  
\_\_\_\_\_ Cars checked for mechanical condition  
\_\_\_\_\_ sound truck - if announced route  
\_\_\_\_\_ Baggage truck and handling  
\_\_\_\_\_ Assign specific escort to press buses

Hotel

\_\_\_\_\_ Chairman selected  
\_\_\_\_\_ Room layout confirmed  
\_\_\_\_\_ Instruction sheet transmitted  
\_\_\_\_\_ Billing instructions cleared w/ local committee  
\_\_\_\_\_ Newspapers provided for RN and Klein  
\_\_\_\_\_ Reservations confirmed to office - forwarding address  
\_\_\_\_\_ Fast laundry, valet and food confirmed

- 3 -  
Check List

Hotel (Cont. )

\_\_\_\_\_ Phone installation confirmed  
\_\_\_\_\_ Press room set up -phones and wire facilities  
\_\_\_\_\_ IBM and mimeo set (Operator's name and phone)  
\_\_\_\_\_ Baggage handling set up - tipping procedure cleared w/ manager  
\_\_\_\_\_ Room list phoned in

Meeting

\_\_\_\_\_ Chairman of arrangements selected  
\_\_\_\_\_ Sponsorship cleared  
\_\_\_\_\_ Program confirmed  
\_\_\_\_\_ Program Chairman (M. C. ) set  
\_\_\_\_\_ Colors set  
\_\_\_\_\_ Pledge of Allegiance  
\_\_\_\_\_ National Anthem  
\_\_\_\_\_ Invocation  
\_\_\_\_\_ Benediction  
\_\_\_\_\_ Introduction of RN and PN  
\_\_\_\_\_ Entrance details confirmed  
\_\_\_\_\_ Passageway held open  
\_\_\_\_\_ P. A. System checked  
\_\_\_\_\_ Rostrum checked - size, lights, water  
\_\_\_\_\_ Seating arrangement on platform - no one behind RN  
\_\_\_\_\_ Bad weather alternate - if outdoors  
\_\_\_\_\_ Tape recording of RN remarks  
\_\_\_\_\_ Pre-Program warmup  
\_\_\_\_\_ TV coverage: Local contact  
\_\_\_\_\_ Cleared with Rogers  
\_\_\_\_\_ Lighting  
\_\_\_\_\_ Press facilities near platform  
\_\_\_\_\_ Lectern and ice water  
\_\_\_\_\_ Research form filled in and sent to office

Press

\_\_\_\_\_ Chairman selected  
\_\_\_\_\_ Sections set at all meetings  
\_\_\_\_\_ Room for press conference  
\_\_\_\_\_ PN press conference (refreshments)  
\_\_\_\_\_ Tape recordings  
\_\_\_\_\_ Western Union notified  
\_\_\_\_\_ Information sheet ready for Klein  
\_\_\_\_\_ Food arranged for traveling press - if needed

- 4 -  
Check List

General

\_\_\_\_\_ Local Contact list - names phoned to office

Publicity

\_\_\_\_\_ Chairman selected  
\_\_\_\_\_ Adequate materials for releases available  
\_\_\_\_\_ Correct schedule released  
\_\_\_\_\_ Biogs and mats  
\_\_\_\_\_ Photographer assigned  
\_\_\_\_\_ Glossies ordered - for office  
\_\_\_\_\_ Two complete sets of clippings - before, during, after - for Office

Security

\_\_\_\_\_ Staff badge briefing  
\_\_\_\_\_ Press Conference doorman  
\_\_\_\_\_ Minimum uniformed police near RN  
\_\_\_\_\_ No local police headquarters in proximity  
\_\_\_\_\_ Motorcade police  
\_\_\_\_\_ Physical barriers  
\_\_\_\_\_ S. S. to supervise local police

Public Participation

) \_\_\_\_\_ Home-made signs, etc.  
\_\_\_\_\_ Bands  
\_\_\_\_\_ Honor guards  
\_\_\_\_\_ Motorcade crowd  
\_\_\_\_\_ Publication of route  
\_\_\_\_\_ Hotel welcome, crowd and music  
\_\_\_\_\_ Telephone campaigns  
\_\_\_\_\_ Publicize plenty of seats and room  
\_\_\_\_\_ Abundance of free tickets

Advance Man Procedure

\_\_\_\_\_ Review motorcade procedure before arrival of RN  
\_\_\_\_\_ Brief RN aide  
\_\_\_\_\_ Situate local committee  
\_\_\_\_\_ One local to introduce  
\_\_\_\_\_ Get away car for Advance Man  
\_\_\_\_\_ Rest periods for party  
\_\_\_\_\_ Closed truck for baggage  
\_\_\_\_\_ Tape RN remarks





