

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>
46	28	n.d.	Form	Advance Man's Instructions: Itinerary. 1 page.
46	28	n.d.	Form	Advance Man's Initial Contact Sheet. 1 page.
46	28	n.d.	Form	Advance Man's Local Contact Sheet. 2 pages including duplicate.
46	28	n.d.	Form	Letter List. 4 pages including duplicates.
46	28	n.d.	Form	Name and addresses of those participating in Vice President and Ambassador's visit. 10 pages including duplicates.
46	28	n.d.	Form	Hotel Information. 2 pages including duplicate.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
46	28	n.d.	Form	Car Assignment Sheet. 5 pages including duplicates.
46	28	n.d.	Memo	Nixon 1960 Campaign Tour: Instructions for Motorcade Chairman. 8 pages including duplicates.
46	28	n.d.	Memo	Nixon-Lodge 1960 Campaign Tour: Motorcade Driver Instructions. 15 pages including duplicates.

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 _____	_____	_____
LOCAL 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

NIXON / LODGE

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 _____

Function Full Name Mailing Address

Local Committee Chairmen

Overall _____
Publicity _____
Press _____
Radio-TV _____
Airport Arr. _____
Greeting Com. _____
Motorcade _____
Hotel Arr. _____
Mtg. Arr. _____

Local Facilities

Police Chief _____
Airport Mgr. _____
Airlines Op. Mgr. _____
Hotel Manager _____

Program Participants

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 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. _____	Robt. Finch / Pat Gray	19. _____	Senator _____
5. _____	Herbert Klein	20. _____	Cab. Offcr. _____
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. _____	Everett Hart
12. _____	Henry Hyde	27. _____	TV Advance Man
13. _____	Advance Man	28. _____	Ed McDaniel
14. _____	Dale Grubb	29. _____	Steno-type
15. _____	Jack Drown	30. _____	_____

CAR ASSIGNMENT SHEET

CITY _____

DATE _____

CAR NUMBER P

Driver: _____
Passengers: Traveling Photographers

CAR NUMBER 7

Driver: _____
Passengers: _____

CAR NUMBER 1

Driver: _____
Passengers: _____

CAR NUMBER 2

Driver: _____
Passengers: Security Personnel

CAR NUMBER 8

Driver: _____
Passengers: _____

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 - Secret Service

NIXON 1960 CAMPAIGN TOUR

Instructions for Motorcade Chairman

You have one of the most important assignments for the Nixon visit. The over-all 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 Vice President'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: Photographers' car

Open convertible for travelling photographers - ahead of Vice President's car.
Signs on both sides "Press Photographers".
In case of additional local photographers, it is o. k. to use a flatbed stake truck instead of the car.

Car No. 1: The Vice President and Mrs. Nixon

Driver furnished by Secret Service. Front seat occupied by driver, Nixon aide and Secret Service Agent.
Vice President and Mrs. Nixon will occupy back seat. No other passengers.
Use four-door sedan -- unless convertible specified.
Signs on both sides - "Pat and Dick Nixon".

Car No. 2: Security Car

Car and driver furnished by Secret Service
No passengers other than security personnel as specified by Secret Service
No signs.

Car No. 3: Wire Services

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

Car No. 4: Press bus

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

Cars Nos. 5, 6, 7, and 8: Local candidates and VIP's

Maximum of four cars.
Where appropriate, signs should be used to identify occupants.

Instructions for Motorcade Chairman

Car No. 9: Local Staff

Local arrangements personnel who must travel with motorcade
No sign

Car No. 10: Nixon 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 Nixon 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 Nixon 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 Nixon 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.

Instructions for Motorcade Chairman

DRIVERS:

1. Driver for the Vice President's car will be furnished by the Secret Service.
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 Nixon staff, should be assigned to specific car numbers and remain in these cars.

Instructions for Motorcade Chairman

4. Arrangements for police escort and other security provisions will be handled by the Secret Service.
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-LODGE 1960 CAMPAIGN TOUR
Motorcade Driver Instructions

You have a very important part in the overall success of the visit of Vice President Nixon or Ambassador Lodge. Please read these instructions carefully and carry them out to the best of your ability.

1. Be certain you are completely familiar with your assigned car and its equipment prior to the actual motorcade. This applies especially to convertibles -- be sure the top works. Check to be sure the gas tank is full and the tires are in good condition.
2. The motorcade chairman or other individual will give you a set of identical numbers for the lower right and left corners of the windshield. Be sure to have these placed securely.
3. Each driver should be at the wheel of his automobile -- with motor running & headlights on, at least 5 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 you have to leave a meeting or rally before it is concluded in order to arrive at the designated station.
4. All 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 the car -- or move it when the driver is not readily available.
5. All of the drivers should stay together -- and if they go into a meeting or to eat -- they should keep their location known to the motorcade chairman or the man remaining with the cars -- so they can be quickly located if necessary.
6. Motorcade cars should be lined up at the airport -- checked and ready to go -- one hour ahead of scheduled arrival time.
7. At all times, the cars should be lined up in proper numerical order -- both when moving and when parked. During parking periods the cars should be bumper-to-bumper.
8. It is extremely important that the entire motorcade remain together and in order at all times. For this reason, always move your car with the motorcade as soon as the car ahead of you moves. Do not 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, you should remain at the wheel of your car -- don't get out to help passengers in.
9. Give full time and attention to the operation of your car while the motorcade is moving. Vehicles in the motorcade must maintain a minimum but safe' distance from the vehicle in front, usually 2 car lengths in the city and 3 car lengths on the open road or highway.
10. If you are assigned to drive one of the cars not regularly scheduled in the motorcade (S-1, S-2) please take your instructions only from a Nixon or Lodge staff member wearing an identification badge. If no one is in your car or has asked you to remain behind -- move with the motorcade at the tail end to the next stop. You may be needed there.

Your cooperation and assistance are greatly appreciated.