

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	17	n.d.	Other Document	Draft edits for advance arrangements instructions. 12 pages.
45	17	03/23/1960	Form	Drafts of Advance Man's Contact Sheet and Advance Man's Information sheet. 3 pages.
45	17	02/29/1960	Memo	From Del Smith re: RN Trip Advance for 11-20 February - California. 2 pages.
45	17	n.d.	Memo	New York Trip - May 17th & 18th - Summary of Points to be Followed in Future Trips. 3 pages.
45	17	02/29/1960	Memo	From Del Smith re: RN Trip Advance for 11-20 February - California. 2 pages.
45	17	05/11/1960	Memo	Draft: To Advance Men from H.R. Haldeman re: Police escorts for motorcades. 2 pages.

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45	17	05/31/1960	Memo	To Advance Men from H.R. Haldeman re: Republican National Convention - July 25. 1 page.
45	17	05/26/1960	Memo	To Advance Men from H.R. Haldeman re: Police Escorts for Motorcades. 1 page. 4 copies.
45	17	12/24/1959	Memo	To Staff (Finch, Haldeman, Klein, Rose, Hughes) from J.T. Sherwood re: After RN is nominated - use of Secret Service agents to assist Political Advance Men in traveling with them about the country. 1 page.

eliminate

~~Page No. (or para. 15) (replace present para. 15 and insert on page 5 a new par. 12 and then re-number all the following paragraphs 1 number higher.)~~

New Para. 12 - Page 5:

Prepare and transmit to the Washington Office, all of the required Advance information as covered at a later point in this Manual.

Remove page 7

New page 7:

SPECIFIC ADVANCE ARRANGEMENTS

Schedule

1. Basic schedule should include the arrival in the city, transportation to the Hotel which serves as headquarters, sufficient time at the Hotel to prepare for the major appearance, transportation to the place for the meeting, the meeting itself, transportation back to the hotel if it's an overnight stop or back to the point of departure.
2. Specific times for press conferences are not to be scheduled but sufficient time will be allowed in each day's program for a press conference if it is decided to have one.
3. No stop-bys at small meetings or functions other than the main event are to be scheduled. Again, time should be allowed in the over-all schedule for the possibilities of unscheduled stop-bys.
4. In drawing up the over-all schedule, keep in mind the probability of impromptu hand-shaking in the streets or ~~in~~ the hall or at the rally but do not schedule any formal reception or hand-shaking session of any kind.
5. Do not schedule any ~~appearance at a~~ meals. If the VP is to appear at a breakfast, luncheon or dinner meeting, he will arrive after the meal in time for his speech.
6. No private homes are to be used for overnight or daytime ~~stop~~ stops.
7. Do not schedule any small private, off-the-record meetings ~~for~~ finance or any other purposes.

8. No fund-raising dinners or other fund-raising events are to be scheduled.
9. No individual appointments are to be scheduled.
10. There must always be two hours' time reserved for the Vice President prior to any television appearance or major speech.
11. The over-all day's schedule must be prepared so that the VP is in his room at the Hotel by 11 o'clock every night. In other words, any night meetings must be scheduled so that the Vice President can leave in time to actually be in his room by 11:00 P. M.
12. No commitments are to be made in advance on factory drop-bys. This will always be done on a last-minute basis if at all.
13. Although the VP will of course attend church every Sunday during the campaign, no announcements are to be made in advance, of church attendance, and no invitations accepted for attending churches. These will be decided at the last minute.
14. As a general overall guide, always plan on working the good areas of the city in which we are visiting. . . . don't go across the tracks. Thus meetings should be scheduled for places where we know we can get a big crowd and a favorable crowd. We should not attempt to schedule appearances in those areas where "help is needed".
15. The VP may want to drop in on organization meetings which are going on in the hotel where he is staying or the city he is visiting. No arrangements for this should be made in advance, but a list of such meetings should be submitted to the Office as far in advance as it is possible.
16. Private dinners, cocktail parties or after-meeting social events must not be accepted. Be sure that the local committee is aware of this so they don't schedule something without your knowledge.
17. Nothing should ever be scheduled for the Vice President following an evening meeting unless you have specific instructions to the contrary ~~to the~~ from the Office.
18. The local committee should be advised that the Press Secretary and the aides traveling with the Vice President will be available to receive suggestions and messages for him and that these will be delivered to him without fail. Time will not permit individual appointments with people who will want to see the Vice President.
19. The use of radio time must never restrict the starting of any starting time for a speech. That is, if the program is covered by live radio, it must be on an open-time basis so the schedule is not made rigid merely to conform with the radio requirements. In the case of live television coverage, however, it will, of course, be necessary to have restricted time segments.
20. Keep in mind the possibility of a separate schedule for Mrs. Nixon. Do not make any commitments in this regard without prior clearance from the office. Separate schedules should only be arranged where appropriate and where it doesn't appear forced. Possibilities include special interviews with news women, visits to hospitals, churches, schools, orphanages, etc.

Page 8 - insert new paragraph 4 and then re-no. the following paras. one no. higher

4. Work out with the local chairman, a satisfactory greeting committee. This should be limited to the smallest number of people possible while still including ~~all~~ all of those who should be part of the reception group. Send the list of the names of the greeting committee to the Office as soon as possible. Do not confirm the makeup of the committee until it has been o.k'd by the office.

Arrange to have the committee lined up in a pre-determined order when the plane arrives so that the VP can walk along the line and greet each of the people. This is much more satisfactory than having the committee walk past him and it makes possible to get much better pictures. One key official should be designated as the person to greet the Vice President at the bottom of the steps and take him along the line of the greeting committee. Also, one person should be selected to introduce the Vice President on the microphone if this is planned. These names must be cleared with the Office.

PAGE 9 - add Item 6, prior to Motorcade heading.

6. Locate the cars so that the official party does not have to walk through the crowd to get to them.
7. Be sure that Western Union is notified of the details of the airport arrival so that they will have personnel there to handle any ~~copies~~ copy the newsmen on the plane may want to file.

INSERT A - to be put in page 10 at the point indicated/

The cars used for the motorcade should all be in good running condition and of course, clean. Do not use brand new cars. Use only cars that have at least 1,000 miles on them. New cars create a number of problems including overheating, the fact that they have not been sufficiently checked out and broken in; some insurance problems in some states, etc.

Instruct all drivers that they must leave the keys in their cars at all times. They are never to remove the key from the car. This is necessary because it is sometimes important that we get into the truck of the car, or that the cars be moved when the driver can't be located.

The chairman of the motorcade or one driver designated by him must be with the cars at all times during the entire period of the visit. This is so that if there are any changes in motorcade plans, a contact with the motorcade chairman can be made by going directly to the car location.

All drivers should stay together and if they go into the meeting, should sit in the back of the hall at a location familiar to the man who is remaining with the motorcade so the drivers can be quickly located if necessary.

At all times, the cars in the motorcade must be lined up in their proper numerical order. This applies to the lineup at the airport, to their procedure through any

movement and to their parking at any location during the visit. In no case is the Vice President's car or any other car to be pulled out of its normal position or to be lined up in inverse order. The only way to keep the motorcade in proper order and to assure its starting out in one piece is to have it lined up in the proper driving sequence at all times.

The lineup of the cars in the motorcade is as follows:

(Then indent and follow same as on present page 10)

NEW FOR PAGE 11:

No. 3: Nixon staff

V. P. 's aide, administrative assistant and press secretary; also Advance man if he is traveling with the motorcade:

No. 4: Photographers' open car

Appropriately decorated and marked with large sign indicating PRESS. In case there are a number of local photographers and it is necessary to use a flatbed stake truck, it can be placed ahead of car no. 1 and car no. 4 can be eliminated.

No. 5: Wire services open car

No local press. This car is for use of traveling wire service people only.

No. 6: Press bus

If necessary, can use more than one press bus, no'd. 6-A, 6-B, etc.

No. 7: Nixon staff

No. 8 : Nixon staff

No. 9)

No. 10) Local V. I. P's

No. 11)

No. 12)

Only use as many cars as needed. Cars of candidates should have their names on the side. No more than 4 cars for local V. I. P's unless prior clearance has been obtained from the Office.

No. 13:)

No. 14:) Local staff

These cars are to be used for local arrangements personnel who must travel with the motorcade. Also, they can be considered as reserve cars in case an additional car is necessary for some purpose.

INSERT B on page 11 -

The Vice President's car should be an open convertible only if a big crowd has been built up and specific arrangements have been made for a parade route which will be lined with people. Otherwise the Vice President should travel in a closed sedan.

~~If a photo~~

If a photographrs truck is used ahead of the motorcade, the driver should be thoroughly instructed on speed to be used. ~~MX~~ The Advance Man should also arrange to have a number of the staff ride in the cab of this truck with the driver to coordinate speed with him , taking his cue from the signal from the no. 1 car.

If a publicized motorcade route with large crowds is planned and the Vice President is riding in an open convertible, there should be a sound truck out well ahead of the motorcade... about 15 minutes before expected arrival... to notify people that the motorcade is coming. Also the route should be thoroughly publicized... the streets decorated. Do not allow foot marchers to precede the motorcade because they move too slowly. The parade should proceed at 15-18 miles per hour.

All people riding in the motorcade with the exception of Nixon staff, should be assigned to specific car numbers.

Be sure all press cars are so identified with large signs on the outside.

AFTER PAGE 22, before material on page (7)

Press Arrangements

1. The local committee should designate a person to be in charge of all press arrangements. This is a separate and distinct job from that of the publicity chairman whose assignment it is to prepare and release stories regarding the visit and disseminate information . The press man has as his primary ~~xxx~~ assignment, the setting up of facilities for the working press and handling all arrangements for them during the period of the visit.
2. All press matters during the time of the visit should be ~~xxx~~ referred to the Press Secretary traveling with the Vice President.
3. It will be the responsibility of the man assigned to handle the press locally, to maintain contact with the press secretary during the visit and to take care of any needs that may arise.
4. He should also check to be sure there are specifically reserved seats for each of the traveling press people at every event... also that there is ample provision for food for the traveling press and that the press work room at the hotel and at the locations of the events are properly set up.
5. He is responsible for checking people into a press conference if one is scheduled.
6. He is also responsible for arranging a suitable room at the airport or hotel for a press conference if one has been specified. In setting this room up, he should arrange to permit access only to the working press. There should be stand-up mikes. The Vice President does not sit down at a press conference. He should be sure there is television coverage of this press meeting.

7. Any time a meeting with the ladies of the press is scheduled for Mrs. Nixon, a local committee person should be designated to handle similar arrangements for this meeting and should be present to check people in, etc.

xx'

8. The local press person should be assigned the task of making arrangements for tape recordings of each of the Vice President's speeches, press conferences, etc., to be turned over to the Advance Man or Press Secretary immediately at the conclusion of the meeting.
9. He should also notify the local Western Union office of all details of the schedule and location of stops and instruct them to be sure to cover all stops and to cover the hotel press workroom during the entire period of the visit. He should also be sure that Western Union is present at the airport arrival and that their personnel are properly and readily identifiable.

ANOTHER NEW PAGE AFTER PREVIOUS .

Advance Publicity

Items on old page 7 - then go on to "Publicity dirng visit (pg. 23)"

NEW PAGE AFTER PAGE 23

Security Arrangements

1. The details regarding specific security provisions and arrangements are covered in the appropriate sections of the preceding material.
2. As covered in the general policy statement, the secret service has the over-all responsibility for security of the Vice President and they will also coordinate all security arrangements for the local visit.
3. You should be sure the local Secret Service and police understand that the small staff badge worn by all members of the Vice President's staff entitles the wearer to absolutely free and unrestricted access to all secured areas at all times.
4. It is important that someone from the local committee be at the door to press conferences and other closed meetings to check people in. It is not necessary that security officers search people or take undue security measures at these points, but the people should be identified before permitted entry.
5. Do anything you can to avoid the over-abundance of uniformed police, especially in escorting the Vice President through a crowd.
6. As covered in the Hotel instructions do not permit the local police to set up headquarters in the hotel within the area occupied by the Vice President and his party. If they have to have a room in the hotel, it must be in another area of the building .

7. Do what you can to avoid a large number of plainclothes or uniformed officers standing around in the halls of the hotel. . . especially in the area occupied by the Vice President and his party.
8. If you become involved in a discussion regarding escorts for motorcades, keep in mind the basic policy, that the purpose of the escort is to keep the motorcade closed up and enable it to arrive at the point of destination in time and as a unit. We do not want an honor guard in any sense for the Vice President not should the escort be unduly concerned with protection of the Vice President. There should not be a lead car ahead of the motorcade which will distract attention from the Vice President's car. If a motorcycle or an escort is used, be sure sufficient escort is provided so the motorcade will be properly protected in going through intersections.
9. At airport arrivals and all public events where there is a stand-up crowd or a crowd that is not restrained by already existing physical barriers such as a fence, some physical method of crowd control must be provided such as the use of heavy ropes on stanchions, or saw horses or temporary fencing. In addition to this type of temporary barrier, it is necessary to have sufficient committee personnel or security officers to make sure the crowd observes the barrier.

This does not mean that the Vice President doesn't want to mingle with the crowds but it does mean that some positive method of crowd control is essential so he can get into the crowd for a period of time and then get back out of it or can ~~walk~~ walk along the edge of the crowd shaking hands ~~so that~~ rather than being mobbed from all directions. This is essential in order to prevent injury to the people in the crowd.

10. The Advance Man should not, on his own, without discussion with Secret Service personnel, issue orders to local police regarding changes in various security measures. These should be handled through the Secret Service if changes must be made. If there is some security precaution which you feel needs to be changed, the best procedure is to discuss this with Jack Sherwood at the time of the visit.

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NEW PAGE -

ADVANCE INFORMATION

One of the primary functions of the Advance Man is to acquire and transmit to the Office, a considerable amount of information regarding the local area, the people, the background, political situation, etc. Several forms are provided for this purpose and they should be filled out in complete detail since in many cases this is the only possible way that this information can be obtained accurately and quickly.

This information which is provided by the Advance Man himself is in addition to the information covered earlier, which the Advance Man should request from each of the key political leaders whom he contacts on his first trip. You will recall that each of these people is requested to send in a one-page memorandum summarizing their feelings as to what are the principle issues and any recommendations they have on material to be covered by the Vice President.

1. As quickly as possible, the following information should be forwarded to the Washington Office:
(Pick up items a through h on page 24 and also parenthesis at end of letter h.)
2. As soon as you can determine it, notify the Office of what leading Democratic politicians will be in the city two weeks before during, and two weeks after the appearance of the Vice President. Also... what special events are taking place on or about that time, particularly on the day of the Vice President's visit, of both a civic and partisan nature.
3. Detailed information is needed on ~~interest~~ the media in the city and the outlying area. The form for this material should be filled in completely and forwarded to the Office as soon as possible. Do not contact the media people or otherwise give them the feeling that the Vice President might pay visits to them... just obtain the information.
4. It is important that you assemble a list of names, brief biographical data, phone numbers and addresses of all the important Republican Nixon committee and other civic leaders in the area in list form so that it can be used in making calls to these people in behalf of the Vice President at the time the party is in the area.
5. You also will have to prepare a list of the key people involved in the visit who might come in contact with the Vice President, together with a brief sentence on the background of each so the Vice President will be properly briefed for his meeting with them.
6. It is absolutely essential that you have completely filled in the form ~~xxxxx~~ providing for listing of addresses and activities of all people who participated in any way in the visit or arrangements for same. Copies of this list should be turned over to key staff people at the time of the arrival of the party as they can make notes regarding the individuals listed as the visit progresses. These will be of great assistance in preparing proper thank-you letters for the Vice President's signature.

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In addition to the specific names required to fill in the form, you should add anyone to this list whom you feel is worthy of inclusion. Keep one copy of

the list yourself and make notes on it during the visit so that your comments can also be included in the preparation of the letters.

Also instruct the local chairman to send ~~to~~ the Washington Office a follow-up list after the event with any additional names which should be included. This is extremely important.

NEW PAGE TO FOLLOW THE ABOVE

PUBLIC PARTICIPATION

Airport Arrival

1. It is vitally important that the largest possible crowds be encouraged to meet the Vice President and Mrs. Nixon when they arrive at the airport.
2. Outlying Republican and Nixon organizations should be encouraged to hire buses and bring in groups of people. Home-made welcoming signs should be abundant.
3. Use of noise-makers, ~~and~~ bands, college students and Young Republican groups as well as Boy and Girl Scouts in uniforms should be encouraged.
4. Insist on having at least one band. . . . a good high school band is preferable. . . . at airport receptions. In no case should it be a military band.
5. Have the committee contact all the local civic clubs and other organizations and invite them to be represented. Also suggest that schools be dismissed so that pupils and teachers can attend.

Although the visit is of course being made in connection with a partisan political campaign, you will find that many civic and other non-political organizations as well as schools will be willing to cooperate in ~~providing~~ making it possible for people to turn out at the airport to see the Vice President of the United States. In any event, no harm can be done by contacting them and there is always the possibility of their interest and cooperation.

Church groups and Jr. Chambers of Commerce and business organizations are also a possibility in this regard. Also, by having groups such as Boy Scouts or Girl Scouts as honor guards, it is possible to encourage the attendance of their parents. The same would apply to a high school band.

Motorcade Routes

1. If the motorcade route is to be publicized and the Vice President is to ride in an open car, it is, of course, essential that a large crowd be assembled along the entire route.

Page 10
2. PA 1,

The same devices as suggested above for the airport arrival can be applied also to the motorcade route.

3. In addition, the cooperation of local businesses in letting employees out to watch the motorcade pass by can be very effective.
4. Be sure that the streets are decorated and that a sound truck precedes the motorcade to notify people that it is coming. This should be at least 15 minutes in advance.
5. Be sure that the actual route is published in the newspaper the day before and the day of the visit so that people will know exactly where, and at what time the motorcade is passing.
6. Bands and other crowd-gathering groups should be assembled at various points along the route to stimulate public interest.

Hotel Arrival

1. Suggest to Young Republicans and other groups that it would be advisable to get some of their people and signs away from the airport as soon as possible after the arrival ceremonies so they can reach the Hotel where the Vice President is staying in advance of his arrival and be on hand to welcome him there.
2. At some points it will work out to arrange some off-beat activity such as a presentation of a plaque or roses, etc., at the arrival at the hotel which will stimulate additional public interest so that a crowd will gather.
3. It's a good idea to have a small band or bag-pipe player or other noise-maker at the Hotel to stimulate the gathering of a crowd.
4. Keep in mind that spontaneous crowds at unexpected points or in unexpected types of activity are very helpful in building the over-all impression of excitement and interest in the visit.
- a
5. The use of the sound truck with music in the area immediately around the hotel will also help to bring people in to join in the welcoming.

Meetings

1. To insure a capacity crowd, all ~~media~~ means should be used... such as newspaper publicity, paid advertising in newspapers and television and radio, signs, street decorations, sound trucks, mailing notices, telephone campaigns and personal calls on friends and neighbors and transportation to the meetings. Encourage motorcades and buses. Especially encourage telephone campaigns to make direct personal contacts since this is the most effective way of getting people to come to a meeting.
2. The success of the campaign will depend to a great extent, on the enthusiasm and size of the crowds which attend these meetings. Please stress this with

the local committees. Do not let them take attendance for granted or leave it to chance. They must work hard and long in order to insure large crowds at every stop.

- 3. Don't publicize the fact that a large crowd is expected, and by all means, never allow estimated number of people to be published. Instead, put out the word that there are plenty of seats and plenty of accommodations for everyone who wishes to attend. If people get the impression that the event is too crowded, they won't come. It's much better to have them feel that there will be plenty of room.
- 4. If tickets are printed for the event, be sure that at least three times as many tickets are distributed as there are seats in the hall so there is no danger of empty seats. In many cases, it is better to use a 5-to-1 ratio instead of 8-to-1. Generally, however, it's better not to use tickets at all and to rely on good, solid telephone campaigning to get the people out, in addition, of course to a background of publicity and advertising.

PICK UP PAGE 29 as is, with following addition:

INSERT No. 2 and then advance the no. on following no's.

- 2. Before the plane arrives, the Advance Man should have a meeting with the motorcade chairman and drivers and go over in detail with them, the required motorcade procedure and instructions so that there is no possibility of any misunderstanding.
- 3. As soon as the party comes down from the plane, the Advance Man should brief the Vice President's aide on any revisions in local plans or local information that is of immediate importance to the Vice President.
- 4. Be sure that the local greeting committee is lined up in proper order along the ramp, ready to meet the Vice President. They should stay in place.

(Then change the present No. 2 to No. 3, and so on.)

ADD TO END OF PAGE 30

- 6. There is no need for the Advance Man to accompany the party on all its movements during the stay. Instead, he should leave each point at least 15 or 20 minutes prior to the Vice President's departure, check the motorcade arrangements to be sure they are ready to go, and then go ahead and check the arrangements at the next stop. Before leaving, he should be sure, of course, to brief the staff so that they can take care of the Vice President's actual moves. This procedure should be followed unless there is a possible off-beat activity planned enroute in which case the Vice President should ride at the head of the motorcade in one of the first few cars so as to be ready to handle this event as it happens. *In the purpose*

P. 29

the Advance

the Advance Man should arrange, of course, a separate car for him with the police escort so he can move from place to place ~~dep~~ independent of the rest of the motorcade and without delay.

7. Per earlier instructions, prior arrangements will have been made to have all speeches, press meetings and Q & A sessions tape-recorded. The Advance Man is responsible for picking up the tape himself at the end of the meeting and turning it over to the Press Secretary. Be sure that the tape is properly identified on the container.
8. Any changes in plans or any new information on local issues or arrangements that might come up during the course of the visit should be transmitted to the Vice President's aide rather than directly to the Vice President. It is important that all information in the way of unexpected changes and plans, addition of personnel, etc., be transmitted quickly to the Vice President's aide.
9. The Advance Man should be constantly on the alert for opposition signs, costumes and other visible items so that any possibilities of news pictures of the Vice President in conjunction with these items can be avoided. For instance, he should not be allowed to be maneuvered into a position in front of a "Kennedy for President" sign or next to a person wearing a "Kennedy" hat, etc.

PUT IN CONCLUSION

D R A F T
3/23/60

City _____

ADVANCE MAN'S CONTACT SHEET Date of Event _____

	<u>NAME</u>	<u>BUSINESS PHONE</u>	<u>RESIDENCE PHONE</u>
<u>SECRET SERVICE:</u>			
Agent in Charge	_____	_____	_____
Advance Agent	_____	_____	_____
Police Contact	_____	_____	_____
<u>KEY POLITICAL CONTACT:</u>			
<u>LOCAL COMMITTEE CHMN.</u>			
Overall Chairman	_____	_____	_____
Publicity	_____	_____	_____
Press Facilities	_____	_____	_____
Radio & TV Facil.	_____	_____	_____
Airport Facil.	_____	_____	_____
Greeting Committee	_____	_____	_____
Motorcade	_____	_____	_____
Hotel Arrgmts.	_____	_____	_____
Meeting Arrgmts.	_____	_____	_____
<u>LOCAL FACILITIES:</u>			
Airport Manager	_____	_____	_____
Airline or Op. Mgr.	_____	_____	_____
Hotel Manager	_____	_____	_____
<u>COURTESY CONTACTS:</u>			
State Chairman	_____	_____	_____
National Comm. Man	_____	_____	_____
National Comm. Woman	_____	_____	_____
Governor	_____	_____	_____
Senator	_____	_____	_____
Mayor	_____	_____	_____
Postman	_____	_____	_____

Do not use same format

City _____

Date of event _____

Advance Man's Information

~~ADVANCE DATA SHEET~~

CONTACTS:

Key local political contact _____ Phone: Bus. _____

Address _____ Res. _____

Overall arrangements chairman _____ Phone: Bus. _____

Address _____ Res. _____

Secret Service A in C _____ City _____

Phone - Bus. _____ Res. _____

ITINERARY:

Arrival time _____ Flexible? _____ Trans. _____

Departure time _____ Flexible? _____ Trans. _____

Principal event _____

Time _____ Place _____ Contact _____

Secondary events (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:

Arrival: Crowd _____ Band _____ Airport Press Conf. _____

Who rides with RN? _____

Hotel: IBM - already ordered _____ AM order _____

Mimeo _____ Operator _____

Special Instructions _____

Party: RN - PN - Tricia - Julie - Other _____

Staff - H K F W S G Other _____

Press - Name Paper

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

29 February 1960

Subject: RN Trip Advance for 11-20 February - California

1. On 11 February I left Los Angeles for San Francisco to advance for Public Participation. During the following five days up to Tuesday, 16 February, I accomplished the following itinerary:

San Francisco
Sacramento
Fresno
Los Angeles
San Francisco
Fresno
Stockton
Sacramento
San Francisco

2. Public Participation was directed and coordinated for the following portions of RN's trip:

Wednesday, 17 February, 12:00 noon - San Francisco Airport
1:30 p.m. - Sacramento Airport
5:30 p.m. - Senator Hotel, Sacramento

Friday, 19 February, 11:30 a.m. - Fresno Airport
12:30 p.m. - Rancho Auditorium, Fresno
4:45 p.m. - Stockton Airport

Saturday, 20 February, 9:30 a.m. - St. Francis Hotel, Mural Room Reception,
San Francisco

3. Four problems appear at this time to be typical of factors which prevent optimum Public Participation and crowd gatherings for RN trips.

a. Local people tend to be overly focused on working only through Party channels and seem to forget making appeals to the public to attend airport receptions, etc.

b. Local people making arrangements don't cover all the bases in encouraging attendance at airports, speeches, etc. They seem to forget factors such as Boy Scouts, Girl Scouts, Service Clubs, Junior Chamber of Commerce, Schools, Colleges, High School Bands, etc.

c. Personality clashes among local party people evidently tend to cut down cooperation.

d. Local people often do not understand the purpose and intent of a visit by RN. When it is suggested that a large crowd ought to be present at the airport, they feel it is simply to impress RN. They don't seem to realize that this is all for the impression made on the Press. Another misunderstanding is that when RN makes non-political visits, such as this one, local people continue thinking in political reception terms.

4. Efforts to overcome the above mentioned problems and to encourage greater Public Participation seem to be successful when simple suggestions are provided to local people. I have used the following breakdown in "beefing up" these receptions:

ENCOURAGING PUBLIC PARTICIPATION ACTIVITIES

- | | | |
|--|--|--|
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5. This report is a simple outline and does not include many details and precautions which are necessary.

Del Smith

NEW YORK TRIP
May 17 & 18th

Summary of Points to be Followed in Future Trips

AIRPORT ARRIVALS

1. Be sure to arrange location of plane and crowd so that people are concentrated in a small area rather than spread out.
2. Limit greeting committee to as small a number as possible and make sure they are lined up in pre-determined order at the bottom of the plane so that Nixons can pass along the line.
3. Locate motorcade lineup so that official party does not have to walk through crowd to get to the cars.
4. Be sure that a small platform is provided; not a great high stand...this is if you are using any platform at all.

MOTORCADE

1. In all cases, line up motorcade cars in the actual order in which they will run on the street. Arrange motorcade lineup spaces so that this will be possible.
2. Emphasize necessity of drivers being in cars at the wheel, motor running, well ahead of departure time.
3. Be sure to have all cars numbered and press cars identified as press.
4. No lead cars preceding the motorcade at any time.
5. If motorcycle escort used, be sure there are enough motorcycles to cover all intersections during the passage of the entire length of the motorcade.
6. Emphasize to Secret Service, police and motorcade chairman that the purpose of the escort is solely to assure that the motorcade stays together - it is not for the protection of the Vice President.
7. Be sure to meet with drivers prior to start of the motorcade and instruct them carefully in their part in the activities.
8. Be sure at each stop that the cars are parked in the proper order so that the motorcade does not have to be juggled to move out.
9. Don't let the drivers get away from the motorcade area so that you are unable to reach them if there's a change in plans.

HOTEL ACCOMMODATIONS

1. At all stops which are not for overnight it is necessary to have a suite with living room and two bedrooms for the Vice President plus an adjacent room for the traveling Secret Service, five rooms for the traveling staff, all in the same area. Staff rooms identified as Klein, Finch, Hughes, Woods and Office.
2. There must be an adequate working room for the Press with table and sufficient chairs at all hotel stops. This must be available for the entire period of the stop.
3. Adjacent to the press room have two bedrooms available for the press to get cleaned up.
4. Be sure that specific rooms are assigned in advance, and a room list is prepared by the hotel with sufficient copies to distribute to Woods, Klein, Hughes, Secret Service and the Advance Man. This includes room numbers for both staff and the press.
5. On non-overnight stops, be sure keys are in the doors of all rooms used by the party...both press and staff.
6. Be sure the room for a press conference, if any, is adequate in size and ventilation.
7. Be sure there is an IBM typewriter on a stand in the office at all hotel stops...whether or not it is overnight.

MEETING ARRANGEMENTS

1. Be sure to emphasize to local chairmen that details of plan and schedule must not be changed without prior clearance with you. If there are any changes, be sure to keep Don Hughes advised of them.
2. If at all possible, avoid a large number of speeches on any single program preceding the Vice President's speech.
3. Be sure the chairman asks the audience to remain in their places until the Vice President and his party have left.
4. Be sure that seating arrangements are made for Washington press and that someone is assigned to hold these seats and not let other people get into them.
5. Be sure that a special tape recording of the speech is made for us and is turned over to us immediately and not rely on getting an extra copy from anyone else.

TELEVISION ARRANGEMENTS

1. Be sure that maximum television coverage of all events is arranged...especially press conferences.

PRESS ARRANGEMENTS

1. Notify local Western Union office of all details of schedule and location of stops and instruct them to be sure to cover all stops and to cover the Hotel press workroom during the entire period of the visit.

2. Also have Western Union cover every airport arrival and be sure their personnel are properly identified.

GENERAL SECURITY ARRANGEMENTS

Staff badge good everywhere

1. Be sure that the Secret Service makes it clear to local security officers that it is not necessary to search people or to have undue security measures taken.
2. It is important, though, that someone be at the door to press conferences and other closed meetings to check the people in. This should be a local person who can identify the people.
3. Be sure the staff identification button is shown to local security people and they understand this permits access to all areas.
4. Do everything you can to avoid the over-abundance of uniformed police...especially in escorting the Vice President through a crowd.
5. Do not permit local police to set up hotel headquarters in the area occupied by the Vice President and his party. If they are going to have a room in the hotel, it must be in another part.
6. Avoid a large number of plainclothes or uniformed officers standing around in the halls of the hotel.

ADVANCE MAN PROCEDURE DURING VISIT

1. Remember that the Advance Man should be ahead of the party upon its arrival at each stop. This means that as soon as things are well underway, the Advance Man should leave and get himself over to the area of the next event so that he can check out anything that might be needed on the ground.

29 February 1960

*Advance School
Discussion*

Subject: RN Trip Advance for 11-20 February - California

1. On 11 February I left Los Angeles for San Francisco to advance for Public Participation. During the following five days up to Tuesday, 16 February, I accomplished the following itinerary:

San Francisco
Sacramento
Fresno
Los Angeles
San Francisco
Fresno
Stockton
Sacramento
San Francisco

2. Public Participation was directed and coordinated for the following portions of RN's trip:

Wednesday, 17 February, 12:00 noon - San Francisco Airport
1:30 p.m. - Sacramento Airport
5:30 p.m. - Senator Hotel, Sacramento

Friday, 19 February, 11:30 a.m. - Fresno Airport
12:30 p.m. - Rancho Auditorium, Fresno
4:45 p.m. - Stockton Airport

Saturday, 20 February, 9:30 a.m. - St. Francis Hotel, Mural Room Reception,
San Francisco

3. Four problems appear at this time to be typical of factors which prevent optimum Public Participation and crowd gatherings for RN trips.

a. Local people tend to be overly focused on working only through Party channels and seem to forget making appeals to the public to attend airport receptions, etc.

b. Local people making arrangements don't cover all the bases in encouraging attendance at airports, speeches, etc. They seem to forget factors such as Boy Scouts, Girl Scouts, Service Clubs, Junior Chamber of Commerce, Schools, Colleges, High School Bands, etc.

c. Personality clashes among local party people evidently tend to cut down cooperation.

d. Local people often do not understand the purpose and intent of a visit by RN. When it is suggested that a large crowd ought to be present at the airport, they feel it is simply to impress RN. They don't seem to realize that this is all for the impression made on the Press. Another misunderstanding is that when RN makes non-political visits, such as this one, local people continue thinking in political reception terms.

4. Efforts to overcome the above mentioned problems and to encourage greater Public Participation seem to be successful when simple suggestions are provided to local people. I have used the following breakdown in "beefing up" these receptions:

ENCOURAGING PUBLIC PARTICIPATION ACTIVITIES

- | | | |
|---|---|---|
| <p>A. People</p> <ol style="list-style-type: none">1. Schools<ol style="list-style-type: none">a. Grammar Parochialb. Highc. Colleges2. Scouts (wear uniforms)3. Civic Groups (Invitation by phone call)4. Service Clubs (invitation by phone call)5. Churches (Invitation by phone call)6. Junior Chamber | <p>C. Transportation and Arrangements</p> <ol style="list-style-type: none">1. Buses2. Airport Arrangements3. Police Arrangements4. Secret Service Clearance5. Names for RN Thank You Letters | <p>B. Color</p> <ol style="list-style-type: none">1. Signs (Hand)2. Banners3. Band4. Special Effects (in quantity)5. American Flags6. Honor Guard7. Flowers |
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5. This report is a simple outline and does not include many details and precautions which are necessary.

Del Smith

5/11/60
H.R.H.
G/S

May 11, 1960

TO: Advance Men

FROM: H. R. Haldeman

D R A F T

RE: Police escorts for motorcades

There have been some questions about the methods and principles involved in requesting police escorts for the Vice President's motorcades.

The important thing in this connection is to keep in mind the purpose of an escort when one is used. This is, of course, to insure that the entire motorcade, of whatever number of cars it consists, start, continue and arrive at the destination together. In discussing escort plans with the Secret Service field offices or with the police, it should be emphasized that the function of the escort is not to provide a body guard for the Vice President or a Guard of Honor for the Vice President.

Keeping these points in mind, it becomes obvious that the number of motorcycles or vehicles required to escort the motorcade will depend on the length of the motorcade and number of cars in same. It will not require a large number of motorcycles at the front of the motorcade or surrounding the Vice President's cars. There should, in most cases, be a lead car out in front...usually a marked police car. There should also be a follow-up car after the last official car in the motorcade, and this too, should probably in most cases, be a marked police car. These two vehicles should be able to maintain radio contact with each other so the motorcade can be held intact.

If motorcycles are needed in addition to the lead and follow-up cars, they should operate on a push basis rather than leap-frogging. In other words, the first motorcycle arrives at an intersection just as the motorcade does and holds the traffic at the intersection while the motorcade proceeds through. The second motorcycle will be running about even with the third or fourth car in the motorcade and as it comes in to the intersection, the first motorcycle does on ahead to the next intersection. The second one stays there until the next motorcycle arrives about even with the sixth or seventh car and then goes on ahead, and so on. Thus there is no great confusion of motorcycles roaring back and forth nor is there any need for extensive use of sirens or other sound devices.

The most important thing, however, is to emphasize that the real problem is getting the last car in the motorcade to the

destination along with the rest of the cars. Extra Emphasis should not be placed on the Vice President's car solely. Most of the troubles we have had with escorts in the past, have been due to a lack of understanding of this basic principle.

May 31, 1960

TO: Advance Men

FROM: H. R. Haldeman

RE: REPUBLICAN NATIONAL CONVENTION - JULY 25

Most of you have indicated an interest or at least a question regarding participation in the forthcoming Republican National Convention in Chicago on July 25th.

As you can readily understand, the staff of the Vice President will be very limited at the Convention. Other than the few people necessary to handle press contact and actual office operations, the general arrangements and activities at the Convention will be in the hands of the National Committee.

We therefore will not be planning to bring a large group into Chicago either prior to or during the Convention. We may, however, be able to make arrangements for Hotel space and admission to the Convention sessions for you on the basis of your coming as an observer and at your own expense.

If you do want a hotel room and admission to the sessions, would you please let me know before June 8th and we will do our best to fix you up. The specific plans for activity immediately after the Convention and on through the campaign period are not yet set, but I will advise you as soon as we have something definite.

Best regards.

May 26, 1960

TO: Advance Men

FROM: Bob Haldeman

RE: POLICE ESCORTS FOR MOTORCADES

There have been some questions about the methods and principles involved in using police escorts for the Vice President's motorcades.

The important thing in this connection is to keep in mind the purpose of an escort when one is used. This is, of course, to insure that the entire motorcade, of whatever number of cars it consists, start, continue and arrive at the destination together. In discussing escort plans with the Secret Service field offices or with the police, it should be emphasized that the function of the escort is not to provide a bodyguard or a Guard of Honor for the Vice President.

Keeping these points in mind, it becomes obvious that the number of motorcycles or vehicles required to escort the motorcade will depend on the length of the motorcade and number of cars in same. It will not require a large number of motorcycles at the front of the motorcade or surrounding the Vice President's cars. There should, in most cases, be a follow-up car after the last official car in the motorcade and this should be a marked police car. No lead car or any other vehicle is to precede the Vice President's car.

If motorcycles are needed, they should operate on a "push basis" rather than "leap-frogging". In other words, the first motorcycle arrives at an intersection just as the motorcade does and holds the traffic at the intersection while the motorcade proceeds through (waiting, of course, for the light to turn green). The second motorcycle will be running about even with the third or fourth car in the motorcade and as it comes in to the intersection, the first motorcycle goes on ahead to the next intersection. The second one stays there until the third motorcycle arrives, and then goes on ahead, and so on. Thus there is no great confusion of motorcycles roaring back and forth nor is there any need for use of sirens or other sound devices.

The most important thing, however, is to emphasize that the real problem is getting the last car in the motorcade to the destination along with the rest of the cars. Emphasis should not be placed on the Vice President's car. Most of the troubles we have had with escorts in the past have been due to a lack of understanding of this basic principle.

December 24, 1959

~~HRT~~
copy
Advance man
Manual

To: Staff (Finch, Haldeman, Klein, Ross, Hughes)
From: J. T. Sherwood
Subject: After RN is nominated - use of Secret Service Agents to assist Political Advancemen in traveling with them about the country.

This suggestion relates to actual campaign period after RN has been nominated by the Republican National Convention at Chicago. However, it need not be strictly confined to this period.

As you know, the Secret Service has always sent out "Advance" security personnel re impending visits by the President, even though he may also be, at the same time, a candidate for the Presidency. Through the years on many occasions, re visits by the President within and outside the United States, the only "Advance" personnel have been Secret Service Agents. I mention this only to point out that there are quite a few of the SS who have had experience in the field of "advancing." Also, there are a number of our Agents who have gained some knowledge of RN's particular wishes, etc. by virtue of "advancing" his out-of-the-country "Goodwill Trips," as well as being associated with visits by RN to cities in the United States during the past seven years.

I am suggesting, without having yet talked with anyone in the Secret Service about it, that selected Agents (believe I should do the selecting) would prove to be of material assistance to Political Advancemen by traveling with them throughout the country. These Agents could be brought into Washington, given special instruction, assigned to Political Advancemen, and on a date certain be ready to move.

If it is felt this suggestion needs further discussion or follow-up, I shall be happy to act upon it. Naturally, it would be assumed that RN knows of the idea and approves. His approval would be my "go-ahead" with Chief Baughman. I would require about one month notice to organize and effectuate a plan.