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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. |
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.
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