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<td>21</td>
<td>2</td>
<td>n.d.</td>
<td>Memo</td>
<td>Memo from Ehrlichman noting David Shields of UAL and cost and billing. 1pg.</td>
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<td>Report</td>
<td>Handwritten notes detailing a staff meeting. 3pgs.</td>
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<td>21</td>
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<td>11/25/1968</td>
<td>Memo</td>
<td>Memo from Whitaker to Ehrlichman RE: cavassing office personnel to see if they are interested in government. 5pgs.</td>
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<td>11/22/1968</td>
<td>Memo</td>
<td>Memo from Harlow to Ehrlichman RE: concerns over Wilbur Cohen's actions within HEW. 1pg.</td>
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<td>2</td>
<td>01/13/1968</td>
<td>Memo</td>
<td>Memo from Flemming to Ehrlichman RE: status report for the week ending 01/10/1969. 1pg.</td>
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<tr>
<td>21</td>
<td>2</td>
<td>12/18/1968</td>
<td>Memo</td>
<td>Memo from Stuart to Fanagen RE: Transition Office Space. 1pg.</td>
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<tr>
<td>21</td>
<td>2</td>
<td>11/29/1968</td>
<td>Memo</td>
<td>Memo from Flanigan to Ehrlichman RE: inquiry into Transition Office space. 1pg.</td>
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<tr>
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<td>n.d.</td>
<td>Form</td>
<td>Advanceman's Check-List. 12pgs.</td>
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<tr>
<td>21</td>
<td>2</td>
<td>01/06/1969</td>
<td>Letter</td>
<td>Letter to R. F. Dorsey from Ehrlichman thanking him for the offer to reimburse Chicago trip but declining the offer stating that charges were made to campaign fund. 1pg.</td>
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<tr>
<td>21</td>
<td>2</td>
<td>12/06/1968</td>
<td>Letter</td>
<td>Letter from R.F. Dorsey to Ehrlichman offering to pay expenses for trip to Chicago. 1pg.</td>
</tr>
</tbody>
</table>
Jim Fanno?

UAL - Press Plane

Mechanic
John Ehrlichman
Staff of Richard M. Nixon
450 Park Avenue
New York, N.Y. 10022
(212) 661-6400
Tour Manager

David Shields UAC
Detached from UAC
$688/mo gross
UAC will bill us
Staff Meeting -

1. Self-intros

2. Schedule for some staff
   Houston to Pittsburgh Commercial

3. Use of air/ground phone-Snead
   Priority
   HH4
   Tour
   Other

4. Seating assigned - subject to change

5. Hotel conduct - clean halls
   Quiet
   Use of lounge
   Tour office

6. What to do on landing
   a) Staff on 1st plane
   b) on 2nd plane

Motorcade assignments

   c) While speech
   d) Working fence
Staff Meeting - 2-2-2 -

(c) Baggage

(f) Motorcade departures - quick loading

(g) Watch out for VIP guests - aid the press - greet the locals

(h) Making an NB local impression

(i) Staff dress - presidential, not mod -

(flv) Buttons - quota: 50/day -
Always a pocket full
Always one on -

(g) Work thru Tour Mgr & Assr T/M re
Advance Man
Air Lines
a) A/M, not errand boy
b) Function of Tour Office
c) Page Boys
d) If joining or leaving tour,
ck in or out w/ DE, VO

(10) Grateful for suggestions, comments
Staff meeting -3-3-3-

11. Improve bag tag straps

12. Go around room - Q's

13. Page boys

14. Plane -
   Tables
   lighting - care of lites
   storage
   seating -

15. Suggestions for UAL?

16. HR+ speech

17. Treatment & press

18. 
MEMORANDUM

TO: JOHN EHRlichMAN
FROM: JOHN WHITAKER

As requested, I have canvassed all of the schedule office personnel and numerous advance men to see if they have an interest in government.

Those that do have an interest are pretty vague about slots they are interested in; however, I enclose a run-down of the information I have obtained to date.

Cheers,

Enclosure
c: Harry Flemming
SCHEDULE OFFICE STAFF:

RUWE, NICK
1. White House Staff
2. Protocol Office - plans to talk to Haldeman

MINOR, ERNIE
1. Agnew Schedule Office
2. Federal Communications Commission - broadcast bureau
   Complaints and Compliance Division - in Executive capacity

BERLINER, HANK
1. Federal Attorney for the District of Columbia
2. State or Defense but very fuzzy about it

DUNN, LARRY
1. For the time being, will be Office Manager in the Transition Office

FLICKINGER, ALICE (Senator Fannin's personal secretary)
   Would very much like to go to the White House. Her current salary is $10,900

KIMBALL, JEFF
1. Hopes to become involved with Bob Ellsworth wherever that is
2. Congressional Liaison for one of the agencies -- preferably State.

TURNER, BOOTH AND DELL
Unless I hear from them further, I have the impression they want nothing and would rather stay in California with Westinghouse.

CLANCY, LYNDA
Would like to continue to be employed as a secretary wherever possible.

KILLGALLON, BILL
Expressed an interest but he was unable to give me an exact area.
ADVANCE MEN

BARTH, ROGER
1. Justice
2. Treasury
3. Appointment as U. S. Attorney for Western District of New York

BUTLER, CHARLES
Assistant Secretary of Transportation - International Affairs
Appointment being pushed by Lyle Garlock who was Assistant Secretary of Air Force, 1957-61; then Washington Vice President for Eastern Airlines from 1961-64 and now retired. Garlock, according to Butler, is pushing the appointment through Senators Cotten and Dirksen and Congressman Ford. The present Assistant Secretary for International Affairs is Don Aggar, 38 years old, formerly President of a French aircraft corporation's American subsidiary

CODUS, BILL
Protocol Office - State Department

CORCORAN, WALTER
Would like to be a lawyer connected with Export-Import Bank or International Section of Department of Commerce

PANTOS, GEORGE
Office of the Special Representative for Trade Negotiations

BUTCHER, DARYL
Very vague about his intentions other than the general area of "liaison between government and private enterprise" with an interest in HUD and Labor. He is with Economic Research Associates run by Harrison Price -- a firm dealing in real estate development and tourism. I believe Price and Haldeman are both on the Board of the California Institute of Arts

CULBERTSON, SAM
Would like to be lawyer in Labor or Justice

HAMILTON, JIM
Very vague about it but would like to be an aide to a Cabinet officer

GIBBONS, BOYD
Legislative liaison with one of the agencies. He would really like White House under Harlow but anticipates this is not in the cards
CUDLIP, BILL
Not too keen on coming to Washington. Vaguely talked about information officer in one of the agencies.

CUDLIP, CHICK
Out of a job. Interested in Congressional liaison

DeCAIN, VINCE
Definitely interested. A lawyer, primarily interested in Commerce (would like to be Assistant Secretary of Commerce), Treasury, Federal Trade Commission or Securities Exchange Commission.

GOWEN, GEORGE
Lawyer; definitely interested, primarily in international affairs somewhere in State, Export-Import Bank, Inter-American Development Bank or Counsel or Assistant Counsel for one of the agencies.

DEANE, TENNEY
Wants nothing

KINGSLEY, DAN
Is submitting a resume; vaguely talked of interest in State, HUD or Commerce or perhaps even the Republican National Committee.

LINDGREN, DAVE
Lawyer; would like to get into Justice Department in organized crime division but admits his law experience is primarily business law.

MADDEN, BILL
No interest; plans to build up his real estate business. Might be interested in 2-3 years.

HERGENROTHER, BILL
Lawyer; seems to have some experience in legal matters connected with Civil Aeronautics Board and the Federal Aviation Agency.
A second area of interest is for Republican Party liaison work in New York State, particularly on giving some guidance in dispensing of patronage since he claims to know the New York state political set-up quite well -- like who produced and who didn't in the campaign.

WHITNEY, DICK
Investment banker; has only moderate interest with nothing specific in mind.

CASHEN, HENRY
Lawyer; seemed very interested but would not specify his area of interest other than perhaps Counsel to one of the agencies.
ANDREWS, VINCENT
Investment banker. Would like to come to Washington. Seems to have no idea of what he would like to do.

STEUART, LEONARD
Wants nothing. Would like to continue to do political advance work for Nixon or Agnew

THAWLEY, TOM
Naval Academy Graduate. Engineering degree. Has own pipeline company. General interest in (1) Transportation, (2) Interior, (3) Defense

MURPHY, ED
No interest in coming to Washington

BAKER, Bobby
No interest in government

JOHNSON, Gene
Has already spent 2 years in the Peace Corps as a volunteer in South America and would like an administrative post in the Peace Corps in South America

ORR, Hub
Has general business background. Would like to come to Washington but has no specific thoughts.
MEMORANDUM

TO: John Ehrlichman  DATE: Nov. 22, 1968
FROM: Bryce Harlow

On November 22 Congressman Mel Laird telephoned to say that Wilbur Cohen, Secretary for HEW, is issuing quite a number of decisions and announcements making highly costly changes in welfare programs effective in the Nixon administration.

For example, on Monday last he announced that the investigations and spot checks on welfare cases will be discontinued. The consequences of this will hit the budget extremely hard. Other announcements of a similar character are coming right along.

Laird rather believes that even the present Administration's budget leaders would not necessarily approve these actions.

He expects these actions to have a very grave effect on the Nixon budgetary freedom. He thinks something should be done to try to stop this kind of conduct by Cohen.

I wonder if you would like to discuss this with Frank Lincoln and see what he can work out on this score with Murphy and/or the budget leaders of the present Administration.
MEMORANDUM

TO: JOHN EHRICLICHMAN
FROM: HARRY FLEMMING
CC: JOHN MITCHELL
     PETER FLANIGAN
SUBJ: STATUS REPORT

January 13, 1969

The following is a status report for the week ending January 10, 1969.

I. CORRESPONDENCE
   We are current on all Congressional correspondence and acknowledgements to applicants.

II. INITIAL SORT
   We received 3,267 new applications this week and reviewed 3,763 in the initial sort. This function is within 24 hours of being up to date.

III. DESK MEN
   The desk men are generating approximately 300 resumes per week to the review committee. The liaison with the Cabinet offices is running smoothly except in the Departments I have conversed about with you directly.

IV. MISCELLANEOUS
   A) We have now received over 25,000 resumes and have acknowledged and begun processing all.

   B) Our computerized index is working smoothly and enabling us to locate and give some information on each resume in our office.

   C) Our telephone checking system is working very well. We have uncovered about 10% of our applicants that have been processed through the review committee as unsuitable for federal employment. This is a considerably higher figure than the FBI name check uncovers. I strongly recommend that in your discussions with Cabinet Officers, you stress the importance of full background and security check.
John Ehrlichman has asked me to reply to your question regarding transition office space in Washington.

There is no further space available in GSA Building #7. It is likely that additional space can become available in other government buildings. Requests for this space should be cleared through me.

Charles E. Stuart
November 29, 1968

TO: John Ehrlichman

To determine the location of additional people on the staff, we would like to know how much space is available in the Transition Office in Washington in which to house them. Would you please send a memo on this to Bob Haldeman and John Mitchell, as well as to me.

PMF
To: Peter Flanigan
From: John D. Ehrlichman
Subject: Transition Office in Washington

Date: December 11, 1968

Harry Flemming advises me that he is going to be desperately short of space in the Washington office.

JDE:sw
cr: Bob Haldeman
John Mitchell

John D. Ehrlichman
ADVANCEMAN'S CHECK LIST

I. Preliminary Information (from Tour Office)
   A. Candidate
   B. City
   C. Schedule
      1. Arrival
      2. Departure
   D. Personnel Data (for hotel and bus needs)
      1. Number of aircraft
      2. Number of staff
      3. Number of press
   E. Key Political Contact (Overall Chairman)
      1. Name
      Phone (H) (0)
   F. Key Events
      1.
      2.
      3.
      4.
      5.
   G. Secret Service Advanceman
      1. Name
      Phone (H) (0)
   H. Advancemen Assigned
      1. Name
      Phone (H) (0)
2. Name ____________________________________________
   Phone (H)_________________(O)____________________
3. Name ____________________________________________
   Phone (H)_________________(O)____________________

II. First Half Day on Site
   A. Call Tour Office, 212-661-6400, with local telephone number.
   B. Hotel room commitment for staff and press. (Hold extras for Press and Staff.)
      1. Name _______________________
      2. Phone _______________________
      3. Number of rooms ________________
   C. Meet with key political contact to review:
      1. Events and political figures involved.
      2. Key Chairman candidates.
      3. Agreement by locals to pay for:
         - Hotel, transportation, press, hall, telephone campaign, invitations.
         - Advertising.
   D. Contact Secret Service Agent.
   E. Meet with each key Chairman.
   F. Preliminary casing of route with Secret Service Agent.
   G. Rough schedule to Tour Office for approval.
   H. Other points to call in:
      1. Advertising agency - to John Schlaes.
      2. Sound contractor - to Ed McDaniel.
   I. Contact local "Citizens for Nixon-Agnew" leaders.

Tour Office
9/4/68
III. Key Chairman Data

A. Publicity (PUB)
   1. Name __________________________________________
   2. Phone (H)________________________ (O)______________

B. Physical Press Facilities (PPF)
   1. Name __________________________________________
   2. Phone (H)________________________ (O)______________

C. Airport Facilities (APF)
   1. Name __________________________________________
   2. Phone (H)________________________ (O)______________

D. Invitation Committee (INC)
   1. Name __________________________________________
   2. Phone (H)________________________ (O)______________

E. Telephone Committee (TEL)
   1. Name __________________________________________
   2. Phone (H)________________________ (O)______________

F. Transportation (TRN)
   1. Name __________________________________________
   2. Phone (H)________________________ (O)______________

G. Hotel/Motel Arrangements (HMA)
   1. Name __________________________________________
   2. Phone (H)________________________ (O)______________

H. Meeting and Program Arrangements (MPA)
   1. Name __________________________________________
   2. Phone (H)________________________ (O)______________

I. Rally (RC)
   1. Name __________________________________________
   2. Phone (H)________________________ (O)______________

J. Other:
   1. Name __________________________________________
   2. Phone (H)________________________ (O)______________
IV. Tour Details - Preliminary Visit (Responsible Chairman)

A. Arrival
1. Ramp layout (APF except as noted):
   a. Airport manager:
      - Name _____________________________________________
      - Phone (H)___________ (O)__________________________
   b. Gate:
      - Aircraft spotting
      - Telephone connection
   c. Press area and platform.
   d. Fence:
      - Roped sections for crowd control
      - Cleared of obstacles
   e. Lights for night arrival.
   f. Remarks opportunity:
      - Baggage cart.
      - P.A. system with stand mike
   g. Telephone booths (PPF)
   h. Western Union (PPF)
   i. Stand by room location - with telephone (See Secret Service Agent)
   j. Wet weather alternate

2. Press (PPF):
   a. Credentials
   b. Entrance

3. Crowd Building (RC except as shown below):
   a. Telephone campaign (TEL)
   b. Advertising
   c. Outlying group contact
   d. Contact with schools and civic organizations

4. Color (RC):
   a. Bands
   b. Nixonettes and Nixonairts

5. Greeting Committee list.
6. Motorcade (TRN):
   a. Cars - late model - fueled
      - Staff - See Advanceman Manual for number and
      - Photo types
   b. Drivers
   c. Motorcade lineup 45 minutes before arrival
   d. Press buses furnishing (PPF):
      - 30 copies per bus of latest local newspaper
      - Fact sheet
   e. Buses:
      - For 120 persons
      - Highspeed
      - Airconditioned if possible.

7. Baggage (TRN):
   a. One large enclosed straight truck per aircraft
   b. Baggage handlers
      - Six per aircraft
      - Union implications
   c. Motorcycle escort

8. Route to hotel (AM)
   a. Time
   b. Pertinent local color.

B. Hotel Arrangements (HMA)

1. Staff and press room arrangements:
   a. Secured corridor room arrangements for telephone hookup
   b. Valet and laundry service
   c. Doctor
   d. Room newspaper for staff
   e. Room and food service
   f. Continental breakfast
   g. Baggage handling (TRN):
      - Arrival
      - Departure
   h. Office equipment:
      - IBM electric typewriter and desks; R.N., 4; S.A., 2
      - Executives
      - Xerox machine
      - Mimeograph machine
   i. Availability of stanchions and rope for crowd control
   j. Press room registration desk set up and manning.

2. Working Press Room (PPF)
   a. Four long tables and chairs to seat 80
   b. Pads and pencils
   c. 3 TV sets (Color if possible)
   d. 25 long distance and 5 local coin phones
   e. 2 Telex machines
f. 10 manual typewriters and copy paper

g. Food and refreshments

h. Room manned continuously by:
   - Physical Press Facilities Chairman or representative
   - Western Union

3. Call Passwater or Davies with secured corridor room assignments.

4. Motel arrival crowd building (RC):
   a. Handbills
   b. Young Republicans
   c. Sound truck
   d. Nixonettes and Nixonaire
   e. Band. (should be at hotel 30 min. to 1 hour ahead)
   f. Bus in from surrounding areas
   g. Transport crowd from airport to motel

5. Press Conference (PPF)
   a. Large room
   b. Candidate set up, platform 3' high with back drop
   c. TV set up, platform 3' high and 25' away
   d. Lights
   e. Temperature at 55°F
   f. Press credentials

6. Motorcade departure (TRN)
   a. Time
   b. Lineup

C. Public Meetings Crowd Raising (RC)

   1. Invitations:
      a. Chairman
         - Name ______________________________________________________
      
         - Phone (H) ____________________ (O) _____________
      b. Text
      c. Printing
      d. Address list, hard core Republicans
      e. Volunteers to hand address envelopes
      f. Insure absolute last day of mailing (check with Post Office)

   2. Telephone (TEL)
      a. Room and telephone installation
      b. Text
      c. Calling list of hard core Republicans
      d. Review checklist, Page 35 and following in AM Manual, with TEL
      e. Volunteers and supervisor procurement

Tour Office
9/4/68
3. Advertising:
   a. Check with local ad agency
   b. Daily and weekly newspapers
   c. Radio
   d. Television
   e. Call Schlaes at Tour Office
4. Publicity (PUB)
   a. Local newspapers
   b. Surrounding weekly newspapers
5. Flyers and posters (RC):
   a. Printing
   b. Distribution
      - Volunteers
      - Timing
6. Marque notices:
   a. Along route
   b. Around meeting
7. Bands and crowd pleasers

D. Public Meeting Physical Facilities (MPA)
1. Platform setup
   a. Lighting
   b. Vacant aisle behind speaker
   c. Backdrop
2. TV setup
3. Candidate movement:
   a. Normal
   b. Alternate
   c. Holding room
   d. Departure
4. Sound
5. Press setup, infront of platform (PPF)
   a. Tables for 150
   b. Telephone
      - 25 long distance
      - 5 local call (Rear of Hall or in corridor)
   c. Teletype at least 200 feet away
   d. Roped off area with one exit
   e. Arrival
   f. Departure
   g. Security
   h. Western Union runner with forms

Tour Office
9/4/68
6. Meeting color (RC):
   a. Bands
   b. Balloons
   c. Decorations

7. Motorcade (TRN):
   a. Arrival
   b. Departure

E. Program (MPA)
   1. Platform guest list (Call Ken Cole - Clear names with Secret
      Service Agent in charge)
   2. Program details:
      a. Introduction cleared with Tour Office
      b. Locals on before candidate arrives
      c. Check timing and content

F. Departure
   1. Hotel (HMA)
      a. Baggage pickup (TRN)
         - Time (Notify Staff and Press)
         - Trucks
         - Handlers
      b. Room check (AM)
         - Baggage
         - Security
      c. Press Room check (PPF)
   2. Motorcade (TRN)
      a. Timing
      b. Lineup

G. State Political Courtesy Calls Accomplished On Arrival:
   1. GOP Governor
   2. GOP State Chairman
   3. National Committeeman
   4. National Committeewoman
   5. GOP Senators and District Congressmen
   6. Nixon Organization Leaders

H. Final Points Before Leaving From Preliminary Visit:
   1. Confirm Press Schedule with Tour Office. Copy to Key
      Chairmen.
   2. Check with each Key Chairman.
   3. Drive route in and out.
   4. Check with Secret Service Agent.
V. Between Preliminary Visit and Return

A. Call Key Chairmen

B. Obtain personnel lists:

1. Drivers
2. Invitations
3. Telephone
4. Press Room
5. Rally
6. Platform guests, give to Tour Office

VI. Prior to Tour Arrival

A. Hotel Checklist

1. Proposed floor plan meets A/M manual criteria?
2. Candidate and PN, TN, JN rooms clean, freshly aired out, logically furnished, flowers, fruit?
3. Phones installed and working per standard specs?
4. Offices equipped?
   a. Paper for xerox, mimeo?
   b. Serviceman information scotch-taped to each machine?
   c. Secretarial chairs?
   d. Ribbons in typewriters?
   e. Required electric power and suitable plugs?
5. Names on and keys in doors?
6. Newspapers in rooms?
7. Copies of press kit in Staff lounge and Tour Office?
8. VIP parlor information in memo in Tour Office and VIP rooms?
9. Press pre-registered?
10. Extra rooms available?
11. Secret Service Command post room remote from staff and candidate?
13. Available:
   - Laundry facilities
   - Valet
   - Food service
14. Speedy baggage transit to rooms immediately upon its arrival at hotel.
15. Revised basic staff list (SEE ATTACHED).
16. OK to park motorcade by hotel when not in use.
17. Hotel given billing instructions?
B. Basic Staff List - Nixon (for hotel room assignments)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>RN</td>
<td></td>
</tr>
<tr>
<td>PN*</td>
<td>DO NOT PUBLISH THESE</td>
</tr>
<tr>
<td>Tricia Nixon*</td>
<td>ROOM NUMBERS</td>
</tr>
<tr>
<td>Julie Nixon*</td>
<td></td>
</tr>
<tr>
<td>David Eisenhower*</td>
<td></td>
</tr>
<tr>
<td>Rose Mary Woods</td>
<td>Candidate's personal secretary</td>
</tr>
<tr>
<td>Dwight Chapin</td>
<td>Candidate's personal aide</td>
</tr>
<tr>
<td>John Davies</td>
<td>Mrs. Nixon's personal aide</td>
</tr>
<tr>
<td>Bob Haldeman</td>
<td>Chief of Staff</td>
</tr>
<tr>
<td>Larry Higby</td>
<td>Aide to Haldeman</td>
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<tr>
<td>John Ehrlichman</td>
<td>Tour Director</td>
</tr>
<tr>
<td>Vern Olson</td>
<td>Asst. Tour Director</td>
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<tr>
<td>Shelley Scarney</td>
<td>Secretary</td>
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<tr>
<td>Marge Acker</td>
<td>Secretary</td>
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<tr>
<td>Jeanette Lerner</td>
<td>Secretary</td>
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<tr>
<td>Linda Underwood</td>
<td>Secretary</td>
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<tr>
<td>James Keogh</td>
<td>Dir., Research &amp; Writing</td>
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<tr>
<td>Pat Buchanan</td>
<td>Research &amp; Writing</td>
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<tr>
<td>Ray Price</td>
<td>Research &amp; Writing</td>
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<tr>
<td>William Safire</td>
<td>Research &amp; Writing</td>
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<tr>
<td>Martin Anderson</td>
<td>Research &amp; Writing</td>
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<td>Political Aides</td>
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<tr>
<td>Lt. Gov. Bob Finch</td>
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<tr>
<td>Congressman Mel Laird</td>
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<td>Senator Thruston Morton</td>
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<tr>
<td>Charles McWhorter</td>
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<td>Richard Moore</td>
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<tr>
<td>Robert Ellsworth</td>
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<tr>
<td>TV/Advertising</td>
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<tr>
<td>Frank Shakespeare</td>
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<tr>
<td></td>
<td>or Len Garment</td>
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<td>Press Aides</td>
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<td>Ron Ziegler</td>
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<td>Bruce Whelahan</td>
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<td>Alan Woods</td>
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<td>Press Secy's</td>
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<td>Mary Alice Passman</td>
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<tr>
<td>Susan Reinecke</td>
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<tr>
<td>Jack Caulfield</td>
<td>Staff Security</td>
</tr>
<tr>
<td>Ed McDaniel</td>
<td>Public Address and Sound</td>
</tr>
<tr>
<td>Ben Folmer</td>
<td>Western Union</td>
</tr>
<tr>
<td>Mr. Gorman or Oberg</td>
<td>Masseur</td>
</tr>
<tr>
<td>Marvin Snead</td>
<td>Communications</td>
</tr>
<tr>
<td>David Shields</td>
<td>Expediter (baggage, etc.)</td>
</tr>
<tr>
<td></td>
<td>Doctor</td>
</tr>
<tr>
<td>Larry Hennefeld</td>
<td>Stenotypist</td>
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<tr>
<td>Joe Alston</td>
<td>Stenotypist</td>
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<tr>
<td>RN Office</td>
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<tr>
<td>Tour Office</td>
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<tr>
<td>Working Press room</td>
<td></td>
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<tr>
<td>VIP Parlor</td>
<td></td>
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*If travelling with tour.

Tour Office
9/4/68  Page 10 of 12
C. Final schedule:
   1. Typed for Tour Director
   2. Program notes
   3. Call into Tour Office

D. Check with Key Chairman

E. Motorcade
   1. Brief drivers:
      a. Stay with cars
      b. Keys in cars
      c. Report one hour before schedule
      d. In car with engine running 15 minutes before leaving

   2. Confirm vehicle availability

F. Review entire movement with Secret Service

G. Review Crowd Building:
   1. Airport
   2. Hotel
   3. Meeting

H. Review Public Meeting Facilities:
   1. Sound installation
   2. Platform
   3. Decorations

I. Thank you lists completed

VII. Tour Arrival

A. Motorcade:
   1. Lineup
   2. Vehicle stickers
   3. Baggage

B. Greeting Committee Lineup

C. For Tour Director:
   1. Greeting lineup list
   2. Other pertinent last-minute details

D. Thank you list to Linda Underwood
VIII. Tour Departure

A. Hotel:
   1. Room check for bags
   2. Security check for waste paper

B. Notify Tour Office
January 6, 1969

Mr. R. F. Dorsey
Vice President
Sales & Services
United Air Lines
Post Office Box 66100
Chicago, Illinois 60666

Dear Dick:

Thank you so much for your letter of December 6 and your generous offer to reimburse me for the Chicago trip.

However, since this was legitimately a campaign activity, albeit post-election, the expense was charged to the campaign fund and no reimbursement is indicated.

I certainly appreciate your offer, but I return your check 910729 herewith with thanks.

I very much appreciate being included in the Chicago meeting. I think it was profitable for all who attended, and it gave me a chance to see all my friends at United again.

Best personal regards.

Yours sincerely,

John D. Ehrlichman
Counsel to the President-elect

JDE:sw
Enclosure
bcc: A. J. Schoepf
December 6, 1968

Mr. John Erlichman  
c/o Nixon Staff  
Hotel Pierre  
5th Avenue and 51st Street  
New York, New York 10021  

Dear John:

As you know, you were one of our honored guests at United's recognition dinner on November 25. Due to an oversight on our part, your hotel bill and air transportation were paid by yourself. We had made arrangements with the hotel to defer that expense to us, and tickets for your flight had been arranged by our New York office.

John, please accept the enclosed check covering those expenses and our appreciation for your attendance in spite of an extremely busy schedule. Continued success in your new position.

Sincerely,

[Signature]  

R. V. Dorsey  
Vice President  
Sales and Services

Enc.