

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>
52	18	03/23/1960	Letter	Letter from H.R. Haldeman to P.M. Flanigan. RE: Nixon for President Committee of Pennsylvania. 2 pgs.
52	18	03/23/1960	Letter	Letter from H.R. Haldeman to Robert Wilson. 1 pg. Attached to previous.
52	18	03/23/1960	Letter	Letter from Bob Haldeman to Dean Borton. RE: Edison Voicewriters. 1 pg. Attached to previous letters.
52	18	03/23/1960	Letter	Letter from H.R. Haldeman to J.R. Pat Gorman. RE: Contributions. 1 pg. Attached to previous letters.
52	18	03/23/1960	Letter	Letter from H.R. Haldeman to Robert McCune. 1 pg. Attached to previous letters.
52	18	03/23/1960	Letter	Letter from H.R. Haldeman to John Whitaker. 1 pg. Attached to previous.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
52	18	03/23/1960	Letter	Letter from H.R. Haldeman to Cy Laughter. 1 pg. Attached to previous.
52	18	03/23/1960	Letter	Letter from H.R. Haldeman to Stan Lothridge. 1 pg. Attached to previous.
52	18	03/23/1960	Letter	Letter from H.R. Haldeman to Richard Miller. 1 pg. Attached to previous.
52	18	03/23/1960	Letter	Letter from H.R. Haldeman to Tom Pownall. 1 pg. Attached to previous letters.
52	18	03/23/1960	Letter	Letter from H.R. Haldeman to Charles Farrington Jr. 1 pg. Attached to previous letters.
52	18	03/23/1960	Letter	Letter from H.R. Haldeman to John Ehrlichman. 1 pg. Attached to previous letters.
52	18	03/23/1960	Letter	Letter from H.R. Haldeman to Herb Klein. RE: Recording Services. 2 pgs. Attached to previous letters.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
52	18	03/23/1960	Letter	Letter from H.R. Haldeman to Files- "Miscellaneous People." RE: Steve Leonard. 1 pg. Attached to previous letters.
52	18	03/24/1960	Letter	Letter from H.R. Haldeman to Bob Finch. RE: Advance men meeting; April 1-2. 1 pg.
52	18	03/24/1960	Letter	Letter from H.R. Haldeman to Herb Klein. RE: Advance men meeting; April 1-2. 1 pg. Attached to previous.
52	18	03/23/1960	Letter	Letter from H.R. Haldeman to Bob Finch. RE: Slide-O-Chrome Corporation. 1 pg. Attached to previous.
52	18	03/24/1960	Letter	Letter from H.R. Haldeman to Loie Gaunt. 1 pg. Attached to previous.
52	18	03/24/1960	Letter	Letter from H.R. Haldeman to Dean Borton. 1 pg. Attached to previous letters. Duplicate not scanned.
52	18	03/24/1960	Letter	Letter from H.R. Haldeman to Bob Finch. RE: Advance man school. 1 pg. Attached to previous letters.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
52	18	03/24/1960	Letter	Letter from H.R. Haldeman to Rose Woods. RE: Advance man meeting; April 1-2. 1 pg. Attached to previous letters.
52	18	03/24/1960	Letter	Letter from H.R. Haldeman to Jack Sherwood. RE: Advance man meeting; April 1-2. 1 pg. Attached to previous.
52	18	03/24/1960	Letter	Letter from H.R. Haldeman to Jim Golden. RE: Advance man meeting; April 1-2. 1 pg. Attached to previous letters.
52	18	03/24/1960	Letter	Letter from H.R. Haldeman to Don Hughes. RE: Advance man meeting; April 1-2. 1 pg. Attached to previous letters.
52	18	03/24/1960	Letter	Letter from H.R. Haldeman to Mr. Revitz. 2 pgs. Attached to previous letters.
52	18	03/24/1960	Letter	Letter from H.R. Haldeman to Robert McCune. RE: Advance man's meeting; April 1-2. 1 pg. Attached to previous letters.
52	18	03/24/1960	Letter	Letter from H.R. Haldeman to Ned Sullivan. 1 pg. Attached to previous letters.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
52	18	03/25/1960	Letter	Letter from H.R. Haldeman to Don Hughes. RE: Republican Womens Reception- Sunday, April 3rd. 2 pgs.
52	18	03/28/1960	Letter	Letter from H.R. Haldeman to Chicago Daily News about newspaper copies. 1 pg.
52	18	03/30/1960	Letter	Letter from H.R. Haldeman to Mr. Revitz. 1 pg.

H.R.H.

3/23/60

C/S

March 22, 1960

TO: P. M. Flanigan

FROM: H. R. Haldeman

RE: Nixon For President Committee of Pennsylvania

I continued the discussion with George Mooradian after you left this morning and he proceeded to give me a complete fill-in on their organizational setup and the reasons therefor.

In my opinion, the Pennsylvania situation should be in pretty good shape from what Mooradian said. As he told you, they have organized on a county basis rather than a community, but this seems to be for a good reason, and I don't see that there's any particular problem in it - especially the way they have handled it. The effort to maintain a non-organization Republican coloration is being strongly emphasized and should not create any serious problem.

I explained the setup of Nixon Volunteers and your position to George. He is most eager and happy to co-operate any way possible. He asks you regard him as your area representative for Pennsylvania and for the time being, ~~Charmal~~ Communications for the Pennsylvania clubs to him. I agreed that this would be done.

I was quite impressed with George personally and feel that he is going to be able to do an excellent job. I think you can rely pretty thoroughly on his judgment and ability. He has some good basic ideas on program and activities and I asked him to be sure to keep you informed of everything he does in this direction as time goes on.

At the moment he is concentrating all his efforts on the formation of clubs, and asking all of the clubs to concentrate their efforts on signing up members and having each of the new members work on getting even more additional members. They have not inaugurated a program of activity beyond this yet, but do have some basic plans for further activities. One rather unfortunate note is that in the formal state organization, they have an advisory committee which consists of the Congressional delegation from Pennsylvania headed by Hugh Scott. I think, however, that this will not have to get in the way and that at least at this point, there isn't much can be done about it anyway.

If you have any further questions, please let me know.

Clubs

March 23, 1960

H.R.H.

3/23/60
C/S

TO: P. M. Flanigan

FROM: H. R. Haldeman

I took your call to Charles Prehn when it came through after you left yesterday morning. He reports that things look very good in his area. There is considerable interest on the part of Republicans in the forthcoming primary and he feels that the turnout will be good.

One factor in this, he reports, is that there is considerable interest in the primary race for the Republican race for Governor between Keane and Olson. Apparently Buzz Keane is urging people at all the meetings he addresses, to be sure and vote Republican - not to cross over and participate in the Democratic primary. I suggested that Prehn somehow get word to Olson to do the same things, since apparently both Keane and Olson are touring the State extensively and speaking on their own behalfs.

Prehn says he has a number of people lined up but wasn't exactly sure at this point, of how many, as his town chairmen but at least he has chairmen for each of the towns assigned to him at our meeting the other night. In addition, he is in good shape on the telephone committee operation and will have a crew calling for the 4 days prior to the election. I suggested he might want to consider starting the phone campaign earlier and he is going to discuss this with his people.

Frankly, I have some reservation about the degree of depth to which Prehn has organized, primarily due to the fact that he gave such an optimistic report yet was so vague on numbers, etc. I think it might be wise for Geffs to check up a little farther with him to be sure that he actually does have these groups lined up; also to encourage some additional activity starting immediately rather than waiting til just before the election day.

Chub

H.R.H.
3/23/60
C/S

P. O. Box 7398
Washington 4, D. C.
March 17, 1960

Honorable Robert Wilson
House of Representatives
114 Old House Office Building
Washington, D. C.

Dear Bob:

After our phone conversation this afternoon, I talked with Mel Laird regarding the use of the names and addresses of the people who responded to his poll.

Mel tells me that he is in the process now of sending out a mailing to 18,000 people in his District and that he feels this will cover most of the same people and that it would not be advisable for us to prepare an additional mailing to the group that responded to the poll.

On Mel's advice, therefore, I am dropping this matter unless you feel we should do something further.

Sincerely,

H. R. Haldeman

HRH:ofc

~~117~~ Wilson

H.R.H.
3/23/60
C / S

March 23, 1960

TO: Dean Borton

FROM: Bob Haldeman

RE: Edison Voicewriters

Will you get us two more Edison Voicewriters as quickly as you can. One of these will be for Pete Flanigan and one we will use in the apartment out at the Alban Towers where we have our office set up there.

The one we have one now will be kept in my office and the second will be for general use here in the office. If we can train the people here to use Voicewriters, I think we should encourage this.

Edison

H.R.H.
3/23/60
C/S

March 23, 1960

TO: J. R. Pat Gorman
FROM: H. R. Haldeman
RE: Contributions

Attached is \$2.00 cash received by the Vice President's Office from Mr. John C. Wilkens, 233 East Villa Street, Pasadena, California.

It is my understanding that you will acknowledge receipt of this contribution and send membership cards, etc., to Mr. Wilkins. The donation has also been acknowledged by the Vice President.

Contributions

Chron - 3/23

P. O. Box 7398
Washington 4, D. C.
March 23, 1960

Mr. Robert G. McCune
1521 Elliott Place, N.W.,
Washington, D. C.

Dear Bob:

As I have already discussed briefly with you on the phone, we are planning to have a session in Washington on Saturday, April 2nd to go over the basic procedures relating to advance preparations for the Vice President's trips.

We will be gathering a small group of men like yourself, at 9 o'clock in the morning and finishing up Saturday evening. If you can work it into your schedule, plan to get into Washington late Friday afternoon, so we can get together for an informal dinner Friday evening. This will give you a chance to meet the rest of the group before we get down to work on Saturday.

We will use the Alban Towers Hotel in Washington as our headquarters and if you will let me know when you plan to arrive and depart, I will make room reservations for you. The address is 3700 Massachusetts Avenue, N.W. The phone number is Woodley 6-6400. The Friday evening dinner will also be at the Alban Towers, at 6:30.

I am enclosing a draft of some suggestions regarding advance arrangements for the Vice President's trips which you should read through carefully prior to coming to the meeting. Our discussion will be focused on the material covered in this draft. Jot down any questions or points of discussion. This will help speed the process of covering all the material on Saturday.

I am looking forward to hearing from you regarding your plans as soon as possible and to seeing you Friday evening, April 1st.

Best regards.

Sincerely,

H. R. Haldeman

HRH:cfo

P.S. This meeting is, of course, off the record - and should not be discussed before or after with anyone - especially the press.

(See - Advance
Mem)

P. O. Box 7398
Washington 4, D. C.
March 23, 1960

Mr. John Whitaker
106 Thicket Road
Baltimore 12, Maryland

Dear John:

As I have already discussed briefly with you on the phone, we are planning to have a session in Washington on Saturday, April 2nd to go over the basic procedures relating to advance preparations for the Vice President's trips.

We will be gathering a small group of men like yourself, at 9 o'clock in the morning and finishing up Saturday evening. If you can work it into your schedule, plan to get into Washington late Friday afternoon, so we can get together for an informal dinner meeting Friday evening. This will give you a chance to meet the rest of the group before we get down to work on Saturday.

We will use the Alban Towers Hotel in Washington as our headquarters and if you will let me know when you plan to arrive and depart, I will make room reservations for you. The address is 3700 Massachusetts Avenue, N.W. The phone number is WOODLEY 6-6400. The Friday evening dinner will also be at the Alban Towers at 6:30.

I am enclosing a draft of some suggestions regarding advance arrangements for the Vice President's trips which you should read through carefully prior to coming to the meeting. Our discussion will be focused on the material covered in this draft. Jot down any questions or points of discussion. This will help speed the process of covering all the material on Saturday.

I am looking forward to hearing from you regarding your plans as soon as possible and to seeing you Friday evening, April 1st.

Best regards.

Sincerely,

H. R. Haldeman

HRH:cfo

P.S. This meeting is, of course, off the record - and should not be discussed either before or after with anyone - especially the press.

A. Men

P. O. Box 7398
Washington 4, D. C.
March 23, 1960

Mr. Cy Laughter
Laughter Corporation
Dayton 1, Ohio

Dear Cy:

As I have already discussed briefly with you on the phone, we are planning to have a session in Washington on Saturday, April 2nd to go over the basic procedures relating to advance preparations for the Vice President's trips.

We will be gathering a small group of men like yourself, at 9 o'clock in the morning and finishing up Saturday evening. If you can work it into your schedule, plan to get into Washington late Friday afternoon, so we can get together for an informal dinner Friday evening. This will give you a chance to meet the rest of the group before we get down to work on Saturday.

We will use the Alban Towers Hotel in Washington as our headquarters and if you will let me know when you plan to arrive and depart, I will make room reservations for you. The address is 3700 Massachusetts Avenue, N.W. The phone number is Woodley 6-6400. The Friday evening dinner will also be at the Alban Towers at 6:30.

I am enclosing a draft of some suggestions regarding advance arrangements for the Vice President's trips which you should read through carefully prior to coming to the meeting. Our discussion will be focused on the material covered in this draft. Jet down any questions or points of discussion. This will help speed the process of covering all the material on Saturday.

I am looking forward to hearing from you regarding your plans as soon as possible and to seeing you Friday evening, April 1st.

Best regards.

Sincerely,

H. R. Haldeman

HRH:cfo

P.S. This meeting is, of course, off the record - and should not be discussed either before or after with anyone - especially the press.

A Men

P. O. Box 7398
Washington 4, D. C.
March 23, 1960

Mr. Stan Lothridge
Kenyon & Eckhardt
6253 Hollywood
Los Angeles, California

Dear Stan:

As I have already discussed briefly with you on the phone, we are planning to have a session in Washington on Saturday, April 2nd to go over the basic procedures relating to advance preparations for the Vice President's trips.

We will be gathering a small group of men like yourself at 9 o'clock in the morning and finishing up Saturday evening. If you can work it into your schedule, plan to get into Washington late Friday afternoon, so we can get together for an informal dinner Friday evening. This will give you a chance to meet the rest of the group before we get down to work on Saturday.

We will use the Alban Towers Hotel in Washington as our headquarters and if you will let me know when you plan to arrive and depart, I will make room reservations for you. The address is 3700 Massachusetts Avenue, N.W. The phone number is WOODLEY 6-6400. The Friday evening dinner will also be at the Alban Towers at 6:30.

I am enclosing a draft of some suggestions regarding advance arrangements for the Vice President's trips which you should read through carefully prior to coming to the meeting. Our discussion will be focused on the material covered in this draft. Jot down any questions or points of discussion. This will help speed the process of covering all the material on Saturday.

I am looking forward to hearing from you regarding your plans as soon as possible and to seeing you Friday evening, April 1st.

Best regards.

Sincerely,

H. R. Hildeman

HRH:cfo

P.S. This meeting is, of course, off the record - and should not be discussed either before or after with anyone - especially the press.

A. Men

P. O. Box 7398
Washington 4, D. C.
March 23, 1960

Mr. Richard Miller
Revel Miller & Company
650 Spring Street
Los Angeles, California

Dear Dick:

As I have already discussed briefly with you on the phone, we are planning to have a session in Washington on Saturday, April 2nd to go over the basic procedures relating to advance preparations for the Vice President's trips.

We will be gathering a small group of men like yourself at 9 o'clock in the morning and finishing up Saturday evening. If you can work it into your schedule, plan to get into Washington late Friday afternoon, so we can get together for an informal dinner Friday evening. This will give you a chance to meet the rest of the group before we get down to work on Saturday.

We will use the Alban Towers Hotel in Washington as our headquarters and if you will let me know when you plan to arrive and depart, I will make room reservations for you. The address is 3700 Massachusetts Avenue, N.W. The phone number is Woodley 6-6400. The Friday evening dinner will also be at the Alban Towers at 6:30.

I am enclosing a draft of some suggestions regarding advance arrangements for the Vice President's trips which you should read through carefully prior to coming to the meeting. Our discussion will be focused on the material covered in this draft. Jot down any questions or points of discussion. This will help speed the process of covering all the material on Saturday.

I am looking forward to hearing from you regarding your plans as soon as possible and to seeing you Friday evening, April 1st.

Best regards.

Sincerely,

H. R. Haldeman

HRH:cfo

P.S. This meeting is, of course, off the record - and should not be discussed either before or after with anyone, especially the press.

A. Men

P. O. Box 7398
Washington 4, D. C.
March 23, 1960

Mr. Tom Pownall
10815 Burbank Drive
Potomac, Maryland

Dear Tom:

As I have already discussed briefly with you on the phone, we are planning to have a session in Washington on Saturday, April 2nd to go over the basic procedures relating to advance preparations for the Vice President's trips.

We will be gathering a small group of men like yourself at 9 o'clock in the morning and finishing up Saturday evening. If you can work it into your schedule, plan to get into Washington late Friday afternoon, so we can get together for an informal dinner Friday evening. This will give you a chance to meet the rest of the group before we get down to work on Saturday.

We will use the Alban Towers Hotel in Washington as our headquarters and if you will let me know when you plan to arrive and depart, I will make room reservations for you. The address is 3700 Massachusetts Avenue, N.W. The phone number is Woodley 6-6400. The Friday evening dinner will also be at the Alban Towers at 6:30.

I am enclosing a draft of some suggestions regarding advance arrangements for the Vice President's trips which you should read through carefully prior to coming to the meeting. Our discussion will be focused on the material covered in this draft. Jot down any questions or points of discussion. This will help speed the process of covering all the material on Saturday.

I am looking forward to hearing from you regarding your plans as soon as possible and to seeing you Friday evening, April 1st.

Best regards.

Sincerely,

H. R. Haldeman

HRH:cfo

P.S. This meeting is, of course, off the record - and should not be discussed either before or after with anyone, especially the press.

A. Ken

P. O. Box 7398
Washington 4, D. C.
March 23, 1960

Mr. Charles Farrington Jr.
Central Towers Building
2727 North Central Avenue
Phoenix, Arizona

Dear Charlie:

As I have already discussed briefly with you on the phone, we are planning to have a session in Washington on Saturday, April 2nd to go over the basic procedures relating to advance preparations for the Vice President's trips.

We will be gathering a small group of men like yourself at 9 o'clock in the morning and finishing up Saturday evening. If you can work it into your schedule, plan to get into Washington late Friday afternoon, so we can get together for an informal dinner Friday evening. This will give you a chance to meet the rest of the group before we get down to work on Saturday.

We will use the Alban Towers Hotel in Washington as our headquarters and if you will let me know when you plan to arrive and depart, I will make room reservations for you. The address is 3700 Massachusetts Avenue, N.W. The phone number is WOODLEY 6-6400. The Friday evening dinner will also be at the Alban Towers at 6:30.

I am enclosing a draft of some suggestions regarding advance arrangements for the Vice President's trips which you should read through carefully prior to coming to the meeting. Our discussion will be focused on the material covered in this draft. Jot down any questions or points of discussion. This will help speed the process of covering all the material on Saturday.

I am looking forward to hearing from you regarding your plans as soon as possible and to seeing you Friday evening, April 1st.

Best regards.

Sincerely,

H. R. Haldeman

HRH:cfo

P.S. This meeting is, of course, off the record - and should not be discussed either before or after with anyone, especially the press.

G. Allen

P. O. Box 7398
Washington 4, D. C.
March 23, 1960

Mr. John Ehrlichman
614 United Pacific Building
Seattle 4, Washington

Dear John:

As I have already discussed briefly with you on the phone, we are planning to have a session in Washington on Saturday, April 2nd to go over the basic procedures relating to advance preparations for the Vice President's trips.

We will be gathering a small group of men like yourself at 9 o'clock in the morning and finishing up Saturday evening. If you can work it into your schedule, plan to get into Washington late Friday afternoon, so we can get together for an informal dinner Friday evening. This will give you a chance to meet the rest of the group before we get down to work on Saturday.

We will use the Alban Towers Hotel in Washington as our headquarters and if you will let me know when you plan to arrive and depart, I will make room reservations for you. The address is 3700 Massachusetts Avenue, N.W. The phone number is Woodley 6-6400. The Friday evening dinner will also be at the Alban Towers, at 6:30.

I am enclosing a draft of some suggestions regarding advance arrangements for the Vice President's trips which you should read through carefully prior to coming to the meeting. Our discussion will be focused on the material covered in this draft. Jot down any questions or points of discussion. This will help speed the process of covering all the material on Saturday.

I am looking forward to hearing from you regarding your plans as soon as possible and to seeing you Friday evening, April 1st.

Best regards.

Sincerely,

H. R. Haldeman

HRH:cfo

P.S. This meeting is, of course, off the record - and should not be discussed either before or after with anyone, especially the press.

A. Men

H.R.H.
3/23/60
C/S

March 23, 1960

TO: Herb Klein
FROM: H. R. Haldeman

*See Leopold
of P. O. Dept in
Chicago*

RE: Recording Services

I met yesterday morning with a fellow who has a small organization here in Washington called Capital Recording Company. The man's name was Ed McDaniel. He had been talking with some people in the post office department regarding the use of his recording facilities for some of their purposes, and apparently one of them, who is a friend of someone in our office, suggested he get together with me.

This company is set up to service foundations and commercial companies who might want to supply pre-recorded tapes to radio stations around the country in fairly large quantities with commercial or public service messages. He felt that their facilities, which include machinery for making a large number of duplicates of a pre-recorded tape in a very short time, and a very complete mailing service for sending these in and out, plus facilities for cleaning up returned tapes and re-recording them for future use. It might be of value to us in the forthcoming campaign.

The fellow himself is apparently quite dedicated to the Nixon cause and he is most anxious to work with us. One of the people at the Post Office who contacted me regarding him is having the guy checked as far as his loyalties and past activities are concerned.

In the meantime, I think we might consider some possible ways of using the recording operation and a tape traffic setup such as this fellow has. It would seem to me that for a number of purposes, this might be something very valuable to us. This particular company would make their services available to us on a flat rate per tape basis and as a sample fee, he said the charge for the entire handling of each 15-minute tape, pretty much regardless of quantity, although there would be some discount on large quantities, would be \$1.00 per 15-minute tape. This, I would think, is a fairly reasonable cost. This would include recording the master tape, making the duplicates, mailing them out, getting them returned.

I would think that the possibilities for this kind of service would be several:

"R"

1. We could pre-record 15 minute or longer or shorter messages on particular issues or complete messages by the Vice President that local committees could then buy time and run on their local radio stations. We could have this organization handle the shipment to and from the stations, etc., for us as well as recording the speeches to begin with.

2. We could record specific messages for Nixon Volunteer Clubs to be played at their meetings on a portable tape recorder, either from the Vice President or from other people here in Washington or a combination of the two. This again could be handled by this organization. They could send the tapes out to the various clubs. They're set up to do this on very short notice, and quite quickly, so that if some particular issue came up on which we wanted to get a message out to all of our people in rapid form, this might be a very good way of doing it.

3. Because of his sound engineering training, this fellow and his organization might be very valuable to us as a means of providing a person to accompany us on campaign trips, as our sound man to take care of making recordings of all of the Vice President's remarks, formal speeches, Q & A's and other sessions. They have all sorts of portable, semi-portable and permanent equipment that could be used for this purpose and they could work out a flat rate with us for this kind of thing.

I think we should discuss this among ourselves to some extent and then perhaps have another session with this fellow and explore some specific ideas. My meeting with him was in fairly general terms and I didn't want to get into too much in the way of specifics, but I do think he is worth further exploration.

cc: Bob Finch
Bob McCune
Peter Flanigan

March 23, 1944

Re: Files - "Miscellaneous People"

FROM: H. R. H.

RE: Steve Leonard

I interviewed Steve Leonard on Tuesday, March 22nd. His address is 3701 Corey Place, N.W., Washington; Phone KE-7410.

He is interested in working in the campaign on a full-time basis; is available for a minimum salary or no salary at all if necessary. He was sent to us by Lee Hume, administrative assistant to Senator Norton.

Leonard is an attorney and is currently practicing here in Washington although he doesn't have a very large practice at the present time. He was an administrative assistant or legislative assistant to Senator Capehart for a short period of time. In some of his business dealings, he has run into some complications which have resulted in his being under indictment on several misdemeanor counts in New York. He expects that when and if his case goes to trial, he will be cleared, but at the present time his indictment is hanging over him.

He is interested in working in whatever capacity we feel he might be of help. He does not want to be a chief; but rather an Indian and says that he is perfectly willing to do anything that will help out in the effort.

I was not particularly impressed with him and don't see any particular place where we could use him, but he is available for free or for very little. It does seem that he is a relatively intelligent guy and would be willing to work so there may be a possibility for him later on.

H. R. H.

3/24/60

C/S

March 24, 1960

TO: Bob Finch

FROM: H. R. Haldeman

RE: Advance Man meeting; April 1-2

As you know, we are planning to bring a group of potential advance men into Washington on April 1st and 2nd for a general session on advance procedure and to provide an opportunity for them to meet each other and the staff.

An outline of the proposed program is attached; also a draft of the latest revision of the Advance Man's manual.

I hope that you will plan to be present for a dinner on Friday evening at 6:30 at the Alban Towers and that you will also plan to attend the afternoon session on Saturday for at least part of the time. You are, of course, welcome for the full meeting but I know you have other commitments on that day.

During the Saturday afternoon session, I think it would be a good idea for you to plan to give some brief remarks on the overall political setup of the Nixon tour operation and the scope of activity of the advance men as you see it. I would suggest you prepare some remarks and that you expect some questions following your remarks.

Please let me know immediately if you are not going to be able to make the Friday dinner or the Saturday afternoon session.

Thank you.

Advance Men

March 24, 1960

H.R.H.
3/24/60
C/S

TO: Herb Klein

FROM: H. R. Haldeman

RE: Advance Man meeting; April 1 - 2

As you know, we are planning to bring a group of potential advance men into Washington on April 1st and 2nd for a general session on advance procedure and to provide an opportunity for them to meet each other and the staff.

An outline of the proposed program is attached; also a draft of the latest revision of the Advance Man's manual.

I hope that you will plan to be present for a dinner on Friday evening at 6:30 at the Alban Towers and that you will also plan to attend the afternoon session on Saturday for at least part of the time. You are, of course, welcome for the full meeting but I know you have other commitments on that day.

During the Saturday afternoon session, I hope you will discuss the traveling press setup and the requirements for the press on our trips. This should be done in some detail so that these fellows will have a clear picture of what it is that they should do in providing facilities and accommodations for the press. I would suggest you prepare some remarks and that you expect some questions following your remarks.

Please let me know immediately if you are not going to be able to make the Friday dinner or the Saturday afternoon session.

Thank you.

Advance Men

H. R. H.

3/24/60

C S

March 23, 1960

TO: Bob Finch

FROM: H. R. Haldeman

RE: Slide-O-Chrome Corporation

I met yesterday afternoon with Frank J. Sampson and Harvey M. Hament of the Slide-O-Chrome Corporation, 108 West End Avenue, New York 23, Tel. SU-73934.

I found their proposition of considerable interest and it is my feeling that after whatever checking can be done, we should go ahead and let them set up the program that they outlined. I assume you have already done some checking on them and that there are some means for making a further check.

It's hard for me to see how there is any great danger involved in this for us, since their activities would be wholly among Democrats whom we have no means of reaching anyway.

I would be glad to discuss this further with you.

"S"

H.R.H.
~~XXX~~ 3/24/60
C/S

March 24, 1960

TO: Lofe Gaunt
FROM: H. R. Haldeman

May I please have 10 copies of the Congressional Quarterly
Report on Richard Nixon for distribution to Advance Men.

Pete Flanigan will let you know if he needs any for use with
the Nixon Clubs, etc.

Thank you.

Advance Men

H.R.H.
3/24/60
C S

March 24, 1960

TO: Dean Borton

FROM: H. R. Haldeman

Would you please have an automatic closing machine put on
the door to my office as well as the one to the outer office.

Thank you.

"Office Memo"

H. R. H.
3/24/60
C / S

March 24, 1960

TO: Dean Borton

FROM: H. R. Haldeman

Would you also please have an automatic closing device put on the door leading from the receptionist's room into the main part of the office. It is imperative that this door be kept closed all the time from now on, without any exception at any time.

Office Memorandum

March 24, 1960

TO: Bob Finch

FROM: H. R. Haldeman

RE: Advance Man school

I would like to go on record as strongly urging that the meeting of the Advance Men with the Vice President be held at the Vice President's home rather than at Alban Towers.

I think there are several extremely important reasons for this. The first and foremost would be that this group should also meet with Pat and she should have a chance to chat informally with each of them, since her acceptance and approval of each of them is almost as important as that of the Boss. A second reason is that I think, of the various groups of people you are bringing in, this particular group is the most important to establish a close personal feeling of identification with the Vice President. I think it is very important that both Dick and Pat have a fair knowledge of each of these guys so that as they run into them on their campaign trips, they won't be total strangers. There is very little opportunity on the trips to establish any contact between the advance men and the Boss, and there's no reason why time should be taken then to do this. For this reason, I feel it is extremely important that sufficient time and emphasis be given to the meeting with the Boss while they are here in Washington. Going to the home will greatly increase the rapport and feeling of personal knowledge of the Boss and Pat as contrasted to having Dick drop by the Alban Towers. Also, since we have got a full-day session at the Alban Towers, plus a dinner the night before, I think it would be a good idea to get out somewhere late in the day on Saturday.

I realize you have a number of groups that you must take care of, but viewing the thing completely and objectively, I definitely recommend that this group be invited to the home and that the Boss stop by the other groups during the course of the afternoon.

Adv Men

H.R.H.
3/24/60
C S

March 24, 1960

TO: Rose Woods

FROM: H. R. Haldeman

RE: Advance Man meeting; April 1 - 2

As you know, we are planning to bring a group of potential advance men into Washington on April 1st and 2nd for a general session on advance procedure and to provide an opportunity for them to meet each other and the staff.

An outline of the proposed program is attached; also a draft of the latest revision of the Advance Man's manual.

I hope that you will plan to be present for a dinner on Friday evening at 6:30 at the Alban Towers and that you will also plan to attend the afternoon session on Saturday. If you feel it would be worthwhile, we would of course be very happy to have you sit in on the full session on Saturday.

During the Saturday afternoon session, I hope you will be prepared to go over some general points on the campaign procedures and the Advance Man's position during it. As we discussed the other day, it would probably be a good idea for you to go back through your notes and assemble some general comments plus specific ideas and pointers to cover with the group.

I am sure there will be a number of questions directed to you after you have covered your remarks. Also, I would think it would be helpful if you would give the group present, some more or less personal background on the Boss and Pat as related to their campaign activities.

Please let me know immediately if you are not going to be able to make the Friday dinner or the Saturday afternoon session.

R. Haldeman

H. R. H.
3/24/60
C/S

March 24, 1960

TO: Jack Sherwood

FROM: H. R. Haldeman

RE: Advance Man meeting; April 1 - 2

As you know, we are planning to bring a group of potential advance men into Washington on April 1st and 2nd for a general session on advance procedure and to provide an opportunity for them to meet each other and the staff.

An outline of the proposed program is attached; also a draft of the latest revision of the Advance Man's manual.

I hope that you will plan to be present for a dinner on Friday evening at 6:30 at the Alban Towers and that you will also plan to attend the afternoon session on Saturday for at least part of the time. You are, of course, welcome for the full meeting but I know you have other commitments on that day.

During the Saturday afternoon session, I think it would be a good idea for you to plan to cover briefly the security requirements and setup for the Nixon tour operation. You should also explain briefly the relationship between the Advance Man and the Secret Service field offices and also between the Advance Man and the traveling Secret Service agents. I would suggest you prepare some basic remarks, and that you expect some questions following your remarks.

Please let me know immediately if you are not going to be able to make the Friday dinner or the Saturday afternoon session.

Thank you.

A. Men

H. R. H.

3/24/60

C/S

March 24, 1960

TO: Jim Golden

FROM: H. R. Haldeman

RE: Advance Man meeting; April 1 - 2

As you know, we are planning to bring a group of potential advance men into Washington on April 1st and 2nd for a general session on advance procedure and to provide an opportunity for them to meet each other and the staff.

An outline of the proposed program is attached; also a draft of the latest revision of the Advance Man's manual.

I hope that you will plan to be present for the dinner on Friday evening at 6:30 at the Alban Towers so that you will have a chance to meet the group and get to know them a little better prior to running into them in the field. During the Saturday afternoon session, Jack Sherwood will be making some remarks on the Security setup, etc. We would be happy to have you attend too and to contribute any additional thoughts you might have at that time.

I would suggest that you and Jack get together and decide how you want to handle this. Anything that you work out, is, of course, fine with me.

Please let me know immediately if you are not going to be able to make the Friday dinner. I would also like to know what your plans are regarding the Saturday afternoon session.

A. Man

H. R. H.

3/24/60

C S

March 24, 1960

TO: Don Hughes

FROM: H. R. Haldeman

RE: Advance Man meeting; April 1 - 2

As you know, we are planning to bring a group of potential advance men into Washington on April 1st and 2nd for a general session on advance procedure and to provide an opportunity for them to meet each other and the staff.

An outline of the proposed program is attached; also a draft of the latest revision of the Advance Man's manual.

I hope that you will plan to be present for dinner on Friday evening at 6:30 at the Alban Towers. I assume you are planning to attend the full day's sessions on Saturday and certainly hope you will do so because I think it is very important that these guys get a true picture of how the whole system functions internally as well as from their own viewpoint.

As you can see from the program outline, I'm suggesting we spend the morning reviewing the manual with you and I handling the discussion of various points as they come up. In the afternoon, the staff members will make some remarks regarding their particular topic, and then be prepared to answer questions and participate in discussions on these points.

In this connection, I think you should explain the basic problems of scheduling and principles of same and any other general areas you think ought to be covered in discussion with the group rather than included in the manual. Also, I think you should try to give them some insight into the Boss' personal requirements and views as far as the trips and schedules are concerned.

I hope we can spend some time on this prior to April 1st.

Please let me know immediately if you are not going to be able to make the Friday dinner or the full-day sessions on Saturday.

A. Men

H. R. H.

3/24/60

C/S

P. O. Box 7398
Washington 4, D.C.
March 24, 1960

Mr. Revitz
The Alban Towers
3700 Massachusetts Avenue
Washington, D. C.

Dear Mr. Revitz:

This will confirm my request for some arrangements to be set up for a conference to be held Friday and Saturday, April 1st and 2nd at the Alban Towers.

Friday evening we will have a group of approximately 20 for cocktails and dinner. We will plan to serve cocktails in my apartment - room 30 at 6:30. We will not require any bartender or other service except for plenty of glasses and ice. We will then have dinner at 8 o'clock in Suite 520 if that is available. I would suggest a table be set up in the living room of that suite large enough to accommodate 20 people.

It is my understanding that you would serve a buffet dinner and probably put up the buffet table in the dining room of the suite. You mentioned roast beef as a possibility and I think this would be fine. Why don't we plan on roast beef which we could carve ourselves, unless you want to have someone there to handle serving it - baked potatoes, vegetables or green salad with Roquefort dressing and a suitable dessert, plenty of coffee.

For overnight accommodations we will probably need either 7 or 9 single rooms, plus one twin-bedded room. One of the gentlemen is bringing his wife. Because the group attending this conference will be working on some separate projects of their own, I would like to give them each a separate single room than doubling them up, if this is at all possible. It will, of course, be satisfactory to use the bedrooms in 520 and perhaps we can get sufficient additional rooms in the same general area. On Saturday morning, the group will eat breakfast on their own in the dining room. I assume you will have the dining room open that morning so that they will be able to eat and finish up prior to 9 o'clock.

The morning meeting will be held in room 520, which can be around the table left up from the night before.

I would like to have luncheon served in my suite, room 30. This again can be a buffet set up on the dining room table and there is no need to set up a table for them to eat at. I think they can just fill their plates and sit around on the couches and chairs in the living room. I would suggest a fairly light luncheon with something that can all be put on one plate. The buffet should be

Edw. Han

March 24, 1960

set up ready to serve at 12 o'clock Saturday noon if possible.

The afternoon meeting will also be held in 520 around the table and will run from about 1 o'clock until approximately 5:00. We will plan to adjourn at 5 o'clock. At this time, I don't want to make any arrangements for cocktails or dinner Saturday evening but it may be necessary to do so at a later point. I will let you know as soon as I am sure on this.

I expect that a number of the group will plan on staying over Saturday night. Again I will let you know as soon as I have definite information.

I am going to be out of town most of the coming week and have asked Bob McCune in this office (you met him when I first moved out there) to handle the details and arrangements. Bob will be checking with you as these various points are confirmed and if you have any questions or anything you want to discuss, please contact him at EXecutive 3-7640.

I would appreciate your co-ordinating all arrangements with Mr. McCune rather than Pete Flanigan since Pete is not concerned with this particular meeting.

Sincerely,

H. R. Haldeman

HRH:cfo

cc: R. G. McCune

H. R. H.
3/24/60

March 24, 1960

C/S

TO: Robert G. McCune

FROM: H. R. Haldeman

RE: Advance Man's meeting; April 1 - 2

You will note that I have covered the basic Hotel needs for the Advance Man's meeting in the attached memorandum to Revits. I would appreciate your following up on all details and making sure everything is properly arranged.

Also, we should plan to have kits of material available for this group including the usual stuff - the hard-covered Mazo book, the Keough book, some of the issue stuff and any of the other things that you feel might be of interest to them. I would include the Decisions for a Better America paper-bound book too.

Any thoughts you have on material for this meeting, I would appreciate your discussing with me at your earliest opportunity.

A. Haldeman

P. O. Box 7398
Washington 4, D. C.
March 24, 1960

Mr. Ned Sullivan
2455 Central Park Avenue
Yonkers, New York

Dear Ned:

As I have already discussed briefly with you on the phone, we are planning to have a session in Washington on Saturday, April 2nd to go over the basic procedures relating to advance preparations for the Vice President's trips.

We will be gathering a small group of men like yourself, at 9 o'clock in the morning and finishing up Saturday evening. If you can work it into your schedule, plan to get into Washington late Friday afternoon, so we can get together for an informal dinner Friday evening. This will give you a chance to meet the rest of the group before we get down to work on Saturday.

We will use the Alban Towers Hotel in Washington as our headquarters and if you will let me know when you plan to arrive and depart, I will make room reservations for you. The address is 3700 Massachusetts Avenue, N.W. The phone number is WOODLEY 6-6400. The Friday evening dinner will also be at the Alban Towers at 6:30.

I am enclosing a draft of some suggestions regarding advance arrangements for the Vice President's trips which you should read through carefully prior to coming to the meeting. Our discussion will be focused on the material covered in this draft. Jot down any questions or points of discussion. This will help speed the process of covering all the material on Saturday.

I am looking forward to hearing from you regarding your plans as soon as possible and to seeing you Friday evening, April 1st.

Best regards.

Sincerely,

H. R. Haldeman

HRH:efo

P. S. This meeting is, of course, off the record - and should not be discussed before or after with anyone - especially the press.

A. Man

C/S

March 25, 1960

TO: Don Hughes

FROM: H. R. Haldeman

RE: Republican Womens Reception - Sunday, April 3rd

I met with Clare Williams yesterday afternoon to discuss the activities for the Republican Womens Conference. The Sunday afternoon reception is scheduled from 2:30 to 5:00. The tickets read "Reception honoring Vice President and Mrs. Nixon". It is being held in the Sheraton Hall at the Sheraton-Park Hotel.

The setup of the hall is such that there will be along one wall, a row of boxes in which the Cabinet officers and their wives will receive the guests and back against the adjacent wall, Mrs. Williams suggests putting a 4' x 4' platform, 2' off the floor with 8' lamps going up and down each side, to use for the Vice President and Mrs. Nixon for a receiving line. This platform would be right adjacent to the automobile entry to the Hall so the Vice President could enter and go right to the platform and the line could be started immediately.

There will be three large tea tables in the center of the hall and the guests will be allowed to come in prior to the arrival of the Vice President to mingle and to meet the Cabinet officers. It will thus be possible for them to form and go through the receiving line without having to stand in a long line outside waiting.

There will be 1500 to 2000 in attendance - almost all of them women.

The hall must be cleared at 5 o'clock in order to be set up for evening meeting. Therefore, there is an absolute deadline on the closing time.

Mrs. Williams feels the Vice President has two choices - either to stand in the receiving line and receive all of the guests or to go to the speakers platform and speak briefly and mingle with them. She strongly urges the former because the setup is such that it will not be very practical for the Vice President to mingle. Also it would appear to be rather awkward to have him mingling in the crowd while the Cabinet officers are receiving their guests in the boxes designated for their use along one wall.

I would agree with Mrs. Williams' recommendation and feel we should have a receiving line. I would suggest the Vice President arrive at 3 o'clock and that we plan on a line from 3:00 to 5:00.

Regarding the show at the Uline Arena on Monday night, it appears now that the program will start at 7 o'clock which will have the introduction of VIP's first as they enter and take their places in the reserved seating

"W"

section in front of the stage. At approximately 7:15 the Vice President and Mrs. Nixon will be introduced, followed by the President and Mrs. Eisenhower. At 7:20 the speech-making begins with Shipley, Merton, Congressman Miller, Senator Goldwater. At 8:00 the entertainment program starts to run until 8:40. At 8:40 Claire Williams introduces Halleck, then Dirksen, and there is the singing of the campaign song. At 9:15 Claire Williams introduces the Vice President who introduces the President. Meeting adjourns at 9:30.

As far as I can determine now, this is a set plan. I will check further with the White House to be sure the President is going to enter at this early point in the program. It still seems to me it would be better for both the President and Vice President to come in just before they speak, but I will have to confirm this.

F. O. Box 7398
Washington 4, D. C.
March 28, 1960

Chicago Daily News
Chicago, Illinois

Attention: Back Issue Department

Gentlemen:

We have written your department twice previous to this letter requesting that you send us one copy each of the January 27th and 28th issues of your paper. Accompanying the first letter, we sent 20¢ in coin to cover the cost of these newspapers.

We have heard nothing at all on our request and would like to ask that immediate attention be given this matter and that we receive these papers as soon as possible.

Sincerely,

H. R. Haldeman

HRR:cfo

3/30/60
R. G. M.
C/S

P. O. Box 7398
Washington 4, D. C.
March 30th, 1960

Mr. Revitz
Alban Towers Hotel
3700 Massachusetts Avenue
Washington, D. C.

Dear Mr. Revitz:

With reference to our letter of March 24th concerning the conference at the Alban Towers on April 1st and 2nd, would you please make room reservations as follows:

<u>Thursday, March 31</u>	<u>Friday, April 1st</u>	<u>Saturday, April 2nd</u>
Cy Laughter Charles Farrington Mr. & Mrs. John Ehrlichman *	Cy Laughter Charles Farrington Mr. & Mrs. John Ehrlichman John Whitaker Richard Miller Stan Lothridge Ned Sullivan Tom Pownall	Cy Laughter Charles Farrington Mr. & Mrs. John Ehrlichman John Whitaker Richard Miller Stan Lothridge Ned Sullivan Tom Pownall

* Mr. and Mrs. Ehrlichman will arrive on Thursday morning, March 31st and would like a double room. All of the other reservations would be single rooms.

If there are any questions, I would appreciate your calling me at EXecutive 3-7640.

Sincerely yours,

Robert G. McCune

RGM:cfo

Edw. Allen