

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>
47	10	10/15/1960	Memo	Memo to Advance Men. Re: Train Advancing. 5 copies only 1 Scanned.
47	10	9/20/1960	Memo	To: Advance Men. From: George Rogers. Re: Sample swatches of material represent types of drapery material which can be used for background drops for TV appearances. 4 Copies only 1 Scanned.
47	10	n.d.	Memo	To: All Adavance Men. From: Ed McDaniel, Vice President Nixon Staff. Re: Equipment needed for appearances. 3 Copies only 1 Scanned.
47	10	9/20/1960	Memo	To: Bob Wilson From: Bob Haldeman. Re: Kits for Advance Men. 1 Page.
47	10	9/7/1960	Memo	Memo To: Advance Men From: Ed Terrar. Re: Instructions from the Motorcade Chairmen. 1 Page.
47	10	9/11/1960	Memo	Memo To: Advance Men From: Bob Haldeman. Re: Telephone Communications with Washington from Airport. 1 Page.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
47	10	n.d.	Memo	Re: Telephone Services for Press and Party on Campaign Trips of Vice President Nixon and Ambassador Lodge. 2 Pages.
47	10	8/31/1960	Memo	Memo To: Advance Men From: Bob Haldeman. Re: Telephone Communications to the Office. 2 Pages.
47	10	n.d.	Form	Hotel Information Form. Blank. 2 Pages.
47	10	n.d.	Memo	Nixon-Lodge 1960 Campaign Tour Motorcade Driver Instructions. Attached: Blank Car Assignment Sheet. 2 Pages.
47	10	n.d.	Memo	Lodge 1960 Campaign Tour Instructions for Motorcade Chairman. 2 Copies only 1 Scanned. 8 Pages.
47	10	n.d.	Form	Advance Man's Local Contact Sheet. Blank. 1 Page.
47	10	9/11/1960	Memo	Memo To: Advance Men From: Bob Haldeman. Re: Telephone Communications with Washington from Airport. Duplicate Copy Not Scanned. 1 Page.

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47	10	9/11/1960	Memo	Memo To: Advance Men From: Bob Haldeman. Re: Meetings. 1 Page.
47	10	9/11/1960	Memo	Memo To: Advance Men From: Bob Haldeman. Re: Press. 1 Page
47	10	9/11/1960	Memo	Memo To: Advance Men From: bob Haldeman. Re: Motorcade Instructions. 2 Copies only 1 Scanned. 4 Pages.
47	10	9/11/1960	Memo	Memo To: Advance Men From: Bob Haldeman. Re: Telephone Communications with washington from Airport. Duplicate copies not scanned. 2 Pages.
47	10	9/11/1960	Memo	Memo To: Advance Men From: Bob Haldeman. Re: Meetings. Duplicate Copies not scanned. 2 Pages.

October 15, 1960

MEMORANDUM TO ADVANCE MEN

RE: TRAIN ADVANCING

There are, of course, a number of special requirements involved in advance arrangements for the train. In general, train stops will fall into three categories:

1. Whistle-stop -- speech from rear platform of train.
2. Off-train station rally -- speech from railroad station or platform built near train tracks.
3. Off-train, downtown rally -- motorcade from train to auditorium or other point for speech.

Other than the general provisions covered below, an off-train downtown rally is set up about the same as a regular campaign stop from an airplane. The train pulls into the station and the party moves to cars to drive to the hotel or meeting place. The station should, of course, be decorated and there should be a crowd and a band -- just as at an airport.

Off-train station rallies:

The train should stop at a pre-determined point so that the official party can move from the rear car to the platform as quickly as possible. The Vice President will leave the train and take his place on the platform as soon as the train stops. He should be introduced as quickly as possible -- get the preliminary program over before the train arrives and have the band play to fill the interval.

There must be a press section with tables, phones, etc., the same as at an ordinary rally. Be sure that the members of the press are able to move from their cars at the forward part of the train back to the press tables.

At conclusion of speech, the party will return directly to the train and leave for the next stop.

Whistle-stops

These will be the most frequent train stops and require some special arrangements. The train should be stopped so that the rear platform is in the best position for the VP's speech. This is done, with the cooperation of local railroad people, by placing a stake at the point where the engineer is to stop the engine -- calculating the length of the train from there back to the speaking point. Your job is to decide on position of rear platform. RR men will do the rest.

Location should be determined on the basis of the best place to assemble a crowd.

The rear platform of the train will serve as the speaker's platform -- and the local MC should be prepared to step right up onto this platform to introduce the top dignitaries. Then the top state or local candidate should introduce the VP -- who will come out to the platform from the door to his car.

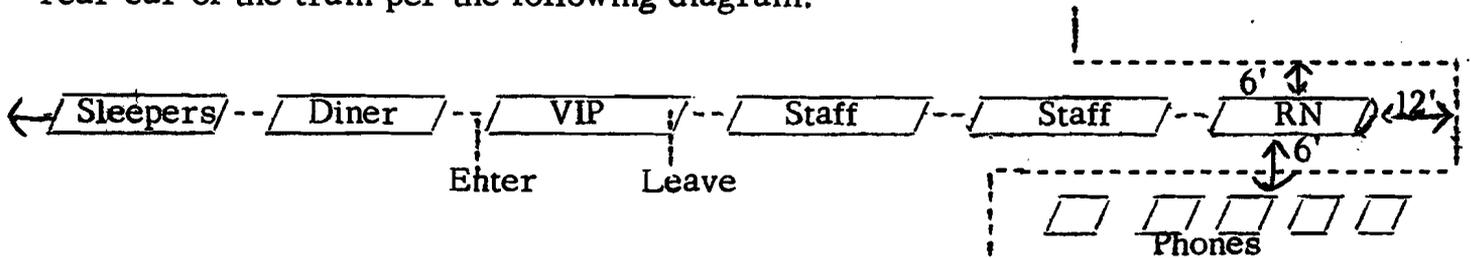
The number of candidates and officials to be introduced should be held to an absolute minimum. Do not go below candidates for Congress. If there is a Republican mayor, he should be introduced, or perhaps serve as MC.

The group to be introduced should wait at the foot of the steps to the rear platform and as each name is called, the individual goes up on the platform, waves, then down the other side. Only two or three people should remain on the platform when the VP comes out to speak. There isn't room for any more.

Immediately at the conclusion of the speech, the train will pull out -- so any presentations should be made before the speech, as soon as the VP comes out.

There should, of course, be a band and decorating in the area.

For safety of the crowd, it is essential to provide rope barriers around the rear car of the train per the following diagram.



The rope across the back is, of course, a drop line -- and is put in place as soon as the train has pulled into position - before the crowd is allowed to fill in behind the train on the tracks. There must be a 6-foot lane kept clear on both sides of the rear car for its full length -- and a 12-foot area kept clear behind the rear of the train.

Local railroad officials will generally be happy to provide ropes and stanchions for the above purpose.

No press tables are required. The press will stand inside the secured area. Phones should be provided within easy access -- either LD terminal on tables alongside the train forward of the rear car or pay booths in the same location, or both.

Advancing for whistle-stops is generally simpler than for regular rallies since no motorcades or hotels are involved. Be sure, however, that the location for the stop is carefully selected; that the publicity is given great emphasis; and that everything is done to insure a big crowd and lots of color. All the basic crowd-building ideas should be used -- plus any others you think of.

The train will carry its own PA and speaker system -- so this does not need to be provided on the ground.

#### General Provisions:

It is customary on the campaign train to let a group of dignitaries from stop B board the train at stop A and ride into their area with the VP. A VIP lounge car is provided for this purpose. The group to board the train must never total more than 40 persons. This will include some state officials who will ride all the way through their state. Clear with the office before setting a number to board at any stop.

The local committee must provide numbered credentials to those who are to board the train. They will also have to provide one-way transportation to the preceding stop. It should be clearly understood in advance that only those with proper credentials and only the number approved will be permitted to board. Refreshments will be available to traveling VIP's. Have a local committee member check the VIPs on.

Basic contact with the railroad is the station-master at each stop.

September 20, 1960

TO: ADVANCE MEN

FROM: George Rogers

The enclosed sample swatches of material represent types of drapery material which can be used for background drops for TV appearances. This is for your information so that should any discussion arise on the proper backdrop for any TV appearance you will be familiar with the various fabrics.

MEMORANDUM

TO: All Advance Men

FROM: Ed McDaniel, Vice President Nixon Staff

1. There should be at least six (6) horns (speakers) of 25 to 30 watt capacity each for all outside speaking engagements.
2. There should be at least two (2) sixty (60) watt amplifiers.
3. There should be two (2) microphones on the speakers stand for the P. A. System. The microphones should be directional type.

September 20, 1960

TO: Bob Wilson

FROM: Bob Haldeman

Complete kits for each visit must be sent to Advance Men as soon as he is assigned to a city. This is imperative. Do not wait until they ask for it. They carry only a small supply of reserve materials.

MEMORANDUM

September 7, 1960

TO: Advance Men

FROM: Ed Terrar

Instructions to the Motorcade Chairmen state that car number one is to be a "4-door sedan unless convertible specified". Substitute the following: "Use a convertible at all times unless a 4-door sedan is specified".

In this instance you should be sure that the top to the convertible does function since, for long rides through the open country or in inclement weather, it will be necessary to bring up the top.

With respect to the signs on both sides, it is strongly urged that the signs be of thin white paper and that an extra-wide tape be used to attach them to the doors.

September 11, 1960

MEMORANDUM

TO: Advance Men

FROM: Bob Haldeman

RE: Telephone Communications with Washington from Airport

You, as the Advance Man, will of course, be at the Airport prior to the expected arrival of the candidate's party. . . . usually approximately one hour ahead. From now on, for all stops, please follow the procedure outlined below:

As soon as you arrive at the Airport, locate a convenient telephone. . . preferably one that is out near the landing strip or has a view of the landing strip. In many cases, the telephone company will have set up press phones right in the area where the plane is to park. These will be located in a good spot for this purpose. In some instances, we will have arranged with the Telephone Company to provide a special phone for your use on a long cord . . . . . this is true in the case of Minneapolis and Peoria in the first week. If this phone is there, use it.

Call the Research Division in Washington at FEderal 8-9411 x. 580 or REpublic 7-7950. Ask for Dave Colwell, Pat Endress or George Grassmuck. They will be expecting your call and will pass on to you, any late news or campaign developments which need to be transmitted immediately to the Press Secretary upon arrival.

At the time of this call. . . an hour before arrival time. . . give the phone number of the phone you are using, to the person you talk with in Washington so they can call you back if there are any developments between that time and the actual arrival time. Make sure that one of your local committee people remains at that phone to receive a call if it does come in, and to get you so you can take the information.

Upon arrival of the plane, locate Herb Klein or Dick Bean immediately when the Press plane lands and pass this briefing information on to them. If Klein is not on the press plane, be sure to reach him immediately upon the arrival of the candidate's plane and give him the information also.

In those cases where the special phone with the long cord is provided, you should determine from Grassmuck on your first call, whether he will want to talk directly to Klein upon arrival of the party. If he does want to place a call to Grassmuck, as soon as the plane taxis up to position so that Herb can immediately get on the phone when the door opens.

TELEPHONE SERVICES FOR PRESS AND PARTY ON CAMPAIGN TRIPS  
OF VICE PRESIDENT NIXON AND AMBASSADOR LODGE

The Bell System has designated two men to coordinate the above services at all stops in Bell System territory. Coordinates have been established at 55 points to act on their instructions. An occasional stop will be made in independent telephone company locations. These same men can help through their contacts even in such locations. After advance men have determined locations where telephones for press or party are needed, they should call collect to the representatives designated below to have the services cared for.

Designated Telephone Representatives

For Mr. Nixon:

S. F. (Les) Tremayne - Business telephone: Washington, D.C., EX 2-5163.

Residence telephone: (outside business hours)  
Washington, D.C., OL 6-1362.

For Mr. Lodge:

Robert (Bob) Brown - Telephone contact numbers same as above (until you are advised of residence number to be established later).

(Each telephone representative will serve as alternate for the other.)

## TELEPHONE SERVICES FOR CAMPAIGN TRIPS

### Some items to be considered

1. As much advance notice as possible to these telephone representatives will aid the maximum effort, particularly for the extensive facilities needed by the press.
2. Every location where the press will have time to file material should be indicated.
3. Services that can be made available for the press include:
  - a. coin telephones in booths (for reporters who tape record their reports).
  - b. coin telephones without booths.
  - c. coin telephones in mobile trucks and trailers for remote locations (not available everywhere).
  - d. regular telephone instruments terminated on the toll board (LD terminals) - a special arrangement in lieu of public telephones which speeds long distance calls made collect or with telephone credit cards.

A blending of the above facilities should care for press needs and it is planned to provide a sufficient number of lines to cover both traveling and local press. (Press services are public telephone facilities and provided without charge by the Bell System.)

4. Services ordered for the traveling candidates and their staffs will be billed by the local telephone company. Advance men will have to determine who will be billed for the billable services in accordance with campaign headquarters policies and give this information to the telephone representatives. The local telephone companies may wish to verify acceptance of the service charges by local parties to be billed.
5. It is anticipated that the candidate's party may require one or more non-published lines at overnight stops in addition to normal hotel communications. An extension of one of these lines in the candidate's suite can be installed without a bell so he can make or receive calls when needed with minimum disturbance.
6. In motorcades, an unmarked telephone company auto with mobile telephone service can be provided for en-route contact (incoming and outgoing calls). This service is a "party line" with other subscribers but may prove useful in an emergency.

August 31, 1960

*talk to  
Chris  
Haldeman*

TO: ADVANCE MEN

FROM: Bob Haldeman

RE: Telephone communications to the Office

The attached list of phone numbers will provide you with most of the basic numbers you will need. As others are added, we will notify you.

The two basic phone numbers for reporting in from the field are:

NIXON schedule - FEderal 8-4920

LODGE schedule - FEderal 8-4925

These two lines are inter-connected so a call can be switched from one to the other if desired. Chris O'Polka can be reached on either line, but FEderal 8-4920 rings by her desk.

All of these lines are direct outside lines and do not go through the switchboard. You can also reach any of the people in scheduling or trip planning through the National Committee switchboard by calling NAtional 8-6800 or through the Nixon-Lodge Campaign Headquarters switchboard by calling FEderal 8-9411. All members of the regular campaign staffs can be reached through the latter numbers.

In reporting in from the field, you should use the first two numbers given above whenever possible.

Unless it is essential that you talk with one of the men, it will be much better for you to leave a message with one of the girls who answer the phone or to dictate whatever information you have to turn in, to her. You can be sure all incoming messages will be quickly processed and answers will be available for you as soon as possible... hopefully, the next time you call.

Please use the same address for all mailings to the Washington Office, as shown on the attached sheet.

PHONE NUMBERS

NIXON SCHEDULE . . . . . FEderal 8-4920  
Bob Wilson (r) OL 4-0347  
Jack Woolley (r) EM 3-7674  
or WO 6-6400 Rm. 26

LODGE SCHEDULE . . . . . FEderal 8-4925  
Jack MacKenzie (r) EL 6-5139  
Jay Jex (r) RE 6-6282

\* \* \* \* \*

Republican National Committee . . . . . NAtional 8-6800

Nixon-Lodge Headquarters . . . . . FEderal 8-9411

\* \* \* \* \*

Mailing Address:

Nixon-Lodge Campaign Tour Headquarters  
Room 303  
1146 - 19th Street, N. W.,  
Washington 7, D. C.

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

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

HOTEL INFORMATION

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

\*\*\*\*\*

Room Assignments

(Assign rooms in order listed - starting with VP suite -  
 when possible)

<u>Room No.</u>	<u>Occupant</u>	<u>Room No.</u>	<u>Occupant</u>
1. _____	V. P. & Mrs. Nixon	16. _____	Richard Bean
2. _____	S. S. - Sherwood & Golden	17. _____	Dr. _____
3. _____	J. D. Hughes	18. _____	_____
4. _____	Robt. Finch / Pat Gray	19. _____	Senator _____
5. _____	Herbert Klein	20. _____	Cab. Offcr. _____
6. _____	James Shepley	21. _____	Reception Rm. (Near elevator lobby and/or check point)
7. _____	H. R. Haldeman	22. _____	_____
8. _____	Rose Mary Woods	23. _____	_____
9. _____	Office	24. _____	_____
10. _____	Secretary _____	25. _____	_____
11. _____	Secretary _____	26. _____	Everett Hart
12. _____	Henry Hyde	27. _____	TV Advance Man
13. _____	Advance Man	28. _____	Ed McDaniel
14. _____	Dale Grubb	29. _____	Steno-type
15. _____	Jack Drown	30. _____	_____

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. McPiernan	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

## 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.
5. All of the drivers should stay together -- and if they go into a meeting or to eat -- they should keep their location known to the motorcade chairman or the man remaining with the cars -- so they can be quickly located if necessary.
6. Motorcade cars should be lined up at the airport -- checked and ready to go -- one hour ahead of scheduled arrival time.
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.

CAR ASSIGNMENT SHEET

CITY \_\_\_\_\_

DATE \_\_\_\_\_

CAR NUMBER P

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

CAR NUMBER 7

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

CAR NUMBER 1

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

CAR NUMBER 8

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

CAR NUMBER 2

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

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.

CARC:

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.

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	_____	_____	_____

September 11, 1960

MEMORANDUM

TO: Advance Men

FROM: Bob Haldeman

RE: MEETINGS

The following points relating to meetings should be inserted in the Advance Man's Manual in the appropriate place:

1. Be sure the lectern is sturdy so the candidate can lean on it and can support himself by so doing. Don't let them use a wobbly, poorly-based lectern.
2. The standard entrance for the Vice President and Mrs. Nixon should be after he is introduced and this introduction should be immediately prior to his speaking. In other words, the Emcee introduces the Vice President; he and Mrs. Nixon enter the hall, take their chairs, Mrs. Nixon takes her seat and the Vice President immediately speaks. They do not enter until after all of the preliminary program and preliminary speeches, introductions, etc., have been completed. There will, of course, be exceptions to this, but this is the basic rule.
3. It is, of course, desirable to have an invocation and a benediction on the program and it is perfectly permissible to use ministers of various faiths for this purpose including priests and rabbis.
4. In any case where there is an overflow crowd outside the hall or in a separate part of the auditorium you can assume the Vice President will always go and speak to this group after he concludes his speech to the main crowd. You can assure the local people that this will be done, but then be sure to allow time for it.

September 11, 1960

MEMORANDUM

TO: Advance Men

FROM: Bob Haldeman

RE: Press

The following points regarding Press arrangements should be added to your Manual in the appropriate place:

1. Emphasize again, the importance of having someone check the door to the press conference and make sure that no one who is not authorized to be in the room, is allowed in. This particular point seems to break down every time. The person who is assigned to the door must stay at the door during the entire period of the press conference.
2. Be sure that the local people understand that both local and traveling press are expected to ride in the press buses in the motorcades. There is to be no segregation between local and traveling press at the various points in the visit.
3. There must always be press tables and chairs at every point where the Vice President is scheduled to make a speech.
4. The Advance Man must be very careful, as must all other members of the staff, not to push press or TV people out of the way at any point during the visit. When we're working through a crowd be sure to let the photographers and TV people have whatever opportunity they need for getting pictures.
5. Be sure a path is kept open to the Press tables from the point where the press disembarks from the motorcade so they can get to those tables. This has been a problem recently.

September 11, 1960

MEMORANDUM

TO: Advance Men

FROM: Bob Haldeman

RE: MOTORCADE INSTRUCTIONS

The following additions, revisions and points of emphasis should be applied in all future motorcade operations:

1. In Lodge motorcades, the candidate's car, No. 1, is to be a convertible at all times. Always use a convertible for Lodge.
2. In Nixon motorcades, it will be the Advance Man's responsibility to make sure the Security people have reserved one seat in the Security Car, No. 2 for Major Hughes, the Vice President's military aide. This arrangement should be made by the Advance Man rather than the Secret Service since they are not in a position to request this space from the police but you are.
3. The local driver is not to have any other local people planning to ride with him in the car. We have had occasions where the drivers have brought friends or wives to ride with them. We are counting on all the space in that car other than the driver's seat for our use and the drivers must never plan to add people to the car.
4. The Car No. P, the Photo Car which precedes car No. 1, will, in most cases, be a convertible as specified in the instructions. As further specified, a truck can be substituted for this car if there is a need for more space for photographers. If you use a truck, do not use the convertible. In other words, the truck takes the place of the convertible. Do not use both cars in any one motorcade.
5. Please be sure that one seat is saved in either the cab of the photo truck or in the front seat of the photo car for Jack Drown who will ride in this car in all motorcades in order to coordinate speed and timing.
6. Be sure that the police on the ground know they must get the buses into their proper position in the motorcade and they must not let cars cut in ahead of the buses. This is very important and the crucial time is just as the motorcade is starting. Therefore, the foot policemen who are remaining on the ground are the ones who can be of most help. You should discuss this directly with them just prior to time of departure.
7. In timing motorcade routes, drive the route at the approximate time of day under the traffic conditions that will prevail during the time of

the visit, drive at speed limit if possible. When you're planning for a crowd and a parade type run through the downtown section, time that part of the route at 15 to 18 miles an hour. Run faster than this for scattered crowds. Do not ever time a route at a slower rate than 15 m. p. h. We have run into a problem on several recent trips of arriving at various points too early and therefore getting there before the crowd had assembled.