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<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
45	14	03/1960	Report	Suggestions Regarding Appearances of the Vice President. 30 pages.

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STRICTLY CONFIDENTIAL

SUGGESTIONS REGARDING  
APPEARANCES  
OF THE  
VICE PRESIDENT

March, 1960

Suggestions Regarding Appearances

of the Vice President

Your primary function as Advance Man is to serve as a personal representative of the Vice President in the advance planning of all the facets of his visit to a given area. It is your further function to be on the scene at the time of the visit to insure that all details pertaining to the visit are carried out as planned and in a way that will make the trip one of maximum effectiveness. You are responsible for maintaining local contact and for the development of the program and activities for the Vice President and his party during the time they are in your area.

The success of the Vice President's appearances will depend on the advance preparation.

It will be appreciated if you will make a special point of checking every one of the applicable items in this memorandum to make certain that the local committees have the situation well in hand.

Please do NOT give a copy of this memorandum to the local committees or anyone else. Instead, pick out the pertinent portions which are applicable to the particular visit and make them available to the local people in charge.

GENERAL POLICY

1. You must always bear in mind that your responsibility is to the Vice President. At all times this responsibility supersedes your responsibilities to the local committee or anyone else. Often the wishes of the local committee will be in conflict, and your job is to effect a compromise satisfactory to all, if possible, but in any event never one which is unacceptable to the Vice President.
2. The Washington office will help you in every way possible to smooth out differences.
3. Let the Secret Service worry about the Vice President's security. They are concerned with his personal protection by authority of Federal Law, and will coordinate their security arrangements to fit his local schedule of events and appearances.

In this connection, the Secret Service are also responsible for all contact with local law enforcement authorities and will take care of this part of the arrangements for you. It is undesirable for advance men to deal directly with city, county or state police officials for a number of reasons and all of such dealings should be handled directly by the Secret Service rather than by the Advance Man.

For this reason, it is important that you work out your plans in close conjunction with the local Secret Service personnel so that they are fully aware of all arrangements

being made and are also aware of any changes as they occur in the plans so that they can coordinate with local law enforcement personnel.

4. Do not grant interviews or issue any press releases or announcements. Publicity stories should be released through local committees.

Local committee should NOT advise press of the arrival of the Advance Man.

*Return to  
Details  
IN...*

STANDARD OPERATING PROCEDURE

(Follow in Order Listed)

1. The itinerary and instructions will be furnished from Washington.
2. Get in touch by phone with the local contacts and let them know when you will be arriving, length of stay, etc. Also notify local Secret Service office.
3. Proceed to assigned location and meet first with local key political contact--check general preliminary plan with him for overall OK. Determine any potential complications from him before meeting local overall arrangements chairman. Keep in touch with him as plans are developed and settled.
4. Contact local overall arrangements chairman--get completely informed of developments to date, discuss plan of visit and arrange meeting of local committee. Lay out tentative time schedule.
5. Contact local Secret Service and go over tentative schedule.
6. Meet with local committee (include Secret Service) and set up chairmen for the following:

- Publicity
- Press facilities
- Radio & TV facilities
- Airport <sup>or railroad</sup> facilities
- Greeting committee
- Motorcade
- Hotel arrangements
- Meeting arrangements and program

7. Go over entire route, starting from landing position of plane, to determine exact routes and times--both on foot and by car. See below for specific arrangements to be made at each point on route. Be sure to walk and drive at speed which will approximate that of VP and party. Have Secret Service and overall chairman accompany you.
8. Draw up, with Secret Service and overall chairman, an exact schedule for entire visit with all details included. Make sure that all understand that no changes are to be made in this schedule without your prior knowledge. Always allow at least a two-hour period for staff work for the Vice President in his hotel room prior to any major appearance. Keep in mind the possibility of a suitable separate schedule for Mrs. Nixon.
9. Transmit schedule to office--with any questions or suggestions. This will be cleared with staff and VP by VP's aide and re-confirmed to you. Do not confirm schedule to local chairman until VP's aide has re-confirmed to you.
10. Make courtesy calls to all major Republican officials in the area--give them quick rundown on general plans. Include Governor, Senators, Congressmen, National Committeeman and woman, State Chairman and local, regional or state Nixon chairman.
11. Confirm schedule and final arrangements with local committee and Secret Service.
12. Arrange to maintain regular telephone contact with overall chairman, key political contact and Secret Service. No

*no meals  
no individual  
arrangements  
no sched  
drop things*

*have the  
send page summary  
of this to  
to office immediately*

- changes are to be made by them without your OK. Be sure to clear all changes with Washington office.
13. Plan to arrive in the city well in advance of VP's party-- so you can recheck all plans and be prepared to meet the plane. Transmit any last minute revisions to VP's aide as soon as the plane lands.
  14. Be prepared to guide party through the visit, maintain schedule, meet emergencies, handle local committee contacts for party and be sure everything proceeds as planned.
  15. It is absolutely essential that you have a complete list of the names and addresses and activity of all the people who participated in any way in the Vice President's visit or the arrangements for same. This list should be available on arrival of the party, to be turned over to Miss Woods at that time. It should include the drivers and donors of all the cars, all the committee people handling any part of the arrangements, all the people participating in the program and the directors and names of bands, the people who deliver the invocation, sing the Star Spangled Banner, etc. In other words--everybody who has any remote connection with the event. Be sure the list gives the full name, accurate address, and a sufficiently detailed description of what they did so a proper thank-you letter can be prepared. Also, instruct the local chairman to send the Washington office a follow-up list after the event, with additional names to be included. This is extremely important.

*move to Sp. Adv. Arguments*

Advance Publicity

1. The local committee should designate a publicity man to handle the entire appearance and he should have already released the announcement of the Vice President's coming appearance.
2. All stories should be hung on local people.
3. Pictures of local committees preparing for event should be featured at intervals.
4. Biographies, and glossies or mats, of the Vice President and Mrs. Nixon should be given to newspapers. Order from office if needed.
5. Advance stories should be distributed by the local committees to the local press.
6. Newspapers must be given accurate information pertaining to the visit.

~~Sched details~~  
~~PN Sched~~

SPECIFIC

Airport Arrival

1. Determine with airpo  
plane, waiting area i  
cation of general public.
2. Arrange room for press conf  
structions.
3. If a crowd of any substantial size is expected at the air-  
port, arrange facilities for VP to address the crowd.  
Unless there is a planned ceremony or activity and the  
assurance of a large crowd at the airport, the best arrange-  
ment is to have a sound truck out of the way some place with  
a microphone on a long extension line. A hand mike is  
satisfactory. Do not have a platform or any obviously  
prepared arrangements. It is much better to let the VP  
speak informally, standing on a baggage truck or the hood  
of a car, using a hand mike. If the stop calls for a  
scheduled speech or acceptance of an award or other such  
ceremony at the airport, and you are sure there will be a  
big crowd, then it is OK to have a regular platform and a  
standup mike.
4. Make arrangements for fast removal of staff and press  
baggage from plane and transfer to baggage truck. (Secret  
Service will handle Nixon personal baggage.)
5. Motorcade cars should be lined up on the air strip near the  
plane whenever possible to make such arrangements with air-  
port authorities (unless press conference is held in

*Locate cars so official party does not have to walk through crowd to get to them.*

*Let's greet  
Comm  
to small  
press  
names  
check  
up walk  
line  
Comm  
up  
car  
line*

*Just say*

terminal building, in which case cars should be lined up at most convenient exit).

Motorcade

1. Motorcade transportation from the airport into the city and to all points visited should be furnished by the local committee.

Driver for the Vice President's auto will be furnished by the Secret Service. He usually will be an area policeman in plain clothes who knows the territory thoroughly and will give full time and attention to driving (not talking to the Vice President).

Each driver of the other automobiles should be a young person entirely capable of handling an automobile in traffic and motorcade formation. Paid professional drivers are preferable to VIP volunteers and should be used wherever possible.

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

*At all times, keep cars lined up in proper order. Always*  
 Each driver should be at the wheel of his *part in order to*  
 automobile with motor running, at least *no juggling*  
 five minutes before scheduled departure  
 time. This applies to both arrival and

*One driver in turn always by cars - others together & know  
 Keep always in cars*

*if truck ahead  
 speed  
 staff member  
 ride in II*

*open car only  
 big crowd  
 build up  
 parade route*



departure and at all stops. 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 Vice President's car will always be the No. 1 car in the motorcade, and passengers are: The driver, aide, and one of the traveling Secret Service Agents in the front seat; the Vice President and Mrs. Nixon in the back seat. <sup>If Mrs. Nixon is on the trip - she will always ride with the VP</sup> If Mrs. Nixon is not with the VP, highest local Republican or Nixon Committee official rides with VP. Any proposed changes in this seating arrangement must be cleared with the office in advance.

Car No. 2: Security. Second traveling Secret Service Agent and local security people. A plain, unmarked, 4-door, police-radio car should be used.

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Cars No. 3 and 4: Nixon Staff.

Cars No. 5 and 6: Cars for traveling photographers and press, (if needed) each marked with large sign indicating PRESS. *Be sure all press cars are so identified*

Cars No. 7, 8, and 9: Cars for local VIP's (if needed). (Cars of candidates should show their name or names on the side.)

Limit of 9 cars in motorcade unless prior clearance with Washington office.

Each car in the motorcade should be numbered--with a small card in the lower right corner of the front windshield.

*Assign all people riding in motorcade to specific car numbers*  
One additional car will be required for the Advance Man to precede the party.

A quiet police escort may be used, only if conditions absolutely require same. *No lead car.*  
No sirens except in case of an emergency.

No horn-blowing by motorcade drivers.

The Vice President's auto should not exceed existing speed limits. Remember--

*Parade  
Sound truck ahead  
Police route  
Decorate streets  
no fast machines  
15 mph  
Emphasis purpose of escort  
be sure only for whole thing*

the tail-end autos in a motorcade are placed in unnecessary danger of accident if they are forced to try to keep up with a too-fast moving front auto. We have been lucky so far.

Be sure to make a dry-run over the motorcade route, taking into consideration actual conditions that will occur at the time of the event. Do not rely on local estimates of driving time or mileage.

Local committee people should arrange vehicles and manpower for speedy removal and handling of all baggage for the Vice President's party during the visit.

The traveling Secret Service Agents will supervise handling of the Nixon's personal baggage.

Hotel Accommodations (You will be advised if complete hotel accommodations are not needed).

1. A parlor and two adjoining bedrooms, one on each side of the parlor, are required for the Vice President and Mrs. Nixon.
2. Rooms for the remaining members of the staff should be in close proximity and on the same floor. The two Secret Service Agents who will be traveling with the Vice President should have a twin-bedded room adjacent (not necessarily connected) to the Nixon suite. The Vice President's aide should have a single room adjacent to the Nixon suite. Miss Woods' suite (bedroom and parlor) should be in the

immediate area but not adjacent to the Nixon suite, as telephone and office activity is centered in her parlor. Single rooms should be provided for all other members of the traveling staff.

3. One extra room should be provided at the farthest end of the area of rooms occupied by the Nixon staff, away from the Nixon suite--to be used as a waiting room for local groups who may be meeting with the Vice President or who may be conferring with members of the staff. This can be designated as a reception room.
4. Traveling press, if any, should have single rooms in the same hotel, but on another floor. While the Advance Man can be of assistance in reserving and controlling the rooms for the traveling press, it must be made clear that they or their newspapers are to be billed individually by the hotel for their rooms.
5. Advance registrations should be made for each member of the party. Staff keys should be in doors--and Advance Man should have room assignment list for staff to distribute at airport. Press keys should be in envelopes at desk--by name.
6. Please determine if the local committee will be taking care of the hotel bills. Do not make a point of this. If the local committee is not taking care of them, please see that the hotel mails the bills to the Washington office for payment.
7. Copies of all local newspapers should be in the <sup>Vice Presidents and the</sup> Press Secretary's room on arrival at each city. Additional

*Room list  
in advance  
on arrival*

*Vice Presidents and the*

papers should be provided as they are issued during the stay. The local committee should designate a person to take care of this.

8. It is essential that accommodations NOT be made at any private home. There will be no exceptions. If adequate hotel accommodations are not available in any given city or town, arrange accommodations in a nearby city or town.
9. Be sure that all hotels send a written confirmation of reservations to the Washington office.
10. Room 361, Senate Office Building, Washington, D. C. should be left at each hotel as the forwarding address for mail for the Vice President and Mrs. Nixon and members of the party.
11. Arrange for the hotel to give fast laundry service.
12. Arrange for the hotel to give fast valet service.
13. Arrange for the hotel to give fast food service.
14. Make a careful check of the hotel switchboard facilities to determine whether they have adequate trunk lines and switchboard personnel to handle the increased traffic during the time of the Vice President's visit. If their facilities are not adequate, have the hotel put a direct phone line into Miss Woods' office and if the facilities are really inadequate, also have a direct line put into the Press Secretary's room. The numbers for these lines should be provided to the Washington office in advance.
15. If a room is provided for the local security officers, it should be far removed from the Nixon Suite (to keep down

noise from chatter, etc.).

- 2 rooms adjacent as workrooms*
16. A press room--with tables, typewriters and telephones should be provided by the hotel for the use of the traveling press *during*
  17. Arrange with hotel *entire period of stop, adequate size* (or local IBM office) to have IBM typewriter in office (Miss Woods' parlor) on a regular typewriter stand.

#### Receptions

1. Where a reception is scheduled prior to the principal event, the duration of the receiving line should not be over 45 minutes. At a normal rate of speed this means a total attendance of approximately 600 people.
2. No personal receptions or receptions that don't include the full group attending a function or which are not part of the planned function itself, should be scheduled. This does not, however, exclude meeting with a head table group prior to entering the main event.
3. In some cases, a large reception may be scheduled as the principal event. Under such circumstances, the timing should be based on 800-1000 people per hour going through the receiving line. If at all possible, the receiving line should consist only of the Vice President and Mrs. Nixon. In no case should there be more than 2 additional people in the line. You can explain to the local committee that there is no need to introduce the Vice President to the individuals as they come through the receiving line. Our experience has shown that a line consisting of only Mr. and Mrs. Nixon is by far the most satisfactory.

Meeting

1. The Vice President and Mrs. Nixon are to remain together at all meetings, unless you have received specific instructions to arrange a separate schedule for Mrs. Nixon.
2. Sponsorship of the meetings by individual organizations should be avoided except when you have been given instructions to the contrary.
3. All Republican and Nixon organizations should be included in the sponsorship of each meeting, particularly Women's Clubs, Young Republicans, and Citizens Groups.
4. A program consisting of band music, community singing, or other lively entertainment is to be encouraged before the meeting formally opens. *Use union band. No service bands.*
5. The chairman of the meeting should arrange for the band to play "California Here I Come," or other suitable music when the Vice President first enters the meeting place or comes out on the platform. The band should also strike up again when the Vice President is introduced to the audience at the beginning of his speech.
6. The chairman of the meeting should be determined by the local committee. Wherever possible, the chairman should be an outstanding civic figure.
7. Presentation of the colors by local veteran, boy scout, or other patriotic organization should be made.
8. Pledge of Allegiance should be led by a veteran whose name should be given to the Vice President in advance. Invocation should be given by a local clergyman.

9. Work out the exact details of the VP's entrance with the committee. Preferably, the VP and Mrs. Nixon enter alone after the head table or speaker's platform group are seated. This is the most effective entrance. If, however, the VP and Mrs. Nixon are to enter with the rest of the group--be sure their positions in line are decided in advance.
10. Talks by local candidates and officials should be held to a bare minimum, both in number and in length.
11. Introduction should be as brief as possible, and if TV or radio is used should be only a one sentence introduction. Introduction should be made by a key public official in the area, and many places will want to use the Republican United States Senator or Governor for this. *Get OK from office for intro.*
12. It is imperative that if Mrs. Nixon is present, she be introduced by the Program Chairman prior to the introduction of the Vice President.
13. At the conclusion of the meeting the chairman should request the audience to remain seated until the Vice President and his party leave the auditorium.
14. Pictures of the Vice President with local candidates for use by the local candidates in their campaigns should not be taken at the meeting but should be arranged to be taken at the airport arrival, if at all possible. If the pictures cannot be handled at the airport, it will be necessary to clear alternate arrangements in advance with the Washington office.

*guide for AM  
on intro  
content*



15. No meetings, such as luncheons, etc., should be arranged which will detract from the attendance at the main meeting, or which would require the Vice President to make another speech to the same people who would be in attendance at the larger meeting.
16. Arrange to keep a passageway open for the Vice President to and from the speaker's stand. Have a rope available, if needed, to make a passageway, or use Boy Scouts in uniform. Avoid using uniformed police.
17. A working press section must be provided near the platform and an exit door of the meeting place. Be sure specific places are reserved for the traveling press. No one else should sit in this section except the working press and the publicity man handling the meeting. *Assign local to guard* Typewriters, paper and carbon should be provided, along with tables and chairs. The local Western Union office should be alerted to be available to handle news dispatches for the press. *Give them sched* There should be proper lighting for the press to work. The Vice President's Press Secretary will be available to the press at this location throughout the meeting.
18. The size of the meeting place should be consistent with reasonable expectation of the number of people to attend. It is much better to have a small place overflowing, rather than a large place half empty, even though the number of people in the larger place is greater.
19. Please test the public address system to make certain that every portion of the meeting place is covered by the horns

*hope*

✓

being flared properly; the horns must be in front of the microphone to avoid a feedback into the mike while the Vice President is speaking; the microphone should be an all-directional one so as to pick up the Vice President's voice evenly no matter which way he may be turning his head during the course of his speech. Whenever possible, request two microphones for the public address system to be placed approximately 18 inches apart in front of the rostrum.

20. If the program is broadcast, and if the meeting is outdoors, there should be pick-up microphones placed strategically in the area to pick up the applause and cheers of the crowd.
21. No one should be seated directly in back of the Vice President. One reason for this is that quite often they are doing something which the television camera picks up, and in addition, to avoid any possible distractions from the Vice President's speech, it is better that the space be left clear in every case.
22. The lectern should be decorated and should be 40 inches in height. The top should slant downward toward the speaker. There must be adequate electric lights on the lectern itself. Do not rely on house lighting.
23. A pitcher of ice water and a glass should be available on the shelf of the lectern. Usually it will have shelves which are not visible to the audience.

24. If you are not satisfied with the lectern, suggest the American Legion hall, churches, and service clubs as sources for obtaining a suitable one.
25. If an outdoor meeting is planned, a stand-by meeting location should be kept in mind in the event of inclement weather.
26. Technique of having young people down front to trigger applause works very well, and this might be a good suggestion to make to the local people.
27. Encourage local committee to put a little life into the program, and have something prior to the Vice President's appearance which will warm up the crowd.
28. Be sure to have a tape recording made of all speeches by the Vice President. Also press conferences--and especially Q and A sessions. Arrange to pick up tape yourself at end of meeting and give to Press Secretary.

Television Arrangements

1. No meeting is to be televised live without prior OK. News coverage for TV is excepted. Fund-raising events are not to be televised, since the donor is entitled to a "for-those-in-the-room-only" appearance of the Vice President. Also, televising such a meeting may cut down on the attendance and contributions.
2. The Advance Man should, however, arrange maximum TV coverage of the airport arrival and meeting with the press at the airport, or hotel, if any, and explore the possibility of other television appearances on local programs (explore only, always avoid any commitment). In some instances, if the local committee has the money and is anxious for the Vice President to go on television in the area, can suggest a question and answer or other interview type program which may be appropriate.
3. If television is used, following rules apply:

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 a 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.

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 local committees, always discuss television time purchase and paid tune-in ads in newspapers as a single unit. The TV time purchase should never be separated in the minds of the local committee from the paid tune-in ad purchase; they should be one and the same thing and always said in the same breath.

No one  
seated behind  
speaker

V

GENERAL COMMITTEE ARRANGEMENTS

Publicity During the Visit

1. Local committees should see that the event is covered by representatives of local and surrounding press.
2. If a photographer from the local newspaper is not available, the local committee should engage and pay for a photographer to supply pictures to newspapers. If at all possible, try to have a glossy print of all pictures sent to the Office of the Vice President, 361 Senate Office Building, Washington, D. C.
3. All press matters should be referred to the Press Secretary traveling with the Vice President.
4. Advance copies of speeches usually will not be available until time of arrival. On many occasions, <sup>no advance or</sup> only excerpts from the speech will be prepared.
5. The local committee should have an experienced secretary available and mimeograph facilities <sup>(including a qualified operator)</sup> in readiness for the Vice President's staff upon his arrival.
6. The local committee should assign a man familiar with press relations, to handle working arrangements for the press; especially those in our traveling party. It will be his responsibility to maintain contact with the Press Secretary during the visit and to take care of any needs that may arise. He should also check to be sure there are specifically reserved seats for each of our traveling press people at every event. Also--that there is ample provision for food for the traveling press and that the press work room

*Add  
press  
dope*

2. Where his principal appearance is a fund-raising or other closed or private event, it should be much easier to get a large turnout at the airport.
3. Outlying Republican and Nixon organizations should be encouraged to hire buses and bring in groups of people. Homemade welcoming signs should be abundant.
4. Use of noisemakers, bands, groups of college students, and Young Republican groups, as well as Boy and Girl Scouts in uniform, should be encouraged. Should insist on having at least one band, a good high school band is preferable, at airport receptions and in no case should it be a military band.
5. Committee should contact local civic clubs, etc., and invite them to be represented--also, suggest schools be dismissed so pupils and teachers can attend.
6. Suggest to Young Republicans and other groups the advisability of getting some of their people and signs away from the airport as soon as possible after the arrival ceremonies so that they can reach the hotel where the Vice President will be staying in advance of his arrival and be on hand to welcome him there.
7. Another way to add to the crowd at the hotel is to suggest use of a sound truck with music in the area immediately surrounding the hotel about 15 minutes before arrival of the Vice President. This way can get some people who did not go to the airport to join in the welcoming at the hotel.

Press Conferences

1. Press conferences must NOT be scheduled. The reason for this should be given to the local committees. It is primarily that all matters of policy are declared by the President, and, therefore, the Vice President does not hold press conferences as such. The Vice President may, however, be available to the press either upon his arrival at the Airport or at a designated time at the hotel to answer questions pertaining to current issues. You will be advised.
2. Be sure that there is a suitable room available at the airport or the hotel for the Vice President to meet with the press (when scheduled). Access to this room should be restricted to the press and a minimum (not more than three) of local committeemen or candidates. There should be stand-up microphones only. Local press chairman should check people in at the door.

Attendance at Meetings

1. To insure a capacity crowd, all means should be used, such as newspaper publicity, signs, street decorations, sound trucks, mailing notices, telephone campaign and personal calls on friends and neighbors and transporting them to the meeting. *encourage motorcades + buses - paid ads*
2. The success of the campaign will depend to a great extent on the enthusiasm and size of the crowds that attend the pre-election meetings. Please stress this with the local committees so that the attendance is not taken for granted nor left to chance.

*be sure  
to  
have  
press  
conf.*

*don't publicize  
expect big crowd  
instead say  
plenty of seats*

Extra Meetings During Visit

1. The Vice President may want to drop in at organization meetings that are going on in the hotel where he is staying or in the city he is visiting. NO arrangements for this should be made in advance, but a list of such meetings should be submitted to the Washington office as far in advance of the Vice President's visit to the city as possible, as mentioned previously in this memo.
2. Private dinners, cocktail parties, or after-meeting social events cannot be accepted during the course of the campaign. Please be sure that the local committee is aware of this requirement.
3. If at all possible, please allow two full hours free time before each evening meeting. Exceptions must have specific OK from office.
4. Nothing should be scheduled for the Vice President following an evening meeting unless you receive instructions to the contrary.

Individual Appointments

1. Time will not permit individual appointments with people who will want to see the Vice President.
2. Local committees should be advised that the press secretary or side traveling with the Vice President will be available to receive suggestions and messages for him and that they will be delivered to him without fail.

ADVANCE MAN PROCEDURE DURING VISITS

1. The Advance Man will be expected to be on hand and to meet the Vice President's party on arrival in the city.
2. Immediately upon arrival, someone from the local committee should be prepared to step forward and take charge to see that the proper introductions are made and that whatever is planned, including photographs, proceeds expeditiously.
3. The Advance Man should have a car available to get him to the hotel or meeting place fast after the Vice President has arrived and the arrival ceremonies are underway, and after he has passed along any pertinent data or briefing concerning late local developments.
4. After the immediate events take place upon the arrival of the party, the Vice President and Mrs. Nixon must be permitted to go directly to their hotel rooms. This gives the rest of the party an opportunity to re-group and become oriented to the local situation. All-day schedules should include maximum use of brief rest intervals in room for the Vice President and Mrs. Nixon.
5. Local committee people should assign station wagon or small pick-up truck to handle baggage for the Vice President and his party during the visit. Prior arrangements should be made to speed removal of party's luggage from airplane.
6. It is the Advance Man's responsibility to be sure that all baggage for the entire party except for that of Vice President and Mrs. Nixon is moved to their Hotel and from their hotel, back to the airport as quickly as possible. The

Meet with ~~protreads~~  
driver & brief them  
on the way

Brief  
the  
code



Advance Man should also determine the pickup time for the baggage at the hotel and notify the Vice President's aide and the Press Secretary so that all members of the party will have their bags packed and ready to go at the designated time.

CONCLUSION

1. Be tactful, diplomatic, firm and persuasive with local committees.
2. Keep in constant communication with the Washington Office. Please advise of your whereabouts at all times and report immediately any changes in arrangements.
3. Any major changes in the planned schedule or itinerary should first be cleared with the office in Washington.
4. A time schedule must be made and strictly adhered to. The Vice President and his party must not be early or late. For example, the cars in a motorcade must not pass any given point earlier than planned.
5. Remember that attention to details makes the difference between the success or the failure of a meeting. No detail is so small nor so insignificant that it should escape your complete attention.
6. If in doubt on anything, do not hesitate to call headquarters. You have been asked to take on this important assignment for the Vice President because of your proven capabilities, and he has complete confidence in you.
7. Don't forget that at all times during the campaign you are a personal representative of the Vice President, and that he will be judged by your conduct.

GOOD LUCK!