

Richard Nixon Presidential Library
White House Special Files Collection
Folder List

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
45	2	n.d.	Form	Advance Man's Instructions. (Nixon/Lodge). 1 page.
45	2	n.d.	Form	Advance Man's Initial Contact Sheet. 1 page.
45	2	n.d.	Form	Advance Man's Local Contact Sheet (Nixon/Lodge). 1 page. 2 copies.
45	2	n.d.	Form	Letter List (Nixon/Lodge). 2 pages. 2 copies.
45	2	n.d.	Form	Form letter to "Mr. Chairman" requesting names of people assisting with arrangements for recognition purposes. 1 page. 10 copies.
45	2	n.d.	Form	Hotel Information. 1 page. 2 copies.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
45	2	n.d.	Form	Car Assignment Sheet. 1 page. 8 copies.
45	2	n.d.	Memo	Lodge 1960 Campaign Tour - Instructions for Motorcade Chairman. 4 pages.
45	2	n.d.	Form	Check List. 4 pages.
45	2	n.d.	Form	Research - Nixon/Lodge Headquarters - Advance Information for Campaign Appearances. 3 pages.
45	2	n.d.	Form	Hotel Information. 1 page. 5 copies.
45	2	11/7/1960	Newsletter	Political Memo from COPE. 5 pages. Only cover scanned.

To be filled in by Office
4 copies

NIXON/LODGE

City _____
Date _____

ADVANCE MAN'S INSTRUCTIONS

ITINERARY:

Arrival Time _____ Flexible? _____ Transp. _____

Departure Time _____ Flexible? _____ Transp. _____

Principal Event _____

Time _____ Place _____ Contact _____

Secondary events or possibilities (whether or not committed)

	<u>Event</u>	<u>Time</u>	<u>Place</u>	<u>Contact</u>	<u>Status</u>
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____

INSTRUCTIONS:

Press Conference? _____ Location _____

Hotel Accommodations - Standard? _____ Other _____

Recommended Hotel? _____ No. of Press _____

TV Plans _____

Field Rally Director _____

Voices for Nixon - Yes/No

TV Advance Man - Yes/No Name _____

1. A.M.
2. Phone file
3. Office
4. Party

To be filled in by Office
4 copies

NIXON/LODGE
City _____
Date _____

ADVANCE MAN'S INITIAL CONTACT SHEET

<u>Name</u>	<u>Bus. Phone</u>	<u>Res. Phone</u>
KEY POLITICAL _____	_____	_____
OVERALL CHAIRMAN _____	_____	_____
SECRET SERVICE _____	_____	_____
COURTESY (Have each send briefing memo to Office)		
State Chairman _____	_____	_____
Natl. Comm. Man _____	_____	_____
Natl. Comm. Woman _____	_____	_____
Governor/cand. _____	_____	_____
Senator/cand. _____	_____	_____
Senator/cand. _____	_____	_____
Congressman _____	_____	_____
LCCAL LEADER: (Fill in on schedule - invite participation by their people)		
Volunteers Chairman _____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Negro _____	_____	_____
Jewish _____	_____	_____
Nationalities _____	_____	_____
College Youth _____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

1. A.M.
2. Phone file
3. Office
4. Party

To be filled in by A. M.
 1 copy
 Phone info. to office

Date _____
 City _____

ADVANCE MAN'S LOCAL CONTACT SHEET

	<u>Name</u>	<u>Bus. Phone</u>	<u>Res. Phone</u>
<u>CHAIRMAN:</u>			
Publicity	_____	_____	_____
Press Facilities	_____	_____	_____
Radio & T. V. Facil.	_____	_____	_____
Airport or r. r. facil.	_____	_____	_____
Greeting Committee	_____	_____	_____
Motorcade	_____	_____	_____
Hotel Arrangements	_____	_____	_____
Meeting Arrangements	_____	_____	_____
Local Man to assist traveling staff	_____	_____	_____
<u>MISCELLANEOUS:</u>			
Local P. R. firm	_____	_____	_____
Mgr. of auditorium or other meeting place to be used.	_____	_____	_____
Contact at local Advt. agency, if employed	_____	_____	_____
Audio Man	_____	_____	_____

To be filled in by A. M.
1 copy
(Phone or Mail Info. to office) LETTER LIST

Nixon Lodge
City _____
Date _____

<u>Function</u>	<u>Full Name</u>	<u>Mailing Address</u>
<u>Local Committee Chairmen</u>		
Overall	_____	_____
Publicity	_____	_____
Press	_____	_____
Radio-TV	_____	_____
Airport Arr.	_____	_____
Greeting Com.	_____	_____
Motorcade	_____	_____
Hotel Arr.	_____	_____
Mtg. Arr.	_____	_____

<u>Local Facilities</u>		
Police Chief	_____	_____
Airport Mgr.	_____	_____
Airlines Op. Mgr.	_____	_____
Hotel Manager	_____	_____

<u>Program Participants</u>		
M. C.	_____	_____
Bandleader (Name of Band)	_____	_____
National Anthem	_____	_____
Invocation	_____	_____
Benediction	_____	_____
Color Guard	_____	_____
Pledge Allegiance	_____	_____
Intro RN	_____	_____

NIXON/LODGE

City _____

Date _____

Mr. Chairman:

In order to insure that proper recognition is given to all those who are participating in the arrangements for Vice President Nixon's or Ambassador Lodge's visit, we would greatly appreciate your listing all the people working on or with your committee.

Please be sure to give full name and complete mailing address.

Please return this form, when completed, to _____
not later than the day before the visit. If you need more space, please attach extra pages.

Activity: _____
(Motorcade, Press Arrangements, Program, etc.)

(TYPE OR PRINT CLEARLY)

Full Name

Mailing Address

(example) Mrs. Ralph Johnson

3071 Main St., Midtown, Georgia

Chairman

Chairman's Mailing Address

To be filled in by A.M.
 (Phone information to office -
 Office will prepare 30 copies for party)

LODGE
 Date _____
 City _____

HOTEL INFORMATION

Name of Hotel _____ Phone No. _____
 Address _____
 Manager _____ Asst. Manager _____
 Other _____

* * * * *

Room Assignments
 (Assign rooms in order listed -
 starting with Ambassador's suite - when possible)

<u>Room No.</u>	<u>Occupant</u>	<u>Room No.</u>	<u>Occupant</u>
1. _____	Ambassador & Mrs. Lodge	10. _____	Stephen May
2. _____	Thomas J. McTiernan	11. _____	Serrell Hillman
3. _____	Edward F. Terrar	12. _____	A. Charles McCarry
4. _____	Cammann Newberry	13. _____	C. Henry Glovsky
5. _____	Vincent P. O'Brien	14. _____	Reception Rm. (Near elevator lobby and/or check point)
6. _____	Dr. Henry W. Wise, Jr.	15. _____	Bates Parlor
7. _____	Office	16. _____	William H. Bates
8. _____	Marge Acker	17. _____	Gerald Morrison
9. _____	Ann Carney	18. _____	Harold Lynch

CAR ASSIGNMENT SHEET

CITY _____

DATE _____

CAR NUMBER P

Driver: _____
Passengers: Traveling Photographers

CAR NUMBER 7

Driver: _____
Passengers: _____

CAR NUMBER 1

Driver: _____
Passengers: _____

CAR NUMBER 8

Driver: _____
Passengers: _____

CAR NUMBER 2

Driver: _____
Passengers: Security Personnel

CAR NUMBER 3

Driver: _____
Passengers: Wire Services

CAR NUMBER 9

Driver: _____
Passengers: _____

CAR NUMBER 4

Driver: _____
Passengers: Press Bus

CAR NUMBER 5

Driver: _____
Passengers: _____

CAR NUMBER 10

Driver: _____
Passengers: (Staff) _____

CAR NUMBER 6

Driver: _____
Passengers: _____

CAR NUMBER S-1

Driver: _____
Passengers: Staff

CAR NUMBER S-2

Driver: _____
Passengers: Staff

1. Motorcade Chairman
2. Security Chairman

LODGE 1960 CAMPAIGN TOUR

Instructions for Motorcade Chairman

You have one of the most important assignments for the Lodge visit. The overall effect of the visit, both locally and nationally, will depend to a large measure on the efficiency of the motorcade operation.

Please read these instructions carefully and follow them without exceptions (unless cleared with the Ambassador's representative). They are based on the collective experience of operating many motorcades and have been found to assure the best possible results.

You are responsible for the provision and direction of cars and drivers for the official party during the entire visit - as well as for the transportation of baggage and equipment to and from the hotel.

MOTORCADE LINEUP:

Car No. P: Photographer's Car

Open convertible for traveling photographers - ahead of Ambassador's car.
Signs on both sides "Press Photographers".
In case of additional local photographers, it is OK to use a flat bed stake truck instead of the car.

Car No. 1: The Ambassador and Mrs. Lodge.

Driver furnished by local committee. Preferably a plain clothes police officer. Front seat occupied by driver, and two Lodge aides.
Ambassador and Mrs. Lodge will occupy back seat.
No other passengers.
Use four-door sedan -- unless convertible specified.
Signs on both sides - "Ambassador and Mrs. Lodge."

Car No. 2: Wire services.

For traveling wire service reporters only. No local press.
Signs on both sides "Press".

Cars Nos. 3 and 4: Local candidates and VIP's

Where appropriate, signs should be used to identify occupants.

Car No. 5: Press bus

For traveling and local press and some of traveling staff.
If necessary - use more than one bus - numbered 4A, 4B, etc.
Signs on both sides - "Press".

Cars Nos. 6, 7 and 8: Local candidates and VIP's
Maximum of three cars - use only if needed.
Where appropriate, signs to identify occupants.

Car No. 9: Local Staff
Local arrangements personnel who must travel with motorcade.
No sign.

Car No. 10: Lodge Staff.
No sign.
Extra car for staff or reserve.

Motorcade is limited to total of 10 numbered cars, plus extra buses if needed and photo car.

Three additional cars are required for Lodge staff use:

Car No. A: Advance car
Preferably a marked police car with radio, siren and police driver.
To be used by Advance Man to precede motorcade.

Cars Nos. S-1 and S-2: Staff cars
Plain four-door sedans.
To transport staff other than in motorcade.
Available during entire visit for Lodge staff use only.

These cars may not be used at all times - but must be available. If not used on one leg of trip - should follow at tail end of motorcade to be available at next stop. They should be prepared to operate at direction of Lodge staff members. No particular people of staff are assigned to specific cars, as needs change.

CARS:

1. The cars should all be in good running condition and should be carefully pre-checked. Four-door sedans should be used, unless convertibles specified, with full gas tanks.
2. Please do not use brand new cars. Instead, use cars with at least 1,000 miles on them. New cars create a number of problems including overheating, insurance problems, the fact that they have not been sufficiently checked out and broken in, danger of mechanical failure.
3. Be sure the tops work on all convertibles as it is sometimes necessary to put up the tops.
4. Each car should be decorated and numbered - with small cards in both lower right and left corners of the windshield.
5. The trunk key for the Ambassador's car must be left in the lock at all times.

DRIVERS:

1. Driver for the Ambassador's car will be furnished by the local committee. Preferably a local plain clothes police officer.
2. Drivers for the other cars should be young people fully familiar with the local area and entirely capable of handling an automobile in traffic and motorcade formation.
3. Each driver should be at the wheel of his automobile, with motor running and headlights on, at least five minutes before scheduled departure time. This applies to arrival and departure in the city and all stops during the visit. This is necessary even if the drivers have to leave a meeting or rally before it is concluded in order to arrive at their designated station.

Please strongly emphasize the importance of the drivers being ready to proceed at the appointed time - with motors running and lights on.

4. The drivers must leave the keys in their cars at all times. The keys should never be removed. This is necessary because we may have to get into the trunk of a car - or move it when the driver is not readily available.
5. You - or someone designated by you - must be with the cars at all times during the entire period of the visit. This is because it is sometimes necessary to make a quick change in plans and we must have a pre-determined point of contact.
6. All of the drivers should stay together - and if they go into the meeting or to eat - they should keep their location known to you or the man remaining with the cars - so they can be quickly located if necessary.

PROCEDURE:

1. Motorcade cars should be lined up at the airport - checked and ready to go - one hour ahead of scheduled time.
2. At all times, the cars should be lined up in proper numerical order - both when moving and when parked.
3. All persons riding in the motorcade, except Lodge staff, should be assigned to specific car numbers and remain in these cars.
4. Arrangements for police escort and other security provisions will be coordinated with the security chairman and local police.
5. It is extremely important that the entire motorcade remain together and in order at all times. For this reason, drivers should be instructed to move their cars with the motorcade as soon as the car ahead of them moves. They are not to wait for passengers or delay for conversations, etc. Once a motorcade gets split up, it is very difficult to get it back together. For this reason also, drivers should remain at the wheel of their cars - not get out to help passengers in.

6. During parking periods, vehicles should be lined up bumper to bumper.

BAGGAGE:

1. A closed truck will be needed to transport baggage and equipment to and from the hotel.
2. You will be advised as to the times this truck should be on hand - and where.

Thank you very much for taking on this job. Your help is greatly appreciated.

NIXON /

City _____

Date _____

CHECK LIST

Prelim.

- _____ Kit received
- _____ Call - key political contact
- _____ Call - overall chairman
- _____ Call - Secret Service

Schedule

- _____ Check Prelim. schedule with key political contact
- _____ Check prelim. schedule with overall chairman
- _____ Check prelim. schedule with secret service
- _____ Routes timed
- _____ Prelim. to office
- _____ Ok from office
- _____ Confirm to key political contact
- _____ Confirm to overall chairman
- _____ Confirm to Secret Service
- _____ Drop-by list - possibilities
- _____ Separate PN Schedule set
- _____ Separate PN schedule - o.k. by office
- _____ Separate PN schedule confirmed to locals
- _____ Check competing events - baseball, etc.

Calls

- _____ State Chairman
- _____ National Comm. Man
- _____ National Comm. Woman
- _____ Governor
- _____ Senator
- _____ Senator
- _____ Congressman
- _____ Nixon Chairman
- _____ Negro
- _____ Jewish
- _____ Nationalities
- _____ College
- _____ Y. R.
- _____ Womens Federation

- 2 -
Check List

Airport

_____ Chairman Selected
_____ Plane location
_____ Motorcade location
_____ Press and public layout
_____ Room for press conference
_____ P. A. Facilities
_____ Baggage truck arranged
_____ Baggage personnel
_____ Greeting Comm. - prelim. list
_____ Greeting Comm. - o.k. by office
_____ Greeting Comm. - confirmed to local
_____ Western Union notified
_____ Who intro. RN
_____ Platform or substitute

Motorcade

_____ Chairman selected
_____ Instruction sheets transmitted and explained
_____ Escort and routes cleared by S. S. with police
_____ Dry runs
_____ Car signs and decorations
_____ Car numbers
_____ Load list
_____ Photog. truck necessary?
_____ Drivers selected and briefed
_____ Cars checked for mechanical condition
_____ sound truck - if announced route
_____ Baggage truck and handling
_____ Assign specific escort to press buses

Hotel

_____ Chairman selected
_____ Room layout confirmed
_____ Instruction sheet transmitted
_____ Billing instructions cleared w/ local committee
_____ Newspapers provided for RN and Klein
_____ Reservations confirmed to office - forwarding address
_____ Fast laundry, valet and food confirmed

- 3 -
Check List

Hotel (Cont.)

_____ Phone installation confirmed
_____ Press room set up -phones and wire facilities
_____ IBM and mimeo set (Operator's name and phone)
_____ Baggage handling set up - tipping procedure cleared w/ manager
_____ Room list phoned in

Meeting

_____ Chairman of arrangements selected
_____ Sponsorship cleared
_____ Program confirmed
_____ Program Chairman (M. C.) set
_____ Colors set
_____ Pledge of Allegiance
_____ National Anthem
_____ Invocation
_____ Benediction
_____ Introduction of RN and PN
_____ Entrance details confirmed
_____ Passageway held open
_____ P. A. System checked
_____ Rostrum checked - size, lights, water
_____ Seating arrangement on platform - no one behind RN
_____ Bad weather alternate - if outdoors
_____ Tape recording of RN remarks
_____ Pre-Program warmup
_____ TV coverage: Local contact
_____ Cleared with Rogers
_____ Lighting
_____ Press facilities near platform
_____ Lectern and ice water
_____ Research form filled in and sent to office

Press

_____ Chairman selected
_____ Sections set at all meetings
_____ Room for press conference
_____ PN press conference (refreshments)
_____ Tape recordings
_____ Western Union notified
_____ Information sheet ready for Klein
_____ Food arranged for traveling press - if needed

- 4 -
Check List

General

_____ Local Contact list - names phoned to office

Publicity

_____ Chairman selected
_____ Adequate materials for releases available
_____ Correct schedule released
_____ Biogs and mats
_____ Photographer assigned
_____ Glossies ordered - for office
_____ Two complete sets of clippings - before, during, after - for Office

Security

_____ Staff badge briefing
_____ Press Conference doorman
_____ Minimum uniformed police near RN
_____ No local police headquarters in proximity
_____ Motorcade police
_____ Physical barriers
_____ S. S. to supervise local police

Public Participation

) _____ Home-made signs, etc.
_____ Bands
_____ Honor guards
_____ Motorcade crowd
_____ Publication of route
_____ Hotel welcome, crowd and music
_____ Telephone campaigns
_____ Publicize plenty of seats and room
_____ Abundance of free tickets

Advance Man Procedure

_____ Review motorcade procedure before arrival of RN
_____ Brief RN aide
_____ Situate local committee
_____ One local to introduce
_____ Get away car for Advance Man
_____ Rest periods for party
_____ Closed truck for baggage
_____ Tape RN remarks

To be filled in by A. M.
 (Phone info. to office -
 office will prepare 30 copies for party)

NIXON

Date _____
 City _____

HOTEL INFORMATION

Name of Hotel _____ Phone No. _____

Address _____

Manager _____ Asst. Manager _____

Other _____

Room Assignments

(Assign rooms in order listed - starting with
 VP suite - when possible)

<u>Room No.</u>	<u>Occupant</u>	<u>Room No.</u>	<u>Occupant</u>
1. _____	V. P. & Mrs. Nixon	16. _____	Richard Bean
2. _____	S. S. - Sherwood & Golden	17. _____	Dr. _____
3. _____	J. D. Hughes	18. _____	_____
4. _____	Admin. Ass't. _____	19. _____	Senator _____
5. _____	Herbert Klein	20. _____	Cab. Officer _____
6. _____	James Shepley	21. _____	Reception Rm. (Near elevator lobby and/or check point)
7. _____	H. R. Haldeman	22. _____	_____
8. _____	Rose Mary Woods	23. _____	_____
9. _____	Office	24. _____	_____
10. _____	Secretary	25. _____	_____
11. _____	Secretary	26. _____	Ev Hart _____
12. _____	Henry Hyde	27. _____	TV Advance Man
13. _____	Advance Man	28. _____	Ed McDaniel
14. _____	Dale Grubb	29. _____	Steno-typist
15. _____	Jack Drown	30. _____	_____

Political Memo

from **COPE**

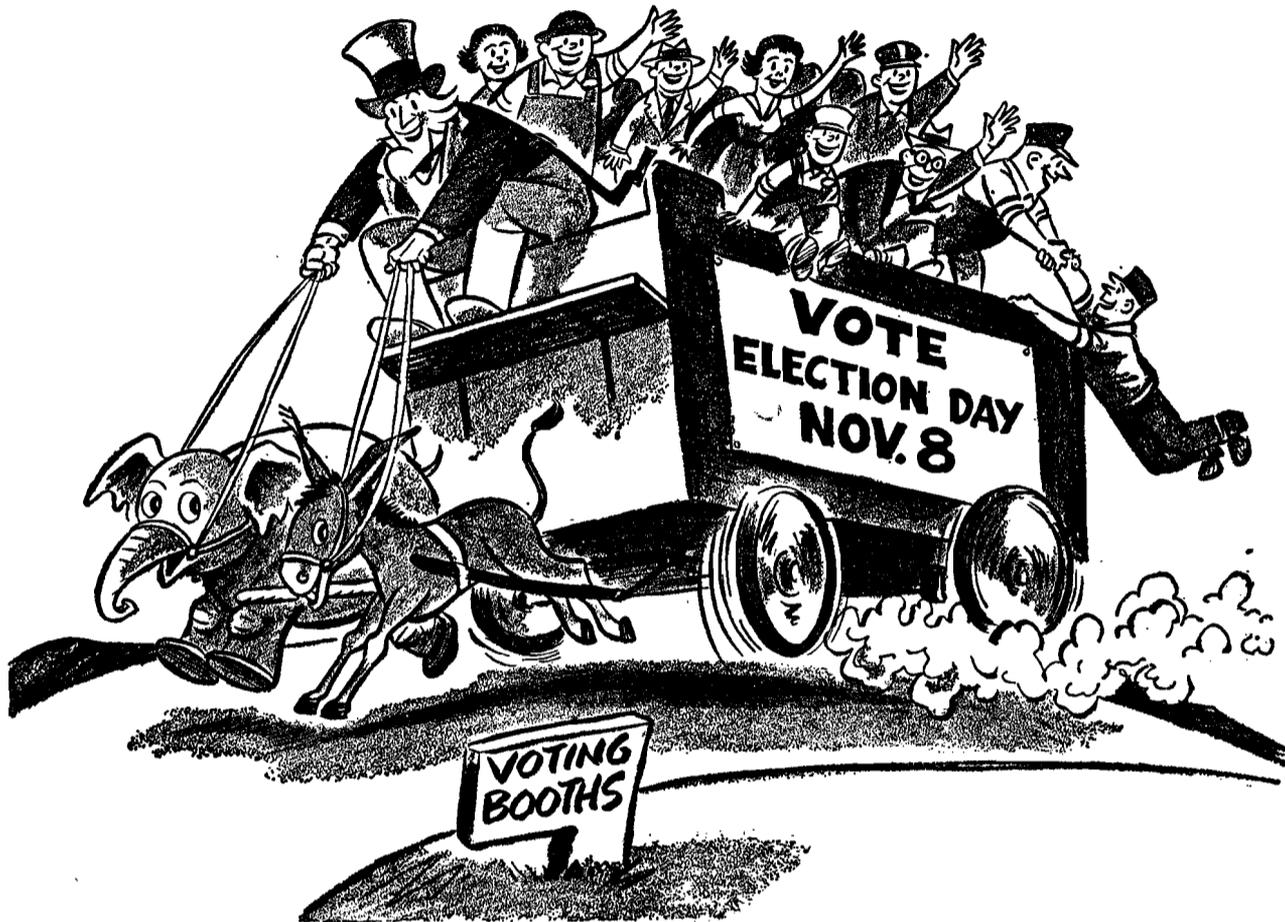


COMMITTEE ON POLITICAL
EDUCATION, AFL-CIO
815 16th STREET, N.W.
WASHINGTON 6, D. C.

No. 23-60

November 7, 1960

Let's All Get On the Band Wagon!



VOTE — VOTE — VOTE — VOTE — VOTE

It is essential that every registered trade unionist feel a keen sense of responsibility in voting on Election Day, November 8. A citizen who is convinced of the importance of his one vote is more likely to go to the polls than the skeptic or cynic who sneers, "Of what use is my single vote?"

GEORGE MEANY, Chairman

WM. F. SCHNITZLER, Secy.-Treas.

JAMES L. McDEVITT, National Director