<table>
<thead>
<tr>
<th>Box Number</th>
<th>Folder Number</th>
<th>Document Date</th>
<th>Document Type</th>
<th>Document Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>32</td>
<td>22</td>
<td>11/19/1968</td>
<td>Memo</td>
<td>S.B. Bull to H.R. Haldeman, Re: Meeting resume w/ Mr. Stuart Ludwig at 10:00 am on 11/18/1968 at Pierre Hotel. 1 pg.</td>
</tr>
<tr>
<td>32</td>
<td>22</td>
<td>11/19/1968</td>
<td>Letter</td>
<td>Stephen B. Bull to Stuart Ludwig, letter of thanks and gratitude. 1 pg</td>
</tr>
<tr>
<td>32</td>
<td>22</td>
<td>12/10/1968</td>
<td>Other Document</td>
<td>President-elect RMN Schedule, 1pg.</td>
</tr>
<tr>
<td>32</td>
<td>22</td>
<td>12/09/1968</td>
<td>Other Document</td>
<td>President-elect RMN Schedule, 1pg.</td>
</tr>
<tr>
<td>32</td>
<td>22</td>
<td>12/05/1968</td>
<td>Other Document</td>
<td>President-elect RMN schedule, 1pg.</td>
</tr>
<tr>
<td>Box Number</td>
<td>Folder Number</td>
<td>Document Date</td>
<td>Document Type</td>
<td>Document Description</td>
</tr>
<tr>
<td>------------</td>
<td>---------------</td>
<td>---------------</td>
<td>---------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>32</td>
<td>22</td>
<td>12/05/1968</td>
<td>Other Document</td>
<td>President-elect RMN schedule, 1pg.</td>
</tr>
<tr>
<td>32</td>
<td>22</td>
<td>12/04/1968</td>
<td>Other Document</td>
<td>President-elect RMN schedule, 1pg.</td>
</tr>
<tr>
<td>32</td>
<td>22</td>
<td>12/04/1968</td>
<td>Other Document</td>
<td>President-elect RMN schedule, 1pg.</td>
</tr>
<tr>
<td>32</td>
<td>22</td>
<td>12/02/1968</td>
<td>Memo</td>
<td>President-elect RMN schedule, 1pg.</td>
</tr>
<tr>
<td>32</td>
<td>22</td>
<td>11/28/1968</td>
<td>Other Document</td>
<td>President-elect and the new first family's Thanksgiving Day schedule, 1pg.</td>
</tr>
<tr>
<td>32</td>
<td>22</td>
<td>11/27/1968</td>
<td>Other Document</td>
<td>President-elect RMN schedule, 1pg. (2 copies)</td>
</tr>
<tr>
<td>32</td>
<td>22</td>
<td>12/01/1968</td>
<td>Other Document</td>
<td>Nixon's December 1968 Calendar, 1pg.</td>
</tr>
<tr>
<td>Box Number</td>
<td>Folder Number</td>
<td>Document Date</td>
<td>Document Type</td>
<td>Document Description</td>
</tr>
<tr>
<td>------------</td>
<td>---------------</td>
<td>-----------------</td>
<td>---------------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td>32</td>
<td>22</td>
<td>01/01/1969</td>
<td>Other Document</td>
<td>Nixon's January 1969 calendar, 1pg.</td>
</tr>
<tr>
<td>32</td>
<td>22</td>
<td>01/11/1969</td>
<td>Other Document</td>
<td>President-elect Nixon schedule, 1pg.</td>
</tr>
<tr>
<td>32</td>
<td>22</td>
<td>n.d.</td>
<td>Form</td>
<td>Mitchell's Jet Star check-off list and flight plan, 1pg.</td>
</tr>
<tr>
<td>32</td>
<td>22</td>
<td>01/15/1969</td>
<td>Form</td>
<td>Stans and Wife Jet Star check-off list and flight plan, 1pg.</td>
</tr>
<tr>
<td>32</td>
<td>22</td>
<td>n.d.</td>
<td>Form</td>
<td>Ron Zeigler's Jet Star check-off list and flight plan, 1pg.</td>
</tr>
<tr>
<td>32</td>
<td>22</td>
<td>01/14/1969</td>
<td>Form</td>
<td>Stans and Wife Jet Star check-off list and flight plan, 1pg.</td>
</tr>
<tr>
<td>32</td>
<td>22</td>
<td>01/14/1969</td>
<td>Form</td>
<td>D, Chaplin's Jet Star check-off list and flight plan, 1pg.</td>
</tr>
<tr>
<td>Box Number</td>
<td>Folder Number</td>
<td>Document Date</td>
<td>Document Type</td>
<td>Document Description</td>
</tr>
<tr>
<td>------------</td>
<td>---------------</td>
<td>---------------</td>
<td>---------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>32</td>
<td>22</td>
<td>01/13/1969</td>
<td>Form</td>
<td>Peter Flanigan's Jet Star check-off list and flight plan, 1pg.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>22</td>
<td>01/13/1969</td>
<td>Form</td>
<td>Ron Ziegler's Jet Star check-off list and flight plan, 1pg.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>22</td>
<td>n.d.</td>
<td>Memo</td>
<td>Phone message slip from Landau of 5002 Harst Terrace, 1 pg.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>22</td>
<td>01/13/1968</td>
<td>Form</td>
<td>Mitchell's Jet Star check-off list and flight plan, 1pg.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>22</td>
<td>01/12/1969</td>
<td>Form</td>
<td>Mr. Mayo's Jet Star check-off list and flight plan, 1pg.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>22</td>
<td>n.d.</td>
<td>Form</td>
<td>Finch and Kahl's Jet Star check-off list and flight plan, 1pg.</td>
</tr>
</tbody>
</table>
November 19, 1968

MEMORANDUM

TO: H. R. Haldeman
FROM: S. B. Bull
SUBJECT: Meeting resume: Mr. Stuart Ludwig
10:00 A.M., 18 November 1968, Pierre Hotel

SUMMARY

At the request of Martin Anderson and Larry Higby, I met with Mr. Stuart Ludwig, employed by "Creative Type," a design firm in New York City. Mr. Ludwig proposed that a post be established that would serve as a liaison between the Executive branch and youth groups. In addition to representing the views of youth, this agency or individual would communicate with them to explain the rationale underlying legislative acts and executive decisions.

OPINION

Such a post is unnecessary and inadvisable. The creation of a special "youth agency" would result in youth being treated as another minority. Mr. Nixon is theoretically the President of all people, and, as such, does not require a special counselor and intermediary on youth affairs. (The activities of such groups as SDS are not considered in the general youth category). Further, such appointment might be interpreted as "tokenism" and be self-defeating, appearing as an effort to assuage the feelings of isolated dissident youth groups.

Finally, any effectiveness of such an appointment would be totally dependent upon the establishment of the appointee's personal image and might result in the unintentional establishment of a "surrogate Presidency" for a youth society.

RECOMMENDATION

No action be taken.

SBB/1af
November 19, 1968

Mr. Stuart Ludwig
Creative Type
150 Fifth Avenue
New York, New York

Dear Stu:

Thank you very much for taking the time to come up to the Pierre Hotel and share your ideas with us. Your thoughts on the necessity for achieving a true unity in the country are valid and well-taken. Your specific proposal for the establishment of a post or agency that would represent the views of youth groups and act as a representative to and for them will be taken under consideration. Although your proposal may not be implemented exactly as presented, please be assured that your thoughts are truly being evaluated and discussed.

Yours truly,

Stephen B. Bull
Staff of the President-Elect

SBB/1af
MEMORANDUM

December 19, 1968

TO: Messrs. Cole
    Ziegler
    Ehrlichman
    Haldeman
    Harlow
    Mitchell
    Chapin
    Ellsworth
    Kleindienst
    Knudsen
    Kissinger
    (Miss) Elaine Williams

FROM: Stephen Bull

RE: Holiday Period Skeleton Staff

Since the period of December 22nd through January 5th is being treated as a "holiday," the offices at the Hotel Pierre will be manned by a skeleton staff. For your information, the following services will be provided during the two weeks previously referred to.

39th Floor

A secretary will be stationed at the reception desk and will receive all telephone calls directed to 39th floor occupants. She will take messages and make any necessary referrals to appropriate personnel, as well as perform any clerical duties as may be required by individuals working there.

14th Floor

Two secretaries will be located in Room 1436. They will perform clerical duties upon request and take telephone calls for occupants of floors 12, 14 and 33.

8th Floor (Staff Press Office)

One secretary will be stationed at the Press Office reception desk, whose primary function will be to answer telephone calls. The WHCA will be advised to direct calls to the appropriate phones listed above.

This group of four girls will be present on all days with the exception of Christmas and New Year's. It is felt that this arrangement should provide the necessary flexibility and resources to perform normal office functions during this slack period.

SB:eo
TUESDAY
DECEMBER 10, 1968

11:00 a.m.  Congressman Rogers Morton

1:15 p.m.  Ben Freeman

2:00
Dr. Hudson
630 Fifth Avenue; The 18th Floor--1810.

4:00 p.m.  Mr. Bob Mayo

12/9/68
4:15 p.m.
PRESIDENT-ELECT
RMN
SCHEDULE

MONDAY EVENING
DECEMBER 9, 1968

6:00 p.m. Depart 810 Fifth Avenue
6:15 p.m. Arrive Waldorf Astoria
6:20 p.m. Boys' Club Dinner Reception
7:00 p.m. Boys' Club Dinner
10:00 p.m. RN return to 810 Fifth Avenue

12/9/68
11:30 a.m.
PRESIDENT-ELECT
RMN
SCHEDULE

---------------------------------------

THURSDAY
DECEMBER 5, 1968

8:30 a.m. Dr. Kissinger
Mr. William Rogers

9:00 a.m. Ambassador W. Averell Harriman
Ambassador Murphy
Dr. Kissinger

1:00 p.m. DEPART 810 FOR HELIPORT

December 4, 1968
4:40 p.m.
PRESIDENT-ELECT
RMN
SCHEDULE

THURSDAY
DECEMBER 5, 1968

9:00 a.m.          Ambassador W. Averell Harriman
                  Ambassador Murphy
                  Dr. Kissinger

11:00 a.m.        Dr. Kissinger
                  Mr. William Rogers

1:00 p.m.         DEPART 810 FOR HELIPORT

December 4, 1968
4:40 p.m.
PRESIDENT-ELECT
WIN
SCHEDULE

----------------------------------

WEDNESDAY
DECEMBER 4, 1968

9:15 a.m.  Mr. Paul McCracken

9:30 a.m.  Press Announcement

10:00 a.m. Congressman Wilbur Mills (Public)

10:15 a.m. Mr. McCracken and Dr. Burns join the President-Elect and
Congressman Mills

11:00 a.m. Mr. Daniel P. Moynihan

12:00 Noon  Mr. Peter O'Donnell

12:10 p.m.  Dr. Kissinger

1:30 p.m.  Red Blount

December 4, 1968
11:20 a.m.
PRESIDENT-ELECT
RMN
SCHEDULE

-----------------------------------------------

WEDNESDAY
DECEMBER 4, 1968

9:15 a.m.     Mr. Paul McCracken
9:30 a.m.     Press Announcement
10:00 a.m.    Congressman Wilbur Mills (Public)
10:15 a.m.    Mr. McCracken and Dr. Burns join the President-Elect and Congressman Mills
11:00 a.m.    Mr. Daniel P. Moynihan

4:00 p.m.
December 3, 1968
MONDAY
DECEMBER 2, 1968

9:45 a.m. Dr. Kissenger's Parents
10:00 a.m. Press Announcement
12:00 noon Picture with four All American Football Players selected by the American Football Association. (they will present RMN with an autographed football)
2:45 p.m. Inauguration Picture--Arthur Schatz
3:00 p.m. Teddy White
4:00 p.m. Governor Scranton
5:00 p.m. Mr. Red Blount
7:30 p.m. Dinner with Dr. Graham (810)
PRESIDENT - ELECT AND THE NEW FIRST FAMILY

THANKSGIVING DAY SCHEDULE

November 28, 1968

10:30AM Depart 810 Fifth Ave. by car for La Guardia Airport

11:00 Depart La Guardia for Washington, D.C. National Airport

12:00 Arrive MATS Terminal - National Airport
    Depart for Walter Reed

12:30 Arrive Walter Reed - RN to meet with DDE

1:00 Thanksgiving Dinner with Mrs. D. Eisenhower and the John Eisenhower's.

2:30 Depart for National Airport

3:00 Depart National Airport for La Guardia

4:00 Arrive La Guardia and Depart for 810 Fifth

4:30 Arrive 810 Fifth Ave.

Please Note: The plane will be a Presidential Convair. A press pool of 7 will be aboard the plane.

11/27/68
12:30PM
PRESIDENT-ELECT
RMN
SCHEDULE

WEDNESDAY
NOVEMBER 27, 1968

9:00 a.m. Senator Edward Brooke (Public)
10:00 a.m. Dr. Lee Dubridge (Private)
11:00 a.m. Ambassador Robert Murphy (Public)
12:00 noon Vice President-Elect Agnew (Public)
1:00 p.m. Dr. Kissenger (Private)
4:00 p.m. William Rodgers (Private)
5:00 p.m. Herbert Brownell (Private)

11/27/68
9:50 a.m.
PRESIDENT-ELECT
RMN
SCHEDULE

WEDNESDAY
NOVEMBER 27, 1968

9:00 a.m. Senator Edward Brooke (Public)

10:00 a.m. Dr. Lee Dubridge (Private)

11:00 a.m. Ambassador Robert Murphy (Public)

12:00 noon Vice President-Elect Agnew (Public)

1:00 p.m. Dr. Kissenger (Private)

4:00 p.m. William Rogers (Private)

5:00 p.m. Herbert Brownell (Private)

11/27/68
9:55 a.m.
<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>McIntyre Dinner</td>
<td>Los Angeles Palm Springs</td>
<td>Rep. Govs. Conference to NYC</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Boys’ Club Annual Dinner</td>
<td>Drop by Churchill Dinner</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Washington, D. C. Legislative Meeting</td>
<td>Law Firm Party</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>Julie/David Wedding</td>
<td>FLORIDA</td>
<td>FLORIDA</td>
<td>FLORIDA</td>
<td>FLORIDA</td>
<td>FLORIDA</td>
<td>FLORIDA</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Christmas Day</td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>FLORIDA</td>
<td>FLORIDA</td>
<td>FLORIDA</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td>Monday</td>
<td>Tuesday</td>
<td>Wednesday</td>
<td>Thursday</td>
<td>Friday</td>
<td>Saturday</td>
</tr>
<tr>
<td>--------</td>
<td>--------</td>
<td>---------</td>
<td>-----------</td>
<td>----------</td>
<td>--------</td>
<td>----------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>1 NEW YEAR'S DAY</strong></td>
<td><strong>2</strong></td>
<td><strong>3</strong></td>
<td><strong>4</strong></td>
</tr>
<tr>
<td><strong>5</strong></td>
<td><strong>6</strong></td>
<td><strong>7</strong></td>
<td><strong>8</strong></td>
<td><strong>9</strong></td>
<td><strong>10</strong></td>
<td><strong>11</strong></td>
</tr>
<tr>
<td><strong>12</strong></td>
<td><strong>13</strong></td>
<td><strong>14</strong></td>
<td><strong>15</strong></td>
<td><strong>16</strong></td>
<td><strong>17</strong></td>
<td><strong>18</strong></td>
</tr>
<tr>
<td><strong>19</strong></td>
<td><strong>20</strong></td>
<td><strong>21</strong></td>
<td><strong>22</strong></td>
<td><strong>23</strong></td>
<td><strong>24</strong></td>
<td><strong>25</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>INAUGURATION</strong></td>
<td><strong>26</strong></td>
<td><strong>27</strong></td>
<td><strong>28</strong></td>
<td><strong>29</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>OF 37th PRESIDENT</strong></td>
<td></td>
<td><strong>30</strong></td>
<td><strong>31</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>OF THE</strong></td>
<td><strong>37th PRESIDENT</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>UNITED STATES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PRESIDENT-ELECT
NIXON
SCHEDULE

SATURDAY
JANUARY 11, 1969

EVENING

6:15 p.m. Arrive Pierre Hotel for Task Force Member Reception. (Receiving line with Dr. Burns and Paul McCracken.)

7:00 p.m. Dinner (Russel Train and Charles Towner will be seated on either side of the President-Elect.)

8:00 p.m. Program

Introduction of Task Force Chairmen by Henry Loomis

Henry Loomis introduces the following gentlemen for remarks:

Dr. Arthur Burns
Mr. Paul McCracken
The President-Elect

9:30 p.m. Return to 810 Fifth Avenue

1/10/69
11:00 a.m.
JET STAR CHECK-OFF LIST

Name of senior official desiring transportation: Mitchell

How many in party? 1

Desire to leave LaGuardia at what time: 1:00 p.m.

Transportation desired to Marine Terminal at LaGuardia: Yes/No
Pick up at (hotel):

Transportation desired at Andrews: Yes/No
Deliver to: E.O.B. 7

New York telephone number:

Call Colonel Hughes or Bill Gully

Plane will be ready to leave LaGuardia at: 1:00 p.m.

Call GSA dispatcher and request car(s): NO

Call VIP and inform him of estimated time of departure from Marine Terminal and confirm car will pick up and/or deliver
JET STAR CHECK-OFF LIST

Name of senior official desiring transportation: 

How many in party? 1

Desire to leave LaGuardia at what time: 6:31 p.m. 1/15/69

Transportation desired to Marine Terminal at LaGuardia:
Pick up at (hotel): 7:00 P.M.
Deliver to 7:10 P.M. LaGuardia

Transportation desired at Andrews:
Delivery to: 

New York telephone number: Smith

Call Colonel Hughes or Bill Gully

Plane will be ready to leave LaGuardia at 6:30 1/15/69

Call GSA dispatcher and request car(s): 

Call VIP and inform him of estimated time of departure from Marine Terminal and confirm car will pick up and/or deliver

Contract: Benaro Strange

From Andrews to New York: OK
JET STAR CHECK-OFF LIST

Name of senior official desiring transportation:  

How many in party: 

Desire to leave LaGuardia at what time: 

Transportation desired to Marine Terminal at LaGuardia: Yes/No

Pick up at (hotel): 

Transportation desired at Andrews: Yes/No

Deliver to: 

New York telephone number: 

Call Colonel Hughes (or Bill Gully)

Plane will be ready to leave LaGuardia at: 

Call GSA dispatcher and request car(s): 

Call VIP and inform him of estimated time of departure from Marine Terminal and confirm car will pick up and/or deliver: 

OK with HRH - check Gully
JET STAR CHECK-OFF LIST

Name of senior official desiring transportation:
M. Trans and wife

How many in party? 2

Desire to leave LaGuardia at what time: 7:00 PM

Transportation desired to Marine Terminal at LaGuardia:
Pick up at (hotel): 7:45 PM

Transportation desired at Andrews:
Deliver to: Madison Hotel

New York telephone number:

Call Colonel Hughes or Bill Guffy

Plane will be ready to leave LaGuardia at: 7:00 PM

Call GSA dispatcher and request car(s):

Call VIP and inform him of estimated time of departure from Marine Terminal and confirm car will pick up and/or deliver
JET STAR CHECK-OFF LIST

Name of senior official desiring transportation: D. Churchill

How many in party? 2

Desire to leave LaGuardia at what time: 10:30 A.M.

Transportation desired to Marine Terminal at LaGuardia: Yes/No
Pick up at (hotel): Vienna

Transportation desired at Andrews: Yes/No
Deliver to: White Place

New York telephone number: [illegible]

Call Colonel Hughes or Bill Gully
Plane will be ready to leave LaGuardia at:

Call GSA dispatcher and request car(s):

Call VIP and inform him of estimated time of departure from Marine Terminal and confirm car will pick up and/or deliver

No go
JET STAR CHECK-OFF LIST

Name of senior official desiring transportation: 
Peter Flannagan

How many in party? 2

Desire to leave LaGuardia at what time: 10:15

Transportation desired to Marine Terminal at LaGuardia:
Yes/No

Pick up at (hotel): 0945

Transportation desired at Andrews:
Yes/No

State Dept.

New York telephone number:

Call Colonel Hughes or Bill Gully

Plane will be ready to leave LaGuardia at: 10:15

Call GSA dispatcher and request car(s):

Call VIP and inform him of estimated time of departure from Marine Terminal and confirm car will pick up and/or deliver

Tell him plane to bring them back. L.V. Andrews at 1:30

Plane will leave Andrews at 1:30 for return to New York.

Car will meet at LaGuardia at 2:30

Tell Ken C.

Call dispatcher and confirm - early a.m.
JET STAR CHECK-OFF LIST

Name of senior official desiring transportation: [Handwritten: Ziegler]

How many in party? [Handwritten: 2]

Desire to leave LaGuardia at what time: [Handwritten: 6:00 PM, 1/13/69]

Transportation desired to Marine Terminal at LaGuardia:
Pick up at (hotel): [Handwritten: 61st St., Rockville 5:20]

Transportation desired at Andrews:
Deliver to: [Handwritten: 1904 W. 2nd St.]

New York telephone number:

Call Colonel Hughes or Bill Gully

Plane will be ready to leave LaGuardia at: [Handwritten: 6:00 PM]

Call GSA dispatcher and request car(s):

Call VIP and inform him of estimated time of departure from Marine Terminal and confirm car will pick up and/or deliver [Handwritten: OK]
To: [Redacted]

Date: [Redacted]  Time: [Redacted]

**W H I L E  Y O U  W E R E  O U T**

**M. Sanden**

of  5002 New Sturage  DC

**Area Code & Exchange**: [Redacted]

<table>
<thead>
<tr>
<th>TELEPHONED</th>
<th>PLEASE CALL</th>
</tr>
</thead>
<tbody>
<tr>
<td>CALLED TO SEE YOU</td>
<td>WILL CALL AGAIN</td>
</tr>
<tr>
<td>WANTS TO SEE YOU</td>
<td>URGENT</td>
</tr>
<tr>
<td>RETURNED YOUR CALL</td>
<td></td>
</tr>
</tbody>
</table>

**Message:**

- **H**: 966-3079
- **O**: 298-7080

**1750 Pennsylvania Ave. 613**

Operator:

Telex Station, New York City, MU 8-2143
JET STAR CHECK-OFF LIST

Name of senior official desiring transportation: Sec. Mitchell

How many in party? 1

Desire to leave LaGuardia at what time: 6:00 p.m., 1/13/68

Transportation desired to Marine Terminal at LaGuardia: Yes
Pick up at (hotel): 5:30 p.m.

Transportation desired at Andrews: Yes
Deliver to: Jefferson Hotel

New York telephone number: [Redacted]
Call Colonel Hughes or Bill Gully

Plane will be ready to leave LaGuardia at: 6:00
Call GSA dispatcher and request car(s): [Redacted]
Call VIP and inform him of estimated time of departure from Marine Terminal and confirm car will pick up and/or deliver

Probably return Wednesday.

Jack,Leondge,M's press side
Car will pick up and take to Andrews to meet Mitchell

OK
Name of senior official desiring transportation: [Name]

How many in party: 1

Desire to leave LaGuardia at what time: 10:00 1/12 Sunday

Transportation desired to Marine Terminal at LaGuardia: 
Pick up at (hotel): [Location]

Transportation desired at Andrews: 
Deliver to: [Location]

New York telephone number: [Number]

Call Colonel Hughes or Bill Gully

Plane will be ready to leave LaGuardia at: 10:00

Call GSA dispatcher and request car(s):

Call VIP and inform him of estimated time of departure from Marine Terminal and confirm car will pick up and/or deliver

Buno 492
Pilot Maj Herr

Call Gully for wheels in Wash

Sunday
Name of senior official desiring transportation: Mike Kahl

How many in party? 6

Desire to leave LaGuardia at what time: 10:00 A.M. 1/12 Sunday

Transportation desired to Marine Terminal at LaGuardia:
Pick up at (hotel): 9:15 Plaza Hotel 2 cars

Transportation desired at Andrews: Yes/No
Deliver to: Downtown- Marine

New York telephone number: Plaza 82-5554 421-7352

Call Colonel Hughes or Bill Gully

Plane will be ready to leave LaGuardia at: 10:00 A.M.

Call GSA dispatcher and request car(s):

Call VIP and inform him of estimated time of departure from Marine Terminal and confirm car will pick up and/or deliver

BuNo 497
Pilot Maj Hehn

Tell Gully 6 in party

Sunday