

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	12	02/13/1960	Memo	To: Charles Farrington Jr. & John Ehrlichman From: Bob Haldeman Re: Check list for re-advance in Ca. 1 Page
47	12	05/26/1960	Memo	To: Advance Men From: Bob Haldeman Re: Police Escorts for Motorcades 1 Page.
47	12	n.d.	Memo	Notes: Re: Advance Manual, Hughes and Woods. 2 Pages.
47	12	01/28/1960	Memo	Notes: from RFH on plane, Chicago to Washington. 1 Page.
47	12	07/08/1960	Memo	Notes on Schedule Meeting, Tuesday, July 5th. Duplicate Copy Not Scanned. 2 Pages.
47	12	12/24/1959	Memo	To: Staff (Finch, Haldeman, Klein, Rose, Hughes) From: J.T. Sherwood. Re: After RN is nominated - use of Secret Service Agents to assist Political Advancemen in traveling with them about the country. 1 Page.

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47	12	02/16/1960	Memo	Re: Discussion with RN and PN on return trip from Michigan. 1 Page.
47	12	07/08/1960	Memo	Notes on Schedule meeting, Tuesday July 5th. Present: RN, Finch, Hall, Arbuthnot, Wilson, Bassett, Haldeman. 2 Pages
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47	12	05/26/1960	Memo	To: Advance Men From: Bob Haldeman Re: Police Escorts for Motorcades. Duplicate Copy Not Scanned. Attached: Post it from the Desk of Bob Haldeman. 2 Pages.
47	12	09/12/1956	Memo	To: Advance Men Re: Procedures for Colorado Springs Colorado. 2 Pages

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
47	12	09/15/1956	Other Document	Western Union Telegrams From: Haldeman To: Hotel Martin Sioux City Iowa. To: Boise Idaho To: 11668 Terryhill PL. 4 Pages.
47	12	09/22/1956	Other Document	Western Union Telegram From: Bob Re: Procedures for Advance Men. 1 Page.
47	12	10/16/1956	Memo	Memo To: Advancemen From: Bob Wilson. Re: Key points to follow in the final phase of the campaign. 1 Page.
47	12	10/1958	Memo	Supplemental Memo #1 to Advance Men. 4 Pages.
47	12	10/09/1956	Memo	Memo for Advance Men Re: Suggestions for campaigning. 2 Pages.
47	12	04/14/1960	Memo	To: Bob Finch for Advance Men. From: RN Re: Airport receptions. Attached: Memos from RN to Bob Finch and RN to RHF. Also attached: note for filing. 5 Pages.
47	12	05/27/1960	Memo	To: RHF From: RN Re: Indiana TV Show (Looking Back On) 1 Page.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
47	12	01/23/1960	Memo	To: Staff (Finch, Klein, Rose, Hughes, Haldeman, McWhorter, Stover) From: Sherwood. Re: Observations. 2 Pages.
47	12	n.d.	Memo	To: Finach, Klein, Woods, Hughes, McWhorter & Political Advancemen. From: Sherwood. Re: Autos and baggage handling; who provides & arranges. 1 Page.
47	12	1956	Report	Strictly Confidential Suggestions for Advance Men Re: Itinerary of President and/or Vice President. 11 Pages.
47	12	05/17/1960	Memo	To: Advance Men From: Bob Haldeman. Re: New York Trip. 17 pages.

February 13, 1960

*Added to E
Hotel rooms
staff car*

TO: Charles Farrington Jr.
John Ehrlichman
FROM: Bob Haldeman

The purpose of this memorandum is to put down for you some points that ought to be checked when you do your re-advances in the various cities on the California itinerary.

For your general information, we have sent a number of people into the California area for certain specific purposes. Among these is Ted Rogers who is going to be handling actual production arrangements for television in both Fresno and San Francisco. Ted is an old friend of the Vice-President's, who has worked with us in earlier campaigns in this same capacity. John Hamlin from Washington has contacted a number of people on the stop to get some background information to be used in preparing material for the Vice-President's speech. Peter Kay is a newspaperman from San Diego who has covered most of the stops personally, checking on background color material again for use in remarks at speeches.

We were also very concerned last week, and the Vice-President was especially concerned by the problem of making this trip completely non-political with two exceptions - those being the reception in Stockton and the reception in San Francisco. All the other events must be of a non-political and civic or community nature. Thus we have changed sponsorship of several of the events and worked out other means of taking them out of the political area. This, however, creates the problem of getting a crowd to each of the public things. In order to meet this, we have sent Dell Smith into Fresno and San Francisco and Sacramento to work on crowd-building at the airport arrivals on each of these three places and also the public receptions in Sacramento and San Francisco. Dell is a former executive secretary of the National Young Republican Federation and has worked with us in other campaigns in this crowd-grouping area. He has been contacting various young peoples organizations and that kind of thing to make sure there are lots of people out - all of course, under non-political banner. In essence, he has been encouraging public participation in the various events that are open to the public. Please be sure on each of your re-advances to contact the Secret Service and fill them in on the schedule as included with this memo. You will note this schedule is, in many ways, a revision from earlier schedules and we have made so many changes during the last couple of weeks that I'm not sure what the Secret Service is aware of and what they aren't.

Newt Stearns tells me that Whittacker & Baxter will advance each of the stops and Newt himself will advance Fresno and Sacramento which will coincide with Farrington's activities. Mike Abramson will advance San Francisco and Stockton which will coincide with John's activities.

We will probably have pretty near 15 traveling press with us. It will thus be necessary, in each stop, to arrange transportation and hotel rooms for a press group of this size. As you know, their hotel rooms should be

May 26, 1960

TO: Advance Men

FROM: Bob Haldeman

RE: POLICE ESCORTS FOR MOTORCADES

There have been some questions about the methods and principles involved in using police escorts for the Vice President's motorcades.

The important thing in this connection is to keep in mind the purpose of an escort when one is used. This is, of course, to insure that the entire motorcade, of whatever number of cars it consists, start, continue and arrive at the destination together. In discussing escort plans with the Secret Service field offices or with the police, it should be emphasized that the function of the escort is not to provide a bodyguard or a Guard of Honor for the Vice President.

Keeping these points in mind, it becomes obvious that the number of motorcycles or vehicles required to escort the motorcade will depend on the length of the motorcade and number of cars in same. It will not require a large number of motorcycles at the front of the motorcade or surrounding the Vice President's cars. There should, in most cases, be a follow-up car after the last official car in the motorcade and this should be a marked police car. No lead car or any other vehicle is to precede the Vice President's car.

If motorcycles are needed, they should operate on a "push basis" rather than "leap-frogging". In other words, the first motorcycle arrives at an intersection just as the motorcade does and holds the traffic at the intersection while the motorcade proceeds through (waiting, of course, for the light to turn green). The second motorcycle will be running about even with the third or fourth car in the motorcade and as it comes in to the intersection, the first motorcycle goes on ahead to the next intersection. The second one stays there until the third motorcycle arrives, and then goes on ahead, and so on. Thus there is no great confusion of motorcycles roaring back and forth nor is there any need for use of sirens or other sound devices.

The most important thing, however, is to emphasize that the real problem is getting the last car in the motorcade to the destination along with the rest of the cars. Emphasis should not be placed on the Vice President's car. Most of the troubles we have had with escorts in the past have been due to a lack of understanding of this basic principle.

Motes,
Hughes & Woods

Advance Manual

Bob

~~Nobody pending~~
~~VP problem~~

Advance School
Disc.

Entrances

Work out VP position in line to enter
preferably VP enters alone after all others seated
on stage

Sched

Overall
Check crowd situation for each event of VP
Arrival at that event
Can salvage bad affair if know ahead of time

1)

[No schedule shown to VP ex Don Hughes

Adv man board plane first + check sched
changes w/ Hughes

Need to work on Pat's schedule

NO receiving line over 45 min when speaking at
sit down dinner or same event
figure 10-12 people/min

Absolute ~~the~~ limit on Q+A.

~~No dignitaries~~
~~No dignitaries~~ Deep ties allowed

Avoid personal receptions - or those that don't include full group
or which are not part of function - lead table
gathering OK

Wet

~~Bob Wagner~~
~~Dale Gaffett~~

Alcohol No attendance at cocktail parties.

Hold line to absolute minimum
if fat they + big crowd - only RN + Pat
ideal line is RN + Pat

in large reception there is no need to introduce
RN - or the people

Be sure Mrs. Nixon's time is accounted for

JDH 3. No split receptions or small dropbys-

*Att
Inst*

*1/28/60
J.W.*

NOTES from RHF on plane, Chicago to Washington, 1/28/60

Important

This should get to Haldeman right away, and should be included in all advance man instructions.

PN should always be introduced by the Chairman of the meeting. This was not done at either the Golf dinner in NYC or at the Chicago Dinner. These arrangements must always be a regular part of the advance planning.

The Chairman should do this before RN is introduced.

Another item for Haldeman

Starting with Wisconsin trip, systematically get names of all the important Party and other people in the area along with brief biographical data and have available in list form when RN and party arrive.

Purpose is for some calls to be made to these people on behalf of RN. Now that there is a larger travelling and advance staff, they can be used to cover more bases. Important to use staff better in the future.

* * * *

RN needs to have more and better Lincoln material; something more than the usual stuff. Perhaps can get someone connected with the Sesquicentennial Committee to work on this.

Newton Fair!

RHF
AM procedure
disc Myler

December 24, 1959

To: Staff (Finch, Haldeman, Klein, Rose, Hughes)

From: J. T. Sherwood

Subject: After RN is nominated - use of Secret Service Agents to assist Political Advancemen in traveling with them about the country.

This suggestion relates to actual campaign period after RN has been nominated by the Republican National Convention at Chicago. However, it need not be strictly confined to this period.

As you know, the Secret Service has always sent out "Advance" security personnel re impending visits by the President, even though he may also be, at the same time, a candidate for the Presidency. Through the years on many occasions, re visits by the President within and outside the United States, the only "Advance" personnel have been Secret Service Agents. I mention this only to point out that there are quite a few of the SS who have had experience in the field of "advancing." Also, there are a number of our Agents who have gained some knowledge of RN's particular wishes, etc. by virtue of "advancing" his out-of-the-country "Goodwill Trips," as well as being associated with visits by RN to cities in the United States during the past seven years.

I am suggesting, without having yet talked with anyone in the Secret Service about it, that selected Agents (believe I should do the selecting) would prove to be of material assistance to Political Advancemen by traveling with them throughout the country. These Agents could be brought into Washington, given special instruction, assigned to Political Advancemen, and on a date certain be ready to move.

If it is felt this suggestion needs further discussion or follow-up, I shall be happy to act upon it. Naturally, it would be assumed that RN knows of the idea and approves. His approval would be my "go-ahead" with Chief Baughman. I would require about one month notice to organize and effectuate a plan.

*use
high*
February 16, 1960

MEMO

Discussion with RN and PN on return trip from Michigan

Michigan schedule -

Wayne University - waste of time - too small.

From now on on schedules we should look at the days --
concentrate on big things.

New rule - ADVANCE MAN - Have the chairman of a
meeting say "I would like to ask all of you to please remain in your
seats until the Vice President and Mrs. Nixon have left the (hall)
(auditorium) (room).

No split receptions - no more small drop bys. Never
let them put "cocktail party" even on a tentative schedule or in an
Hillbilly early story on what is to be scheduled.

NOTES ON SCHEDULE MEETING, TUESDAY, JULY 5th

Present: R.N., Finch, Hall, Arbuthnot, Wilson, Bassett, Haldeman

The following points were set forth with regard to schedule preparation:

1. Press Conference - O.K. to set aside time each day for Press Conference but don't commit in advance just leave a half-hour in the schedule open for this.
2. Receptions - No more marathon hand-shaking sessions. No receptions or other meetings after speeches. Always leave time in schedules for impromptu hand-shaking in streets, or in hall or at rally, but nothing to be scheduled as hand-shaking or formal reception.
3. No meals to be scheduled at any time.
4. No private homes to be used for overnight stops.
5. No more small, private off-the-record finance meetings, except under greatest pressure. In no case should this be scheduled to satisfy local committee; only to be done if really big money is involved and essential.
6. No fund dinners or other fund-raising events.
7. Overall Schedule - Daily schedule should be varied and should not follow one single format. That is - one day might include 10 or 12 major speeches and the following day only 1 or 2.
8. Radio and TV - Radio time is never to restrict starting or finishing times for a speech. That is, if program is covered by live radio it must be on an open-time basis so that schedule is not made rigid merely to conform to radio requirements. On Television, however, it will be necessary to have restricted time segments.
9. There must always be two hours time prior to any television appearance for preparation.
10. There has previously been too much emphasis on getting a big crowd of people at the ~~for~~ actual hall during an event which is being televised. The emphasis should be on the coverage for television rather than the live audience.
11. No informal drop-bys at small meetings with local people, etc... except on a non-scheduled basis,

12. Nothing is to be scheduled after 11:00 P. M. RN is to be in his room by 11 o'clock every night without exception. This can, under absolute necessity, be stretched to 11:30.
13. No commitments are to be made in advance on factory drop-bys. These will always be a last-minute arrangement so that unions can't set up pickets and other counter-activity. This also applies to downtown motorcades in major cities where there is a strong labor organization.
14. Church - RN will attend church every Sunday during campaign. No announcements are to be made in advance of church attendance and no invitations accepted for attending churches. They will be picked at the last minute.
15. As a basic rule, we will work the good areas . . . not go across the tracks; thus meetings should be scheduled for places where crowds are favorable and can be counted on to be good, rather than attempting to work areas where help is needed.
16. General - No trip to South Dakota, North Dakota or Hawaii or Alaska. We'll have to go to New Hampshire and we'll do Vermont and Maine and possibly Massachusetts on the same trip. No corn-husking contest. New England swing possible prior to start of campaign . . . maybe with receptions and a clambake. Campaign will probably start September 12th instead of 19th. We'll do one-night stand in California immediately after Convention . . . probably in L. A. sports arena.

May 26, 1960

TO: Advance Men

FROM: Bob Haldeman

RE: POLICE ESCORTS FOR MOTORCADES

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The most important thing, however, is to emphasize that the real problem is getting the last car in the motorcade to the destination along with the rest of the cars. Emphasis should not be placed on the Vice President's car. Most of the troubles we have had with escorts in the past have been due to a lack of understanding of this basic principle.

To read at
Adv. Meeting

BOB HALDEMAN

AYLETT COTTON
HOTEL ANTLERS, COLORADO SPRINGS, COLO

SEPT. 12, 1956

MEMO TO ADVANCE MEN:

IMPORTANT TO AVOID DELAYS AT AIRPORT, BOTH ON ARRIVALS AND DEPARTURES. JIM BASSETT AND HERB KLEIN WILL HANDLE PRESS UPON ARRIVAL. BE SURE TO HAVE AN ADEQUATE ROOM RESERVED AT THE AIRPORT WHERE VP CAN BE AVAILABLE TO THE PRESS AND IT IS IMPORTANT THAT THE PRESS GET INTO THE ROOM QUICKLY AFTER ARRIVAL. TRY TO LIMIT QUESTIONS TO 15 MINUTES.

OK TO USE BUS FOR PRESS MOTORCADE TRANSPORTATION, BUT *add open car #4*
BUS MUST BE CLOSE TO LEAD CAR, NO FURTHER BACK THAN CAR #~~5~~⁴
CONTACT IMMEDIATELY THE TOP POLITICAL LEADERS FOR ALL YOUR ASSIGNMENTS TO DATE (CONGRESSMEN, SENATORS, GOVERNORS) AND ASK THEM TO PREPARE ONE PAGE SUMMARY OF THE TOP LOCAL ISSUES AND THEMES THEY WANT STRESSED BY VP AT EACH STOP AND SEND TO ME IN WASHINGTON BY WIRE OR AIR MAIL SPECIAL DELIVERY RIGHT AWAY.

AT EVERY PLACE POSSIBLE TRY TO ARRANGE FOR A SOCIETY EDITOR OR OTHER NEWSWOMAN TO INTERVIEW PAT NIXON TO TALK ONLY ABOUT NON-POLITICAL DISTAFF-SIDE MATTERS.

THE MAIN RESULTS SHOULD BE A SHOT IN THE ARM THAT THE LOCAL ORGANIZATIONS WILL NEED. IN YOUR CONTACTS WITH THE

(continued)

LOCAL PEOPLE EMPHASIZE THAT THE 32 NEWSMEN TRAVELING WITH US WILL BE WATCHING TO SEE WHETHER THE LOCAL REPUBLICANS ARE DEFEATISTS OR APATHETIC. THE PRESIDENT INDICATED TO VP YESTERDAY THAT IT WAS TREMENDOUSLY IMPORTANT TO GET THIS CAMPAIGN OFF ON AN EFFECTIVE, WINNING PSYCHOLOGY. THEREFORE, WE SHOULD DOUBLE OUR EFFORTS TO MAKE THESE MEETINGS SUCCESSFUL.

NO PLANS WHATSOEVER SHOULD BE MADE IN ADVANCE FOR VP'S TIME ON THE TWO SUNDAY REST DAYS. THERE WILL PROBABLY BE TOO MUCH WORK FOR HIM TO DO ANYTHING ELSE, AND IT IS IMPORTANT JUST TO WAIT AND SEE WHAT WORKS OUT ON THESE DAYS.

ALWAYS TRY TO LEAVE THE 2 HOURS BEFORE ANY IMPORTANT EVENING MEETING FREE.

WE NOW HAVE READY COMMITTEE BADGES, HOST RIBBONS, OFFICIAL GUESTS CARDS AND CAR NUMBERS. THESE WILL BE AIRMAILED TO EACH CITY IN YOUR NAME IF YOU TELL US WHERE TO SEND THEM.

THANKS FOR YOUR PATIENCE. PLEASE KEEP IN TOUCH. LOIE SENDS LOVE.

BOB WILSON M. C.

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

WESTERN UNION

TELEGRAM

W. P. MARSHALL, PRESIDENT

1220
(R 11-54)

SYMBOLS
DL = Day Letter
NL = Night Letter
LT = International Letter Telegram

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

MA019

15 AM 6 18

M WA011 LONG NL PD FAX WASHINGTON DC 14

H R HALDEMAN

HOTEL MARTIN SIOUX CITY IOWA

- HE INSISTS THAT THERE BE MINIMUM OF DELAYS AT THE AIRPORTS. HAVE ADEQUATE CROWD HANDLING PERSONNEL AND WELL-PLANNED SCHEDULE, INCLUDING MAXIMUM OF 15 MINUTES FOR LOCAL PRESS QUESTIONS. GET PRESS INTO PRESS ROOM QUICKLY AFTER ARRIVAL.
- ¶ FOR SOME MAJOR STOPS. TRY TO ARRANGE TV COVERAGE OF PRESS MEETING RATHER THAN COVERAGE OF MEETING.
- ¶ WHERE APPROPRIATE AND IT DOESN'T APPEAR FORCED, OK TO ARRANGE SEPARATE SCHEDULE FOR PAT, ALLOWING INTERVIEW WITH NEWS-WOMEN, VISITS TO HOSPITALS, CHURCHES, SCHOOLS, ORPHANAGES, REST HOMES, ETC.
- ¶ ARRANGE DROP-BYS AT CHARITABLE, NON-POLITICAL MEETINGS, IF SUCH IN PROGRESS.
- ¶ TRY TO WORK YOUNG PEOPLE INTO EACH MEETING, INCLUDING NATIONALITIES AND RACES, FOR PICTURES.
- ¶ TRY TO LEAVE SCHEDULE LOOSE ENOUGH TO VISIT FACTORIES, COLLEGES, FARMS, OR CROWDS. VISIT PEOPLE, NOT THINGS.
- ¶ TAPE ALL MEETINGS. THIS IS IMPORTANT. TAPE ALL MEETINGS.
- ¶ SAMPLE INTRODUCTIONS OF THE VP WILL BE FURNISHED TO YOU SOON.
- ¶ BE SURE ON INITIAL ADVANCES THAT THE TOP POLITICOS ARE INFORMED IMMEDIATELY. THIS INCLUDES GOVERNOR, NATIONAL

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

CLASS OF SERVICE
This is a fast message
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WESTERN UNION

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W. P. MARSHALL, PRESIDENT

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1954 SEP 15 AM 6 18

COMMITTEEMAN AND WOMAN, STATE CHAIRMAN, U.S. SENATORS AND
LOCAL CONGRESSMEN.

{ ♀ BE LOOING FOR UNUSUAL THINGS FOR HIM TO DO, AS POSSIBLE
HUMAN INTEREST STORIES WITH PICTURE POSSIBILITIES.
♀ CALL US DAILY. WE THINK YOU ARE THE GREATEST AND LOVE TO
HEAR FROM YOU.

BOB WILSON M C

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

CLASS OF SERVICE
This is a fast message
unless its deferred char-
acter is indicated by the
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WESTERN UNION

TELEGRAM

W. P. MARSHALL, PRESIDENT

1220
(R 11-54)

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LT=International
Letter Telegram

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

PRA014 CTA024 • AR

CT WA062 LONG NL PD•FAX WASHINGTON DC 17•

H R HALDEMAN•

1976 SEP 18 AM 5 07

•HOTEL Owyhee BOISE IDA•

•CHANGE IN POLICY FOR MOTORCADES NOW ALLOWS TOP DOWN IN ANY AREA WHERE CROWDS GATHER. PLEASE CALL US EVERY DAY AND TELL US WHERE YOU ARE

• PLEASE SEND ALL POSSIBLE DETAILS ON TENTATIVE AND FINAL SCHEDULES FOR MEETINGS AS SOON AS POSSIBLE ON EACH MEETING. PREFER TO HAVE YOU SEND THEM AIR MAIL SPECIAL. WE HAVE NEW SCHEDULE DETAIL FORM FOR FUTURE ADVANCES.

• WE HAVE LARGE SUPPLIES OF NIXON BUTTONS, CARDS AND OTHER MATERIALS. PLEASE NOTIFY US BY PHONE AS TO WHOM MATERIAL SHOULD BE SENT AT EACH STOP FROM COLORADO SPRINGS ON TO END OF TOUR. THIS IS FREE MATERIAL. CAN SEND 5 OR 10 THOUSAND OF EACH TO EACH STOP. LET US KNOW ADDRESS IMMEDIATELY. TODAY IS D-DAY. WE'RE WITH YOU ALL THE WAY=

•BOB WILSON=•

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

CLASS OF SERVICE
This is a full-rate Telegram or Cablegram unless its deferred character is indicated by a suitable symbol above or preceding the address.

WESTERN UNION

W. P. MARSHALL, PRESIDENT

1220

SYMBOLS
DL=Day Letter
NL=Night Letter
LT= Int'l Letter Telegram
VLT=Int'l Victory Ltr.

1956 SEP 21 AM 10

The filing time shown in the date line on telegrams and day letters is STANDARD TIME at point of origin. Time of receipt is STANDARD TIME at point of destination.

LA176 BA318 =

=L B WWY395 NL PD DUPLICATE=WASHINGTON DC SEP 20=

H R HALDEMAN =

11668 TERRYHILL PL LOSA=

MOTORCADE SITUATION NEEDS CLARIFICATION. IGNORE PAST MEMOS WHILE WE GO THROUGH THIS AGAIN ~~SECRETLY~~. MOTORCADE CHAIRMAN MUST KEEP TIGHT CONTROL, SEEING THAT DIRECT ROUTE ADHERED TO, WITH NO HORN HONKING OR WAVING BY DRIVERS, ETC. PRESS CAR AHEAD OF RN CAR OK IN DAYLIGHT HOURS, BUT KEEP AMPLE SPACE BETWEEN. MARK FIRST CAR PROMINENTLY WITH LARGE SIGN INDICATING PRESS.

HE AND PAT ARE TO RIDE TOGETHER IF AT ALL POSSIBLE. SECURITY CAR NEXT, THEN CAR FOR WIRE SERVICES. ONLY IF NECESSARY, WORK IN HERE A VIP CAR FOR PAT IF SEPARATED. PAT'S CAR SHOULD BE APPROPRIATELY MARKED. THEN FOLLOWS PRESS BUS, LOCAL VIP'S AND STAFF.

I SUGGEST WHEN ARRANGING TV TIME THAT AGENCY BE ASKED TO FURNISH REPORT ON COMPARATIVE AUDIENCE RATING AND NUMBER OF LISTENERS.

WHEN MAKING PLANS FOR UNUSUAL ACTIVITIES DON'T PLAN GAG PHOTOS SUCH AS INDIAN HEADDRESS, BEATING DRUMS, ETC. HOWEVER OK FOR YOU TO BEAT THE DRUMS FOR GETTING OUT A CROWD=

:BOB=

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

WESTERN UNION TELEGRAM

LUSA

WANT TO RE-EMPHASIZE THE NECESSITY OF HAVING PRESS ROOM
IN THE HOTEL WITH TABLES AND TYPEWRITERS.

HAVE CAR STANDING BY UPON ARRIVAL OF PLANE FOR
USE OF STAFF AHEAD OF MOTORCADE. VERY IMPORTANT TO HAVE
COMPLETE CONTROL OVER MOTORCADE.

WHEN WORKING OUT POSSIBLE OFF-BEAT ACTIVITIES DO
NOT--REPEAT DO NOT---TAKE LOCAL COMMITTEE INTO YOUR CONFIDENCE.
LIST SUGGESTED ACTIVITIES INCLUDING ADDRESS AND SUBMIT
TO BASSETT PRIOR TO ARRIVAL. THESE MUST APPEAR SPONTANEOUS,
WITHOUT LOCAL OFFICIALS PRESENT, TO HAVE DESIRED EFFECT.

REMINDER OF GENERAL POLICY STATED IN ADVANCE MAN
HAND BOOK: AT ALL TIMES YOUR RESPONSIBILITY TO THE MAN
SUPERCEDES YOUR RESPONSIBILITY TO THE LOCAL COMMITTEE.

REGARDING CITIZENS FOR EISENHOWER-NIXON BANDWAGON
APPEARANCES, TRY TO COOPERATE WITH LOCAL BANDWAGON WORKERS.
IF POSSIBLE, HELP THEM ARRANGE FOR BANDWAGON AT AIRPORT
ON ARRIVAL AND FOLLOWING UP MOTORCADE. ALSO, CITIZENS
HAVE VERY GOOD FILM FOR SHOWING AT NIGHT RALLIES. SUGGEST
YOU USE THIS IF HAVE NEED FOR TIME FILLER DURING WARM-UP
PERIOD.

KEEP UP THE GOOD WORK
BOB

•
(1:108 PM SEP 22 56)

MEMORANDUM FOR ADVANCEMAN

From: Bob Wilson

As we get into final phase of campaign, we are reemphasizing these points:

- (1) No dropins at party workers meetings, etc.
- (2) Keep at least two hours free before each evening meeting.
- (3) Regarding press conferences. Try to stick to the rule of only one press conference a day. Arrangements should be made so that he is standing up for such conferences.
- (4) Try to get local people lined up in reception line at foot of the plane steps according to protocol when the party arrives.
- (5) In making hotel reservations, include aircraft crew of six, 4 males and 2 females will need three twin-bed rooms.
- (6) Call GOP headquarters, Citizens Headquarters and other party worker groups to find the specific kind of help these groups need from local citizens. He will then make urgent plea at local meeting for volunteers to assist these local groups. Advanceman should furnish this information to him on arrival at each stop.
- (7) After meeting completed, be sure list of names of workers is sent here to us for thank-u letters.
- (8) Please please phone or mail us immediately names of county chairman, meeting chairman, motorcade chairman and other essential information as soon as decided. Final information on third tour, first week, must be to us by Friday night. Thanks for wonderful job.

Leis sends regards.

STRICTLY CONFIDENTIAL

Supplemental Memo #1 to Advance Men

October 1958

Advance Data to be Obtained by the Vice President's representative:

The Vice President particularly wants to know what the local issues are. Make every effort in each place to determine from a friendly newsman what questions may come up in a press conference. We need this information as far in advance as possible so that there will be time to do research on it if the Vice President needs to be prepared on some special local issue.

General Instructions for Planning Itinerary

In planning the schedule, have ample time available so that if he should decide to do so the Vice President could meet with opinion-makers, i.e., political and business leaders, publishers and other major press, religious and educational leaders. Dedications of hospitals, community centers and participation in various charitable drives under proper circumstances might be appropriate, but emphasis should be on opportunities for person-to-person discussions with representative individuals or groups.

Airport Arrival Arrangements

1. Wherever possible, avoid having welcoming signs, etc., just for the Vice President. Instead, emphasis should be placed on signs for the individual candidates and the ticket.
2. On those occasions when the Vice President will be having a press

Stand up at press conference
conference on arrival at airport, Mrs. Nixon has agreed to meet with the ladies of the press on the same basis as in past campaigns and interviews -- strictly ladies' talk, no statements on issues, political matters, etc.

Serve coffee at women's press meeting

Press Conferences

As often as possible, press conferences should be televised -- either live or on film. Whenever local people suggest a televised press conference be sure to encourage it.

Meeting

1. With the exception of fund-raising dinners, no sit-down meals are to be scheduled before any appearance (i. e., evening meetings, etc.)
2. As soon as possible be sure to determine what the Vice President and Mrs. Nixon should wear for each event. In addition to designating business suit, or black tie, etc., Mrs. Nixon needs to know whether the ladies will be wearing afternoon dresses, long or short formals, etc. (As of this writing, Mrs. Nixon will accompany the Vice President during only the first and third weeks of October. However, this is subject to change, so obtain dress details as above for all events until further notice.)
3. Arrangements should be made to obtain tapes of every meeting and appearance, even though the Vice President may only be speaking informally.
4. Where appropriate, the advance man should suggest to local people that precinct workers be given special recognition in connection with the Vice

President's visit (for example, having precinct workers featured as guests of honor at campaign meetings, etc.) -- some way to let them know that their efforts are appreciated.

5. The standard rule is no black tie at dinners or receptions. There must be no difference in dress of people at head table and those in the audience.

Television Arrangements

1. Without exception, no black-tie event is to be televised.
2. No teleprompter or cueing devices will be used, and make sure the local people know this so they will *provide cue* recognise the need for keeping on their toes to insure that events go smoothly but with spontaneity.

Fund-raising Dinners

As a general rule, the Republican National Committee should be assured in every case of more than enough to cover expenses (usually \$10,000 and never less than \$5000.) Advance men should make it clear that this money is to go to the Republican National Committee earmarked for the Vice President's campaign traveling expenses. However, where a State is already allocating a certain percentage of the fund-raising dinner proceeds to the National Committee, no more is necessary, providing it meets the minimum specified above.

Thank-you letters

Be sure to send a list of names and comments on what each person did, to the Vice President's Washington office so that thank-you letters can be prepared for his signature.

October 9, 1956

MEMORANDUM FOR ADVANCE MEN

(Please keep these instructions confidential)

We have accumulated a few new suggestions that you may already know, but they are offered here as reminders to you.

We are particularly anxious to build outstanding audiences for our candidate at each one of his stops. To accomplish this it would be well to use extra effort to encourage the use of motorcades and chartered busses to bring party workers to the rallies. Paid newspaper, radio and television ads will be helpful too.

Do not let the newspapers know that we are expecting an overflow crowd at any of the rallies. We must put out publicity to the effect that there will be plenty of space, seats, etc.

The Advance Man for each city is expected to ride in the front seat of the Candidate's automobile to be able to tip him off to any off-beat activities, etc.

Discourage drop-bys at party worker meetings and other party groups in any of our stops. Unless there is a compelling political situation that requires it, he would prefer not to meet with any of the local politicos.

Give us information on the nature of the audience and the type of talk expected at each one of his speaking engagements.

As the weather gets colder, be careful to choose the proper car for the party in the motorcades. There is no need for him to be in an open car unless there has been a buildup for crowds. Try to choose the shortest and most expeditious route through the towns.

In making a decision on the type of meeting place, we can be a little bolder than during the first phase of the campaign, but stay on the conservative side rather than being carried away by local enthusiasm.

Maintain complete control over the motorcades, instructing the motorcade chairman carefully in proper speeds, safe driving, escorts, etc. Check the motorcade route carefully to see that it is not too devious.

Avoid delays on arrival at the airport. Be sure that motorcade chairmen and press chairmen check with Ed Terrar and Herb Klein respectively, upon arrival.

In making television arrangements keep uniformed police away from the Candidate as much as possible. As a follow-up at TV stops, ask local agency to furnish a report on comparative audience rating and number of listeners.

The security and local people at each stop should be notified in advance that Ted Rogers and/or Everett Hart are cleared to have access to the area where the Candidate will be speaking and that the staff badge they and other members are wearing is sufficient identification to go anywhere in the meeting place before and during the Candidate's appearance.

In making the press arrangements, be sure that press tables are right in the room where speeches are being given. In large halls typewriters should be set up in the hall, otherwise they should be in an adjoining room.

In setting up the suite in the hotel for the secretaries be sure to arrange for adequate mimeograph facilities. We must have not only a machine, but also an operator on hand for the time the Candidate is at the hotel.

Try to cooperate with Citizens for Eisenhower-Nixon Bandwagon Committees. In most areas they have been very successful in arranging for bands, parades, etc., that have helped to build up crowds.

Make sufficient and adequate arrangements to tape all of the meetings. Immediately after the meeting give the tape to Klein or Bassett or mail to headquarters in Washington.

On early morning departures make arrangements at hotel coffee shops to be open early enough to accomodate the party.

Just remember that at all times your responsibility to the Candidate supercedes your responsibility to the local Committee. Best of luck,

Bob Wilson

April 14, 1960

MEMORANDUM

TO: Bob Finch
FROM: RN

Greatest mistake in the SF schedule -- they had me seeing Schneider and Mayer of the papers and in two full days there was no TV. We must not come to California for a major appearance without one TV appearance. It isn't fair to leave those schedules to Don Hughes and Bob Haldeman to work these out. You should work on them. I could much better have spent 1/2 hour on a TV program.

Why didn't I have television rather than see Schneider for example -- I want more emphasis on TV everywhere and less on newspapermen.

I don't want to go to a major center again where I do not have a TV appearance.

April 14, 1960

MEMORANDUM

TO: Bob Finch for Advance Men
FROM: RN

Airport receptions --

At airport receptions anywhere there should be either a very big reception or none. The one in California was badly handled. There were about 20 Party leaders and a few non-descript signs and seven lonely YR's as we were driving out of the airport. Unless it can be a big reception at an airport, I want none and particularly no signs.

April 14, 1960

Memo

To: RHF

From: RN

The introductions on this trip, with the exception of USF, couldn't have been worse. At least a year ago I sent out instructions that we were to send out guidelines for introductions which would not go into the fact that I graduated from grammar school at the age of 12 and/or that crap which was in the Stanford introduction.

I want a report on this.

Pick out the best terms ideas that ought to be included in an introduction. For example, my experience, my handling of myself in South America, my tough-mindedness in dealing with Khrushchev - just a few points you can throw in the fact that I worked my way up from modest circumstances in the great American tradition but I want a good potential standard introduction worked out. I do not want such an introduction mailed to or delivered to the National Committees or State Committees on a national basis because it would get into the press. But I do want our Advanceman to have the subtlety and the tact to give these to every person who introduces me these suggestions. I don't want to go into another meeting in the next six months which has one of these stupid introductions which goes into my biography from Whittier on. I don't want this to happen again.

This was poor advance work in this instance, - failure to give the kid at Stanford the things that he should say in an introduction.

I want: (1) A bright person to figure up what should be said and (2) instructions to all advancement so that they, in a subtle way, can get it across.

file —

Advance
Procedure

or AM manual

C O P Y

~~AM
Guthrie (Haldeman)~~
May 27, 1960 ~~FBI on
advance.~~
Tec

Memo

To: RHF
From: RN
Re: Indiana TV show (Looking Back on)

I do not think it is effective to say at the end of a program -- "Vote for Dick Nixon on election day." I would prefer to have it Richard Nixon. I realize there are times when the less formal salutation should be used but when referring to how people vote you should use the name that they are going to see on the ballot.

The Dick Nixon in this case sounded somewhat flip and undignified. I think it is perfectly all right during the course of the conversation that Caphart and I might have that we refer to each other by our first names but not an announcer at the end of a program. The same goes, incidentally, for literature, ads and other items that are prepared. Generally speaking, when in doubt use Richard rather than Dick.

To: Staff (Finch, Klein, Rose, Hughes, **Haldeman**, McWhorter, Stover)
From: Sherwood
Subject: Observations

Most of these items you may be aware of, but I will recount them anyhow.

1. On occasion I am asked by newsmen, and others, if the "advancemen" are Secret Service Agents, or just who are they? During recent Florida trip I was asked by two of the newsmen if Haldeman and Arundel were Secret Service advance. My stock answer is "no," they are associated with the Nixon Staff and I suggest that they speak with the gentlemen in question, or, with one of the staff members.
 - (1) I likewise am asked occasionally just who Don Hughes is or what General Cushman's job is.
 1. It is just natural that newsmen, and others, are taking a much closer look at the Vice President's staff members. My guess is that more-and-more news stories will ensue, some of which may be slanted unfavorably.
 2. Obviously, the new "advancemen" should not be subject to Hatch Act limitations.
2. I have already discussed this with Bob Haldeman, but will set it forth as general information:
~~There are several reasons why it is undesirable for "advancemen" to deal directly with city police department officials. I will mention only one: in many cities today policemen who work overtime must be paid overtime money or at least receive compensatory time-off. The local Secret Service Agents who deal regularly with the police departments and officials are aware of this matter and are able to make proper arrangements to avoid friction, actual money-outlay, etc.~~
3. Tipping
The guy who works for a living toting baggage, as a doorman, waiter, valet, etc. talks very harshly about people who fail to tip for services rendered. As usual, the Secret Service will continue to tip only for baggage handling.
4. Staff members mistaken to be Secret Service
Invariably, while moving along through crowds and during receptions and other inside-crowd-affairs, staff members and political advancemen are thought to be Secret Service Agents. The Secret Service has no objection to this, since these mistaken characters are handsome and reasonably intelligent in appearance. Just thought I would mention the fact.

5. Believe arrangements should be made to photograph large crowd turn-outs in auditoriums, college gyms, etc., etc. for immediate and later newspaper use.

6. Dirty tricks department

Let's face it. These things have been done.

(1) Photograph and mechanically record members of the staff in any unfavorable or compromising position possible.

(2) Slanted stories written about staff members.

(3) "Bug" hotel rooms. Also, make a follow-up inquiry with hotel waiters, porters, etc. in order to pick-up any unkind or unfavorable information.

(4) Use of "come-on" girls.

(5) Photograph sparse receiving line areas and empty seat sections in halls, auditoriums.

(6) Run-into" receiving lines persons with police record, indictment hanging over his head, prostitute, fairy, etc. to be photographed with the Vice President and/or Mrs. Nixon.

1. Local political committee people should be close at hand to police receiving lines, especially where many of those going through the line are being photographed with the Nixons.

(7) The usual planted "hecklers," with or without placards, raspberry gimmick, etc.

AAA Procedure

To: Finch, Klein, Woods, Hughes, McWhorter & Political Advancemen.
From: Sherwood
Subject: Autos and baggage handling; who provides & arranges.

Secret Service Personnel throughout the United States are pretty well acquainted with the Political Advanceman's Manual, or Bible, as developed during the past three campaigns. In addition, the Secret Service Manual and various memorandums provide guidance relative to Presidential & Vice Presidential protection, including such subjects as hotels, railroad stations, airports, screwballs, autos, baggage, etc., etc., etc.

*In a nut shell, regarding who provides autos and arranges for baggage handling, the following represents our personnel's thinking as to ~~who~~ ^{who} is responsible:

1. The Political Advanceman (thru political committeeman).
 2. The hosting organization.(Civic, Private, Political).
 - (a) Usually as arranged by Don Hughes.
 3. The local Secret Service Agent (
 - (a) In the absence of arrangement by (1) or (2), above.
 - (b) He will usually make a phone call to me, if in doubt.
- * Occasionally one of our less experienced Agents may "Goof" in some respects, especially re tipping or in arranging for some handlers to actually tote the luggage.
- * Jim Golden & I will invariably personally carry the Nixon baggage to his auto trunk. However, we are unable to perform this service for other staff and non-staff passengers. The general baggage handling must necessarily be performed by a previously arranged ground-crew.

STRICTLY CONFIDENTIAL

SUGGESTIONS FOR ADVANCE MEN

ITINERARY OF

PRESIDENT AND/OR VICE PRESIDENT

BRIEFS FOR ADVANCE MEN

Tour Committee
1956 Campaign

PURPOSE AND ORGANIZATION OF TOUR COMMITTEE:

1. The primary objective and purpose of the Tour Section of the National Committee is the coordination of all technical facets of the campaign with the local Republican Committees in the various states.

To carry out this mission, advance men, directed from national headquarters, must coordinate proposed activities of the local committees prior to the arrival of the President and/or Vice President and/or such other speakers requiring this service as ascertained by the Tour Committee.

While in the field, the final decision on all matters rests with the candidate. The Washington office of the Tour Committee will have jurisdiction over the activities of advance men except where such activities are contrary to the candidate's wishes.

ORGANIZATIONAL CHART:

Tour Committee

Len Hall
Bob Humphreys
Lyle Snader
Lou Guylay

Executive Director

Steve Harris

Assistant Director

Oscar Summers

Transportation

Air - Don Campbell
Rail - Bruce Edkin

Speakers Bureau

Lyle Snader

T.V. - Radio

Bob Montgomery

Citizens Liaison

Clancy Adamy

STRICTLY CONFIDENTIAL

SUGGESTIONS FOR ADVANCE MEN

ITINERARY OF

PRESIDENT AND/OR VICE PRESIDENT

The success of the itinerary will depend on the advance preparation.

It will be appreciated if you will make a special point of checking every one of the applicable items in this memorandum to make certain that the local committees have the situation well in hand.

Please do not give a copy of this memorandum to the local committees. Instead, pick out the pertinent portions that will be applicable to the visit in the particular area and make them available to those in charge of the local visit.

GENERAL POLICY:

1. You must always bear in mind that your responsibility is to the candidate and in accordance with his wishes to the Tour Committee. At all times this responsibility supercedes your responsibilities to the local committee. Often the wishes of the local committees will conflict with those of the candidate. Your job is to effect a compromise satisfactory to all, if possible, but in any event never unacceptable to the candidate.
2. The Washington office is here to help you in every way possible to smooth out differences and often you will find that because we are not right on the spot we can effect differences which are impossible from the field.
3. The Secret Service always has the final say on matters affecting security which will cover all physical campaigning problems.

ADVANCE MAN'S ARRIVAL:

1. You will be furnished the name of the state contact.
2. Your local contact will be furnished by the state contact, if we have not already given it to you.
3. After getting set at your hotel, make immediate contact with local leaders.
4. Get completely informed of all developments to date from the local leader.
5. Local committee should not advise press of advance man's arrival; advance man should stay out of newspaper and have no publicity.
6. Never grant interviews or issue any press releases or announcements.

ADVANCE PUBLICITY:

1. Have local committee designate a publicity man to handle event.
2. All stories should be released under the names of local people.
3. Advance stories should be distributed by the local committees to the press.
4. Newspapers must be given accurate information pertaining to the visit.
5. Local committees should see that the approach of the event is covered by representatives of local and surrounding press.
6. Pictures of local committees preparing for event should be featured.

PUBLICITY DURING THE EVENT:

1. All press matters after arrival should be referred to whoever is traveling with the President and/or Vice President as his press secretary or aide. There may be different people traveling as his press secretary or aide in different parts of the country. The names will be furnished as soon as they are available, and as far in advance as possible.
2. Advance copies of speeches usually will not be available until time of arrival. On many occasions, only excerpts from the speech will be prepared.
3. The local committee should have, for stand-by purposes in an emergency, an experienced secretary available for the President's and/or Vice President's staff on his arrival, as there will be occasions when it may be necessary to dictate portions of the speech for release. Stand-by mimeograph facilities should also be available on his arrival.

PLEASE CHECK WITH TOUR COMMITTEE FOR EXACT NAMES OF PERSONNEL ON EACH TRIP.

OVERNIGHT HOTEL ACCOMODATIONS:

1. Hotel accomodations must be provided for all members of the tour when required. (See check list)
2. Rooms for all members of the party should be in close proximity and separate rooms provided for each person. Avoid doubling, if possible.
3. Advance registrations should be made for each member of the party so that keys will be available immediately on arrival.
4. Hotel, laundry, meals, etc., for President and/or Vice President's immediate staff are to be paid by local committee. If there are any questions on this, consult Tour Committee.
5. Copies of all local newspapers should be in the President's and/or Vice President's room on arrival at each city. The local committee should designate a person to take care of this.
6. It is essential that accomodations not be made at any private home. There will be no exceptions, unless President and/or Vice President personally desire other arrangements.

7. Please ask all hotels to send written confirmation of reservations to the Tour Committee at the Republican National Committee.

ADVANCE MEN SHOULD SUPPLY THE FOLLOWING INFORMATION DIRECTLY TO THE TOUR COMMITTEE AS SOON AS POSSIBLE AFTER ARRIVING TO SET UP RALLY OR MEETING:

1. Principal industrial and agricultural products.
2. Local problems or needs.
3. What local people think are the principal national issues.
4. A list of key people with whom the President and/or Vice President will be directly associated during their visit is to be made available to their aides prior to arrival with a brief sentence or two as to their background.

NOTE: This information can generally be obtained from local chairman.

NORMALLY, YOU WILL BE EXPECTED TO MEET THE PRESIDENT OR VICE PRESIDENT AND THEIR PARTY ON ARRIVAL IN THE STATE FOR WHICH YOU HAVE SERVED AS ADVANCE MAN, AND:

1. Brief the aide to the President and/or Vice President traveling with the plane or train on pertinent data.
2. Follow through on your advance work to see that everything proceeds smoothly. This is important!
3. When rally or meeting over proceed to next state or city where you are scheduled.

TRANSPORTATION:

1. The President and/or Vice President will, in most instances, arrive by plane which will be chartered by the National Committee.

In some instances within an area automobiles or train will be used.

IMPORTANT NOTE: In connection with the President, the Secret Service will provide his automobile and a driver. Plan on one person other than Mrs. Eisenhower to ride with the President. His car must never have to wait, so motorcade must be ready to roll when President leaves.

ALL ACTIVITIES OF THE PRESIDENT MUST BE CLEARED THROUGH SECRET SERVICE WITHOUT EXCEPTION.

THE LINES OF CARS MUST BE:

1. For the President: (motorcycle escort, no sirens)
 - a. Car #1, Secret Service
2, President and wife, plus one
3, Secret Service

- 4, wire services
 - 5, press (must be open cars; no sedans)
 - 6, cameramen
 - 7, staff to the President
 - 8, 9, 10, etc., guest cars, each to have one local committee member
 - Last, press bus
2. For the Vice President: (motorcycle escort, no sirens)
- a. Car #1, Vice President and Mrs. Nixon, plus one
 - 2, Security car
 - 3, aide to Vice President, and local people
 - 4, wire services
 - 5, local press (must be open cars; no sedans)
 - 6, press, other than wire services
 - 7, staff to Vice President
 - 8, 9, 10, etc., local people designated by local committee.

STANDARD OPERATING PROCEDURE FOR ADVANCE MEN WHEN ADVANCING THE PRESIDENT:

1. Get itinerary and briefing from the Tour Committee.
2. Proceed to assigned location.
3. Make contact with local organization, local branch of Secret Service and local police chief.
4. Make courtesy call to Republican Governor, Senators or local Congressman, with local representative.
5. Call organizational meeting of local workers.
6. Present plan of visit and assign work details to arrange for the following:
 - a. Publicity
 - b. Press
 - c. Radio and T.V.
 - d. Airport and/or railroad facilities
 - e. Organize motorcade (check with police and Secret Service)
 - f. Program, decorations
 - g. Public address system (Be sure it works; no feed-back; two mikes)
 - h. Hotel arrangements
 - i. Greeting committee

PERSONALLY CHECK AND RE-CHECK THE FOLLOWING

ADVANCE ARRANGEMENTS:

- Determine number of guests to be allowed at each event (arrival at airport, motorcade, etc.), and always check list of distinguished guests with the Tour Committee.
- Make no commitments as to guests until you have word from the Committee.
- Local committee should have identification badges; other local workers ribbons.
- No press conferences with the President.
- Check for adequate supply of banners, buttons, pictures, etc. — to be paid for by local committee and available through National Committee.
- Always check all Press, T.V. and Radio facilities and public address (must work; no feed-back; two mikes) (Presidential staff will usually check P.A. but you are also responsible).
- All physical facilities and arrangements must be checked with the Secret Service--IMPORTANT!
- Check with Dewey Long of the White House staff for accomodations and facilities for Press, Radio and T.V. (he handles this).
- Selection of person to introduce the President must be negotiated through the Tour Committee.
- Give guest cards to local representative (state committeeman, state chairman, etc.) for each event, only after getting the list of guests from him and checking such list with the Tour Committee who must approve same.
- Forward that list to the Tour Committee.
- Be sure a stand-by stenographer is on hand to take word for word, only if necessary, the President's speech and have copy forwarded to the Tour Committee (touring party usually has a man to handle this detail).
- Sponsorship of any rally should be by all recognized groups supporting the Administration if such rally is not being sponsored by a particular group.
- Notify Tour Committee of suggested list for chairman of rally. Tour Committee to make final selection.
- Have you done everything to assure a large crowd?
- No individual appointments for President or Mrs. Eisenhower.
- Have hotel rooms assigned before arrival and have rooms open (Do not distribute keys in the lobby).
- Have all facilities air-conditioned if possible.

If any persons (local) are to arrive with the President on the plane or train be sure to have that person cleared through the Tour Committee.

 Direct phone line numbers to headquarters are: _____, _____, _____, _____.

 Always check your time zone to see how it compares with other sections of the country when making arrangements.

 Has every second been accounted for?

 Have you a car with police escort to get you to hotel or meeting place fast after briefing President and his aides in order to continue your work.

MOTORCADE ARRANGEMENTS:

 No sirens on motorcade.

 Motorcade speed 15-18 miles per hour.

 Mrs. Eisenhower always rides with the President.

 The President always introduces Mrs. Eisenhower.

 Only one other person to ride with the President (Check headquarters as to who rides).

 Do not rely on local committees as to distances, size of hall, etc. (Check yourself).

 President rides on right hand side of car and gets in last.

 Keep greeting committee small at airport because Secret Service prefers small groups to greet President.

 Discourage Radio and T.V. at airport. (Secret Service doesn't want it)

 Time motorcade both ways in a "dry run", traveling at 15-18 miles per hour.

 Try to route motorcade to keep sun out of candidate's eyes.

 The motorcade route should be well publicized.

 Need bus for Press?

 Ten minutes greeting time at airport.

 Assign guests to cars in motorcade after checking with headquarters.

 number each car in the motorcade.

 Mark Press cars as such (Wire Services - Wire Photos - Newsreel cameras).

 Fill in advance man on the plane or train with local problems.

- ____ Sound truck should precede motorcade several blocks in advance with music and announcements; for example, if tour is running late.
- ____ Streets should be decorated.
- ____ No luxury cars.
- ____ Secret Service will provide President's car and driver.
- ____ At airport or station have band or sound truck provide entertainment until plane or train arrives.
- ____ Have airport manager cancel field part of public address system announcements while President is on the field.
- ____ Will police be able to handle crowd?
- ____ Do you know exactly where train or plane will stop? or leave?
- ____ Check for conflicting arrivals of planes or trains.
- ____ Always be sure there will be large crowds on hand to greet the President (local committee responsibility).
- ____ Have sufficient trucks and men on hand to properly pick up and deliver baggage.
(Do not slip up on this matter)
- ____ Do not have a parade with foot marchers (too slow).
- ____ Do you have clear telephone lines if needed in a rush?

HOTEL ACCOMODATIONS:

- ____ Secret Service to provide ice water (Always check).
- ____ Secret Service recommends hotel, sets up facilities. You must cooperate with them.
- ____ Soft drinks to be in the President's room.
- ____ If President eats be sure staff and Press eat in immediate vicinity.
- ____ Jim Hagerty must have bedroom on another floor of hotel.
- ____ Have refreshments for newsmen if they have a tight schedule and no time to eat.
- ____ Hotel or local committee must provide space for working Press -- we don't pay.
- ____ Give President two hours free time before meeting or T.V. speech.
- ____ Is a stand-by secretary and stand-by mimeograph facilities available?

- Will hotel be able to serve meals on short notice, to President, his staff and Press?
- Arrange for quick laundry and cleaning facilities.
- Have hotel rooms assigned before arrival and have rooms open (Do not distribute keys in the lobby).
- No telephone calls direct to the President -- go through aides (one room).
- Do you have clear telephone lines if needed in a rush?
- Try to have all facilities air-conditioned or rooms properly aired before arrival of President.
- Hotel, laundry, meals, etc., for President and/or Vice President's immediate staff are to be paid by local committee. If there are any questions on this, consult the Tour Committee.
- All others pay their own bills.

MEETING ARRANGEMENTS:

- Rostrum of the speaker's, 51 inches high in front; 47 inches high, in back.
- Have place on front of rostrum for Presidential Seal.
- Secret Service to provide ice water (Always check).
- Must be ten feet clear on sides and back of rostrum; nobody back of President.
- Entertainment before President speaks is desirable -- must be dignified.
- Provide room for President at the meeting hall for his relaxation before speech.
- No introductory speech for the President; person making introduction should only say, "Ladies and gentlemen, the President of the United States".
- President to remain backstage until after introduction.
- Band to play, "Hail, to the Chief", as President approaches platform after "Ruffles & Flourishes".
- No service bands.
- Must have union member band.
- Avoid benedictions after President speaks (Secret Service preference). Meeting to end immediately when President leaves.
- No paid advertising in programs.

- Check all musical selections while President in hall with Tour Committee.
- Montgomery to ride with President to T.V. or Radio station (no outsiders).
- Have canopy available for bad weather or extreme sun exposure.
- Presentation of colors by Boy Scouts, etc., good.
- Talks by local officials and candidates to be short. Limit 5 minutes.
- Provide pencils, paper and carbon paper for Press.
- Provide good working area for Press in front of rostrum. (See attached diagram for Press and T.V. facilities)
- How is lighting?
- Make alternate inside arrangements if there is a chance of rain.
- Will police be able to handle crowd?
- Are Press, Radio and T.V. facilities set up as in diagram provided you?
- No pictures of the President should be placed directly behind him which might appear on T.V. or in news pictures.
- Do you have clear telephone lines if needed in a rush?

DEPARTURE ARRANGEMENTS:

- Do cars have to be turned around for trip back?
- Have closed car for return trip if needed.
- No private parties, dinners or after-meeting social events (work and personal affairs).
- No late activities.

Keep accurate records of all expenses on special expense account forms supplied by National Committee, and forward same to headquarters at regular intervals.

CONCLUSION: Be tactful, diplomatic, firm and persuasive with local committees; keep in constant communication with the office on all details, names, etc. Please advise headquarters at all times of your itinerary; should be cleared first with the office. A time schedule must be made and strictly adhered to. President and his party must not be early or late. For example: A car in the parade must not pass any given point earlier than planned. Remember the next day will be another campaign day, full of activity. If in doubt on anything call headquarters. You have been asked to take on some important assignments for the President because of your proven ability. He and all of us have complete confidence in you.

STEVE HARRIS
EXECUTIVE DIRECTOR, TOUR COMMITTEE

CONFIDENTIAL

TO: Advance Men
FROM: Bob Haldeman

RE: NEW YORK TRIP

In order to keep you posted on current activities and to evaluate the appearances the Vice President is making now in terms of Advance Man procedure, I am sending you a copy of the Vice President's schedule for the New York trip, together with a fairly detailed critique of the Advance arrangement and actual operation on this trip. Any thoughts that occur to you as a result of reviewing this, will of course, be welcome.

The trip over all was a great success and we had good crowds and enthusiastic ones at all the stops. It is important, however, to try to improve each of these operations as we go along and this evaluation should aid in doing so.

Best regards.

CONFIDENTIAL

NEW YORK TRIP - May 17, 18th

Background & Critique

BACKGROUND:

This trip was advanced by Jim Murphy and Bob Haldeman and because of the need for very careful planning of the over-all schedule, several advance trips were made.

On April 16, Haldeman had a meeting in Buffalo with local political leaders to go over the general plan for activities in Buffalo, which at that time, was the only stop planned on the schedule. Later the John Taber Dinner was accepted for the night before the planned stop in Buffalo and this necessitated landing the airplane in Syracuse to drive to Auburn for the Taber Dinner which then added Syracuse activities to the schedule.

The detailed advance was made on May 4th, 5th and 6th by Haldeman and Murphy with stops in all three cities - Auburn, Syracuse and Buffalo.

Syracuse and Buffalo were also re-advanced on May 11th and 12th and again on May 16th and the morning of the 17th.

The critique that follows is developed for the purpose of trying to take advantage of the things we learned on this trip....both favorable and unfavorable so that we can capitalize on the good points and correct the bad ones.

CRITIQUE

Airport Arrival - Syracuse: Location of parking spot for plane and gathering of crowd was not good. The crowd was put in a large field just adjacent to the Airport terminal area and consequently, although there was a substantial turnout it did not look like a big crowd (or at least as big a crowd as it might have) because of the size of the field in which they were standing and the opportunity they had to string themselves along quite a lengthy fence instead of being concentrated in a smaller area. This would have been much better if the people had been concentrated in a smaller lawn area within the Terminal grounds itself and could have been handled just as well at that point.

The greeting committee was too large. There were probably 40 or 50 people on the field after the plane stopped in addition to the Press. From now on, it should be clearly determined who is to form the official greeting committee and they should be lined up in a pre-determined order at the foot of the plane rather than allowing a huge crowd just to descend on the party as they disembark. If the greeting committee is lined up in a straight line extending from the bottom of the ramp over towards the platform or the general gathering of the crowd and is instructed to stay that way so the Vice President and Mrs. Nixon can pass along the line, greeting each of them, the photographers will have a much better opportunity to get pictures and there will be a great deal less confusion. Also, people will be able to see the Nixons better at all times under this kind of a setup. The Press should be admitted to the reception area, of course, but there should be some control of what Press is let out into this area by a local committee member who can identify working press. Then the press should be instructed to stand to one side so that there is an open area for the receiving line, through which the Nixons will pass.

The Advance Man, while he is on the ground prior to the arrival, should get this greeting committee lined up in proper order just inside the fence and as soon as the plane has come to a stop, and the propellers have stopped, he should lead the group out and line them up in position. After they're lined up, the Press should be brought out and asked to stand over to the other side so there's a good clear aisle down the middle. As soon as the Nixons have proceeded down the greeting line and the Press have had an opportunity to get the pictures they want, the Chairman of the greeting group should escort the Nixons to the platform, if there is one (which there was in Syracuse), and introduce Mrs. Nixon and then the Vice President who will greet the crowd. After the Vice President's greetings he will usually want to walk along the fence and shake hands with the group that has assembled before getting into the car.

The platform itself was good here. It was a very small wooden stand with some steps going up to it and the mike was up on top of it. There was a good speaker system and I think that that part of the arrangements was worked out very well.

The location of the motorcade and the car lineup was not good. From now on, the cars must be lined up in the actual order in which they are going to move out and it's worth taking considerable time and effort to determine the best location of the motorcade so the cars can be lined up in proper order. In this case, the staff and press cars were in one line and the Vice President's car and the Secret Service follow-up car were lined up parallel to them. This resulted in the second line having to swing in behind the follow-up car and of course, other cars had an opportunity to cut in at this point. Special attention should be given to the motorcade location and lineup so that there is no opportunity for cars that don't belong in the motorcade to cut in as it moves out.

It's also important to have the motorcade lined up in such a way that the official party does not have to walk through the crowd in order to get to the cars.

Baggage handling arrangements worked out very well. A baggage truck was on hand and went directly to the plane as soon as the party disembarked and then was sent direct to the Hotel while the rest of the party went on to Auburn.

Airport Arrival - Buffalo: When we landed at the Buffalo Airport, we discovered that instead of a small platform for the Vice President to stand on to speak briefly to the crowd, the local people had arranged for him to use the landing stairs provided by Capital Airlines. This would have resulted in the Vice President being about 8 to 10 feet off the ground way up over the heads of the crowd and looking down on them like Mussolini from a balcony. We had to remove this stairway quickly and pull up a little baggage truck for him to stand on. It should be emphasized that any platform or area on which the Vice President is to stand should not be more than 2 to 4 feet off the ground. It should be up as close to the fence where the crowd is gathered as possible. The informality of using one of the little baggage trucks that are available in considerable quantity around all airports is good and this is probably the best way to handle the platform situation in most airports.

Motorcade - Motorcade from Syracuse to Auburn and back to Syracuse for overnight was handled by the Auburn people and we ran into some problems because we did not have direct enough control of the drivers and the overall motorcade lineup. This was because the drivers and cars came from Auburn which is some 26 miles away from Syracuse and there was not sufficient opportunity to brief the drivers on the operation of the motorcade. Also, for some political reasons, the Sheriff's Department got involved at the last minute and a number of changes were introduced that none of us were aware of until they actually happened.

One of the problems was that the drivers were not in their cars at the wheel with the motor running at the proper time. From now on,

emphasize that the drivers of the cars are not to be out watching the activities, but are to be sitting in the cars, ready to go with their motors running, as soon as the plane lands. This is extremely important because it is sometimes necessary to make some shifts in motorcade locations, and so on, at the last minute. The problem here in Syracuse was that we couldn't make these shifts because the drivers were not at the cars. The details on motorcade instructions in the Advance Man's Manual should be carefully reviewed and all of them followed out from here on. We are having prepared some printed numbers to go in the windows of each car, and from now on we will number all of the cars in the official motorcade starting with the Vice President's car as No. 1, Secret Service follow-up car as No. 2 and then the balance of the cars marked in sequence. We will use Car No. 3 for Nixon's staff; Cars No. 4, 5 and 6 and however many more we need, will be for the traveling press. Then, if an additional staff car is needed, it will be at the end. Car No. 3 should just have a number in the window. Cars 4, 5 and 6 and so on for the Press should have the number and the word "Press" in the window. We are having some signs printed up saying "Press" for this purpose.

From now on, we will make it clear to the members of the traveling party what car number they are to get into so that there will be no confusion on location of people within the motorcade. This was a problem that arose at several points during the New York trip. By having the cars numbered, we can also be sure they are lined up in proper order at all stops along the way.

One major revision in motorcade procedure...from now on, we will not use a lead car for any motorcade. If there is to be an escort of motorcycle police they should have sufficient motorcycles to insure that intersections are covered for the full length of the motorcade....not just long enough to let the head car go through.

As far as the lead car is concerned, the local police generally seem to want to use one. However, this creates considerable confusion because the people along the route think the lead car is the one in which the Vice President is riding. By the time they realize it isn't and start to look for him in the other cars, he's gotten by them and they don't get a chance to see him. In order to eliminate this confusion, the first car in the lineup will be the Vice President's car. There will not be a lead car ahead of him. It will still be satisfactory and actually desirable, to have a police car at the end of the motorcade to make sure that the lineup stays intact and that there is no cutting in of other cars or one of our cars doesn't get left behind.

The normal procedure for a motorcade will be similar to that used by funeral processions in most areas...that is, as we approach an intersection that is controlled by a traffic signal, if the signal is red, the motorcade will stop and wait til the light changes to green. If the signal is green when the No. 1 car

approaches the intersection, it will proceed through. There then should be an officer, either motorcycle or on foot, in the intersection, to make sure that the entire motorcade is able to proceed through the intersection safely, even if the light turns red before the last car is cleared. Thus it's necessary that the intersection be manned until the final car in the motorcade has cleared the intersection. Then the motorcycle officer, if we're using motorcycles, can proceed to the next intersection but he should not just swing into the intersection and signal the traffic to stop and then cruise on, leaving the cars to get through as best they can. This is extremely important and must be emphasized both to the local Secret Service personnel and to the police.

It will probably be easier to do this if the Advance Man arranges to meet with the police chief and the Secret Service Agent who is handling the Advance arrangements during the initial Advance. This is a revision of earlier instructions to some extent, in that normally we do not get involved with police arrangements, but I think it's important that the Advance Men explain, in the presence of the Secret Service of course, to the police - the purpose of a motorcade escort which is solely to assure that the motorcade stays together and proceeds safely. It is not for the protection of the Vice President and the occupants of the No. 1 car.

Under this type of an escort, there is, of course, no need for sirens because the intersections don't need to be cleared. In other words, we wait until the light changes to green before we go through with the No. 1 car and once we have started through, the officer in the intersection holds approaching traffic until the entire motorcade has gotten through.

There is still some problem in driver instruction, in that many of the drivers were older than they should have been and they had not been sufficiently well instructed in their duties, so that they knew they were to stick to driving the car and not to engage the traveling party in conversation.

The new arrangement eliminating a police lead car puts a premium, of course, on the selection of a driver for the Vice President's car since he will be in virtual complete control of the motorcade as far as route and speed are concerned. It's absolutely essential that this driver be someone who is thoroughly familiar with the local area and who has carefully dry-run the route several times and he should do this for a final time just before the arrival of the party so he is familiar with all road conditions, and so forth on the route at that time. You should work out with him, the speed at which the motorcade will travel on the various segments of the route and he should understand that instructions may be given to him by the traveling Secret Service agent riding in the No. 1 car, to speed up or slow down the Motorcade and he should be prepared to do so. If there is a motorcycle escort, they should take their directions on speed from the driver of the No. 1 car merely by observing the speed he's traveling and gearing their plans accordingly.

After the motorcade arrives at its destination and the party has disembarked, the cars should be parked in the proper order so that the motorcade is ready to move out without any juggling of cars. This was not done on the New York trip and created considerable confusion and required the expenditure of a lot of time trying to get the cars ready to go out.

We ran into a number of problems of local Sheriffs, etc., getting into the motorcade act and this again emphasizes the need for carefully and specifically working out the details of the motorcade with the motorcade chairmen, the drivers, Secret Service and the police, so that they all understand which cars and which people are to be in the motorcade and make sure it is restricted to those cars and people.

Hotel Accommodations - In Auburn we ran into some Hotel problems which probably couldn't have been avoided due to the nature of the Hotel itself. They did not have a suite which could be used by the Vice President and Mrs. Nixon; therefore they had to use two bedrooms which did not connect. We were only there for a short time prior to the dinner, but this was not a satisfactory arrangement. Also, the rooms assigned to staff and press, to get cleaned up and for working area, were not adequate and were not clearly identified in advance so that the staff and press knew where to go when they arrived at the Hotel.

From now on, at all stops in hotels where we are not staying overnight but merely going in for a period of time prior to an event, it will be necessary to have, if at all possible, a suite with living room and two bedrooms for the Vice President and an adjacent room for the travelling Secret Service, five rooms for the travelling staff all in the same area, and if possible, adjacent or in a row from the Vice President's suite. These should be identified as rooms for (1) Klein (2) Finch (3) Hughes (4) Woods and (5) Office. There may be changes in this lineup on specific trips and if so, you will be notified.

In addition to these rooms, for the Nixons and staff, there must be an adequate work room for the press with table and sufficient chairs on another floor in the Hotel. This room should be available to the traveling press for the entire period of the stop. In other words, it should be open and available on arrival and the press should have access to this room during all the time the party is at this hotel. Adjacent to the press workroom should be two bedrooms available for the press as a place to refresh themselves and get cleaned up. These arrangements are, of course, in hotels where we are not staying overnight. The arrangements for overnight stops are the same as covered in the Advance Man instructions.

It is important that the specific rooms be assigned in advance of the arrival and that a room list be prepared by the Hotel with enough copies so that one can be given to each of the following: Rose Woods, Herb Klein, Don Hughes, one of the traveling Secret Service Agents and the Advance Man. This includes the room numbers for both the staff and the press.

On non-overnight hotel stops, the keys should be in the doors of all the rooms being used by the party, both press and staff, so that everyone can go in immediately upon arrival. This was not done on this trip because the hotels resisted putting the keys in the doors. It must be made clear to them that this is our standard procedure and it is essential that it be followed. Otherwise there is terrific confusion trying to get the keys or get the doors open. They key should be in the door on arrival and be left in the door during the time we are there unless one of the rooms has to be locked by its occupant for some particular reason.

The Auburn Inn did not have the proper facilities to make the above arrangements and since the elevator was not adequate, we had to put everybody on the same floor, press, the Vice President's party, the room for the press conference, local dignitaries, etc. This was not satisfactory but it was unavoidable in this particular instance. Any possible way of avoiding this in the future should be considered.

The room in the hotel in Auburn for the press conference was very inadequate. It was too small and also had no ventilation. Consequently, it was extremely hot. There may not have been any other room available but it would probably have been preferable in this case to have held the press conference at the end of the hall in a secured area rather than to cram everyone into this room.

There was also, as there is in many stops, insufficient briefing of local security officers on identification of press and staff personnel.

It is essential to have an IBM typewriter on a stand in the office at all hotel stops whether or not they are for overnight. Even if the stop is only a brief one, as far as the party is concerned, it may be necessary for Miss Woods to remain in the office during the actual event and a typewriter should be provided at every stop.

Meeting - Auburn - The meeting at Auburn was not supposed to be preceded by any reception. But at the last minute the County Chairman who was also Chairman of the dinner, worked in a stop-by with a group of other County Chairmen for the purpose of taking pictures and then a sort of head-table reception. This was considerably different than the advance arrangements and it is always going to be a problem trying to keep up with last-minute

changes. This emphasizes the necessity, however, of making it clear to the local Chairman, when you are in on an Advance, that the specific details of the plan and schedule as you work it out must not be changed in any respect without prior clearance with you. Otherwise, these changes create a great deal of confusion on the part of the local group as well as the traveling party. This is unnecessary and can be avoided if it is clearly understood that the schedule and route and timing are to remain as originally agreed upon unless changes are worked out with the Advance Man. In case there are any changes worked out, be sure to keep Don Hughes advised of the revisions as they occur so that he can have the Vice President and Mrs. Nixon in the proper place at the proper time with sufficient advance warning.

The meeting itself at Auburn was good in that they eliminated having a large number of speeches prior to the Vice President's speech. This is quite an accomplishment at a testimonial dinner where the program often can include four or five feature speakers in addition to the Vice President. The physical area of the ballroom and the rest of the ground floor of the hotel was not good for a banquet of this kind and on future stops an effort should be made to have the event held in a more suitable place. In this case, they oversold the dinner and this resulted in the room being so overcrowded that there was insufficient ventilation and it was most uncomfortable for those present. This should be kept in mind when selecting a site for the meeting or dinner or whatever is planned.

The dinner Chairman had not been instructed to ask the audience to remain in their places until the Vice President and his party had left the auditorium. This was an unfortunate oversight as it was very difficult to leave the hall with the crowd moving out at the same time. This instruction should be given in the future.

There was a complete breakdown in the arrangement for seating at the dinner for the Washington press. Sufficient table space had been reserved and was clearly marked by signs on the tables saying "Washington Press" but the local people disregarded these signs and seated themselves at the tables anyway so that when our press group arrived at the dinner, there were no seats for them. This resulted in a great deal of confusion and the necessity of special handling of the press and taking care of giving them dinner at another part of the hotel and getting them in for the speech afterwards. This was extremely unsatisfactory and it is going to be necessary in the future to have the local committee assign a person specifically to the sole job of staying at the tables or in the section reserved for the Washington traveling press and not letting anyone occupy the seats reserved for our press group except the members of our press group. This must be done at all stops from now on. It's become a problem at every stop and it is getting worse all the time. Please be sure

that without exception there is at every stop a specific person handling this one job. This should not be the man who is handling the overall publicity or other press arrangements because he is always getting called away. He should have a deputy who has no other assignment than to protect the seating arrangements for the traveling press. This deputy should be actually be at the location and should remain there until all the traveling press has arrived and been seated and he is sure that they are taken care of.

In reserving seats for the traveling press, reserve enough seats for all the members of the press that you've been informed are coming, plus one for Herb Klein, plus two for members of the staff who may have to sit in this section. These seats should be in addition to those that are required by the Secret Service and it is not your responsibility to worry about how many or where the Secret Service will be located.

We also ran into a problem on the tape recording of the press conference and the speech at the dinner. It must be emphasized again that the tape recording of the speeches and press conferences must be made for our purposes and turned over to the Advance Man immediately at the end of the speech. Our problem on this trip was that a tape recording was made but a number of different people wanted copies of it and there wasn't a copy available for us to take with us. We had to have it sent on later and this is not satisfactory because there is frequently a breakdown in getting the tape sent on. Therefore the local committee must be informed that, regardless of what other tape recordings are made of the meeting, they must retain someone to make a tape recording for the Vice President's Press Secretary which is to be turned over immediately at the conclusion of the speech to the Advance Man and cannot be used for any other purposes. This is extremely important and must not be overlooked in the future.

Meeting - Buffalo - At the Sales Executives Dinner in Buffalo the entrance of the head table group had been carefully worked out in advance as had the timing of the Vice President's arrival at the reception. However, the local arrangements man had neglected to pass this information on to the President of the National Sales Executives and there was, therefore, confusion about the time that the Vice President was expected to arrive at the reception. There was also a major change in the method of bringing the head table group into the ballroom.

This points up again the necessity of the Advance Man constantly checking and rechecking with the local people to be sure that the plans are going to proceed as originally arranged, or if there are any changes, that he is aware of them and has passed them on to Don Hughes immediately.

In this particular case, the arrival time at the reception problem was handled by contacting the president of the N.S.E. and explain-

ing that the Vice President was detained on official matters in his suite and would be along in a few minutes. This worked out all right.

As far as the entrance of the head table into the dinner, the revised arrangement was not a good one and at the last minute, working with the Secret Service, we changed it so that the President of NSE and the Vice President and their wives entered the hall according to the original arrangement while the balance of the head table entered according to the revised plan. This worked out very well but it could have created a serious problem if it had not been discovered and dealt with ahead of time.

Television Arrangements - While there was fairly good television coverage of some parts of this trip, the Auburn dinner was not covered by TV at all. Arrangements should have been made with the Syracuse television station or one of the TV news services to cover this dinner with sound on film for later news release if at all possible. Also, the press meeting in Auburn was not covered by television and this, of course, should have been done. The Advance Man should make sure that the local press and publicity people contact all possible television outlets to be sure that they are aware of the schedule and know that they can cover the various events. Arrangements must always be made so that the physical facilities are such that it is possible to cover the event by television.

Press Arrangements - A number of items on press arrangements have been covered above as far as the hotel and meetings are concerned. One problem that seems to be constantly recurring is that of Western Union coverage. We did contact the Western Union offices and emphasized to them the necessity for covering all stops on the schedule and so on. But there is still inadequate service from Western Union. Steps are being taken in Washington to try to correct this but the Advance Man should make sure that local Western Union office is fully informed on the details of the schedule and location of stops and they should be instructed to have all stops covered and to be prepared to service the press in the hotel press workroom at any time during the visit. Arrangements should be made for twenty-four hour service during the time we are in the area so that stories that are written late at night can be filled immediately upon completion.

On airport arrivals and in other crowded areas, the Western Union man should probably have about an eight-foot pole with a sign saying "Western Union" at the top of it that he holds when he is standing in the crowd so that the press can quickly locate him and turn their material over to him. He should also wear a Western Union badge so that he is readily identifiable by the Press and he should make himself known to Herb Klein immediately upon arrival of the party at any particular location. He should

be available in the press section at the meeting, near the press area at the dinners, and in the press workroom at the hotel.

General Security Arrangements - We ran into several problems in connection with the local security people. These result from an understandable overzealousness on the part of local police and detectives to make sure that all security precautions are properly carried out. This can be, of course, carried too far and if it is, it creates some problems which could be avoided.

One situation that arose was that, in admitting members of the press to the room in Auburn where the press conference was to be held, the detectives insisted on searching their typewriter cases (to be sure that they weren't smuggling any contraband into the room, apparently). It should be made clear to security officers that it's not necessary to search people but merely to check credentials of some sort to be sure that they are authorized to enter the room for the press conference. In this connection it is all right to use a plain-clothes detective at the door to the press conference to aid in checking people in. But there must also be a local press chairman who is at the door and can identify people and clear them in. They don't always have the necessary credentials, at least to the police department's satisfaction; but it is important all unauthorized people be kept out of the press conference. The problem here, though, is that someone with some judgment and discretion should be at the door to clear people who arrive at the last minute without proper identification.

Another situation arose with the detective who was assigned to secure the Vice President's room at the Auburn Hotel. When the party arrived he would not permit the Advance Man to open the door to the room to let the Vice President in, even though the Vice President and Mrs. Nixon were standing immediately behind the Advance Man. Local security personnel should be advised by the Secret Service that the identification badge worn by members of the Vice President's staff entitled them to access to any area at any time regardless of the security arrangements covering that area. This is extremely important so that we can avoid delays and embarrassment in moving from one place to another. The Secret Service should have a meeting with the police, which they generally do, and at that time should show them the identification button currently being worn by staff members so that they understand that anyone with that badge on is a member of the staff and thus has access to all areas.

On the arrival in Buffalo and especially the drive through the downtown area to the meeting place at the Lafayette Hotel, there were quite a large number of police officers manning the various intersections the motorcade was to pass through. They had parked their motorcycles at the corner and then stood in the intersection to clear traffic as the motorcade arrived. This

has a secondary advantage in that, especially in a downtown area, the presence of the policeman at the intersection and his explanation of his presence to passers-by that he is handling traffic for the Vice President's motorcade, will result in people waiting on the sidewalk to watch the motorcade pass by and this, of course, is good.

The same old problem of too many police, especially uniformed police, kept occurring during this trip. This is a hard one to lick but we should keep working at it and it should be very carefully and thoroughly covered during the initial advance and strongly emphasized to the Secret Service as well as to the police in your meeting with them. There is no need for uniform policemen to move along with the Vice President nor is there any need for a large number of detectives to move along with the Vice President through the crowd. Local security personnel should be informed that their job is primarily one of crowd control and that the Vice President prefers to have freedom of movement around the area and that we are especially anxious not to have a large uniformed body guard around the Vice President.

We also had the problem in Buffalo of the local police camping in the hotel room adjacent to the Vice President's suite which had been reserved for the Secret Service. It must be made clear that the room reserved for the Secret Service in a hotel whether for a short stop or overnight is strictly for the use of the two agents traveling with the Vice President. If any hotel arrangements or accommodations are to be made for other security personnel they are to be in an area of the hotel completely removed from that occupied by the Vice President's party.

There were also a number of plain-clothes detectives and uniformed police standing around in the halls of the hotel at most of the stops. This should be avoided too. There is no need for anyone other than one man to cover the checkpoint in the hotel corridor. A group of people standing around creates a bad impression and they make a lot of noise which makes it difficult to work in the area.

Advance Man Procedure During Visit - It should be emphasized again that the Advance Man's job is to be ahead of the party upon its arrival at each stop during the visit. In other words, once the Vice President is on the ground at the airport and the ceremonies there are under way, the Advance Man should get in the car he has arranged for this purpose and proceed to the next stop to be sure that everything is in readiness for the Vice President's arrival. It is not necessary for the Advance Man to proceed with the Vice President and his party during the various points in the visit with rare exceptions. On the contrary, it is important that there not be a lot of people around the Vice President making it look as if he were carrying a huge crew with him.

The Advance Man should use any time that he has available during the actual visit to re-check all details of motorcade lineup and other arrangements to be sure that everything is going to proceed smoothly and to make sure that all arrangements are confirmed with the people on the ground who will be carrying them out.

NEW YORK - May 17, 18

C O P Y

The Vice President and Mrs. Nixon's Schedule

Tuesday, May 17, 1960

SYRACUSE, NEW YORK

2:30 p.m.	Both	Depart Capitol with Mrs. Nixon for Washington National Airport
2:50 p.m.	Both	Arrive Hanger #8, next to Butler Aviation for United Air Lines Charter
3:00 p.m.	Both	Takeoff on United Air Lines Charter for Syracuse, New York
5:00 p.m.	Both	Arrive Syracuse Airport, Municipal Terminal - brief reception Congressman Taber (and possibly Mrs.) to ride with you to Auburn
5:20 p.m.	Both	Depart Airport for Auburn by motorcade
6:30 p.m.	Both	Arrive Auburn Inn
	RN	Meet Press
	PN	Proceed to Suite
6:45 p.m.	RN	Proceed to Suite
7:15 p.m.	Both	Depart suite for ballroom - JOHN TABER TESTIMONIAL DINNER (approximately 1000 guests) - no reception - business suit -- (dinner in progress since 7:00 p.m.)
	Both	Head table group enters Invocation <u>National Anthem</u>
8:30 p.m.	Both	Program Begins Charles Cusick, M.C. (Auburn attorney) Introductions of head table and distinguished guests Presentations to Mrs. Taber and Mrs. Nixon Presentation to Congressman Taber and acknowledgments by him INTRODUCTION OF THE VICE PRESIDENT by Cusick Presentation of Eisenhower painting by the Vice President to Congressman Taber BRIEF REMARKS BY THE VICE PRESIDENT
10:00 p.m.	Both	Dinner over -- Depart Auburn for Syracuse
10:45 p.m.	Both	Arrive Syracuse Hotel, Syracuse - proceed to suite

The Vice President and Mrs. Nixon's Schedule

Wednesday, May 18, 1960 -- SYRACUSE AND BUFFALO, NEW YORK

7:55 a.m.	RN	Steve Rogers will arrive to escort you to Breakfast. He is Publisher of the Syracuse HERALD JOURNAL.
8:00 a.m.	RN	Breakfast with Casey Jones Group and Syracuse Press Club (Steven Rogers host). Q&A from the floor from members of Syracuse Press Club-- Persian Terrace of the Hotel Syracuse.
8:20 a.m.	PN	Mrs. Norma Stone, Vice Chairman of County Republican Women will arrive to escort Mrs. Nixon to her reception
8:30 a.m.	PN	Guest of County Republican Women for coffee and donuts (Mrs. Stone hostess) -- Onondaga Hotel (one block travel) Return to Suite after reception
9:30 a.m.	RN	Q & A Over - return to suite
10:15 a.m.	Both	Depart for Airport
10:45 a.m.	Both	Take off for Buffalo
11:30 a.m.	Both	Arrive Buffalo - Airport reception
11:45 a.m.	Both	Depart Airport - Senator Cooke, County Chairman to ride with you.
12:15 p.m.	Both	Arrive Lafayette Hotel
12:30 p.m.	Both	Party workers reception at Hotel -- Buffet luncheon and reception -- large crowd -- reception line RN & PN only
2:30 p.m.	Both	Reception over -- proceed to suite in Lafayette Hotel
2:50 p.m.	RN	Depart for AME Zion Conference, Memorial Aud.
3:00 p.m.	RN	Greet AME Zion Conference
3:30 p.m.	RN	Depart AME Zion Conference for Hotel Statler PN to join you after conference
4:00 p.m.	RN	Press Conference in Statler Hotel
	PN	Meet ladies of press in suite
4:45 p.m.	Both	In Suite for Staff work

- 3 -
The Vice President and Mrs. Nixon's Schedule

6:45 p.m.	Both	Reception of National Sales Executives -- in progress since 6:00 p.m. (approximately 250 guests) BLACK TIE
7:15 p.m.	Both	The Head Table proceeds to National Sales Executives Dinner (1600 guests approximately)
8:45 p.m.	Both	Program begins Introductions and induction of new officers
9:00 p.m.	RN	THE VICE PRESIDENT SPEAKS
9:30 p.m.	Both	Dinner over
9:45 p.m.	Both	Depart Hotel for Airport
10:15 p.m.	Both	Takeoff for Washington
12:30 a.m.	Both	Arrive Washington National Airport - Hanger #8 next to Butler Aviation on United Air Lines Charter.