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<td>Memo</td>
<td>Contact list for January 15-16, 1960 Florida trip. 1 pg. Attached to previous.</td>
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<td>Letter from H.R. Haldeman to Jim Gilleland. 1 pg.</td>
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Tentative Schedule - revised

Friday, January 15 -

2:00 P.M. (Approx.) - Lv. D.C. via chartered Convair
5:00 P.M. Arrive Gainesville Airport
    Welcome by Pres. Reitz of Univ. of Florida
5:15 P.M. - Leave airport by car for President's home
    Pres. Reitz will ride with R.W. and P.W.
5:30 P.M. Arrive President's home - University of Florida

   2 HOURS RESERVED FOR R.W. *

7:30 P.M. Reception in President's home.
    Approx. 60 University & civic leaders
8:05 P.M. Leave President's home by car for gym
8:15 P.M. Arrive Gym - program begins
    1 HOUR - Q. & A.
    15 min. opening remarks by R.W.
    Questions by 6-member panel - students, faculty,
    town people
9:15 P.M. Meeting ends
9:30 P.M. Leave gym by car for airport
9:50 P.M. Arrive airport
10:00 P.M. Take off for Miami
11:30 P.M. (Approx.) Arrive Miami International Airport
    Welcome by State Chairman, Harold Alexander
    and Mayors of Miami & Miami Beach
11:40 P.M. Leave airport by car for Honeymoon Plaza
12:10 A.M. Arrive Honeymoon Plaza - to rooms

* Note: Facilities provided for Pres. & Staff at gym -
    including dinner.

Saturday, January 16 -

10:00 A.M. Coffee in R.W. suite -
    State Chairman Alexander and group of approx. 15
    political leaders
11:00 A.M. (Tent.) Coffee in R.W. suite -
    Miami News pub. & pol. ed.
11:30 A.M. (Tent.) Coffee in R.W. suite &
    Miami Herald political ed.
11:30 a.m.
11:00 a.m. Mrs. Nixon to brunch with Republican ladies -
Mrs. Frances Mason, Nashville
12:00 noon End of Coffee sessions

2 HOURS RESERVED FOR R.M.

11:00 P.M. Mrs. Nixon returns from brunch
2:25 P.M. Leave Hotel by car for Civic Auditorium
2:30 P.M. Arrive Auditorium - for reception

RECEPTION

Only R.M. & P.M. in receiving line
Reception officially ends at 5:00 P.M.

7:00 P.M. (Approx.) Leave reception by car to airport
7:30 P.M. Arrive airport - take off for D.C.
MIAMI -

S.J. = John Marschall PA 950/31 x 73 r., NU 61/525
Stt. Chmn. = O. Harold Alexander - Port Meyers
Stt. V. Chmn. = Mrs. Shwaltter - Vero Beach, Jordan 22739
Repub. Fls. = Loren Berry - Asst., Thomas Calhoun
Airport = Dade County Port Authority RR 11511
Dir. Mr. Stuart = Op. Don Crews
Baggage = Tom Green & Dispatch Services - NE 41505
Branch Chmn. = Mrs. Frances Mason - FL 96273 - 9430 NE 6th Ave.,
Miami Beach = Hank Myers - Publicist
David Tread
Dick
Leonard
Hotel = Roney Plaza = Mgr. Elliot S. Ryan = JH 16011

GAINESVILLE -

33. = R.H. McDavid, Algin 43084, P. Flinders 90820 (Jax.)
Bob Camp and Bill Walter
Univ. of Florida = J. Wayne Reitz, Pres., FL 63761
Mrs. Burrell in Pres. office for contact
Vice-President = Dr. Philpot 4155 in PR
Vice Univ. = Shuler, Chief
Pres. FL 20070
Vic Hransek = Hereshal Haines
News Bureau = Allen Keege - Res., FL 28624
Airport Mgr. = Anderson
AIRPORT ARRIVAL

Mr. Anderson airport manager - Municipal Airport

Anticipates sizable crowd (500-1,000) with Univ. band
Microphone and sound truck will stand by.

MOTORCADE

Chairman:

R.N. car either Univ. Pres.'s or Governor's (if Gov. attends event)
Pres. Heitz will ride w/ R.N. and P.N. (or Gov., if attending)
2 Staff cars, 2 press cars - on first movement will proceed
independently to gym (R.N. to Pres., home)
R.N. Car will move from Pres., home to gym at 8:10
All cars together from gym to airport after meeting
No baggage facilities planned

PRESIDENT'S HOME

R.N. & P.N. have guest suites (R.N., library and bath)
with private entrance and telephone
No facilities for staff - although could use room off kitchen

RECEPTION

In living room of Pres.'s home - Pres. and Mrs. and R.N. and P.N.
receiving about 60 guests - 7:30 - 8:00

STAFF & PRESS PLANS

Office & work facilities in gym
Press - Dean R.N. Cherry's office
Staff - Dean Stanley's office
Dinner served buffet style in Hub (Student Union)
across street from gym at 6:00
Allen Shaggs - Univ. News Bureau - in charge

MEETING - Gymnasium - seats 10,000
V. F. Philpotts in charge
V. F. Philpotts suggest 15 min. remarks by R.N. and hopes
for short, specific questions - on varied subjects
Panel of 2 students, 2 faculty, 2 off-campus -
possibly fewer -
Actual names will be checked.
Remote possibility Gov., Collins will attend.
If so, he will be on panel
Pres. Heitz will moderate
Expect sound on film coverage - possible live radio
MIAMI -

AIRPORT ARRIVAL

Miami International Airport
Plane to park on Concourse - 3 Gate 25 -
party to exit through terminal - out front 2nd level ramp
Greeting party incl. Mayors of Miami and Miami Beach,
headed by Alexander and Mrs. Showalter & Williams

MOTORCADE

Chairman -
R.W. Pat ride alone - all trips
2 staff cars and 3 press cars - baggage truck
No escorts ex. possibly on return to airport and run into auditorium

HOTEL - (Roney Plaza - Elliott Ryan, Mgr.)

201 - N suite - 3 BR & LR & sunporch
207 - Hughes, 8-55, 9- Klein, 10-Finch, 12- Woods, 14-Huland, 15-Halseman, 16- local security
Press room on Mezzanine - "Card Room"
Cabana on beach for R.W. and one for press

MEETING - Reception - 2:30 - Miami Beach Auditorium
R.W. & P.W. only in receiving line
= Orange juice, cookies, and strolling musicians
Tables sat around floor

(Auditorium seats 2,000 on floor and 1,500 in balconies)

BRUNCH - Pat only - Roney Plaza

With 200-250 ladies
Mrs. Frances Mason - Chairman

PRIVATE MEETINGS

Florida political leaders and Southern State Chairman -
Coffee in suite - Alexander in charge

Newspaper political ads and pubs - coffee in suite
 Miami News - Charles Kessler, polit. ed.; Bill Baggs, ed.;
Tentative Schedule - Rough

Friday, Jan. 15

2:00 p.m. - Leave DC via chartered Cessna.
5:00 - Arrive Gainesville Airport.
5:15 - Leave airport by car to UF President's Mansion.
5:30 - Meet President's Mansion - to guest suite.

2 Hours reserved for RN.

7:30 - Reception - dignitaries and faculty.
8:15 - Meeting in gym - seated 10-12 thousand.

Q & A - Student-faculty-town people panel.
Brief opening remarks by RN.

9:15 - End meeting.
9:30 - Leave UF for airport.
9:45 - Take off.

10:30 - Arrive Miami - Car to Roney Plaza.
11:00 - Arrive Roney Plaza - to rooms.

Saturday, Jan. 16

No schedule for AM through lunch.

2:00 - Reception at Miami Beach Civic Auditorium.

Republican Finance Committee.

5000 people expected.

RN and PM only in receiving line.

7:00 - End reception - to airport.
8:00 - Take off for DC.
Confidential

Travelling Party:

RN - PE - Sherwood - Golden - Hughes - Klein
Finch - Woods - Beldman - Arundel

(ESK advises probable sizable press group)

Contacts

State Chairman - Alexander
Matl Comm Woman - Clare Williams

(Finance Comm - Barry and Calhoun)

Univ of Florida - Pres. J. Wayne Reitz
V.P. Dr. Philpotts - FL 63261 x455

Hotel

Change Fontainebleau reservations to Jackson Plaza

Requested Activities

(Recommended by Clare Williams and Harold Alexander)

Brunch Sat. AM - 11:00 for Mrs. Nixon by Women's Fed. and State Committeewomen

Lunch for very small key group (10-12) with RN hosted by Alexander.

(NOTE: Mrs. Williams and Mr. Alexander feel both of above are important and if done will take care of all needed activity -- except private meetings with key (2 or 3) newspaper people. These, they feel, are also most important.)
January 13, 1960

TO:  Dean Borton
FROM: Bob Haldeman

RE: Telephone procedures

Will you please revise the telephone procedure, at least as far as my calls are concerned, and those of Miss O'Polka, so that when the receptionist answers a call for either of the two of us, she does not ask who is calling but merely says - "Just a moment, please" and notifies Miss O'Polka on the intercom that the call is coming through and on what line. It will then be Miss O'Polka's function to pick up the incoming call and find who is calling.

I would suggest that this procedure be followed for all incoming calls in the office. I don't think it is wise for the receptionist to be announcing in the reception room, who is calling whom and there is no reason why, in most cases at least, the calls need to be screened except for those people who have secretaries. In the cases of the people who have secretaries, the secretary can screen their calls in the manner outlined above for mine.

As far as the rest of the office is concerned, the decision is up to you, but I would appreciate it if you could have this procedure put into effect immediately for my calls.

Also, will you please ask the entire office group not to use 3-7645 except in cases where all the other trunk lines are busy. The reason for this is that we will try to reserve 4-5 for important incoming calls...i.e., those from the Vice-President's office.

Also, as you know, this one line has an exclusion key in my office. Consequently, there are many times when it will not be possible for the other stations to use the line.

Since this line rings in my office, I think it might be a good idea to instruct the reception desk not to answer this line, but rather to let Miss O'Polka answer it. This will speed up the procedure of handling incoming calls on that line.
January 13, 1960

TO: Randolph G. Bishop
FROM: Bob Haldeman

RE: Credit Cards

It is my understanding that you are going to take care of the procurement and issuing of credit cards per our discussion yesterday afternoon.

It is my recommendation that we issue a full set of cards to each of the people that we decide should have a card. This set should include the following:

Air travel
Railroad
Bell Telephone
Carte blanche
Diners Club
American Express

At present, these cards should be issued to:

Jack McKeenie
Ed Terrar
Jack Stiles

Also, I should have a full set of cards but my air travel card should differ from the rest in that it should be the type which permits me to buy tickets for other people in addition to my own. This type should not be used for the other men's credit cards.
TO: Finch and Klein
FROM: Bob Haldeman

RE: Florida trip, January 15-16

Hugh Edwards, who is our principal Republican contact in Gainesville, has offered a suggestion for the Vice President's handling of the question on the Little Rock problem which will undoubtedly be raised.

He says it should be pointed out that in the South -- taking Gainesville as an example, the Negroes pay 5% of the taxes, but the School Board spends 1.0% of its budget on providing school facilities for Negroes. Negro teachers have been raised to the same pay level as White teachers. The people in the South should therefore be given credit for money and effort spent bettering the Negroes' position.

Edwards feels R.N. should gain many Southern votes if he would give credit to the people in the deep South for the progress they have made in caring for and helping Negroes. He says the South wants to prolong the process of forced integration in order to have time to elevate the Negroes to a point where they can be better assimilated into society as a whole.
TO: Don Hughes
FROM: Bob Haldeman
RE: Florida trip

I want to cover herein some questions and items of information which you should check out in the next day or so:

1) INFORMATION

R.W. should be advised that the Southern State Republican Chairman will be in Miami for a meeting at the time he is there. Lee Potter and Clare Williams will be there too.

As I mentioned, Governor Williams may come. I will know more on this later.

There are two conventions under way at the University of Florida at the time we will be there:

a) Florida Classroom Teachers Association - About 300 elected representatives of the classroom teachers throughout the state.

b) Southern Association of Student Personnel Directors - About 150 Deans of Men and Deans of Women from colleges and universities throughout the South.

Both of these convention groups will be attending the meeting at the University Friday night and will sit in reserved sections.

Exams start at the University on Saturday - apparently just the military exams on Saturday with regular exams starting Monday.

There are 375 foreign students at the University - primarily from South American countries, but also many from India and the Far East.

Student body numbers almost 13,000 - 90% of them are Floridians.

2) ITEMS TO CHECK

Does P.N. have any requests for names to be included on the brunch guest list?

Do you need a typewriter for Rose?

They want the V.P. seal to use on the podium at the University.

What provision do you want to make for feeding the Nixons, either before or after the meeting at the University?
Will P.N. have an interview with a gal from the Gainesville paper?

Should P.N. sit on the platform or in the audience with Mrs. Reitz - wife of University president?
January 22, 1960

TO: Dean Borton

FROM: Bob Haldeman

Confirming our conversation this morning, it is my understanding that you are planning to move Mr. Bishop into the office now occupied by the Flexowriters. The Flexowriters, mimeo, etc., will be moved into the conference room. Miss Ahearn will be moved into the office with Carolyn Day. Bob McCune will be moved into the office next to mine now occupied by Mr. Bishop. Mrs. Creed will be moved into the office outside McCune’s.

It will, of course, be necessary to put a Call Director in the office to be used by Mr. Bishop.
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<td>Sydney Franken</td>
<td>(Pri.) HA 7-8050</td>
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<td>Dinner Chairman</td>
<td>Joseph Fennelly</td>
<td>URF WA 29053</td>
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<td>HA 74300; Press - Evelyn Nelson Boone</td>
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<td>WMV Jack O'Connor, Dir. in Ogo. Sat.</td>
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<td>Conrad-Hilton</td>
<td>Mr. Valentine</td>
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CHICAGO - JANUARY 27

Schedule Items to be resolved --

1) Confirm - no press meeting?

2) Jr. Achievement members want to present gifts for daughters to R.N. & P.N. - made by J.A. companies.
   Suggest - Have them in 2nd floor lobby of Blackstone on arrival at approx. 12:45.

3) 13 high school essay contest winners should be introduced to R.N.
   Suggest: Do this at Stockyards Inn on way to dinner after leaving reception.

Information

1) R.N. should mention sorry Stratton & Dirksen not there - but important that they are participating in dinners in other cities - Stratton in Kansas City; Dirksen in Houston.

2) No live TV coverage of speech - sound on film.
Airport Arrival - Chicago Midway
Gate to be determined by Secret Service
Small group to greet - Worthy, Fennelly, Mrs. Brooks

Motorcade - handled by Ed Power
2 press cars, 2 staff - baggage truck & R.W. car

Y.R. greeting - chairman?
In front of Blackstone on arrival

Hotel arrangements - Sheraton Blackstone
Boone, Mgr.; Moyer, Res. Mgr.
207-5-9-10 - P.N. & R.W. suite
202 Local Security; 203 Finch; 204-5 Woods;
206 Hughes; 211-5 S.S.; 212 K.M.; 214 Mock; 215 Mac;
216 Waldeman

Party Leaders! Meeting - Conrad Hilton - Imperial Suite
Jim Worthy in charge
About 100 - State Central Comm. & Cook County Exec. Comm.

Dinner Committee Reception - Saddle & Sirloin Club, Stockyards Inn
Mr. Fennelly in charge
About 150 invited guests - receiving line R.W. & P.N.
Worthy & Fennelly will handle introduction

Main dinner - Fennelly, Chairman
2 separate dinner groups and 2 head tables -
one in Main Arena; one in North Annex
R.W. to sit in Main Arena for opening ceremonies;
move to Annex for dinner, return to Arena for
dessert and program
P.N., Mrs. Dirkson, Lt. Gov., Fennelly & Worthy to
move with R.W.
Program not yet set
R.W. to speak 30 min. and introduce D.D.K. on TV
11:45 A.M. Arrive Chicago - Midway Airport (or O'Hare) by chartered Convair. Greetings by Fennelly, Worthy, Mrs. Brooks.

12:00 Lnv. Airport by motorcade - to Blackstone Hotel (Worthy will ride)

12:30 P.M. Arrive Blackstone - Wdm's to greet in street

12:45 P.M. Arrive suite

1:30 P.M. Lnv. suite - walk to Conrad Hilton Imperial Suite - Party Leaders' Meeting - approx. 100

2:30 P.M. Lnv. meeting - walk to Blackstone - to rooms 2-1/4 hours reserved for R.P.

4:45 P.M. Lnv. Blackstone by motorcade to Stockyards Inn (Fennelly will ride)

5:30 P.M. Arrive Saddle & Sirloin Club - Stockyards Inn Dinner Committee Reception - approx. 4:50

6:15 P.M. Lnv. reception - to Presidential Suite

6:30 P.M. Lnv. Presidential Suite - by car to Arena - dinner

6:35 P.M. Arrive at table - National Anthem and Invocation

6:40 P.M. Move to table in North Annex for main course

7:30 P.M. Return to table in Arena for dessert and program

7:45 P.M. Program begins - entertainment

8:20 P.M. R.N. introduced by Fennelly

9:00 P.M. 30-min. talk - R.N.

9:00 P.M. National closed circuit telecast

9:30 P.M. (Approx.) R.N. introduces D.D.R. on telecast

10:00 P.M. End of telecast

10:30 P.M. Lnv. Arena for airport - by motorcade.

(Note: T.R. cocktail party in progress at South Annex of arena - R.N. not expected to attend.)

11:00 P.M. (Approx.) Arrive airport - take off for D.C.
The planning of a cocktails party at least twice an after the program. This may be loaded with pre-destaining for Senate people. Suggest that no meatballs would be having Mr. Feudal advice than that the program is already arranged and deviations will not be permitted. {See Jim Faring on this.}

2. It is not yet known whether Mrs. Stratton, the Governor's wife, will attend.

3. Mrs. Mary Breck, State Republican Vice Chairwoman, requested small reception for Mrs. Nixon after arrival. Mrs. Breck said this would be for prominent women workers 25-30 but is not absolutely essential. E-mail advises her.

4. Details and arrangements for press reception, if desired, to be worked out by Herb Klein and Richard Keimann - Telephone: WH 5-3376.

5. The leaders of the Junior Achievement Program in Chicago have requested ten minutes to make presentation to the Vice President. Urges this be arranged. See correspondence.

6. Lt. Governor wishes to make same presentation in behalf of Governor Stratton. See correspondence which Bob Finch should have on the subject. Caution: Avoid anything that would appear to be an endorsement in as much as there is a primary content.
2. William Fertig, Vice President
   Diamond & France Co.
   LA 1-2600

  comment: Acting chairman, Mid-West Volunteers for Nixon. will be out of town until Monday, January 23.

3. James Brow (Jim)
   Office Manager
   Mid-West Volunteers for Nixon

   Attorney
   Office Telephone: HA 7-9136

   Residence: 727½ Emain
   Evanston, Illinois
   HA 6-6166

   Nixon Club Office: Room 1303 69 West Washington St., ST 2-7303

3. Mr. Reese, Executive Secretary
   United Republican Fund Office
   Room 431 West Jackson
   Wabash 2-5673.
Mr. Jim Gilleland  
WGBS News Director  
1605 Biscayne Boulevard  
Miami 32, Florida  

Dear Mr. Gilleland:

Enclosed is our check in the amount of $30.00 representing tape and engineering service on the tapes covering Mr. Nixon's news conferences in Miami Beach on January 16th.

Very truly yours,

H. R. Haldeman

H.R.; cfo  
Enclosure