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<td>18</td>
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<td>12/20/1968</td>
<td>Memo</td>
<td>Memo from Flemming to Ehrlichman RE: Congressional Recommendations. 1 pg.</td>
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<td>01/10/1969</td>
<td>Memo</td>
<td>Memo from Morgan to Erlichman RE: Jack Rourke Proposal. 1 pg.</td>
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<td>18</td>
<td>1</td>
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<td>Memo</td>
<td>Memo from Morgan to Erlichman RE: Jack Rourke Proposal. 1 pg. (Duplicate - Not Scanned.)</td>
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<td>18</td>
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<td>01/10/1969</td>
<td>Letter</td>
<td>Letter from Erlichman to Rourke RE: Rourke's proposals. 1 pg.</td>
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<tr>
<td>18</td>
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<td>12/30/1968</td>
<td>Letter</td>
<td>Letter from Rourke to Ehrlichman RE: candid shot of Ehrlichman &quot;thinking&quot; and presentation. 1 pg.</td>
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<td>18</td>
<td>1</td>
<td>N.D.</td>
<td>Other Document</td>
<td>Proposals for television projects for RN and the RNC from Jack Rourke Productions. 12 pgs.</td>
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<td>18</td>
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<td>12/19/1968</td>
<td>Letter</td>
<td>Letter from Jana Hruska to Patricia Devine RE: Erhlichman's returned airline ticket. 1pg.</td>
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<td>18</td>
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<td>12/13/1968</td>
<td>Letter</td>
<td>Letter from Patricia Devine to Erhlichman RE: returning unused airline ticket. 1 pg.</td>
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<td>Letter</td>
<td>Letter from Ehrlichman to Western Airlines Refund Department RE: refund for unused ticket. 1 pg.</td>
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<td>18</td>
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<td>Memo</td>
<td>Memo from Charles Stuart to J. Patrick Dugan RE: invoice for Task Force meetings expenses. 1 pg.</td>
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<tr>
<td>18</td>
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<td>01/04/1969</td>
<td>Memo</td>
<td>Memo from Ehrlichman to Stuart RE: RN's wishes to have his aunts' inauguration expenses covered. 1 pg.</td>
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<tr>
<td>18</td>
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<td>01/08/1969</td>
<td>Memo</td>
<td>Memo from Ehrlichman to Middendorf RE: bill from The Madison. 1 pg.</td>
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<tr>
<td>18</td>
<td>1</td>
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<td>Memo</td>
<td>Memo from Stuart to Dunn RE: invoice from the St. Moritz. 1 pg.</td>
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<td>Letter</td>
<td>Letter from bill from the Sheraton Boston Hotel. 1 pg.</td>
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<td>Memo</td>
<td>Memo from Stuart to Dugan RE: Luncheon bill. 1 pg.</td>
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<td>18</td>
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<td>Memo</td>
<td>Memo from Stuart to Dugan RE: Ames and Rollinson, Inc. bill. 1 pg.</td>
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<tr>
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<td>Memo</td>
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<td>18</td>
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<td>Memo</td>
<td>Memo from Krogh to Middendorf RE: Krogh's expenses. 1 pg.</td>
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<td>Memo</td>
<td>Memo from Stuart to Middendorf RE: Ehrlichman-Stuart expenses for Washington trip. 1 pg.</td>
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<td>18</td>
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<td>Memo</td>
<td>Memo from Krogh to Wilson RE: preparing expenses affidavit for Middendorf. 1 pg.</td>
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<td>Blank Weekly Expense Report. 3 pgs.</td>
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<td>Letter from Ehrlichman to Galarza RE: check for $12.08. 1 pg.</td>
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<td>Letter</td>
<td>Letter from Galarza to Ehrlichman RE: Request for return of Refund Check Number 609767. 1 pg.</td>
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<td>Report</td>
<td>List of &quot;Those Invited to Rally School August 24-25.&quot; 1 pg.</td>
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<td>Report</td>
<td>1968 Nixon Advance Men list. 4 pgs.</td>
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<td>Memo</td>
<td>Memo from Ehrlichman and Gibbons to Rally Men RE: Rally Man's School. 1 pg.</td>
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<td>18</td>
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<td>Memo</td>
<td>Memo from Whitaker to Rally Men RE: Advance Man and Rally Man School. 1 pg.</td>
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<td>18</td>
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<td>Memo</td>
<td>Memo from Laughter to Whitaker RE: Sports people attending Nixon fund raising events. 1 pg.</td>
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<td>Memo</td>
<td>Memo from Whitaker to Ehrlichman RE: agenda for the Advance Man School. 1 pg.</td>
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<td>Newspaper</td>
<td>Preservation copy of the Wall Street Journal article &quot;Smoothing the Way: Work by 'Advance Men' Can Be Key to Success When Candidates Travel&quot; 3 pgs.</td>
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<td>N.D.</td>
<td>Other Document</td>
<td>Directions on the August 16 route from San Diego to Knott's Berry Farm to Disneyland to San Diego from Paul Shirley. 1 pg.</td>
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<td>N.D.</td>
<td>Other Document</td>
<td>Detail Staff Schedule for the Nixon family's August 16, 1968 San Diego to Knott's Berry Farm to Disneyland to San Diego visit. 3 pgs.</td>
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<td>Video-Taped Remarks to 1968 Advance Men. 1 pg.</td>
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<td>Report</td>
<td>Agenda for July 13-14, 1968 Advance Man's School. 1 pg.</td>
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<td>Other Document</td>
<td>Handwritten notes RE: general motorcade procedures, walking movements, hotel procedures, staff and press credentials, Jack Caufield, etc. Author unknown. 14 pgs.</td>
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</table>
After our telephone conversation this morning, I have moved to correct any deficiencies that might cause trouble with our friends on the Hill. The following steps have been taken to alleviate any such problems.

(1) My secretaries have been informed to put through any Congressional calls to me immediately.

(2) The secretarial staff in our political operation has been directed to log all incoming Congressional calls and to indicate who answered and/or returned the call and at what time.

(3) Strict orders have been given to answer all Congressional mail immediately upon receipt in this office. I will personally see to it that this directive is followed through.

(4) Bob Mardian is in the process of visiting each member of the Legislative leadership group to explain our operation.

(5) George Moore, former Civil Service Commissioner, has been designated by the Legislative leadership group as our liaison. Bob Mardian and I have met with him and will be working closely to prevent any further problems.

(6) I am drafting a letter to be sent to all Republican members of Congress explaining our acknowledgment procedure.

I would appreciate your seeing to it that Bryce Harlow gets a copy of this memorandum.
January 10, 1969

To: John D. Ehrlichman

From: Edward L. Morgan

Subject: Jack Rourke Proposal

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

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

ELM: ab
January 10, 1969

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

ELM:ab
Dear Jack:

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

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

Kindest personal regards.

Very truly yours,

John D. Ehrlichman
Counsel to the President-Elect

JDE:EM:ab
December 30, 1968

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

Dear John:

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

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

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

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

Best,

Sincerely,

JACK ROURKE PRODUCTIONS

Jack Rourke, President

P.S. Am sending along enclosed another copy of presentation.
TWO MAGNIFICENT PROPOSALS FOR

PRESIDENT RICHARD NIXON

AND

THE REPUBLICAN NATIONAL COMMITTEE

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

A plan for . . . .

Unique Personalized Communication
on a regular basis

between

The President of the United States
and
the people of the United States
and . . .
the rest of the world.
Produced the "Ask Richard Nixon Telethon" prior to the Oregon Primary on a statewide network in May 1968.

Produced nine one hour Richard Nixon Special Panel - Audience Shows on Regional networks in September and October of 1968 originating in Chicago, Cleveland, Los Angeles, Detroit, Philadelphia, Atlanta, Dallas, Boston and New York.

Produced the election eve Ask Richard Nixon two-hour telethons, coast to coast on NBC's full network on November 4, 1968, originating in Burbank, California.

(All "live")

With great effectiveness

Unqualified success.
NOW THEN . . .

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

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

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

The Star:

President Nixon

The Supporting Cast:

The Family

The Moderator:

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

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

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

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

Alternatives

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

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

(no commercials)
"This program is brought to you as a public service by such and such a company".

. . . full sponsorship - including commercials.
A wonderful concept . . . .

Now proposal number two . . . .
A Proposal of great significance to
The Republican National Committee.

Purpose - to elect Republican Governors,
Senators and Congressmen.

Here's what happens . . . .
JRP produces monthly or even weekly fifteen or thirty minute personalized programs for candidates for office in each state.

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

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

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

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

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

. . . provided to the station, at no cost to the station, for use on the air as a public service on a regular basis, funds for the production and distribution to be furnished by the Republican National Committee and/or the State Committees.

. . . provided to the stations with "breaks", in which the station may insert commercials.

. . . provided to the station with commercials already inserted for a private enterprise company. The company sponsors the program, just as the Richfield Oil Company might sponsor the Walter Cronkite News on a statewide network.
This technique will provide the public with a useful informative program to watch and will elect many Governors, Senators and Congressmen.

One more thought . . . . .
JRP would like to produce or put together special events.

... White House Functions
... Inaugurations (two)
... Special films recording the history of this administration.
Dear Miss Devine:

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

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

Sincerely,

(Miss) Jana Hruska

Enclosure
December 13, 1968

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

Dear Mr. Erlichman:

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

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

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

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

Patricia Devine  
REGIONAL SPECIAL ACCOUNT EXECUTIVE  

PD:vg  
enc.  
cc: Ken Bayshore - LAXTT
December 13, 1968

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

Attn: Refund Department

Dear Sir:

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

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

Thank you very much.

Sincerely,

John D. Ehrlichman

JD\fjh
Enclosure
To: J. Patrick Dugan
From: Charles E. Stuart
Subject: Hotel Pierre Bill

Date: January 16, 1969

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

Charles E. Stuart
Attachment a/s
To: Charles Stuart  
From: John Ehrlichman  
Date: January 5, 1969

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

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

J.E.

JDE/hg
To: Bill Middendorf
From: John D. Ehrlichman
Subject: Attached Bill

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

JDE:EM;sw
Attachment a/s

John D. Ehrlichman
To: Larry Dunn  
From: Charles E. Stuart  
Subject: St. Mortiz Bill

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

Charles E. Stuart  
CES:sw  
Attachment a/s
January 10, 1069

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

Gentlemen:

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

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

Very truly yours,

Charles E. Stuart

Enclosure

CEW/Jm
January 14, 1969

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

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

Charles E. Stuart

Attachment
January 14, 1969

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

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

Charles E. Stuart

Attachment
January 14, 1969

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

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

Charles E. Stuart

Attachment
To: William Middendorf
Date: January 15, 1969

From: Egil Krogh, Jr.

Subject: Expenses

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

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

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

January 13, 1969

TO: Stephie Wilson
FROM: Bud Krogh
RE: Expenses

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

(1) Hotel Wyndham
    (This for payment direct to Wyndham as unpaid by me. Bill is attached.)
    $67.74

(2) Air Shuttle tickets purchased by me with cash prior to receiving air travel card. (3 receipts enclosed). This for reimbursement to me.
    $54.00

(3) Hotel expenses in Washington D.C. when there on business. (3 receipts enclosed).
    Food expenses in Washington
    $95.77
    $30.00

(4) Taxi expenses in Washington D.C. and N.Y.C. when paid for ride from LaGuardia to Manhattan for Ambassador Murphy and myself Dec. 29.
    $42.00

Total for reimbursement to Krogh $221.77
To: William Middendorf
From: Charles E. Stuart
Subject: Ehrlichman-Stuart Expenses

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

Expenses: $ 68.22 Hotel - Stuart
35.70 Hotel - Ehrlichman
18.00 Air fare - Ehrlichman
121.92 Total Expenses

Less: $ 75.00 Stuart - Advance (Middendorf)
16.00 Stuart - Per Diem
30.92 Balance due Stuart

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

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

Charles E. Stuart

CES:sw
Attachments a/s
# Weekly Expense Report

## Cash Expenses

<table>
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<tr>
<th>Expense Item</th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
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<th>Saturday</th>
<th>Totals</th>
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<tr>
<td>1 Breakfast</td>
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<td>2 Lunch</td>
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<td>3 Dinner</td>
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### Details of Transportation & Entertainment

<table>
<thead>
<tr>
<th>Item</th>
<th>Date</th>
<th>From—To</th>
<th>Method Used</th>
<th>Purpose</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Item</td>
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</table>

### Your Cash Position:

- Balance—Last Report
- Reimbursement Due You
- Permanent Advance
- Temporary Advances Received
- Sub-Total
- Amount of This Expense Voucher
- Balance on Hand

### Special Instructions:

- For Accounting Use Only.

### Details of Credit Cards Used:

<table>
<thead>
<tr>
<th>Date</th>
<th>Credit Card Co.</th>
<th>Where Used</th>
<th>Purpose</th>
<th>Amount</th>
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"NAME: ____________________________
ACTIVITY NO. ______________________
APPROVED BY ________________________"
January 15, 1969

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

Dear Mr. Galarza:

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

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

Yours sincerely,

for John D. Ehrlichman

JDE:sw
Enclosure a/s
January 7, 1969

File Ref: BJD-165

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

Dear Mr. Ehrlichman:

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

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

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

Respectfully yours,

M.D. GALARZA, Manager
Passenger Refunds
Revenue Accounting
To: William Middendorf  
From: Egil Krogh, Jr.  
Subject: Expenses

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

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

The Wyndham bill should be paid directly to the hotel. The total reimbursable to E. Krogh is, therefore, $221.77.
To: William Middendorf  
From: Egil Krogh, Jr.  
Subject: Expenses

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
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</tr>
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<td>Air Shuttle tickets purchased prior to receiving air travel card (3 receipts attached)</td>
<td>54.00</td>
</tr>
<tr>
<td>Washington hotel bills for business trips (3 receipts attached)</td>
<td>95.77</td>
</tr>
<tr>
<td>Meal expenses in Washington</td>
<td>30.00</td>
</tr>
<tr>
<td>Taxi expenses in Washington, D. C. and N. Y. C.</td>
<td>42.00</td>
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</tbody>
</table>

The Wyndham bill should be paid directly to the hotel. The total reimbursable to E. Krogh is, therefore, $221.77.
THOSE INVITED TO RALLY SCHOOL AUGUST 24-25:

ATHY, BOB
BROWN, PAUL
CASSELMAN, BILL
CLAPP, JEFFREY
CODY, RUSSELL
DECKER, RUSS
DONFELD, JEFF
DUNN, PETE
LINDGREN, DAVID
MANICCI, GINO
PURDY, CLAYTON
RELLER, BILL
ROBERTS, MALCOLM
RUDDY, BOB
RUSTAND, WARREN
RYAN, TERRY
TALLMAN, GARTH
WAGNER, BRUCE
WALKER, ALAN
WALKER, RON
Vincent Andrews
Vincent Andrews Inc.
315 Beverly Street
Beverly Hills, California
(213) 273-5477

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

John Carlay
Yale Law School
New Haven, Connecticut 06520

Henry C. Cashen II
800 First National Building *
Detroit, Michigan 48226
(313) 202-5850

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

Charles T. (Chick) Gudlip
8109 East Jefferson
Detroit, Michigan 48214
(313) VA 3-1300

William Gudlup
Readers Digest Assn., Inc.
470 New Center Building
Detroit, Michigan 48226
(313) 375-9500

Sam Guiderstena
c/o Senator George Murphy
Senate Office Building
Washington, D.C. 20510
(202) 224-3341

Tommy I. Deans, Jr.
139 South Tryon Street
Charlotte, North Carolina 28202
(704) 372-3820

* MAILING ADDRESS

John C. Whitaker Po. 7-45-44
Home 365-29 20
6704 Parley St.
Baltimore, Md.
1968 HIXON ANNUAL MEM

REvised May 13, 1968

1330 Chapel Street *
New Haven, Connecticut 06511
(203) 775-3033

99½ Lothrop Road
Grosse Pointe Farms
Michigan 48236
(313) 882-4192

65 Vassar Place *
Rockville Centre
Long Island, New York 11570
(516) 766-3503

824 Neff Road *
Grosse Points, Michigan 48230
(313) 886-3122

676 Lockmoor Blvd. *
Grosse Pointe Woods
Michigan 48236
(313) 836-0550

2412 Eye Street, N. W. *
Washington, D.C. 20037
(202) 335-3739

243 Tranquill Avenue *
Charlotte, North Carolina 28209
(704) 332-4039
Vincent DeGall
733 Third Avenue *
New York, New York 10017
(212) 6X 7-1700

Jeffrey Donfield
2635 College Ave. 63
Berkeley, California
(415) 549-1435

Boyd Gibbons
C/o Senator Paul Tannin
140 Old Senate Office Bldg.
Washington, D.C. 20510
(202) 224-4321

J. Roy Goodman
808 Americas Bldg. *
Houston, Texas 77002
(713) 224-5939

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

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

W. R. (Dick) Howard
Business phone:
(213) 385-5400

Gene Johnson
Associated Transport
390 Madison Avenue
New York, New York
(212) 6X 7-8700

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

Bill Kluca
C/o Ashland College
Ashland, Ohio 44805
(419) 324-4382

207 Weaver Street
Larchmont, New York
(914) 334-5400

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

5600 Ella Loe Lane
Houston, Texas 77027
(713) 621-3999

6116 Temple *
Bethesda, Maryland
(301) 355-7378

690 E. California Blvd. *
Pasadena, California 91106
(213) 796-6867

411 East 57th Street *
Apt. 108
New York, New York 10022
(212) 751-0117

14 Fifth Avenue *
New York, New York 10011
(212) 971-7124

420 Forest Hill Road *
Ashland, Ohio
(419) 325-1476
ADDITIONAL ADVANCE MEN

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

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

21 M ornal Lane
Wilton, Connecticut 06897
(203) 762-8162

(408) 425-4510

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

459 Channing Avenue *
Westfield, New Jersey 07090
(201) 232-1396

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

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

TO: RALLY MEN
FROM: JOHN EHRlichMAN
      BOYD GIBBONS
RE: RALLY MAN'S SCHOOL

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

We hope that you are all able to attend.

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

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

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

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

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

cc: Bill Killgallon
MEMORANDUM       JUNE 12, 1968

TO:       ADVANCE MEN

FROM:     JOHN C. WHITAKER

RE:       ADVANCE MAN AND RALLY MAN SCHOOL

JULY 13-14

STATLER HILTON HOTEL, NEW YORK CITY

34th Street at 7th Avenue

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

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

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

The schedule for the school is as follows:

Saturday, July 13, 1968

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

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

Sandwiches will be brought into the advance school
and the rally school separately for lunch on Saturday.

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

SUNDAY, JULY 14, 1968

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

[Signature]

John Whitaker
MEMORANDUM

DATE: July 31, 1968
TO: John Whitaker
FROM: Cy Laughter

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

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

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

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

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

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

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

CL:p

CC: Tom Evans, Lamar Alexander, Bob Halderman
July 8, 1968

SPECIAL DELIVERY

MEMORANDUM

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

FROM:  John Whitaker

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

John C. Whitaker

JGW: jc
Enc.
MEMORANDUM

JUNE 12, 1968

TO: ADVANCE MEN

FROM: JOHN C. WHITAKER

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

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

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

Bill Killgallon (office: 212-530-2231; home 212-287-1724) is advancing the advance man's school. Please phone Bill no later than June 19 (he will be leaving town for 2 weeks) and advise him (1) if you are coming to the school; (2) whether you will need a hotel room on both Friday and Saturday nights. It is assumed those who live in the New York area will not need hotel rooms but they should still advise Bill if they are coming to the school.

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

Sunday, July 14, 1968
10:00 a.m. -12:30 p.m. Advance school continues in the East Room on Saturday
10 a.m. - 12:30 p.m. Rally school continues in the Hudson Sutton Suite
12:30-2:00 p.m. Lunch in the East Room for both the advance and rally men
2-4 p.m. East Room - joint meeting of the rally and advance men to hear remarks by key Nixon staff members
A/M School (37)

- Duncan - SS 11:30-12
- Whiteker
- K. Cole
- Chapin
- HRH - ?
- Klein/Ziegler
- TV = Al Scott - Tom Evans?

SCHEDULE

SAT
10 AM - 11 AM Joint mfg. w/ Rally
11 AM - 12 AM Session
12 - 1:30 Lunch
1:30 - 5 - Session

SUN
10 - 1:30
11:30 - 12:00 Duncan
12 - 2 Lunch
2 - 4 Session
3:30 - 4 RN

Bill Kilgallen
A/M for School - yes

157 Rally people
Advance men

Schedule
2 wks lead-time

JW initiates - input to Sked Comm - Shakespeare Gaming Whittaker

Process
JW responsible for getting sked devel

Schedule Committee:
HRH
JE
DC
MEMORANDUM

TO: ADVANCE MEN

FROM: JOHN C. WHITAKER

RE: ADVANCE MAN AND RALLY MAN SCHOOL

JULY 13-14

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34th Street at 7th Avenue

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The schedule for the school is as follows:

SATURDAY, JULY 13, 1968

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

11:30-5:00 p.m. Advance school - Petite Cafe Room - Whitaker in charge

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

Sandwiches will be brought into the advance school and the rally school separately for lunch on Saturday.

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

SUNDAY, JULY 14, 1968

10:00 a.m.-12:30 p.m. Advance school continues in the East Room on Saturday

10 a.m. - 12:30 p.m. Rally school continues in the Hudson Sutton Suite Lunch in the East Room for both the advance and rally men

12:30-2:00 p.m. East Room - joint meeting of the rally and advance men to hear remarks by key Nixon staff members

Cheers

[Signature]

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

FRIDAY, AUGUST 16

SAN DIEGO-KNOTT'S BERRY FARM

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

KNOTT'S BERRY FARM-DISNEYLAND

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

DISNEYLAND - SAN DIEGO

Depart same gate as entered Disneyland

South (right) on Harbor Boulevard to Katella
East (right) on Katella to Santa Ana Freeway (Interstate 5)
Interstate 5 to San Diego
DETAIL STAFF SCHEDULE
RICHARD M. NIXON
FRIDAY, AUGUST 16, 1968

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

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

SCHEDULE FOR MRS. N. TRICIA, JULIE, DAVID

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

RN SCHEDULE:

5:00 p.m. RN, staff and press depart Bahia Hotel, San Diego
(or immediately enroute Anaheim - Knott's Berry Farm)
Driving time: 1:30

6:30 p.m. Paul Shirley Arrive Knott's Berry Farm, Anaheim, California
To be joined by Mrs. Nixon, Tricia, Julie, David

6:40 p.m. Dinner at Mrs. Knott's Chicken Dinner Restaurant
Restaurant seats 300-400
RN and family will be seated at a table for 8
Press and staff seated at tables of 4 and 6

7:25 p.m. Finish dinner

7:25-7:45 p.m. Tour Knott's Berry Farm
Depart Dining Room - into Ghost Town - past Gold Mine -
down Main Street past the jail and into Calico Square
where an old timer gold miner will make RN an
Honorary Marshall of Ghost Town - down School Road
past shops where people will be walking around and
out the gate by the Steak House into motorcade
waiting to take party to Disneyland

7:45 p.m. Depart Walter Knott's Berry Farm enroute Disneyland
Driving time: 1:15
Friday, August 16, 1968 (continued) — Anaheim

7:45 p.m. (continued):
Three representatives from Disneyland (Jack Lindquist, Charles Ridgeway and Bob Jackson) will board the press bus(es) at this time and distribute Disneyland press passes for free admittance to the Park and for free rides.

8:00 p.m.
Arrive Disneyland, Anaheim, California (714) 533-4456. Enter through Employees Gate off Harbor Boulevard. To be met by Sally Sherbin, Disneyland Ambassador (Outstanding female employee chosen to be Ambassador for a year).

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

8:10 p.m.
RN and family board Disneyland Railroad.

8:17 p.m.
Train arrives Main Street Station where press will board.

8:25 p.m.
Train arrives Frontierland Railroad Station — all detrain.
RN and family board Pirates of the Caribbean ride — 15 minute ride.

8:30 p.m.
RN and family ride Pirates of the Caribbean. Press pool follows. Remainder of press taken to exit of ride to await arrival.

8:45 p.m.
RN and family exit Pirate ride. 

8:50 p.m.
RN and family and entire press corps board Mark Twain River Boat ride — 15 minute ride.

9:05 p.m.
Depart River Boat ride for Frontierland Railroad Station.

9:10 p.m.
Arrive Frontierland Railroad Station. Board Disneyland Railroad enroute Tomorrowland.
RN and family and entire press board train.

9:20 p.m.
Arrive Tomorrowland. Ride Wed Way (people mover) — separate cars; each car holds 4 people; 4 cars hooked together.
First group — RN and family 16.
Second group — Press pool 16.
Third group — additional press and staff 16.

9:25 p.m.
RN and press pool ride on Wed Way — 10 minute ride.

9:35 p.m.
Depart Wed Way enroute Small World Ride.

9:40 p.m.
RN and family and press pool board Small World Ride. (Boat ride through area full of animated children representing various countries — all singing!)
FRIDAY, AUGUST 16, 1968 (continued) - Anaheim-San Diego

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

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

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

SCHEDULE FOR MRS. N., TRICIA, JULIE, DAVID

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

EN SCHEDULE (CONTINUED):

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

***
Keep under
(shoulders)
Chauan

Stay Firm
Harmon

If not used

P.E. - 1st

Discarnation

L 800 ft N.T.

V.P.L.

Commander

Lido do Nau

Accomodo

March

10 x 20 P.A.
VIDEO-TAPED REMARKS TO 1968 ADVANCEMEN

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

I. After a day of "school" the new men are realizing that advancing requires dedication and hard work.

A. Our Advance Men have always had the admiration of the press and public for their near flawless execution and devotion to their jobs.

B. I know and sincerely appreciate the hardships involved -
   Hard travel
   Poor conditions
   Absence from family

C. There will be little opportunity for us to talk together on these trips. But I know what you're doing, and I know that it all would be impossible without your good work.

D. I had planned to be present at your "school" and I wish I were.
   But as you know from your schoolteachers here, in every schedule we must have "staff time" before a big event.

   While you're preparing yourself for the big event coming, I am too.

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

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

July 13
10:30 AM - Petite Cafe Room
Joint meeting of Advance and Rally Teams
I. Introductions
   General description of the role and division of labor

11:30 AM - Advance Man's School
11:30 to 12:30
II. Policy
III. Scheduling
IV. S.O.P.
V. Before you go

12:30 to 1:15 - Lunch
1:15 to 3:15
VI. The first half-day
VII. Organizing
VIII. Arrivals
IX. Transportation

3:15 to 3:30 - Recess
3:30 to 5:00
X. Overnight
XI. Meetings
XII. Departures

5:30 to 9:00 - Free time
9:00 to 11:00 - Rally, Advance Men and Staff Social get-together
Rooms 202A and 206A

July 14
10:00 - 12:30 - Secret Service procedures
XIII. TV and Lighting
XIV. Sound
XV-XVI. Miscellaneous

Joint Advance and Rally Sessions:

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

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

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

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

(a) Whenever possible RN's car should provide a roofy seat and jump seats.
3. The motorcade -

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

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

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

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

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

 impossible head RT earphone -
Pilot car - 5 on 6 level
DC in center, rear gear 96 #1
OUR A/M arranges for a police car if possible to act as "ADVANCE"

Get a sign for the window:
"ADVANCE"
(b) Time:

- Advance Car
  - Lead Police Driver
  - SS
  - SS
  - SS
  - SS
  - SS
  - SS
  - SS
  - SS
- Phone Car
  - Pool Press
  - Pool Press or V. I. P.
- Press Bus
- Press/Staff Bus
- etc
- Police follow-up car
(C) MOTORCADE PROCEDURE:

(1) No movement except by direction of the T/M

(2) No change of route without T/M approval except if a "red condition" exists

(3) All vehicles move together, including buses.

(4) Unscheduled stops will be made, from time to time, for political reasons. The tour manager will direct the time and place of these stops. The SS will cooperate in making such stops unless a red condition exists, in which case Bill Duncan will so notify the T/M before removing RN from the motorcade alignment. In the latter case the SS will assume responsibility.
for the consequences.

(5) Decisions on the tactics of movement will be made by the Unit Manager. The SS will not, under any circumstances, unilaterally discuss questions of tactics associated with movements of political questions to RN for decision except those questions transmitted to RN via Bill Duncan by members of the staff. In the latter case the SS acts only as a conduit, neither adding to nor subtracting from the transmission.
Walking movements

1. SS agents will be so instructed and supervised that absolutely no physical force is inflicted upon members of the press corps except when their conduct constitutes a clear and present danger of harm to RN or his family.

2. The SS will, likewise, minimize physical contact with the public.

3. The SS will be instructed to use pleasant, non-physical techniques of crowd control. Agents will be required to smile, say "excuse me" and be courteous in movements through crowds.
(4) The SS will make no unilateral changes in route or schedule except to avoid a red condition.

(5) The SS advance man will not require the political A/M to precede him in a walking movement. The order will be:

- 0 – SS A/M (at extreme of sight distance)
- X – Political A/M
- X – Tour Manager
- 0 – SS post #2
- RN – Duncan
- Chapin –
(5) Hotel procedures

a) SS people not on post will not stand in hallways or offices but will be instructed to stand by in designated rooms established for the purpose.
6. Credentials
   (2) Staff: Permanent travel staff will be provided with the identification badge approved by the SS. All agents having any contact with the party will be instructed, in advance, to recognize this badge to avoid tie-ups upon arrival.

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

   (b) Press: The SS will immediately establish a procedure for designating accredited press. Agents will be instructed to recognize
the designated badge and treat the wearer with consummate courtesy.

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

We have been furnished this
NYPD member by The City of New
York. He will travel with us,
from time to time in that
capacity. It is requested that
The SS cooperate with Mr.
Canfield so that he can
efficiently conduct his assigned
duties in assuring the security
of Staff rooms and offices.
① SS A/M & Police A/M

Inter-relationship

If problem JE & Duncan work is on

A/M NEVER go to SS direct during tour
JE works thru Duncan or Zbozil (if not here) or A/M (if Don & not here)

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

Get Travel Time from SS

When a critical time arrival we'll know the route & can travel it
Lincoln - Mercury
Option conditioned on exclusive use -

Lincoln limousine - remove windows - 8 front & back seats

Order advance car for next week -

And Disneyland