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**CHICAGO TO SFO**
September 3, 1968  
TO: Staff on Tour  
FROM: John Ehrlichman  
Vern Olson  

All seats on the Nixon Tour are pre-assigned. Please keep this memorandum of your seating since it is frequently necessary to change seating. This is the only record of your seating you will be given.

If you should carelessly and unforgiveably mislay your memorandum ask us and we'll tell you where to sit.

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September 3, 1968

MEMORANDUM

TO: JOHN EHRLICHMAN
FROM: PAT BUCHANAN

Theodore White would like to join us on the next full trip out. Please arrange that he has a good seat on the plane. Thanks,
BASIC STAFF LIST
(for hotel room assignments)

RN
*Tricia Nixon
*Julie Nixon
David Eisenhower
Rose Mary Woods
Dwight Chapin
O John Davies
Bob Haldeman
Larry Higby
John Ehrlichman
Vern Olson
Shelley Scarney
Marge Acker
Jeanette Lerner
Linda Underwood
James Keogh
Pat Buchanan
Ray Price
William Safire
Martin Anderson

Candidate's personal secretary
Candidate's personal aide
Mrs. Nixon's personal aide
Chief of Staff
Aide to Haldeman
Tour Director
Asst. Tour Director
Secretary
Secretary
Secretary
Dir., Research and Writing
Research and Writing
Research and Writing
Research and Writing

Political Aides:
Lt. Gov. Bob Finch
Congressman Mel Laird
Senator Thruston Morton
Charles McWhorter
Richard Moore
Robert Ellsworth

TV/Advertising:
Frank Shakespeare or Len Garment

Press Aides:
Ron Ziegler
Bruce Whalehan
Alan Woods

Press Sec'y's.: Mary Alice Passman
Susan Reinecke

Jack Caulfield
Ed McDaniel
Ben Polmer
Messrs. Gorman or Oberg
Marvin Snead
DAVID SHIELDS

Staff Security
Public Address and Sound
Western Union
Masseur
Communications
Expediter (Baggage, etc.)
Doctor
Airlines representative
Court Reporter

Jean Ashton
RN Office
Tour Office
Working Press room

Das. Fanto  UAL
SFO to Houston

Staff: Tricia
Press: 26

Julie
14
40

Tricia
26
12
7

Shakespeare
Duncan

Moore
Sen. Morton

PN
Mrs. Brown

Underwood
Lerner
Snead

Davies
Higby

Price
Anderson

Keogh

Price
Anderson

Snead

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Chapin
Ehrlichman

Haldeman
Ram. Woods

Tricia
(Val)

McWhorter

Osberg
Acker
Scarvey

Humphrey
Harlow

Safire
Buchanan

Keogh

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Ziegler

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Julie
Houston, Oklahoma City

Shakespeare, Duncan, Chopin, Chichester

VIP, VIP, VIP, Elements, VIP

PN, TN, [Stew]

Rose, Bushman, Speed, SS, SS, SS

24 press (incl. Reagan)

+ 4 staff - Al Scott

Hardeman

2 empty

Conceivables

- 1 in ex. plane

OC to Pittsburgh:

#1: 4 VIP + 12 press

& 35 + 6 staff from 3 to
Houston to OKLA, CITY, OKLA
via private jet

SS       SS
SS       SS
SS       SS
SS       SS
SS       SS

Shields
Caulfield

Oberg
Lerner

May use
Spare seats on
Tricia
MEMORANDUM  AUGUST 30, 1968

TO: BOB HALDEMAN
    LARRY HIGBY
CC: DREW MASON
    BILL DUNCAN

FROM: JOHN WHITAKER

RE: PASSENGERS ON HOUSTON-OKLAHOMA FLIGHT
    SATURDAY, SEPTEMBER 7, 1968

COP leaders:
    Henry Bellmon, former Governor and candidate for U.S. Senate
    Congressman Page Belcher
    Governor Dewey Bartlett
    Congressman Jim Smith

Press:
    Jim Young - Oklahoma Times (Oklahoma City)
    Mike Flanigan - Tulsa World
    Tom Bezier - Tulsa Tribune
    Ernie Schultz - WKY-TV News Director, Oklahoma City
    Jim Loy, KWTV cameraman, Oklahoma City
Houston to Oklahoma City - TRICIA
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<th>Shakespeare or Marathon</th>
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| Davies      | Highby |                       |       |
| Underwood   | Acker  |                        |       |

| McDaniel    | Folmar |                       |       |
| Sen. Morton | Sen. Brooke |                  |       |
| Humphrey    | Price  |                        |       |
| Muhlenberg  | Saffire |                      |       |
| Scarney     | Anderson |                    |       |

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Houston to Oklahoma City - Julie
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**OKLAHOMA CITY TO PITTSBURGH**

**Note:** No seat for D. L. Reit on this plane.

McDaniel  | Flock | 5 |
Rinke     | Passam | 6 |
Alston    | Hennefeld | 7 |

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2 Staff via Commercial to NYC

Pittsburgh to Wash., D.C.

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1. Shakespeare
2. Duncan
3. Mrs. Mark Hatfield
4. Woods
5. Hatfield
6. Moore
7. Underwood
8. Lerner
9. Sneed
10. Davies
11. Highby
12. Price
13. Anderson
14. Keough
15. Passam
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1. Olson
2. Haldeman
3. Charlton
4. Shutta
5. Runke
6. Ellsworth
7. Whaleham
8. Val
9. Acker
10. Scarnay
11. Humphrey
12. Harlow
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WASH.D.C. TO N.Y.C.
MEMORANDUM

TO: Peter Flanigan
FROM: Boyd Gibbons
RE: Rally Budget

Attached is the budget for the rally operation which you approved yesterday.

The living expenses for my secretary, Alice Flickinger, as well as the salary and living expenses of my assistant, who will probably be Larry H. Dunn, are already included in John Whitaker's budget.

Bob Haldeman will be talking to Tommy Walker whom I wish to hire as a rally consultant at a fee yet to be determined, but which I would estimate approximately $7,000 to $8,000. I spoke with Ehrlichman today and he is taking this up with Haldeman.

Enclosure

cc - John Whitaker
    - John Ehrlichman
# Rally Budget

(September 1 to November 5)

## NYC Staff

(Consultant retainer - $7,500 estimated - yet to be approved.)

## Rally Fund

Rallies Fund including crowd raising functions, Invitations (printing and postage), Performing Groups (fees, exp.), Bands, Posters, etc.

$100,000

## Voices for Nixon

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choir Dir. (Salary)</td>
<td>$3,000</td>
</tr>
<tr>
<td>Choir Dir. (Trav. Exp.)</td>
<td>5,000</td>
</tr>
<tr>
<td>Music (printing)</td>
<td>5,000</td>
</tr>
<tr>
<td>Music (shipping)</td>
<td>500</td>
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<tr>
<td>Advance Man (salary)</td>
<td>2,500</td>
</tr>
<tr>
<td>Advance Man (trav.exp.)</td>
<td>7,000</td>
</tr>
<tr>
<td>Other Exp. (Piano rental, rehearsal adv., union band, sound system, l.d.calls)</td>
<td>7,000</td>
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</table>

30,000

## Nixonaires

Including Uniforms, Director's trav. exp., Nixonaires' trav. exp., stationery, postage, etc.

10,000

**Total**

$140,000

Submitted 8/27/68

Boyd Gibbons, III
August 27, 1968

MEMO TO: Verne Olson
FROM: Boyd Gibbons

Clint Wheeler is preparing a backup rally kit of assorted campaign materials, buttons, etc., to be aboard the candidate's plane. Contact Clint Tuesday as to where to pick up the kits for loading for the departure Wednesday.

cc - John Ehrlichman
MEMORANDUM

AUGUST 13, 1968

TO: KEN COLE
FROM: JOHN WHITTAKER
RE: NEW YORK CITY ADVANCE MAN

Ehrlichman and I have discussed a New York advance man whose responsibility it is to move all staff and press from New York to the airport or from the airport to downtown New York for the entire campaign.

Please solicit Tom Marques, one of the Dallas advance men that Ehrlichman recruited.

Office: (212) 661-8280
Home: (203) 227-5341

to take over this assignment.

One-half hour briefing by you and Henry Hyde should suffice.

CHEERS,
MEMORANDUM

TO: BOYD GIBBONS
FROM: JOHN WHITAKER
        JOHN EHRLICHMAN

AUGUST 13, 1968

This is to clarify your assignment during the campaign as per our separate conversations with you in Miami last week.

You have the responsibility for the entire rally section. You have the authority to go with this responsibility and you will have the money to implement this program as soon as your budget is submitted to Maurice Stans with copy to Ehrlichman and get their approval.

This responsibility would include:

1. Recruitment of all rally men
2. Teaching the rally school
3. Implementation of Voices for Nixon and Nixonaires
4. Designing, distribution and implementation of rally materials to rally sites on time
5. Assignment of a rally man as soon as possible to work in Whitaker’s schedule office in New York.

All the above to be operational no later than September first.

At that point you would go on the road as a rally man consulting with your New York man (A) to execute individual rallies yourself and (B) to assign rally men to various events.

However, after approximately September 25 it seems that the decision on who assigns the rally men should reside in the hands of your man in New York and Ehrlichman on the road since John will be seeing how well the rallies are executed and will be in the best position to make a judgment on assignments.

John Hideseker will function as a rally man but will not infringe upon your authority.

Both John and I regret there has been some initial confusion in organizing the rally section and presume that this memo of understanding straightens us out on the right path.
MEMORANDUM

TO:     BOB HALDEMAN
FROM:  JOHN WHITAKER
RE:     RN CALENDAR

AUGUST 20, 1968

The attached RN calendar incorporates RN schedule thinking as of the
RN, you, me, Finch, Birchman meeting in Mission Bay last Saturday
afternoon.

1. It is obvious to do what he asked to be done - that he
start the first week and not the second week in September.

2. I have added Iowa because he seemed to be bucking all
of our recommendations that he not do it. Once in the Iowa thicket
you get the Western Iowa stop in Des Moines and have a hellsuva time
avoiding a Davenport stop in Eastern Iowa if he does the Quad City
area in Illinois (and I think he should do this area).

3. I show the full train campaign from Pennsylvania on
October 19 through Illinois on October 23. You will recall we all
bucked this but his instincts were to go for it.

I strongly feel the attached schedule is much too tough. And it seems
to me we have to consider the following:

A. Cutting out part or all of the train rides in Pennsylvania,
Ohio, Michigan, Illinois, depending on how good our polls look at that
time. It seems to me if we are in good shape in Ohio, that is the one
to cut, particularly the day from the overnight in Pittsburgh through the
overnight in Cincinnati tentatively shown for October 20.

B. Cut Iowa completely.

C. Cut the Al Smith Dinner in New York. (I have already shown
it cut out and list it during the four-day rest period in California.
The Al Smith Dinner is October 16).

Note the tremendous time spent in New York state:
October 10 - Staten Island
October 12 - Long Island
October 25 - Rochester and Buffalo

Again we need a hard decision on New York state, i.e., fresher information
than the Rockefeller poll.
Finally, if NN's gut feeling is that he still needs to do everything shown on this calendar then I think we have to abandon the solid four days rest period given to Key Biscayne September 22-25 and the four day rest period in California October 14-17 and instead give him more one day rest periods because you will notice that there are a few particularly bad runs of campaigning that exceed 6 days - October 16-23 and September 11-21 without one day completely off, although the week of September 15-21 does contain four one-half day rest periods.

Nick Ruse is getting together an Agnew calendar to complement the attached NN calendar.

Cheers,
Tour Committee
Tour

1. Sub Comm. on Budget
   (Whitaker) by 5pm

2. Plane - Davies/ Olson

3. Staff Room is a "Social Room"

4. Lighting in office
   Tensor lamps -

5. Typewriter Tables -
4. Runs AM deadline
   Phone sub committee

5. Wednesday -
   W/T

6. Page boys in RN Office

7. A/M Manual modif
   by Thursday -

8. Passwaters = Communicate A/M

9. Air lines liaison
   
   Davis
   Olson
   SE
   Weisaker -
10. Supplies - press plane -
   Use coat closet -

11. JE
   Cleon
   Expediter
   Western Union
   Ed McDaniels - PA
   Communic
   Radio Op / Twx

12. AB Dick small copies

13. Radio Op & Twx man

14. Train: (Re Twx)

   Shelly Scaris
   Jeanette Lerner
   Chris Buckley
   Linda Underwood
Anne Volz
Ron Ziegler
Alan Woods

15. Baggage Tags - Ziegler

16. Motorcades
IDENT.

1. Radio car w/ 2 phones for wires.

2. Press 600 location - Davies.
17) A/M told SS the buses not in motorcade.

18) Wire services can next behind the rear SS can.

19) SS wouldn’t permit mobile: pool car yesterday.

19) Next car: pool photo car
PN aide
Dwight
A/M
Tour Mgr

Roughness 9 SS
Badges -

Chapin
Hobby
Davies
Ziegler
Schumm
Breder
Olsen
1. Radio on new plane?

2. VP - Plane coach

Press Req
Press Aide
Goodearle
Baggage Man

Transcriber man

Sears
McWhorter
MD
1. Olson report on plane
2. Lightning on plane
3. W/T procedure
4. AIM manual modification in progress
5. List of office supplies
6. Pan mimo- type, how used
7. Zeegler - Cab, Tags
8. Tour procedure -
   Assembly
   T/Off Load manifest
9. Age new plane

Duncan
1. Seating
2. Luggage on our plane
TO: MAURICE STANS
FROM: JOHN WHITAKER

BUDGET - ESTIMATE
SCHEDULE OFFICE

A.  SALARY

<table>
<thead>
<tr>
<th>Name</th>
<th>Monthly Salary</th>
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<tbody>
<tr>
<td>John Whitaker (Nixon)</td>
<td>1250.</td>
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<tr>
<td>Henry Hyde (Whitaker's assistant)</td>
<td>1000.</td>
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<tr>
<td>Jeff Kimball (Mrs. N, Tricia, Julie, David)</td>
<td>1000.</td>
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<tr>
<td>Bill Killgallon (VIPs)</td>
<td>-</td>
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<tr>
<td>Ken Cole - Advance men</td>
<td>1600.</td>
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<tr>
<td>Booth Turner - Cole's assistant</td>
<td>1000.</td>
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<td>VP scheduler (B. Cudlip, V. DeCain, B. Codus)</td>
<td>1500.</td>
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<td>Assistant scheduler</td>
<td>1200.</td>
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<td>Assistant scheduler</td>
<td>1200.</td>
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<td>Rally man</td>
<td>1200.</td>
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<td>Transportation man</td>
<td>1200.</td>
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<td>Transportation secretary</td>
<td>600.</td>
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<td>Jane Hruska</td>
<td>625.</td>
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<td>Lynda Clancy</td>
<td>625.</td>
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<td>Joan Carroll</td>
<td>500.</td>
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<td>Secretary</td>
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Salary Total: $48,300

B.  PHONE

- 3000. 9,000

C.  OFFICE MATERIALS

- 800. 2,400

D.  POSTAGE

- 500. 1,500

E.  RENT

F.  LIVING EXPENSES IN NEW YORK FOR SCHEDULE STAFF

- Apartment, meals @ $500 per month for 11
  - $5500. 16,500

SUBTOTAL AUG 15- NOV. 15 77,700

G.  WHITAKER - 4 TRIPS DURING 9 WEEK CAMPAIGN TO MEET WITH RN STAFF ON ROAD @ $350 per trip

- 1400. 1,400.

VP SCHEDULER - 4 TRIPS DURING CAMPAIGN TO MEET AGNEW STAFF ON ROAD - COULD BE LESS THAN $350 PER TRIP IF MEETINGS IN ANNAPOULIS

- 1400. 1,400.

H.  9 MESSENGER AIRLINE TRIPS TO DELIVER NEXT WEEK'S DETAIL STAFF SCHEDULE AND PRESS SCHEDULE TO RN'S PLANE @ $350 PER TRIP

- 3150. 3,150.

I  MESSENGER TRIPS TO AGNEW STAFF TO DELIVER SCHEDULE - BUT WILL BE WAY LESS IF ANNAPOLIS THE DELIVERY POINT

- 3150. 3,150.

GRAND TOTAL 8/15-11/15 $86,800

cc: Bob Haldeman
    John Ehrlichman
    Henry Hyde
    Ken Cole
Radio - Telephone - Plane
Nick Volcheff -

Cost? Pete Bliss was w/ GE

2 & left seats - 1 row
Front - by entrance
Tele-type
Base radio

John King - operator
gear in bay across aisle - closet
Panel filled
Vertical stack - rack -
Coast storage under.

Next 2 rows, both sides
were bunks - not used -
later converted to
storage & work -

Used?
1. Bell system Air to sound
used extensively
E coast to Meet us
N -

Nothing in South -
Office
HQ
Carl Hess to speech
next stop
research
Baruti's group

Late breaking news -

Security - OK

Volume - plentiful

Intercom
Tell Rep to get design man
Brag me

Phone connected w/ radio
at candidate's station

Intercom
Radio man
in back - press rap on ea side

Maritime
Ship to shore
used back

Text - Air to ground
Staff unfamiliar
Cut tape - in air
send it as once
when on ground
Customer Card dialer

No interference -

Power converter to 110 AC

Design left to GE

Pete Bliss

3 were thought

I'm, job done fast -

Radio can call A/m's

Walkie-Talkie

Can + switc

on 2 channels at once -
Tour
Schedule function
- changes
Loose advancing

Background/Color (John Sears)
JEI - on time where it's needed -
Locality briefing

Seller - poor -
Urges no drinking

Receptions-
   Obscure him
   Too many
   Stand to side or scatter-
   Keep open area in front roped off-

Uniforms

Cars - add an add'l lead car-
Recruiting
Whitaker

Doctor: HRH
Expediter: JW
WU man: ? JW?
Misuer: Gunnar?
Airline: UAL
Sound: Ed McDaniel
Radio Op:
Twx Op:

Airplane = seating configuration -

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Outfitting — 727 —

Extra time required
UAL 5"
To first
100 - 105

Press?

120
+70
190

Ziegler—
Must go to **2** Airlines if 3 used

**K** to Net Con Pre-convention

Airborne Communic -
Ron Crawford - Consultant
Nick Volcheff - ATT

Motorola
GE 100M

**AmEx**

Baggage man
NY Courier -
- JE to interview -

Airplane Committee

Olson
HH
Herb
UAL man

Env't for 3 planes
Radio Op - licensed

Op. TWX - via Ron Crawford

Sound - Ed McDaniel

HRH - Physician

Western Union

$3750 for 3/day

Music

UAL - 1 man/Plane
- Crew -
INSTRUCTIONS TO FLIGHT CREW

Aug 23
NYC -
No EN

Centralize branches - via JE

Press Advance menu
decide 8/20 or before -
John, Barbara, Susan, Ann > Gala Sun Nite
Dowici > Gala Sun Nite
Arrive Saf Sunday Hour ??
Fix Schedule Send to Whitaker

Rush

○ Need Adv. Man for John Eisenhower, et al -

Monday AM - Navy -
RK Message

What scheduled - parties -

Page - box - portable -
Office

Mimeo
Xerox printer
8 Typewriters

Speech Typewriter
SCM's 4 or 5

Office Supplies - 5 or 6 bags:

Dwight
2 Rose
Buchanan
Davies (w/t)

Satchel - paper, pens, stapler

Staff office -
4 typewriters

Footlocker overnite stock
TV Crew equipment
System -
Quick "hold" service
& a closer rear to
rear steps -
Hotel

Staff Room (lounge)

Local Security Rm

Secret Service Rm

Away from RN area

Rose's room - Rose bigger-

separate office & near

but not next

Shelly, Ann, Morgan

typewriters or

stands

Xerox

Mimeo in press office

Xerox - printer - needs a case &

wheels -

Goes in Rose's
MEMORANDUM

AUGUST 13, 1968

TO: CHARLES BRESLER
    GEORGE WHITE
    ART SOHMER
    HERB THOMPSON
    JOHN SIMPSON

CC: JOE HALDEMAN
    JOHN EHRLICHMAN
    VERN OLSON
    NICK RUWE
    ROY GOODEARLE
    FRANK SHAKESPEARE
    HENRY HYDE
    KEN COLE
    JIM KEOGH

RE: GOVERNOR AGNEW'S CAMPAIGN AIRCRAFT AND TRAVELLING PARTY

FROM: JOHN WHITAKER

CAMPAIGN AIRCRAFT

Vern Olson, Room 421, John Ehrlichman's assistant, is ordering a Boeing 727 jet which will be ready about September first for Governor Agnew. This aircraft will be equipped with first class seating, a couch for the Governor, typing tables but without the $100,000 communications system requested since FAA will allow you to transmit to the President, Attorney General, etc. in the event of an emergency, and in addition the Secret Service communications system on the plane can be made available for any Federal dialogue required with Washington; for example, with the President and Attorney General, etc.

Also we will provide 2 Nixon political liaison men on this aircraft at all times so that communications between the Nixon and the Agnew planes is not essential.

All the above physical arrangements on this aircraft have been made with considerable thought based on our own "homework" in preparing Nixon's plane.

Please advise Olson the name you wish to give to the plane. For example, Mr. Nixon's plane and the two press planes will probably be called Tricia, Julie and David respectively. You may wish to have the Governor or Mrs. Agnew and the children schedule a christening ceremony around September first.

The aircraft after all provisions for special facilities will have 58 seats.
TRAVELLING CAMPAIGN STAFF

Based on Mr. Nixon's initial experience being suddenly made the Vice Presidential nominee and on his experience in many national campaigns, he and members of his staff are strongly of the opinion that the smaller the travelling staff the better. It is easier to add additional people but hard to reduce the staff once a personality conflict develops.

The below staff list has been carefully discussed and we recommend the following personnel. After each name is listed either "OLSON" if it is the responsibility of the Nixon group to supply a man and "BRESLER" if it is the responsibility of the Agnew staff to supply a man.

For any deletions or additions to this list, I would appreciate it if you would work directly with Vern Olson.

1. Governor Agnew
2. Mrs. Agnew
3. Aide to the Governor - Art Schmer
4. Travelling secretary for the Governor - BRESLER
5. Travelling secretary for the Governor - BRESLER
6. Chief of Staff - George White
7. Secretary to George White - BRESLER
8. Press secretary - Herb Thompson
9. Aide to the press secretary - BRESLER
10. Secretary for the press secretary - BRESLER
11. Secretary for the press secretary - BRESLER
12. Research and writing - BRESLER
13. Research and writing - BRESLER
(At this point our staff not able to supply you with a research and writing team but you may wish to discuss this matter with Jim Keogh)
14. Doctor for the Governor and travelling staff - BRESLER
(Our experience is that you may wish to line up 2-3 doctors for part-time travel since it is unlikely you could get one doctor for 10 weeks of travel)
15. Tour Director - Roy Goodearle
16. Baggage man - OLSON
17. Stenotypist - OLSON
18. Steno-transcriber - OLSON
(There is a possibility items 17 and 18 can be combined into one man — it may be a question of union regulations and Olson will check into this)
19. Nixon political liaison man - OLSON
20. Nixon political liaison man - OLSON
21. TV consultant - BRESLER-SHELPS
22. Secret Service - John Simpson
23. Secret Service
24. Secret Service
We see no need for a full-time travelling TV director, producer and crew although on occasions a crew will be necessary to film either Agnew documentaries or Agnew TV spots. However, a full-time TV man on the road is necessary should the Governor wish consultation on TV and you should discuss with Frank Shakespeare some potential nominees for this job.

Nick Ruwe, who scheduled Mr. Nixon in 1962 and 1964 and was his chief advance man in the New Hampshire and Oregon primaries, will schedule Governor Agnew out of my office in New York. His secretary is Joan Carroll at (212) 661-6400.

Roy Goodearle, a tactful unflappable Texan who has advanced for many years and was chief advance man in the Wisconsin primary, will be aboard the Agnew aircraft as Tour Director.

Therefore, Ruwe on schedule and Goodearle on tour will work hand in glove as Whitaker on schedule and Ehrlichman on tour will work with Mr. Nixon.

Sherm Unger, a long-time associate of Mr. Nixon's, will be working in my office in New York (A) preparing political background material for each Nixon visit and (B) notifying the state leaders of upcoming Nixon visits before such visits are announced in the press. He will handle the identical two functions for Governor Agnew if we have your concurrence on this point. As a result, for each visit Governor Agnew makes he will receive in advance a highly digested political background report for each stop he makes during the campaign and notification of his visit to each state will be made before the information reaches the newspapers.

We understand that Mr. Nixon and Governor Agnew have agreed in principle to appoint an Agnew man as liaison man to Mr. Nixon's NY headquarters and, therefore, Nick Ruwe and I will consult with whomever you designate in New York relative to Gov. Agnew's schedule.

CHEERS,
Point car (5" ahead)

- POA/M S
- T/M P
- RN

S Duncan
7 passenger
x DC
x x RN

- Security
- Candidate
- Follow-up
- Security
- Staff if not a 7 pane.
- Pool or daughter's car
- VW Bus?
- Pool
- V.I.P.
- Press busses
- Staff busses

DC must either be in RN's car or the car ahead.
Motorcade -

- SS
- Candidate
- SS
- Phone car - pool press
- Pool press - TV camera crew
- VIP (highest) - Gov. Sen. Mayor
- VIP (only) - Mayor
- Press buses
- Staff
THE NEED TO KNOW

APPEARANCE INFORMATION

Sponsorship:
Under who's jurisdiction will RN be appearing?
- RN Committee
- GOP Organization
- GOP Finance Group
- Other (ie. Farm Group, Tax Society etc.)
Need: Historical notes on organization-- date founded, charities they support, special public service activities and so on.

Audience:
Who will be attending?
- Republicans
- Democrats
- Independents
- Adults
- Kids
- Students (College)
- Business men
- Ethnic groups
- Percentage men/women
- Number of People
Program:

Remember! RN Always (Unless otherwise specified) wants to sit through 15 to 20 minutes of the program--- Rally.

- Are Political Remarks expected / Non Political
- Theme of meeting (Purpose)
- What will precede RN Entrance
- What happens after RN's entrance
- VIP's on Dais
- Details on person who introduces RN
- VIP's expected in audience/ old RN friends
- Size of crowd expected
- Length of RN's Remarks

Past Appearances:

Has RN been in the area before?

- City or county visited last-- what year
- Who sponsored RN's last visit
- Significant point from last visit or result (ie. largest crowd ever for political event, Congressman he appeared for got largest margin ever, 15,000 came to airport.)
- Where did RN speak last time (College, Movie Theater--etc.)
Additional Facts:

--- Special problem (s) facing the city, county or organization RN appearing before.

--- Significant contributions made by the organization (or local government) to the city, county or state government—to the community (I.e. New Pollution laws; beautification program, etc.)

--- Something tragic or humorous which has happened (City son killed in Vietnam—Mayor on plane hijacked to Cuba)

--- Information on College if large number of students are to attend.

--- Special comments made by local paper regarding RN visit.
MEMORANDUM

July 10, 1968

TO:  Bob Haldeman
     Herb Klein
     John Ehrlichman
     John Davies
     John Whiteker

FROM:  Henry Hyde

RE:  AIRPLANES FOR CAMPAIGN

NOTE:  Unless I hear to the contrary by Tuesday afternoon, July 16th, I will assume this is approved. I am sorry to have to do it this way, but United has to reupholster every seat to be used on the aircraft and this will cost them (not us) over $10,000 and approximately one month's time.

A. 727 Stretch

There are several problems with the 727 Stretch which I feel preclude its use during the campaign.

1. It is doubtful that we could get one from any airline until, at best, shortly before the campaign period. The reason for this is that most of them are scheduled for delivery from Boeing in December or later. There are a couple in service with United now, but they are on scheduled runs.

2. They are less flexible airplanes. What I mean by that is as follows:

   a) The general rule is that due to weight, range, etc., they can use only those airports a 707 can get into, i.e., airports precluded are National in Washington, Midway in Chicago and a significant number of others.

   b) When substantially fully loaded it would require two stops on a cross country trip instead of one for a 727 (not Stretch), e.g., the plane on a warm day, substantially fully loaded, could not go from Denver to Chicago without refueling. The reason for this is the fact that warm weather negates much of the lift performance, therefore requiring more fuel on takeoff in warm climates.
B. 727

In order to eliminate the necessity for three aircraft and limit ourselves to two, I recommend the following:

1. That we get two 727s configured with 3 and 2 seating throughout. These seats are just about the same width as first class seats and would therefore provide the comfort of first class seating. The only difference is that the tray that appears between the seats in the first class section is not present in the 3 and 2 seating.

2. Attached is a new draw-up of RN's plane. His seat and couch remain the same, but secretarial tables have been relocated. These tables will be a unit of two secretarial straight-back chairs attached to a table, so that the girls will not have to sit in the normal airlines seats supported by pillows as in the Electra. There will be room for six typists, and one table for duplicating machines, i.e., mimeo and xerox. All seating in both aircraft will be the 3 and 2 type, i.e., 3 on the right and 2 on the left—all of equal size and larger than the 3 x 3 coach seats.

3. The second 727 will be configured entirely 3 x 2 seating (89 seats).

4. The total number of seats available with the 3 x 2 configuration as explained above will be 154 seats (excluding the section forward of the partition which RN will use). The result is that if we travel with 50 staff (i.e., the 40 currently planned plus 10 for various VIPs) it would leave us with 104 press seats—15 in RN's plane and 89 in the second aircraft.

C. Airline intended to be used.

I intend to use United Air Lines for the following reasons:

1. Due to the fact that they have the largest route schedule there is a greater chance that the pilots we would use would have flown into every airport we would possibly want to fly into.

2. I asked for bids and they are in a competitive situation with other airlines.
C. 3. Another reason for using United is that I have found that their personnel are far more efficient and organized than any other airline I have dealt with.

4. Most important is that a month ago we asked several airlines, including United and American, to work out a deal whereby we could lease an airplane (leasing is substantially less expensive than chartering) during the pre-Miami period on a one or two day basis as needed without paying a fixed monthly cost. United was the only airline to come up with this arrangement, and it has resulted in a significant savings to the campaign. They are even permitting us to operate under this lease on such side trips as transportation of Miami delegates and staff to Miami and back.
NIXON #1 AIRCRAFT

SEATING CONFIGURATIONS

Couch

R.N.
Executive Chair
and Hassock

20
3 x 2 Seating

Forward-24
Rear-72

2 Secretarial Desks
(4 Steno Chairs)

2 Rows - 2 Abreast

45
9 Rows - 5 Abreast

65 Seats + RN

1. RN's Plane
a. 65
b. RN's seat and couch
2. Press Plane
39 seats, 3x2

NIXON #2 AIRCRAFT

17 Rows at 5 abreast = 85 seats
2 Rows at 2 abreast = 4 seats
80 Total

65 in Aircraft #1
80 in Aircraft #2

154 Seats + RN
MEMORANDUM

AUGUST 6, 1968

TO: BOB HALDEMAN
    JOHN WHITAKER
    JOHN EHRLICHMAN
CC: LARRY HIGBY
    VERN OLSON
    RAY JENSON
    NICK VOLCHEFF
    ROSE HENRY WOODS
    JOHN DAVIES

FROM: HENRY HYDE

Attached are copies of the draw-ups of the two United Airlines aircraft to be used in the campaign.

#1 - RN AIRPLANE. RN section of the plane consists of:
Writing desk with chair that will recline at 45°
and swing 180°;
Hassock and second chair
On the wall nearest the desk will be a telephone with
4 lines, 1 sky phone which would be used while in flight
and a radio common carrier also necessary for in-flight
communication. (It is necessary to have the sky phone
in order to communicate while airborne East of the
Mississippi and the radio common carrier while airborne
West of the Mississippi.)
Opposite this set-up will be a 3-seat couch stressed for
take-off (allowing 3 people to sit here during take-off)
and a table in front of the desk. This couch will also
be designed in such a way that it can be used for sleeping
There will be a drop curtain after the third row of seats.
The second half of this cabin is composed of 12 first-class
seats.
On the right side are 2 telephones on the wall opposite
seats 6B and 6D;
On the left side opposite seat 6A will be a communication
package consisting of a telephone, sky phone and radio
common carrier for staff use.
First-class section consists of 12 first-class seats except
that 6B or 6C will have to be available to one stewardess
for take-off and landing due to the fact that the closest where
her jump seat is has been pre-empted for radio communications
equipment, and regulations require her to be close to
emergency exits on take-off and landing.
The coat room and half of Row 7 has been eliminated for
the communications equipment, including the TWX and operator.
Immediately behind the operator in Row 8 and 9 are 2 tables equipped for 4 typing places, and opposite this set of tables will be another table with 2 typing places. Obvious total on RN plane will be 3 tables with 6 typing positions and each table will have a telephone on the wall next to it.

Immediately behind these tables positioned in such a way as to not interfere with the emergency doors will be 2 storage cabinets - 4' deep, 3' high and 2' wide.

On top of the cabinet on the left will be mounted a Xerox and on the right a cabinet will be left free for a working surface for telecopier, etc.

I recommend Vern Olson acquire a portable Gestetner mimeograph machine and use it on this surface, or the shredder can be mounted here when it is necessary to use it.

Row 12 will be the coach 3x3 seating for those people who will not be using the first-class seating due to the fact that they will be using the typing positions and other jobs requiring absence from their seats.

Immediately behind this seat will be 7 rows of first-class seats (28).

This will give us on RN's plane a total of 46 seats with 45 available to staff, due to the fact that it is necessary for a stewardess to use either 6B or 6C. The United Airlines representative will use a jump seat in the cockpit and the other stewardesses will be seated in the aft of the aircraft during take-off and landing.

NICK VOLCHEFF: By way of this note please be sure that you have arranged for 5 IBM electric typewriters (Executive) for 5 of the typing positions and the 6th typewriter will be provided to you for positioning on the north side of the table in Row 8 (in our meeting in Washington, Rose indicated she wanted her red typewriter at this position).

4 telephones and 4 lines for the press at seats 18A and 18F and 19A and 19F - all phones on this aircraft and the press plane will be wall phones at these positions.

There will be another telephone located over the cabinet without the Xerox so that the Telecopier can be used from this position.
UNITED AIRLINES PRESS PLANE.

There will be 2 working tables installed on this aircraft as noted by the attached draw-up. They will provide 4 typing positions. NICK: Please provide typewriters here.

The remainder of this aircraft is configured entirely first class and 4 telephones with 4 lines will be located in the rear 4 seats. These are positioned here in order to be consistent with the press telephone set-up on RN’s plane and the press can develop the habit of going to the last 4 seats in the aircraft in order to make telephone calls.

Happy motoring!

Enclosures
Tri-Jet
Tail Mounted
Cruising Speed 600 mph
Passengers-96
Forward-24
Rear-72

BOEING 727
TWO COMPARTMENT

DESK CHAIR - W/ T, SP, REC
HARD CHAIR

Couch w/ Table

T, SP, REC

RADIO CABIN

2 Tables

CABINET

BUFFET

SECRETARY

DESK

TRI-JET TAIL MOUNTED
CRUISING SPEED 600 MPH
PASSENGERS-96
FORWARD-24
REAR-72
SEATING CONFIGURATIONS

BOEING 727
TWO COMPARTMENT

Tri-Jet
Tail Mounted
Cruising Speed 600 mph
Passengers-96
Forward-24
Rear-72
727 PASSENGER CABIN
MEMO TO: ROSE MARY WOODS
FROM: JOHN EHRlichman

We have Dr. J. C. Lungren on our rooming list and I checked with his son, Dan, (who is doing a good job for us here) to be sure the Doctor is coming. Dan talked with him; he's never been invited. He'll come if he is.

Worse, he knows nothing of travelling with the campaign August-November. If we want him he'd better hear soon so that he can adjust his practice.

Will you or RN invite him to the convention and decide on travelling?

Month of October: 
- Start Oct. 1
- Run through Nov 6

Will be in Miami Fri. Aug 2
- Return Fri. Aug 9
August 8, 1968

MEMORANDUM

TO: John Ehrlichman
    Ken Cole

FROM: John Whitaker

cc: Dwight Chapin

Please advise all advance men that the RN doctor will ride in the staff car immediately behind the follow up security car from now through the rest of the campaign. I believe the doctor will be Dr. Lungren in the first swing.

[Signature]

JCW:lec
Tour Staff

John Ehrlichman
Vern Olson

John Davies
Edw McDaniel
Bill Lettney
Ben Follmer
Linda Underwood

Communic/PN
Expediter
Sound
Air Line
Western Union
Secy
Doctor
Masseur
Press
Press Aide
Security

Ron Ziegler
Bruce Whelehan
John Caufield
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<thead>
<tr>
<th>Personal Staff</th>
<th>Facilities</th>
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<td>RN</td>
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<td>HRH</td>
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August 20, 1968

Mr. Ray Underwood  
Comptroller  
Republican National Committee  
1625 Eye Street, N.W.  
Washington, D.C.

Dear Ray:

This is to authorize the rental of a Xerox machine which is to be installed on the United Airlines Nixon Charter per telephone call from Henry Hyde of today.

Sincerely,

John Ehrlichman

cc: Mr. Ehrlichman
All on long cords

Phones

RN Com line
Extension to Page Boy
-one-way-

Woods

HRH
Higby

Chapin

JE Olson

Mrs Nancy Reagan
All open cars
Suite as hotel
as airport

LR
1 instr
3 private lines in rotation
1 intercom dial line
No bell
Extra-long (50') cord

RN-BR
2 instruments exactly
Duplication LR
Secret #3 - (on the phone)

Chapin:
1) 3 Rotaf on line
   1 Chapin private line
   1 Intercom line
   2 all ring
   long cord

Intercom

Woods 4
HRH 3
Hiwby 5
Chapin 2
Rn 7
Page Boy 6 1-way

Tour office
Woods office (if not_dup)

Woods - duplicate
Room:
intercom 4
1 outside private

Office
intercom 4
#4 private outside in rotation
intercom for page boy

Tour office -
1 Intercom (Page Boy) 6
2 outside lines
HRH
2 outside in rotation
1 dial 2A on intercom 3

Highly
Duplicates HRH phones outside
1 dial 2A on intercom 5

AI
JE  2 outside lines
Olson - Same lines

A/M one outside line installed early

Outside
- Keough
- Buchanan
- Anderson
- Finch
- Ziegler
- McKinster
Morton
Laird
-
- Woolworth
- Moore
Shakespeare/Garment
John Ehrlichman:

Dr. Duhl sent this to me primarily, I judge, because we are good friends and he was our neighbor here in Washington before moving to Berkeley.

Tom Evans suggested a copy be directed to you.

The idea is a good one, but probably somewhat premature. Certainly the new Administration, in due course, will have to establish a dialogue with the academic community.

--Abbott Washburn

Mr. John Ehrlichman
Nixon Committee
450 Park Avenue
New York City, N. Y.
10022
Mr. Abbott Washburn  
4622 Broad Branch Road, N.W.  
Washington, D. C. 20008

Dear Abbott:

I have been empowered by the Committee on Lectures at the University of California to begin to explore with you the possibility of a series of public lectures on the evolving National policies of the Nixon Administration.

What we would hope--dependent on today's results--is that we could have four or five major statements of public policy on:

---international,  
---domestic,  
---urban, health, housing, etc.,  
---economic policy.

Feeling that the new administration would want both a public forum and an opportunity for interaction with the academic community, we would hope that you could give this a top priority.

Surely much of this has come out in position papers for the campaign. However, once the campaign is over, a clarification of direction, goals and immediate priorities would be important, both for the nation, and to the administration itself.

Cordially,

[Signature]

 Leonard J. Duhl, M.D.  
 Professor of Public Health and Urban Social Policies

LJD:cm

cc: Professor William B. Fretter
MEMO TO: Clint Wheeler  
FROM: Boyd Gibbons  
RE: Campaign materials for rallies  

In the event the local organizations are not sufficiently supplied with campaign materials when the advance and rally men arrive to set up an event, the following should be pre-packaged for immediate shipment:

1000 Nixon Buttons  
$1.00 each

500 Nixon/Agnew Buttons  
$500.00

2000 balloons (round, red/whit blue/green/yellow, etc. with Nixon/Agnew imprint:
- 1000 11"
- 750 16"
- 250 30"

50 (#22) posters  
$25.00

500 (#75) RN sashes  
$100.00

20 (#23) RN/Agnew posters

200 hats (#71)

8 bus banners, "Nixon Agnew Special", plastic/all weather

20 (#51) N's the One banners

20 (#21) RN portraits

10 (#31) Agnew portraits

500 Bumper strips  
$50.00

4 rolls, 15 lb. test monofilament (apx. 1000 yds. each roll)

50 Nixon Dreses (#79)

BACK UP KIT (on Candidate or press plane):

500 "N" Label Pins  
$50.00

1000 11" balloons

250 (#75) sashes

6 bus banners

10 (#21) RN portraits

5 (#31) Agnew portraits

10 (#51) N's the One banners

2 rolls 15 lb. test monofilament

25 Nixon Dresses (#79)

1000 Nixon, Nixon/Agnew Buttons
TO: John Ehrlichman  
FROM: John B. Shlaes  

SUBJECT: Rally Advertising for the National Campaign

Dear John:

I wanted to get this note to you previous to your discussion with Clint Wheeler and the talk at the advance man's school on August 24. It is an outline of how the procedures for rallies might work, and a format as to what I might tell the advance man during my 'talk' at the advance man's school.

Shortly after the advance man's school I would assume that we would supply each advance man with a package consisting of the following: a number of mats of six or seven variations of rally ads; a number of repro- proofs of the same ads; a number of repro-proofs with just a picture of Nixon; a number of glossy photos of Richard Nixon that could be used for rally advertising; a number of variations of ten-second and thirty-second radio and television copy; a sample slide to use as a guide in aiding local advertising agencies develop specific slides for a specific event.

At the school I intend to outline the following policy for rally advertising for the campaign, with your approval of course:

1. When the advance man meets with the 'politico' of an area, he will bring up the discussion as to whether rally advertising is necessary and what amount of money the locals will have to put towards this advertising. This could be as much as $7,000 to $5,000 for a large event and $1,000 to $3,000 for a small one.

2. As you suggested, if the advance man has trouble getting local funds, he will call the state chairman and explain his problem as to lack of funds.

3. If he still has trouble getting funds, he will call our offices in New York and a decision will have to be made as to whether New York should contact the state chairman or as to whether rally advertising really is necessary in that area.

4. The next step after approval of dollars would be for the advance man to appoint a separate advertising chairman for rally advertising or utilize the services of his local publicity chairman. Rally advertising should not be confused with telephone operation, hand bills, or other publicity efforts.

5. Once the decision is made 'to go' the local advertising/publicity chairman will be given mats or repro-proofs of rally ads by the advance man as a guideline. Times, dates, and place would be plugged in; also they will be given ten-second and thirty-second radio copy and a sample slide and pictures to use as a guideline for developing new slides for use on television.

6. The local advertising/publicity chairman will develop media plan or if he has to, the advance man will develop the plan, and after this is done will call me in New York for reconfirmation of that plan.
7. Once the plan is approved the only responsibility the advance man will have is to check proofs of the ads to make sure that time, date, and place are correct; and follow through on financial commitments.

As I understand, we will try to keep rally advertising to a minimum because of its tremendous cost. We will also try to get the local dollars for the rally advertising; we will also give this outline of policy to the advance men as well as an ample packet of rally advertising materials. It is suggested for emergency situations, where funds or publicity facilities are not available, that a contingency fund be set up as well as facilities to implement rally advertising from New York if absolutely necessary.

Because this is a new plan it will take awhile to test its feasibility. However, if the advance man stays in close contact with New York on any problems that may arise, I am sure that we will be able to make this plan work smoothly. If you have any suggestions, please let me know.

JBS:DK

c: Ken Cole
MEMORANDUM

TO: John Ehrlichman

DATE: August 15, 1968

FROM: John B. Shlaes

SUBJECT: Rally Advertising for the National Campaign

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JES:DK
cc: Ken Cole

This sounds fine.
TO: John Ehrlichman            DATE: August 15, 1968
FROM: John Shlaes
SUBJECT: Rally; Advertising for the National Campaign

Dear John:

I wanted to get this note to you previous to your discussion with Clint Wheeler and the advancement's school on August 24. It is an outline of how the procedures for rallies might work and a format as to what I might tell the advancements during my "talk at the school" at the advancement's school.

Shortly after the advancement's school I would assume that we would supply each advancement with a package consisting of the following: a number of mats of six or seven variations of rally ads; a number of repro-prints of the same ads; a number of repro-prints just of Nixon; a number of photos of Richard Nixon that could be used for rally advertising; a number of variations of ten-second and thirty-second radio and television copy; a sample slide to use as a guide in aiding local advertising agencies develop specific slides for a specific event.

At the school I portent to outline the following policy for rally advertising for the campaign with your approval of course:

1. When the advancement meets with the 'politico' of an area, he will bring up the discussion as to whether rally advertising is necessary and whether what amount of money the locals will have to put towards this advertising. This could be as much as seven-

   $7,000 to $8,000 for a large event and $1,000 to $3,000 for a small one.

2. As you suggested, if the advancement as has trouble getting local funds, he will call the state chairman and explain his problem
as to lack of funds.

3. If he still has trouble getting funds, he will call our offices in New York and a decision will have to be made as to whether New York should contact the state chairman or as to whether rally advertising really is necessary in that area.

4. The next step after approval of dollars would be for the advancement to appoint a separate advertising chairman for rally advertising or utilize the services of his local publicity chairman. Rally advertising should not be confused with telephone operation, hand bills, or other publicity efforts.

5. Once the decision is made to go, the local advertising publicity chairman will be given by the advancement man-as a guide-as a guideline to time, dates, and place; ten-second and thirty-second radio copy; and a sample slide to use as a guideline for developing new slides for use on television.

6. The local advertising publicity chairman will develop a media plan or if he has to, the advancement man will develop the plan, and after this is done will call me in New York for reconfirmation of that plan.

7. Once the plan is approved the only responsibility the advancement man will have is to check proofs of the ads to make sure that time, date, and place are correct and follow through on financial commitments.

As I understand, we will try to keep rally advertising to a minimum because of its tremendous cost. We will also try to get the local dollars for the rally advertising; however, we will give this outline of policy to the advancement as well as an ample packet of rally advertising materials. It is suggested for emergency situations, where funds or publicity facilities are not available, that a contingency fund be set up as well as facilities to implement rally advertising from New York if?
absolutely necessary.

Because this is a new plan it will take awhile to develop. However, if the advance man stays in close contact with New York on any problems that arise, I am sure that we will be able to make this plan work smoothly. If you have any suggestions, please let me know.

JBS:DK

cc: Ken Cole
bc: Frank Shakespeare
Leonard Garment
ADD
UAL Mechanic
Pfano
Bob Williams