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47	16	04/01	Memo	Advance Man Meeting - April 1 - 2 Washington D.C. Program Outline. Attached: List of Advance Men who were sent a letter. 2 Pages.

*file*  
*Advance Meeting*  
*April 1-2*

**ADVANCE MAN MEETING - APRIL 1 - 2**

**Washington, D. C.**

**PROGRAM OUTLINE**

**Friday, April 1st**

**6:30 P.M.                   Cocktails and buffet dinner - Alban Towers - Suite 520**

**Advance men and staff -  
Finch, Klein, Hughes, Woods, Sherwood, Golden  
(Basically a get-acquainted session)**

**Saturday, April 2nd - Alban Towers, Suite 520**

**9:00 A.M.                   First session - Review of Advance Man's Manual  
Detailed step-by-step coverage of manual  
Discussion and questions on points covered -  
Haldeman and Hughes**

**12:00 Noon               Luncheon - General Discussion**

**1:30 P.M.                   Second session - Staff Members Discussions  
Brief talk followed by questions and discussion**

**Finch - Overall political setup and purpose of  
advance men**

**Hughes - Mechanics of contacts and schedules**

**Sherwood - Security**

**Klein - Press set-up and requirements**

**Woods - General outline of campaign trip  
procedures.**

**Adjourn - 5:00 P.M.**

3/23/60

LETTER TO ADVANCE MEN SENT TO:

- 1) John Ehrlichman  
614 United Pacific Building  
Seattle 4, Washington
- 2) Charles Farrington, Jr.  
Central Towers Building  
2727 North Central Avenue  
Phoenix, Arizona
- 3) Tom Pownall  
10815 Burbank Drive  
Potomac, Maryland
- 4) Richard Miller  
Revel Miller & Company  
650 Spring Street  
Los Angeles, California
- 5) Stan Lothridge  
Kenyon & Eckhardt  
6253 Hollywood  
Los Angeles, California
- 6) Robert G. McCune
- 7) John Whitaker  
106 Thicket Road  
Baltimore 12, Maryland
- 8) Cy Laughter  
Laughter Corporation  
Dayton 1, Ohio
- 9) Ned Sullivan  
2455 Central Park Avenue  
Yonkers, New York

10) *Fred Dixon*

11) *Alex Troffey*