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CONFIDENTIAL DRAFT
INTRODUCTION

There will be 2,666 delegates and alternates, thousands of staff, guests and reporters converging on Miami Beach, August 5-8, 1968 for the 29th Republican National Convention. They will be housed in 379 hotels with 30,245 rooms and 26,486 apartment units.

It has been reported that the 1964 Goldwater convention was patterned in large degree after the 1960 Kennedy convention. Our 1968 effort must also draw from the successes of previous conventions, while at the same time setting a new goal in achievement.

As President Johnson becomes more and more vulnerable to defeat by a Republican, the Eastern Establishment will redouble its efforts to win the nomination for Romney, Rockefeller, or their hand-picked candidate. Big money, skilled political technicians by the hundreds, and experienced convention strategists will be concentrated in Miami to start a barrage of attacks on Mr. Nixon. Delegates will be blatantly bought, "incidents" manufactured, columnists will uncover new "scandals," hourly propaganda will be directed toward Nixon supporters and "back home" pressures in the form of telegrams, business associates calls, bank notes demanded, etc. will mount in an effort to stampede delegates. The convention stakes are high, and the "governors group" could spend a million dollars in Miami Beach.
Eighteen months of hard work and significant accomplishment can be lost in eight days if the Nixon team is not fully prepared, well organized, disciplined, and intelligent. This report is a working piece -- an initial document upon which to build during the nine months left in the countdown.

Consultations were held with Mr. McCoy of the Miami Telephone Company, Mr. Colantuono of the Statler Hilton Plaza Hotel, Mr. Lyn Kolsky of Motorola and Jo Good at the Republican National Committee. Talks are planned with Clif White, Jim Day, Ron Crawford, Tom Van Sickle and others.

Since there has been no on-site inspection of facilities, this report is only a tentative draft of anticipated requirements. It is beyond the scope of this paper to recommend specific personnel for a floor organization, suggest strategy or advise on matters such as the best Republicans to give nomination and seconding speeches. Also it is expected that individuals listed in this report may be transferred to other key positions in which they have exceptional background or talent.

Moreover, until more cost details can be secured, it is not feasible to submit a realistic budget for the convention operations.

Governor Bellmon's name has been used as Campaign Manager although it is recognized he will leave his position to become a candidate for the United States Senate.
It is imperative that items listed in this draft paper be considered, revised with additions and deletions and approved as soon as possible since expert logistics in Miami will be a most important factor in the over-all Nixon effort.

After guidelines have been established, a supplemental and more comprehensive report will be submitted, refining the topics herein presented.

William E. Timmons
November 1, 1967
HEADQUARTERS

Three floors (102 rooms) and two penthouses should be reserved at the Statler Hilton Plaza, on the Ocean at 45th Street, Miami Beach. A request has been submitted for the top floors (15th, 16th & 17th) and the penthouses, but confirmation has been delayed by the Republican National Committee's Housing Committee. The hotel president, Mr. Harry Singer, lives in the third penthouse but the Nixon Committee and candidate should have reasonable security with these facilities.

The Plaza opens for business on December 1, 1967. It is located 10 blocks north on Collins Avenue from the convention hotel, Fontainebleau, and 3½ miles north of the Convention Hall. There are two alternate routes from the Plaza to the Hall, both about 5 miles by car.

The two penthouses should house Mr. Nixon and his family (total bedrooms: 4) and provide some working space for his personal Staff. The top floor of the hotel (17th) is ideal for headquarters functions and some living quarters while the 16th floor can be assigned as staff residences. Each floor has 35 rooms. The 15th floor should be reserved for VIP rooms and spill-over staff.

In addition to the telephone and radio communications equipment, the headquarters will have 30 desks and tables, 30 office chairs, 15 typewriters, a large xerox machine, mimeograph machine, two full-color offset printing machines, an adding machine, 15 file cabinets, one heavy safe, and quantities of charts, acetate overlays and the usual clerical
supplies. It is hoped that furniture and office equipment
will be available on loan from Miami supporters but, if not,
they can be rented from local sources.

In the Locator Room on the 17th floor there should
be three closed circuit television cameras aimed at special
charts showing (1) headquarters staff sign out board; (2)
regional directors and Nixon state chairmen; and (3)
opposition candidates and their managers. Television
monitors will be located in the Campaign Manager's room
as well as in the Assistant Manager's. This will permit
location of key Nixon men at any time during the whole of
the convention.

The Jackie of Hearts Room on the second floor should be
secured for a Nixon VIP Hospitality suite. The 45' X 50'
room can seat 375 persons or handle 450 standing. Large
contributors, special delegates and staff personnel will
have passes authorizing admittance to this room for coffee
in the morning and cocktails in the evening.

The Gourmet Room can be reserved for another Hospitality
Room for rank-and-file delegates. It has a seating capacity
of 1,000 and is located on the 1st floor below the VIP
Hospitality Room. Admission by delegate or alternate badge.

Arrangements should be made to use the Palladium Room
on the second floor for news conferences. It can be partitioned
into two sections: one to seat 700 members of the press
and the second with typewriters and telephones, seating 350,
for newsmen to file their stories. In addition, three smaller
rooms (Carlton, Olympic, Hippodrome) can be used as press
support rooms for release handouts, teletypes, message control,
etc.
Arrangements should also be made early with the University of Miami officials for dormitory space for college-age Nixon supporters. Since the regular college will not be in session, it is assumed these housing facilities can be rented. Several buses can be contracted to shuttle Youth-for-Nixon personnel to and from the Miami Beach operations.

In addition, the Nixon Committee should try to commit at least five suites on the 1st floors of all major Beach hotels housing delegates. These would provide a local hospitality center as well as a listening post within the major hotels. Direct private line telephones will be installed to permit instant communications between the subheadquarters hotels and the Plaza.

A private home close to the Convention Hall should be rented for the week of August 3rd in order to have a confidential meeting place for the candidate and individuals he may want to talk with. This home can also be used as a holding area for Mr. Nixon before he appears before the convention.

A comprehensive accident and liability insurance policy should be purchased for the two weeks the Nixon Committee will be operating in Miami Beach. This will protect individuals, property and equipment in the event of damage or loss.
There is a health room on the penthouse floor for guests of the hotel. It is a concession to a private firm and could develop into a security problem with delegates having free access to the roof. It is recommended that the manager of this facility be persuaded to close the health rooms during convention week. It will be off-season and this probably can be arranged.

Also, the hotel manager should be requested to block off the elevator from stopping on the 17th floor. Everyone would have to get off on the 16th floor and walk up, provided they could get by the two security guards. The elevator would, however, go to the penthouse where another guard would screen individuals.
1. George Romney
2. Nelson Rockefeller
3. Ronald Reagan
4. Len Hall
5. Hugh Scott

etc.
ORGANIZATION CHART
BY FUNCTIONS

CAMPAIGN MANAGER

ASSISTANT CAMPAIGN MANAGER

DIRECTOR OF HEADQUARTERS

Communications
Delegate Books
Publications
Distributions
Transportation
Logistics
Advertising
Press
Newsletter
Floor Demonstrations
Hospitality
Receptions
Locator
Intelligence
Secretarial
Nixonettes
Security
Persuasion Committee
Congressional Advisors
Treasurer
Legal Services
Research
Mail Control
VIPs
Youth Group
Host Committee

CHIEF OF STAFF

Floor Leader
Assistant Floor Leader
Parliamentarian
Regional Coordinators
Regional Directors
Messengers
Secretarial

DIRECTOR OF ORGANIZATION

Advance
Security
Communications
Secretarial
Personal aide
Companions
Speechwriter
Press relations

Nixon State Chairmen
PERSONNEL

It is anticipated that the Nixon for President Committee will require the staff services of 99 Republicans, each of whom has a job description and specific responsibilities during the Miami convention. Most of these individuals will be housed at the Statler Hilton Plaza and be assigned headquarters rooms for their various operations.

In addition, there will be a need for approximately 594 non-staff personnel to perform the necessary support services for a successful convention campaign. Among these volunteer groups will be Nixonettes, automobile drivers, floor demonstrators, key advisors, Congressmen and a material distribution team.

Breakdown of personnel by function:

<table>
<thead>
<tr>
<th>Function</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>MANAGERS OFFICE</td>
<td>3</td>
</tr>
<tr>
<td>PERSONAL TEAM</td>
<td>13</td>
</tr>
<tr>
<td>family</td>
<td>4</td>
</tr>
<tr>
<td>ORGANIZATION TEAM</td>
<td>37</td>
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<tr>
<td>state chairmen</td>
<td>53</td>
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<td>HEADQUARTERS TEAM</td>
<td>46</td>
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<tr>
<td>distribution</td>
<td>50</td>
</tr>
<tr>
<td>drivers</td>
<td>50</td>
</tr>
<tr>
<td>Nixonettes</td>
<td>100</td>
</tr>
<tr>
<td>persuasion</td>
<td>12</td>
</tr>
<tr>
<td>congressional</td>
<td>25</td>
</tr>
<tr>
<td>demonstrators</td>
<td>300</td>
</tr>
<tr>
<td>Subtotals</td>
<td></td>
</tr>
<tr>
<td>non-staff</td>
<td>594</td>
</tr>
<tr>
<td>staff</td>
<td>99</td>
</tr>
</tbody>
</table>

Grand Total of involved personnel: 693
NOTE ON PERSONNEL

Individuals herein assigned positions are tentative placements for planning purposes only. The Campaign Manager will add, delete or change responsibilities as he sees fit.

No specific assignments have been given to:

Henry Bellmon
Bob Ellsworth
John Sears
Drew Mason
Tom Evans

Jim Skidmore
Judy Cole
Bill Timmons
Washington secretarial staff

It is anticipated that the following Nixon boosters may be good Regional Coordinators (staff):

Peter Flanigan
Pat Hillings
Ned Sullivan
Bob Lee
Lyn Holton
John Mitchell
Dick Kleindienst
Bo Callaway

LEN GABEUGOR
ORGANIZATION BY JOB DESCRIPTION

NATIONAL CAMPAIGN MANAGER

The National Campaign Manager is responsible for the success of, and has command over, all convention operations. He oversees campaign activities of the various departmental heads and personally supervises the Chief-of-Staff, Organization Director and Headquarters Director. He alone has authority to make key decisions for the Nixon for President Committee. In addition, the National Campaign Manager directs the floor strategy from a special telephone/radio control center at the off-floor Command Post and decides the correct Nixon vote on every issue before the convention.

ASSISTANT TO THE NATIONAL CAMPAIGN MANAGER

The Assistant to the National Campaign Manager works directly for the Manager and assumes responsibility and authority as delegated. He studies and evaluates operational concepts and objectives, reviews procedures and conducts campaign administrative functions at the highest level. At the Command Post he occupies a position next to the Campaign Manager.

SECRETARY TO THE NATIONAL CAMPAIGN MANAGER

The Secretary to the National Campaign Manager provides general clerical duties as instructed, including scheduling the Manager's and Assistant Manager's time, answering telephone calls, typing campaign memos and arranging conferences. She remains at the hotel headquarters throughout the week.

TOTAL PERSONNEL

3
THE HEADQUARTERS TEAM

THE HEADQUARTERS DIRECTOR

The Headquarters Director is responsible for executing the operations of the Headquarters Team. He organizes, trains and equips staff personnel and personally directs their activities. He reports to the National Campaign Manager. In addition to his other duties, the Headquarters Director will control access to the Command Post at the convention hall.

SECRETARY TO THE HEADQUARTERS DIRECTOR

The Secretary to the Headquarters Director provides general clerical duties as instructed, including scheduling the Director's time, answering telephone calls, typing campaign memos and arranging conferences. She remains at the headquarters throughout the week.

LOGISTICS COORDINATOR

The Logistics Coordinator performs the functions of office manager for Plaza and other hotel rooms assigned the Nixon Committee. He is responsible to the Headquarters Director for planning all arrangements and the production, acquisition, inventory, storage, transportation and maintenance of supplies and equipment. He provides other logistical services as instructed.

SECRETARY TO THE LOGISTICS COORDINATOR

The Secretary to the Logistics Coordinator provides general clerical duties as instructed and assists him in headquarters record keeping.

MAIL CLERK

The Mail Clerk is responsible for establishing contact with the Miami and Miami Beach Post Offices and arranging periodic pick-up of mail addressed to Mr. Nixon and the campaign staff. In addition, he is responsible for opening the mail and its immediate delivery to appropriate personnel. Moreover, the Mail Clerk is charged with the prompt mailing and, when necessary, the personal delivery of written communications from the candidate and headquarters.
DELEGATE CONTROL

The Delegate Control is responsible for maintaining a complete and accurate file the background, persuasion and weaknesses of every delegate and alternate. He knows how every delegate can be expected to vote on any given issue and keeps an up-to-the-minute vote count. The Delegate Control analyzes voting patterns and convention trends and suggests specific approaches to winning new supporters. He maintains a count board at both the headquarters and command post.

COMMUNICATIONS DIRECTOR

The Communications Director develops an integrated telephone and radio system for the headquarters, command post, automobiles, penthouse, bellboy locators and walkie-talkies. He arranges for the privacy of the communications through code scramblers, and assures non jamming through special frequencies and antennas. He is responsible for the efficient communications operations at both headquarters and command post.

PUBLICATIONS DIRECTOR

The Publications Director is responsible for the printing of all campaign literature and the maintenance of adequate supply of Nixon materials. He oversees the publication of the Nixon Newsletter.

SECRETARY TO THE PUBLICATIONS DIRECTOR

The Secretary to the Publications Director provides general clerical duties as instructed, including the typing of mimeograph stencils, copy for the offset printing and other duplicating assignments.

DISTRIBUTION DIRECTOR

The Distribution Director is charged with the fast and accurate circulation of campaign publications, including the Nixon Newsletter, friendly newspapers and other materials as instructed. He supervises 50 members of the Distribution Team who are stationed at the various convention hotels, arranges their assignments and schedules. He utilizes two panel trucks to transport materials to their destination.

TRANSPORTATION DIRECTOR

The Transportation Director makes the necessary arrangements for all essential Nixon campaign transportation. He rents buses to transport delegates from the airport to their hotels and secures 100 cars for the staff and key delegates. He personally oversees 50 drivers, makes their assignments and schedules.
DEMONSTRATION DIRECTOR ........................................... John Nidecker

The Demonstration Director is responsible for putting on a colorful and enthusiastic floor demonstration when Mr. Nixon is nominated. He consults with a professional convention promoter and the advertising director, arranges for a spirited marching band and oversees the distribution of advertising materials among the delegates on the floor.

HOSPITALITY DIRECTOR ........................................... Nick Rave

The Hospitality Director is charged with planning the press party, Pat's tea, Nixon Night Reception and the celebration party. His responsibilities include securing locations, purchasing supplies, arranging decorations and entertainment, extending invitations and handling party logistics. He also has full authority over Nixon Hospitality Suites in the various hotels and cooperates with the Nixonette Director for assignments for hostesses.

LOCATOR DIRECTOR .............................................

The Locator Director maintains a listing of all candidates, staff, press, delegates and alternates showing exact whereabouts of key Republicans. He supervises the staff signout board at the headquarters and has access to the beeper contact system for quick contact.

INTELLIGENCE DIRECTOR ......................................

The Intelligence Director is responsible for continued surveillance of opposition candidates and their key supporters as well as evaluating the loyalty of pro-Nixon delegates. He directly supervises 10 agents who monitor opponents communications and, when instructed, harass them and their supporters. (Intelligence Director and his agents will not be listed in this book for obvious security reasons).

SECRETARY TO THE INTELLIGENCE DIRECTOR ..............

The Secretary to the Intelligence Director provides general clerical duties as instructed, typing summaries of information gathered, memos, etc. She remains at the hotel headquarters throughout the week.


NIXONETTE DIRECTOR

The Nixonette Director will be a lady responsible for supervising the activities of 100 volunteers who will act as hostesses, honor guards and office clerks when needed. In addition, they will participate in the Nixon floor demonstration.

SECURITY DIRECTOR

The Security Director will arrange for, and assign, and direct the rent-a-cops at the penthouse, headquarters and command post and be personally responsible for access to campaign facilities. He devises and implements a plan of recognition. He maintains a reasonable contact with the Miami Beach Police Department in case of emergencies.

PERSUASION COMMITTEE DIRECTOR

The Persuasion Committee Director directs the activities of a select, blue ribbon group of prominent Republicans who are organized to influence key delegates in Mr. Nixon's behalf. Upon consultation with the National Campaign Manager, he makes assignments and receives reports of contacts made. (Other members of this committee: Maurice Stans, Red Seaton, John Lodge, Wiley Buchanan, Bob Hill, Jerry Morgan, Perkins McQuire, Tom Dewey, Jerry Milbank, Neil McElroy, Bob Gray, Carl Stahl)

CONGRESSIONAL SUPPORT DIRECTOR

The Congressional Support Director mobilizes Senatorial and Congressional supporters during convention week. He arranges for public endorsements and schedules Members of Congress to speak before state caucuses in behalf of Mr. Nixon. Upon instruction, he asks prominent Senators and Representatives to buttonhole key delegates in an effort to persuade them to support Dick Nixon.

TREASURER

The Treasurer maintains a special convention account in a Miami bank on which he is authorized to draw checks when countersigned by the Headquarters Director. He is responsible for insuring the convention campaign operates within the limits of the adopted budget and cash on hand.
ADVERTISING DIRECTOR

The Advertising Director is responsible for the planning, production and purchase of all advertising for the convention campaign. He lays out copy for outdoor billboard and buys space. He secures time and makes tapes for local radios. In addition, he directs other promotional items such as Nixon costumes, brochures, signs, lapel pens, and co-ordinates with a professional convention promoter on the floor demonstration.

PRESS DIRECTOR

The Press Director arranges the candidate's press conferences, prepares press releases for the Nixon Committee and acts as campaign liaison between the campaign and the news media. He is charged with the placement of favorable stories with friendly reporters and acts as advisor to the National Campaign Manager on press relations.

ASSISTANT PRESS DIRECTOR FOR NEWSPAPERS

The Assistant Press Director for Newspapers is responsible for cultivating reporters and distributing press releases to the working press in Miami Beach.

ASSISTANT PRESS DIRECTOR FOR RADIO-TV

The Assistant Press Director of Radio-TV is responsible for cultivating radio and television personnel and distributing press releases to them in Miami Beach. He monitors key radio and TV programs for content and trends and reports to the Press Director.

SECRETARY TO THE PRESS DIRECTOR

The Secretary to the Press Director provides general clerical duties as instructed, including scheduling, answering telephone calls, typing copy for press releases and arranging for duplicating by the Publications Director.

NEWSLETTER DIRECTOR

The Newsletter Director prepares copy and pictures for the daily Nixon Newsletter and such other special publications as instructed. He arranges duplicating by the Publications Director and circulation by the Distribution Director.
The Legal Aide is the official attorney for the Nixon Committee. He advises the Campaign Manager on laws of libel and slander, legal obligations regarding Miami contracts and arranges for a comprehensive insurance policy to cover personnel and equipment at the headquarters, command post and hospitality suites.

RESEARCH DIRECTOR..................................................... Richard Whalen

The Research Director provides the candidate and National Campaign Manager will research draft data and cooperates with the Speechwriter on accumulating raw information for speeches and statements.

ASSISTANT TO THE RESEARCH DIRECTOR............................. Agnes Waldron

The Assistant to the Research Director assists in gathering facts and opinion on pertinent issues and personalities.

RESEARCH LIBRARIAN..................................................... Alicia Boyd

The Research Librarian maintains the files, clippings and documents necessary to assure the success of the research operation.

SECRETARY TO THE RESEARCH DIRECTOR.............................. Carolyn Miller

The Secretary to the Research Director provides general clerical duties for the Research Team as instructed, including typing draft material and memos.

PBX TEAM................................................................. 1

2

3

There will be three PBX operators recruited from Nixon supporters. Each will be responsible one 8-hour shift throughout the convention.

CLERICAL DIRECTOR....................................................

The Clerical Director will maintain a clerical/secretarial pool utilizing volunteer workers. She will be responsible for providing office support functions for the Headquarters Team.

TOTAL PERSONNEL 46
(not including volunteers)
NIXON'S PERSONAL TEAM

CHIEF OF STAFF

The Chief of Staff supervises all activities of the Personal Team and protects the candidate's time by controlling his schedule and movement. It is his responsibility to provide liaison between the campaign and Mr. Nixon. He studies, reports and advises the candidate on the conduct of the campaign.

SECRETARY TO THE CHIEF OF STAFF

The Secretary to the Chief of Staff performs general clerical duties as instructed, including typing memos, correspondence and arranging conferences. She remains at the hotel penthouse throughout the week.

ADVANCE DIRECTOR

The Advance Director is charged with the expeditious movement of the candidate. He confers with the Chief of Staff on scheduling and must be thoroughly familiar with all hotels, roads and modes of transportation.

ADVANCE TEAM

The Advance Team is assigned specific advance duties by the Advance Director. (Nick Ruwe, John Nidecker & Ned Sullivan are available to double as advance assistants).

CHIEF OF SECURITY

The Chief of Security is responsible for the protection of the candidate's person and remains at his side always. He directs the security guards hired to protect the penthouse and recommends to the Chief of Staff specific actions necessary to safeguard Mr. Nixon.

PERSONAL SECRETARY

The Personal Secretary performs general duties for the candidate, including maintenance of daily agendas, summaries of meetings, correspondence and memos from Mr. Nixon.
PERSONAL AIDE............................................ Dwight Chapin

The Personal Aide is responsible for assisting the candidate and performing general administrative duties for the Personal Team.

COMMUNICATIONS DIRECTOR........................................... John Davies

The Communications Director answers all incoming telephone calls, takes messages, places outgoing calls for the candidate. He maintains a complete record of all telephone and radio communications and is charged specifically with protecting the candidate from non-essential calls.

CANDIDATE'S COMPANION........................................... Bebe Rebozo

The Companion is responsible for relieving the candidate from the pressures of the convention.

WIFE'S COMPANION........................................... Mrs. Jack Drown

Pat's Companion is responsible for relieving her of the tensions surrounding the Miami operations.

SPEECHWRITER........................................... Ray Price

The Speechwriter is charged with drafting the acceptance speech and such other addresses the candidate may be called on to make. He utilizes the services of the headquarters research section.

PRESS DIRECTOR........................................... Pat Buchanan

The Press Director composes all special communications for the candidate, including personal statements to the press and other official comments of Mr. Nixon. He utilizes the services of the headquarters public relations section.

OTHERS IN THE PENTHOUSE........................................... Richard Nixon

Mrs. Richard Nixon
Tricia Nixon
Julie Nixon

TOTAL PERSONNEL 16

2-3 secretaries

+ aide to CS
THE ORGANIZATION TEAM

ORGANIZATION DIRECTOR

The Organization Director is responsible for both the field and floor operations during the convention. He supervises the activities of the Regional Coordinators, Regional Directors and Floor Leaders. He reports to the National Campaign Manager and occupies a position next to him at the Command Post. He is charged with the implementation, in the line, of the tactics devised within the grand strategy.

SECRETARY TO THE ORGANIZATION DIRECTOR

The Secretary to the Organization Director provides general clerical duties as instructed, including scheduling the Director's time, answering telephone calls, typing campaign memos and arranging conferences. She remains at the hotel headquarters throughout the week.

PARLIAMENTARIAN

The Parliamentarian advises the National Campaign Manager and the Organization Director on floor strategy and maneuvers, within the limits of parliamentary procedure and convention rules. He is stationed at the off-floor Command Post.

FLOOR LEADER

The Floor Leader offers Nixon motions, cultivates other speakers and mobilizes the necessary delegate votes to carry. He maintains a direct telephone line with the Command Post and consults with the National Campaign Manager, Organization Director and Parliamentarian on strategy and floor tactics.

ASSISTANT FLOOR LEADER

The Assistant Floor Leader assists the Floor Leader and is specifically responsible for counting delegate votes expected on every issue before the convention. He has radio communications with the Command Post and moves about the floor providing liaison with the Regional Directors.
Messengers, loyal to Nixon, will be assigned to the Organization Director during convention sessions. They will be stationed at the Command Post but have access to the floor and be able to identify Regional Directors and key Nixon delegates.

REGIONAL COORDINATORS

The Regional Coordinators, in a staff capacity, provide the principal contact between the Headquarters/Command Post and the Regional Directors. Each maintains constant communication with their delegate counterpart during convention week. At the Command Post they occupy a position linking them with the Regional Directors by radio and key Nixon delegates by telephone. Each Regional Coordinator has a separate headquarters room as well as a radio equipped automobile.

SECRETARIES TO THE REGIONAL COORDINATORS

Each Regional Coordinator will have a secretary assigned to perform general clerical duties as instructed. They remain at the hotel headquarters throughout the week.

REGIONAL DIRECTORS

The Regional Directors are working delegates with responsibilities for promoting Nixon interests within their geographical areas. They coordinate all activities with their staff counterpart and implement decisions of the National Campaign Manager and Organization Director. They reside with their delegations but are assigned radio telephone automobiles. They occupy strategic positions on the floor and are in constant radio contact with the Command Post. They help the Assistant Floor Leader in counting delegate votes on the floor.

NIXON STATE CHAIRMEN

One influential delegate should be appointed Nixon State Chairman. Where possible this key man should have also been Nixon State Chairman during the pre-convention period. He is responsible for delivering the votes of his delegation and reports to his Regional Director. In addition, he is responsible for providing all Nixon support functions for his delegation, such as scheduling speakers before caucuses, distributing campaign material, making certain pro-Nixon delegates are on the floor, feeding back intelligence information, etc.

TOTAL PERSONNEL 90
I. NEW ENGLAND (6 states, 98 delegates)........ Coordinator
   Connecticut, 16
   Maine, 14
   Massachusetts, 34
   New Hampshire, 8
   Rhode Island, 14
   Vermont, 12

II. EASTERN (5 states, 204 delegates)........ Coordinator
   New Jersey, 40
   New York, 92
   Pennsylvania, 64
   Puerto Rico, 5
   Virgin Islands, 3

III. BORDER (8 states, 163 delegates)........ Coordinator
   Delaware, 12
   D.C., 9
   Maryland, 26
   North Carolina, 26
   Kentucky, 24
   Tennessee, 28
   Virginia, 24
   West Virginia, 14

IV. SOUTHERN (7 states, 214 delegates)........ Coordinator
   Alabama, 26
   Florida, 34
   Georgia, 30
   Louisiana, 26
   Mississippi, 20
   South Carolina, 22
   Texas, 56

V. MIDWEST (5 states, 220 delegates).......... Coordinator
   Illinois, 58
   Indiana, 26
   Michigan, 48
   Ohio, 58
   Wisconsin, 30
VI. HEARTLAND (9 states, 172 delegates)

Coordinator

Iowa, 24
Kansas, 20
Minnesota, 26
Missouri, 24
Nebraska, 16
North Dakota, 8
Oklahoma, 22
South Dakota, 14
Arkansas, 18

Director

VII. ROCKY MOUNTAIN (8 states, 108 delegates)

Coordinator

Arizona, 16
Colorado, 18
Idaho, 14
Montana, 14
Nevada, 12
New Mexico, 14
Utah, 8
Wyoming, 12

Director

VIII. WESTERN (5 states, 154 delegates)

Coordinator

Alaska, 12
California, 86
Hawaii, 14
Oregon, 18
Washington, 24

Director
A number of Republicans have volunteered to be of assistance to the Nixon campaign in Miami Beach. Among them are:

Jayne A. Goodall (Don Jackson's former secretary)
Mike Tarrant (prominent college YR)
John Ryan (former executive secretary of college YRs)
Bob Bradford (assistant to Rep. Dick Poff)
Jerry Reynolds (assistant to Rep. Don Clausen)
Larry Raida (assistant to Rep. Bob Denney)
John Stuckey (assistant to Rep. Bill Brock)
Dave Cole (assistant to Rep. Wiley Mayne)
Bernie Windon (assistant to President of Ingersoll Tool)
COMMAND POST

One of the most important aspects of the whole convention proceedings will be the operation of the off-floor Command Post. In this room, the campaign manager, his top assistants and the regional coordinators will establish floor communications and direct the Nixon strategy during sessions of the Republican National Convention.

It was originally hoped that two storage rooms adjacent to the convention floor could be used as the Command Post. However, a new Convention Hall is currently being built next to the old one, and rooms will not be available. Therefore, the Nixon Committee must request permission of Mr. Bliss to operate a specially-equipped trailer. Since adequate campaign facilities will not be available, the National GOP Chairman as well as other candidates will have to operate from trailers behind the Hall at the entrance to the podium. A special compound should be erected with convention guards to control access to this area. In addition, the Nixon Committee should hire one rent-a-cop of its own to insure security for the trailer Command Post.

Each of the eight Regional Coordinators will have direct line telephones to three key delegates in their assigned area (total phones: 24) as well as a short-wave radio communication with their Regional Director on the Floor (total radios on floor: 8). The Nixon delegates manning the phone will sit by the aisle and have several
runners beside them. The Regional Directors, having radios, will be able to move about their regions and still maintain communication with the Coordinators at the Command Post.

This whole system will be tied together at the campaign manager’s desk through a special console enabling him to use any one of the telephones or radios separately or all collectively. In addition, the Manager will have a direct telephone to the Floor Leader and a radio to contact the Assistant Floor Leader who will have mobility.

Moreover, the Manager will also have a direct line telephone to the podium where a key Nixon man will be stationed. (It may be necessary to "plant" this man as a working member of the press). He will also have telephone communications with the Plaza PBX at headquarters and with Mr. Nixon’s penthouse as well several outside lines. Also he will have radio communication with key men in the galleries and at the various exits to the Convention Hall.

The Assistant Campaign Manager will sit next to the Manager and have a complete duplicate telephone-radio console to enable him to take over at any point. The Assistant Manager will also work the special console radio base permitting him one-way communication with the delegates, pages, sergeants-at-arms, doorkeepers and staff having small bellboys or pageboys. These individuals can receive messages from the Assistant Manager but cannot reply.

Two closed circuit television cameras will be installed on the ceiling of the Convention Hall with remote controls to the Command Post. The Manager can direct, observe and
"zoom in' on floor maneuvers and the podium.

One staff man will be responsible for maintaining an acetate counting board with "hard core" - "leaning for" - "unknown" - "leaning against" - "lost" columns. Another staffer will provide a running tally of votes with an adding machine. There will be radio and telephone maintenance men available during convention sessions to handle malfunctions and to assure power sources.

Messengers with floor access should also be available to the Command Post trailer.

Command Post personnel will report one hour before each convention session, and the floor team (24 on telephones, 8 on radios, Floor Leader, Assistant Floor Leader, and Podium Control, as well as radio men at the exits and gallery) should be at their stations one-half hour before convening.
ROUGH LAYOUT OF COMMAND POST TRAILER
Each aspect of planning, organizing and implementing must be undertaken in a thorough, professional manner with attention to every detail. In this regard, as momentum builds, the Nixon campaign will be deluged with "experts" who want to offer, even demand, advice on strategy. Therefore, care must be taken not to overload the structure with too many "chiefs" and not enough "indians." Of paramount importance is the need to define responsibility in one competent individual for each assigned task. He must know what is expected of him and have the authority to perform his duty.

In late 1967, there seems to be two convention dangers the Nixon Committee should consider: (1) party leadership may be replaced from beneath by pro-Reagan, grass-roots delegates; and (2) party leadership may be exposed from above to tremendous pressure from the Eastern Establishment. Therefore, special convention machinery must be developed to help the regular party officials keep firm control of their delegations through constant contact in Miami. Separate systems of communications, tailored for each situation, must be created to inform and alert delegates to bring them closer to the Nixon movement and make them feel a vital part of the team.
A MIAMI HOST COMMITTEE

Perhaps the first step in planning organization for the convention operations is the creation of a select, blue-ribbon Host Committee of Miami area residents. Contact should be made with congressional candidate Mike Thompson, Dade County GOP Chairman, State GOP Committeeman and woman, Young Republican Chairman and Women's Federation Club President. Also, Jim Skidmore can provide names of key Jaycees in the Miami area.

Once a list is comprised, it is recommended that Jack Sherwood investigate their backgrounds to make certain there are no scandals to plague the Nixon Committee. Mr. Sherwood was Nixon's secret service man when Vice President and currently has a small detective agency in Fort Lauderdale.

The officers of the Host Committee should include a Chairman, female Co-Chairman, Treasurer and General Counsel. It is suggested that the following subcommittees be organized: HOUSING TRANSPORTATION ADVERTISING PUBLICITY FINANCE YOUTH NIXONETTES HOSPITALITY DEMONSTRATIONS CUBAN-AMERICANS CORRESPONDENCE
After the Host Committee is organized with four officers and eleven subcommittee chairmen a membership drive should be undertaken in an effort to commit 1,000 Miami area residents to work within the framework of the adopted program.

A bank account should be opened in a local bank with checks drawn by the Chairman and co-signed by the Treasurer.

A suitable downtown headquarters should be rented to serve as a focal point for the Host Committee operations.

Maximum publicity should be given to the organization's creation with a press conference scheduled for late January.

The Committee may decide to buy full page advertisements in the Miami, Fort Lauderdale and Palm Beach newspapers with clip-out and send-in pledge forms.

Among those who should be initially contacted are

BILL MURFIN, GOP State Chairman
GRAY BOYLSTON, GOP State Finance Chairman
HEBE REBOZO, personal friend of Mr. Nixon's
BILL DUKE, Broward County GOP Chairman
MIKE THOMPSON, Miami congressional candidate
JARY NIXON, Miami young attorney
JOHN LONG, Miami advertising executive
HAL STAYMAN, Turnpike commissioner
MURRAY SHELTON, Miami Beach insurance man
PHYLLIS MOORE, Broward GOP committeewoman
ALICIA O'NEAL, Dade GOP committeewoman
WINN LIPPERT, Dade YR chairman
JIM ALLISON, Gurney's state campaign manager
FRANK FOSTER, West Palm Beach Jaycee
JIM GREGORY, West Palm Beach Jaycee
JOHN WATFORD, District Manager, Motorola
JOE MARTINEZ, Hollywood Southern Bell manager

and as many Florida state legislators as possible........
Whenever possible each state will have an influential delegate designated Nixon State Chairman. He will assign another trusted delegate to work as his assistant.

Each Nixon State Chairman will appoint a strong delegate to pair with a weak one in an effort to avoid delegate erosions and keep Nixon delegates on the floor and informed of major activities. In addition, in those states where it is possible, a strong delegate should be assigned to watch each Romney-Rockefeller delegate, report his movements and convince him of the merits of supporting Richard Nixon.

State Nixon Chairman will report directly to their Regional Director, also a key delegate. He, in turn, is responsible to his Regional Coordinator, who will be a Nixon staff man.

Each Nixon State Chairman, Regional Director and Regional Coordinator will be assigned a Nixon car and special driver along with a telephone bellboy (beeper communications signal) with special call-in number. The Regional Directors and Coordinators will have radio telephones in their automobiles.

Every Nixon State Chairman will report his exact whereabouts at all times to the regional director who, in turn, will report to the Regional Coordinator located at the campaign headquarters. The Regional Coordinators will maintain locator boards to enable the staff to know how to reach delegates at any time.

Nixon State Chairmen and Regional Directors will live with their respective delegations. The Regional Coordinators,
as staff members, will reside at the Plaza campaign headquarters.

Wherever possible, Regional Directors will maintain a special Nixon subheadquarters suite in their own hotel with direct private line telephone to the Plaza headquarters and their Regional Coordinators. This facility must be manned at all times, day and night, and will provide a instant communication link between the Nixon forces in the various hotels and the central headquarters.

Regular briefings of Nixon State Chairmen, Regional Directors, Regional Coordinators and key men will be held, on call, at the Plaza hotel in a pre-designated room. However, each Nixon state chairman will have identification permitting access to the 17th floor headquarters.

PERSUASION COMMITTEE

A group of prominent Republicans will be organized into a special "Persuasion Committee" for the purpose of influencing delegates to support Dick Nixon. They will be housed in the Plaza and work out of a suite on the 17th floor headquarters. This Committee will have a chairman who will make assignments, such as buttonholing key delegates and opinion molders, speak before caucuses, dine with influential leaders, etc. The Committee will have ten cars and drivers at its disposal. It is estimated that the Persuasion Committee will be comprised of about twenty-five major Republican leaders.
DUTIES OF REGIONAL COORDINATOR

GENERAL
1. Prepare complete background brief on every delegate and alternate within region soon after election.

2. Know when, where and how every delegate in region is scheduled to arrive Miami.

3. Arrive Miami week before convention convenes.

4. Check in living quarters at Statler Hilton Plaza.

5. Report to assigned headquarters suite at Plaza.

6. Brief Regional Secretary on her duties.

7. Sign out shortwave radio, bellboy "beeper" and radio equipped automobile for personal use.

8. Arrange with Transportation Director for private car for Regional Director and each Nixon state chairman.

9. Schedule buses for pro-Nixon and undecided delegates and alternates in region to take them to hotels.

10. Secure hotel room numbers and telephone numbers for every delegate in region.

11. Arrange for letter of greeting to be delivered to every delegate and alternate in region.

12. Arrange for invitation to Nixon Night reception to be delivered to every delegate and alternate in region.

13. Pass out campaign material to friendly Nixon delegations.

14. Find out when and where state delegations plan to meet.

15. If instructed by the National Campaign Manager, arrange for Mr. Nixon or a member of the Persuasion Committee or Congressional Advisors to speak before state caucuses.

16. Maintain locator board in headquarters for exact whereabouts of Regional Director and Nixon state chairman within region.

17. Arrange for Regional Director and Nixon state chairmen to attend staff briefings.

FLOOR
1. Meet at Command Post one hour before each session convenes.

2. Man the telephone-radio unit for assigned region, linking three Nixon state chairmen and Regional Director with the Command Post.
3. Assign speakers from floor for Nixon motions as instructed.

4. Request state floor caucuses, when necessary, and report anticipated vote.

5. If approved, arrange for VIPs within region to have private talks off the floor with the National Campaign Manager.

6. Encourage Regional Director and Nixon state chairmen to report any unusual conversations or actions from adjoining delegations.

7. Follow procedural checklist:
   a. Insure proper functioning of all equipment
   b. Make certain all Nixon delegates are present
   c. Be sure speakers and leaders within region are present
   d. Ascertain that messengers are present
   e. Inform regional leaders to upcoming business and proper Nixon vote as determined by Campaign Manager

8. Secure all equipment at adjournment.

**DUTIES OF REGIONAL DIRECTOR**

**GENERAL**
To cooperate and assist the Regional Coordinator in all his assign duties within the region. The Director (a delegate) and the Coordinator (a staff man) work as a team in all the duties outlined above.

**FLOOR**
To be positioned at an assigned strategic location within the region and maintain radio communications with the Command Post. To perform all duties requested by the Campaign Manager, Regional Coordinator, Floor Leader, or Assistant Floor Leader.

**DUTIES OF NIXON STATE CHAIRMEN**

**GENERAL**
FLOOR TACTICS

In addition to early politicking for convention committee posts, election of temporary and permanent chairmen, keynoter, content of platform, selection of doorkeepers and sergeants-at-arms, the Romney-Rockefeller combine will probably make their first real floor fight on opening day over the temporary roll, trying to exclude pro-Nixon delegates under some trumped up charge, such as for example congressional district delegates may have been selected from malapportioned districts.

Consideration of the Temporary Rules will also provide the opposition another opportunity for a test vote if an emotional substitute resolution can be uncovered, such as alleged discrimination in selection of delegates.

While it is much too early to develop specific approaches to the opposition's floor tactics, it will probably be best - as a rule of thumb - to concede minor points to save full strength for the important votes. Care, of course, must be taken so that a Nixon concession of a minor vote is not interpreted as weakness or erosion of support.

For roll call strategy it is suggested that the Alabama delegation be locked in early for the purposes of yielding to a state to nominate Richard Nixon. Senator Barry Goldwater could probably request Alabama to cooperate on this point. It will be extremely helpful and dramatic if the other "early call" states, such as Alaska, Arizona, Arkansas and Colorado could yield to favorite son states for the purpose of putting
their favorite sons in nomination, only to have them withdraw and urge support for Richard Nixon. The roll call might go like this:

ALABAMA. Alabama yields to Arizona.

ALASKA. Alaska yields to Texas.

ARIZONA. Arizona will place a name in nomination.

ARKANSAS. Arkansas yields to Illinois.

CALIFORNIA. California will place a name in nomination.

COLORADO. Colorado yields to Ohio.

CONNECTICUT. Connecticut yields to New York.

Rest of states answer initial roll call.

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ARIZONA. Barry Goldwater places the name of Richard M. Nixon in nomination. 4 seconding speeches.

TEXAS. Peter O'Donnell places the name of John Tower in nomination. Senator Tower withdraws his name and urges support for Richard Nixon.

ILLINOIS. Everett Dirksen places the name of Charles Percy in nomination. Senator Percy withdraws his name and urges support for Richard Nixon.

CALIFORNIA: George Murphy places the name of Ronald Reagan in nomination. 4 seconding speeches.

OHIO: Bill McCulloch places the name of Jim Rhodes in nomination. Governor Rhodes withdraws his name and urges support for Richard Nixon.

NEW YORK: Nelson Rockefeller places the name of George Romney in nomination. 4 seconding speeches.

This could be followed by other pro-Nixon favorite sons, such as Claude Kirk, Howard Baker, etc withdrawing and throwing support to Nixon. The bandwagon would be rolling....
Late in 1967 it is little more than guesswork to try to project how the first roll call ballot will go next August. Favorite son situations have not firmed up and there is some speculation that Governors Rockefeller and Reagan might become active candidates before the Republican National Convention. Generally, Richard Nixon is strong in the Heartland, Midwest and Border states, Nelson Rockefeller has support in the New England and Mid-Atlantic regions, and Ronald Reagan has backers in the Far West and Deep South. George Romney has little support anywhere.

On the following pages there is a crude attempt to guess how the first ballot may go. However, this projection should not be the basis of a guide to strategy.
## First Ballot Projection

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**Totals**: 1333 564 204 209 356

*Assuming favorite sons withdraw during first ballot*
NOTE ON FAVORITE SONS FROM FLORIDA, IDAHO, OKLAHOMA, TENNESSEE AND TEXAS: An appeal for support from Mr. Nixon himself should be made very early in 1968 to Kirk, Jordan, Bartlett, Baker and Tower. In each state there will be sufficient pro-Nixon sentiment to make a first ballot withdrawal acceptable to the several delegations.

PROJECTION OF SECOND BALLOT

If the First Ballot projection is accurate, our candidate will fall short of the nomination by 103 votes.

Governor Reagan will control 204 votes and should be approached to throw his votes to Nixon to avoid a deadlocked convention with Rockefeller emerging as the delegates choice. Approach: Other governors and the Eastern Establishment are uniting behind Rockefeller and Romney will withdraw in his favor. Nixon cannot hold his own liberal and moderate votes who will also slip to Rockefeller unless Reagan saves the day by turning his own delegates over to Nixon.

Governor Rhodes and Senator Percy will have a combined total of 116 votes, and both should be asked to withdraw in favor of Nixon. Approach: If Nixon starts to slip and the convention is stampeded, the Party will be split between Reagan and Rockefeller with neither capable of uniting the GOP for the November battle. To avoid a repeat of 1964 Rhodes and Percy must support Richard Nixon.

As an incentive to Reagan, Rhodes and Percy, Mr. Nixon might consider offering the Vice Presidency to the one that can help the ticket the most against the Democrats in the general election.

Once word "leaks out" that all or part of the above is taking place, Nixon can expect a bandwagon windfall from other favorite son states.
Mr. John Doe  
Fountainebleau Hotel  
Miami Beach, Florida  

Dear Mr. Doe:

Welcome to Miami Beach and the twenty-ninth Republican National Convention. What we accomplish this week will set the standard for the nation to follow in November. I know your actions will be a credit to your country, state and the Republican Party.

For your information there is enclosed a brochure and recent public opinion poll on Dick Nixon, the man I feel best qualified to lead the GOP to victory. For your possible use there is also attached a Nixon campaign button and bumper sticker.

If the Nixon-for-President Committee can be of service during your stay in Miami or if you need additional information on Dick's positions regarding the major issues confronting our nation, I'm sure your Nixon State Chairman will be happy to assist. Again, we wish you a happy and productive week.

Republicanly,

Henry
HENRY BELLMON
Chairman
SECURITY

In addition to the normal tactics of the political opposition, 1968 will be a year of demonstrations and pickets. Miami Beach will be particularly attractive to the protestors, and therefore, appropriate security must be maintained for the hotel headquarters and the convention command post.

It is recommended that a minimum of six rent-a-cops be hired for each working day and three for the midnight shift. When the convention is in session there should be two security guards at the command post and four at the hotel. When there is no session, there will be a need for one guard at the command post and five for the hotel headquarters. (two on the 10th floor, two on the 11th floor, and one at Mr. Nixon's penthouse).

It is imperative that Mr. Nixon's penthouse, headquarters rooms, and the command post be manned 24 hours every day. (Besides the rent-a-cops, one individual should sleep on a cot at the command post).

The rent-a-cops will carry their firm's walkie-talkies with capability to tune into the police communications system.

Mr. Nixon's personal security will be provided by Dale Grubb and the advance team. A short wave radio set is assigned to them, and the limousines have radio-telephones.

One key staff man should be responsible for overall security, and he must make early contact with the Miami Beach Police Department in case of emergencies.
Identification cards should be used for access to sensitive areas, and a special "under the label" pass for entry into top secret rooms.

ADDENDUM TO SECURITY: The Miami Beach Chief of Police should be contacted and persuaded to assign a special plainsclothesman to Mr. Nixon throughout the convention period. He can provide the campaign organization, as well as the candidate, with liaison with the Police Department.
Access to Headquarters and Penthouse (GOLD)

For admittance to penthouse, everybody must have "on sight" authorization by one of candidate's personal aides.

Access to Headquarters only (SILVER)

In addition to identification cards, every volunteer permitted Headquarters access must also display "secret" lapel pin.

For official drivers

This card will authorize holder to charge gas and have car washed at designated gas stations.

NIXON-FOR-PRESIDENT COMMITTEE
This is to certify that

JOHN C. DOE
has VIP access. Miami Beach, Florida - August 1968

Henry Bellmon
campaign manager

NIXON-FOR-PRESIDENT COMMITTEE
This is to certify that

JOHN C. DOE
is a headquarters volunteer. Miami Beach, Florida - August 1968

Henry Bellmon
campaign manager

NIXON-FOR-PRESIDENT COMMITTEE
This is to certify that

JOHN C. DOE
is a volunteer driver. Miami Beach, Florida - August 1968

Henry Bellmon
campaign manager