

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	19	n.d.	Form	Schedule Detail Form. 2 pages.
45	19	n.d.	Memo	Instructions for Motorcade Chairmen. 2 pages.
45	19	n.d.	Other Document	Nixon Traveling Staff for Campaign Tour. List with brief biographical information. 1 page.
45	19	10/09/1956	Memo	Memorandum to Advance Men from Ted Rogers re: Instructions on Television Arrangements. 1 page.
45	19	04/14/1960	Memo	To Traveling Staff from RN. 1 page.
45	19	04/14/1960	Memo	To Bob Finch and all people connected with the campaign from RN. 2 pages.

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45	19	09/20/1956	Other Document	Telegram to Ray Arbuth from Bob re: advance arrangements. 2 pages.

Schedule Detail Form

Fill out and send Air Mail, Special immediately to Bob Wilson, M. C.,
c/o Republican National Committee, 1625 Eye Street, N. W., Washington, D. C.

Please check Preliminary schedule
 Final schedule

Name and address of person to whom literature package, car numbers, badges, ribbons, etc., should be mailed:

To be met by: _____

Governor _____

U. S. Senator(s) _____

Congressman _____

State Chairman _____

Natl. Com'man _____

Natl. Com'woman _____

Others _____

Gubernatorial nominee _____

U. S. Senate nominee(s) _____

Congressional nominee _____
District _____

Secret Service contact _____

Press interview? _____

Room reserved? _____

TV or radio coverage? _____

Name of Hotel _____

Hotel Manager _____

Accommodations reserved? _____

Overall chairman of visit _____
(name; address; home and office 'phone numbers)

County Chairman _____
(name; address; telephone number; and name of county)

_____ Leave airport

Motorcade Chairman _____

Who rides with Vice President and Mrs. Nixon? _____

Time Schedule:

_____ Arrive _____

_____ Leave _____

_____ Arrive _____

_____ Leave _____

_____ Arrive Airport _____

_____ Depart _____ enroute _____
(name of city)

Meeting Place _____ Capacity _____

Program chairman _____

Program details _____

Who introduces the Vice President? _____

Time of Speech _____

Radio _____ TV _____ Station(s) _____

Name and telephone numbers (office and home) of technician handling radio or TV:

Suggestions for unscheduled events _____

Additional details and information _____

INSTRUCTIONS FOR MOTORCADE CHAIRMEN

You have one of the most important assignments for the Nixon visit. Be sure your drivers are instructed as to motorcade route, spacing between cars, speed, etc.

Motorcycle escort OK, but no sirens except in the case of an emergency. No horn-blowing by motorcade drivers.

Cars should be numbered in proper order. Line-up of automobiles must be strictly followed. No Cadillacs. Also, it is strongly recommended that no brand new cars be used because of danger of mechanical failure.

- A. Each driver should be a young person entirely capable of handling an automobile in traffic and motorcade formation. Each driver should be at the wheel of his automobile at least five minutes before departure time. This applies to both arrival and departure from the city. 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 emphasize the necessity for the drivers to be ready to proceed at the appointed time with motor running and lights on.

The motorcade cars should be lined up at the airport and ready to go one hour ahead of time.

- B. Each car should be decorated.

- C. You will receive car signs as follows: "The Vice President," "Photographers," "Wire Services," "Press."
It is essential that all of these signs be used for appropriate cars. You will also receive car numbers from 1 to 20.

MOTORCADE LINE-UP

- Car No. 1 Passengers are: Driver and one of Secret Service Agents traveling with the Vice President in the front seat; the Vice President and Mrs. Nixon and one ranking official in rear seat.
Convertible
- Car No. 2 Security Car. Other Secret Service Agent traveling with the Vice President and local security people.
Sedan
- Car No. 3 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 truck, it could be placed ahead of Car No. 1.
Convertible
- Car No. 4 Car for Wire Services. (no local press)
Sedan

Car No. 5

Press Bus - 40-45 page.

Cars No. 6, 7, and 8

Cars for local VIP's. (It is possible to have a maximum of four cars.)

Cars No. 9, 10, 11,
and 12

Cars for Nixon Staff. Four cars needed, but not necessary to make specific car assignments for staff in advance.

In addition, a separate car should be available upon arrival, and during entire stay, for use by Nixon staff. This car should not be scheduled for motorcades.

After car assignments are completed, the line-up should be mimeographed and a copy air-mailed to Congressman Bob Wilson, Republican National Committee, 1625 Eye Street, N.W., Washington, D. C. Additional copies should be put in the hands of the Tour Manager, Ed Terrar, immediately upon arrival.

NIXON TRAVELING STAFF FOR CAMPAIGN TOUR

JAMES BASSETT, Press Secretary. Age 43. On leave of absence from the Los Angeles Mirror-News where he is City Editor. Newspaperman since 1934. Press Secretary for Mr. Nixon during 1952 campaign. Director of Public Relations, Republican National Committee, 1954. Public relations officer for Fleet Admiral Halsey during World War II. Home: Glendale, California

HERBERT G. KLEIN, Assistant Press Secretary. Age 38. On leave of absence from The San Diego Union where he is Editorial Page Editor. Newspaperman since 1940. Public Relations director for the Eisenhower-Nixon campaign in Southern California in 1952. World War II Navy public relations officer. Home: La Jolla, California

JAMES C. WORTHY, Campaign Aide. Age 46. Former Assistant Secretary of Commerce. Vice President of Sears, Roebuck and Company and a former employee relations director. Author of professional journals on personnel and management. Home: Chicago, Illinois

CHARLES K. McWHORTER, Chairman of the Young Republican National Federation. Age 34. Attorney and World War II Army infantryman. Recalled for duty during Korean War. Home: New York City.

VERNON F. (BUD) LYON, Research Assistant. Age 41. Public relations executive. Began career with Brookings Institute of Economics in 1935. Public Information Officer on staff of Fleet Admiral Nimitz in World War II. Home: Tarrytown, New York

EDWARD F. TERRAR, JR., Tour Manager. Age 36. On leave of absence as Administrative Assistant to Rep. Bob Wilson (R-Calif.). Former insurance man. Now completing law studies. World War II Naval aviator. Home: San Diego, California

DR. MALCOLM TODD, Tour Physician. Practicing physician from Long Beach, California

ROSE MARY WOODS, Executive Secretary to the Vice President. Served on Nixon Senatorial and Vice Presidential staff since January, 1951. Home: Sebring, Ohio

MARJE PETERSON, Assistant Secretary. Member of Vice President's staff, 1951-54. Secretary of California Young Republicans. Home: San Diego, California

JACK SHERWOOD, Security. Secret Serviceman on assignment to Vice President since 1953.

REX SCOUTEN, Security. Secret Serviceman on assignment to Vice President since, 1953.

CONFIDENTIAL

MEMORANDUM TO ADVANCE MEN

October 9, 1956

Subject: Instructions on Television Arrangements

When introducing the Vice President to the television audience, there should be only a one-sentence introduction. Long introductions are absolutely taboo.

The political disclaimer should be made from the studio, if possible.

There should be no cued applause. It is expected that the Vice President will always make his first appearance on the television program. When he is introduced on TV for the first time at the meeting, he will draw substantial and enthusiastic applause. In other words, the Vice President does not make two entrances: he does not make his first appearance prior to his speech, sit down, get introduced, and then get a second applause. He should get only one applause - when he makes his only entrance.

The TV staff aboard the plane should know as soon as possible who is in charge of television and radio, his home phone and his office phone. Phone this information to Washington.

If possible, on TV appearances, have at least two cameras -- one to pick up crowd reaction and the other to concentrate on the speaker in a close bust shot.

The pre-broadcast ceremony should be stopped approximately two minutes prior to the start of the TV program.

110 volt AC line is needed in each television set-up to terminate within 50 feet of the speakers' stand. This line is the power feed for cueing equipment.

Lighting is critical. Adequate lighting equipment and power should be available at the pick-up point.

When discussing television coverage with your local committees, you are always to discuss television time purchase and paid tune-in ads in newspapers as a mandatory procedure. In other words, political audiences are falling off this year due to the lack of issues. As far as your approach to paid television is concerned, you should not separate in the minds of the local committee the TV time purchase from the paid tune-in ad purchase: they should be one and the same thing - and always said in the same breath. The Vice President feels so strongly about this that at times he said he would not do TV in the future unless the committee is willing to buy paid ads in newspapers to let people know when the telecast is on. Please give this thought every consideration in dealing with the local committees.

Ted Rogers

B4

April 14, 1960

MEMORANDUM

To: Traveling Staff

From: RN

On these trips - our staff - this includes everyone.

They must not appear to be too officious or meddlesome where I am involved. We can't create the impression of the "Palace Guard" type of impressions. This is terribly difficult, but it comes to the way you interrupt me when I am in a press conference or when I am having an appointment or when someone wants to drop in and say hello. I think we are bruising more feelings than we should or need to.

Emphasis on calmness in these situations - not being tense.

Bad effect on me and a bad impression to other people.

PM 7 do
April 14, 1960

MEMORANDUM

To: Bob Finch and all people connected with the campaign.

From: RN

There are too many sessions in which everybody wants to talk about "the big picture." This includes luncheons with columnists, of our own campaign groups, conferences, etc. What we must concentrate on from now on out is simply doing the routine things efficiently, quickly, and well.

Also, I have the same reaction with regard to the setting up of clubs and committees in my behalf. We have plenty of groups and plenty of titles, but very inadequate progress in expanding the base of such organizations and of giving the people in them specific things to do.

In this connection, I want a letter prepared this week to all the people who apparently have indicated their desire to serve in our campaign, listing two or three specific things that they can or should do between now and the convention. This same letter might well contain a report with regard to the progress of the campaign, particularly emphasizing our positive prospects. I will want to see the draft of such a letter.

I do not want this assignment put off to one of the girls in the office. This is something of highest importance and should be discussed in a staff meeting and develop the first of what I hope will be a series of newsletters and/or battle orders to the Nixon supporters around the country.

- 3 -

I am hearing an increasing number of criticisms from people who say that they have written in and offered their support and have had no reply or, having had a reply, have been given nothing to do.

I want a report on this.

Telex

WESTERN UNION

Telex



FADU/1 LINCOLN

CT WY101 PD=FAX WASHINGTON DC 20 RFT= 1956 SEP 20 AM 8 55

RAY ARBUTHNOT=

HOTEL DAVENPORT SPOKANE WASH=

TRY TO ARRANGE SUITABLE BAND FOR AIRPORT WELCOME. THIS IS IMPORTANT.

¶ TO VERIFY LINE-UP OF MOTORCADE, BASSETT SAYS FOLLOWING ORDER IS OK. FIRST OPEN CAR FOR PHOTOGRAPHERS, THEN VP CAR, SECURITY CAR, WIRE SERVICES CAR, OPEN IF NIXON'S IS OPEN. SOMETIMES POSSIBLE TO ADD VIP CAR AHEAD OF WIRE SERVICES, PRESS BUS, LOCAL VIP'S, THEN STAFF.

*ahead if Pat in it
behind if only locals*

1270 (1-51)

Telex

WESTERN UNION

Telex



CT WY101 SHEET 2

1956 SEP 20 AM 8 55

¶ WHEN ARRANGING TV, TRY TO GET THREE CAMERAS SO OTHER CAMERAS CAN PICK UP LOCAL COLOR IN CROWD. MAKES MORE INTERESTING PROGRAM.

¶ SEPARATE INTERVIEW WITH PAT BY NEWSWOMEN WORKS VERY WELL. THIS IS EMPHATIC MUST FROM NOW ON.

¶ MIMEOGRAPH FACILITIES NEEDED AT EACH STOP. ADVANCE MAN MUST REPEAT MUST SEE THAT MACHINE AND OPERATOR ARE ON HAND READY TO GO.

¶ LOTS OF TYPEWRITERS SET UP IN ADJOINING ROOM IDEAL FOR PRESS, BUT PRESS TABLE MUST BE PROVIDED RIGHT IN

1270 (1-51)

Telefax

WESTERN UNION

Telefax



CT WWY101 SHEET 3

126 SEP 20 AM 8 55

ROOM WHERE SPEECH IS BEING GIVEN.

9 HE WANTS AT LEAST FIFTEEN MINUTES WATER IN
MOTORCADE SCHEDULE ON ARRIVAL FOR HUMAN INTEREST
ACTIVITIES, ETC.

9 FIRST REPORTS FROM THE WEST VERY ENCOURAGING.
LET'S MAKE THE MIDWEST AND EASTERN MEETINGS REAL
TRIBUTES TO DICK. LOIE WILL BUY BIG DINNER FOR BEST
ADVANCE JOB ON THIS TOUR. REGARDS=

BOB=