

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	32	09/02/1960	Letter	Letter from Bob Haldeman to Nixon/Lodge tour group. RE: Use of call director telephones. 2 pgs.
52	32	09/03/1960	Report	Press release about Henry Cabot Lodge's staff. 5 pgs.
52	32	09/05/1960	Letter	Letter from Bob Wilson to All Advance Men. Subject: Press conferences for VP Nixon. 1 pg.
52	32	09/06/1960	Memo	Memo from Bob Wilson to Advance men. Subject: Revised instructions on meeting local reception committees. 1 pg.
52	32	09/06/1960	Memo	Memo from Ed Terrar to Advance men. 1 pg.
52	32	09/06/1960	Letter	Letter from H.R. Haldeman to Detroit Times. 1 pg.

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52	32	09/06/1960	Letter	Letter from H.R. Haldeman to Detroit Free Press. 1 pg. Attached to previous.
52	32	09/06/1960	Letter	Letter from H.R. Haldeman to greensboro Daily News. 1 pg. Attached to previous.
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52	32	09/02/1960	Memo	Nixon Advance. 1 pg. Duplicate not scanned. Attached to previous.
52	32	09/02/1960	Memo	Lodge Advance. 1 pg. Duplicate not scanned. Attached to previous.
52	32	09/12/1960	Memo	Schedule for Baltimore trip on September 12, 1960. Attached to previous.

September 2, 1960

TO: NIXON/LODGE TOUR GROUP

FROM: Bob Haldeman

RE: USE OF CALL DIRECTOR TELEPHONES

There has been some confusion regarding the use of our phone system and the purpose of this memo is to try to explain how to take full advantage of the flexibility of the system we have.

Branch Lines Off Switchboard -

Your phone has several branch lines off the National Committee and Nixon/Lodge Campaign switchboards. These are the 3-digit numbers and are assigned to specific individuals so that incoming calls through the board can be routed directly to you. Outgoing calls can be placed by the Switchboard operator on these branches.

Direct Lines -

We have 10 direct lines in sequence, starting with FE 8-4920 and running through FE 8-4929. These are divided so that FE 8-4920-4 ring in only the Central Tour Office (Room 303). These lines are used for incoming calls for the Nixon Tour group.

FE 8-4925 - 9 ring both in 303 and in 305 and these lines are used for incoming calls for the Lodge Tour Group.

Because these all are direct outside lines they can be used at all times, day and night regardless of whether the Switchboard is open or not. They should, however, be kept as clear as possible for incoming calls from the Advance Men.

Intercom - There is a dial intercom system connecting all of the phones in this system. This is operated by pushing the intercom button, lifting the receiver and then dialing the proper 2-digit number for the party you wish to reach. His phone will then ring at his desk only.

A list of intercom numbers is attached. The intercom should be used at all times when you want to talk directly with another member of the Nixon or Lodge tour group. This is much faster than going through the Switchboard. It will also save walking back and forth from office to office.

The intercom should be used when you want to put another party in the tour group onto an incoming call on one of your direct lines. This is done by pushing the hold button and dialing the other party.

DEAL INTERCOM SYSTEM
Nixon-Lodge Tour Group

21 Jim Bassett
22 Alice Smith
23 Bob Wilson
24 Connie Smith
25 Warren Brock
26 Portia Sapanaro
27 Mimi Burch
28 Mary D'Angelo
29
30
31 Bob Haldeman
32 Chris O'Polka
33 Caman Newberry
34 Kay Showker
35 Bob Wilson
Margaret Young
Jack Woolley
36 Al Larivee
Ed Terrar
37 Marianna Maddox
38
39 Jack MacKenzie
John Jex

Vincent F. O'Brien
Press Secretary to
Ambassador Henry Cabot Lodge
National Headquarters Nixon-Lodge
1146 19th St., N.W., Washington 6, D.C.

FOR RELEASE SATURDAY AM'S
September 3, 1960

Henry Cabot Lodge, the Republican nominee for Vice President, has selected a staff of 15 aides to assist him in the coming campaign, it was announced today by his Campaign Director, Cammann Newberry.

Mr. Newberry, a resident of Beverly Farms, Mass., served the nominee as administrative assistant while Mr. Lodge was Senator from Massachusetts from 1947 to 1952. From 1953 to 1959, he was associated with Little, Brown & Company, Boston publishers, as managing editor. A graduate of Harvard, Class of 1937, and Harvard Law School in 1941, he was an Army Major with a field artillery unit in World War II. An attorney, he served with the Department of Justice in 1947. He has four sons.

Other staff members include:

Representative William H. Bates of the Sixth Massachusetts Congressional District, who will serve as personal aide to Ambassador Lodge. A graduate of Brown University and Harvard Graduate School of Business Administration, Congressman Bates was a lieutenant commander in the Navy before being elected in 1950 to succeed his father, the late George J. Bates. He is currently serving on the House Armed Services Committee and the Joint Committee on Atomic Energy. His home is in Salem, Mass., and he has one daughter.

Allan A. Larivee of Beverly, Mass., administrative assistant. A former personal aide to Senator Leverett Saltonstall during his three terms as Governor of Massachusetts, Mr. Larivee is on leave from his duties as assistant to the vice president and chairman of the board of C. H. Sprague & Son Company, Boston wholesale fuel distributors. He has twin sons.

MORE

John R. MacKenzie of McLean, Va., campaign schedule manager. A native of Troy, N.Y., he is a graduate of Manhattan College and Albany Law School and served as congressional liaison officer for the Federal Aviation Agency and the Department of Health, Education and Welfare in Washington. He was active in planning schedules and advance arrangements for both President Eisenhower and Vice President Nixon in the 1956 campaign and was tour director for the Nixon campaign in 1958. He also managed the Nixon primary campaign in Pennsylvania this year and was area field manager for the Vice President in the Northeast and Middle Atlantic States. He has three children.

Edward F. Terrar of San Diego, California, campaign tour manager. An attorney, Mr. Terrar managed congressional campaigns for Congressman Bob Wilson of California and was tour manager of Vice President Nixon's campaign in 1956. He also managed the Nixon primary campaigns in New Hampshire, Wisconsin, Indiana, Oregon and California earlier this year. Previously, he served as administrative assistant to Congressman Wilson and special assistant to Secretary of Labor James P. Mitchell. He has two sons.

Gerald Morrison of Hollywood, California, television-radio adviser. A graduate of University of Iowa and Northwestern University, he has served as television adviser to former Governor Dewey and former Senator Irving Ives of New York and has produced television appearances of President Eisenhower and Vice President Nixon. In recent years, he has been agency producer for many top TV shows including featuring Steve Allen, Burns & Allen, Frances Langford and Liberace. Author of two novels, he has also written several plays and scripts for television.

MORE

Thomas J. McTiernan of Falls Church, Va., personal aide to Ambassador Lodge. A native of Little Falls, N.Y., he is a graduate of Syracuse University and has law degrees from Albany Law School and Georgetown University. Mr. McTiernan served in World War II as an Air Force pilot and has been a special agent for the Federal Bureau of Investigation and an attorney for the U. S. Department of Justice.

Ambassador Lodge will have five special aides. They include:

Serrell Hillman of New York City, who will be on leave from the New York bureau of Time Magazine for the campaign period. A graduate of Harvard, Class of 1941, he has been with Time for 16 years. Previously, he served as a reporter for the Grand Rapids (Mich.) Press, PM in New York City and as a labor correspondent for United Press in Washington. He has one son.

Charles McCarry of Washington, D.C., on leave from his duties as aide to David A. Morse, director-general of the International Labor Office at Geneva, Switzerland. A native of Pittsfield, Mass., he edited an Army newspaper and served as a Stars and Stripes correspondent in Europe. After experience as a reporter for the Youngstown, Ohio, Vindicator and as editor of the Lisbon, Ohio, Evening Journal, he was a special aide to Secretary of Labor James P. Mitchell. He is married to the former Nancy Neill and they have two sons.

C. Henry Glovsky of Beverly, Mass., a practicing attorney in Beverly, who also served as a member of the Massachusetts House of Representatives and State Senate for several terms in the district once represented by Mr. Lodge. Mr. Glovsky is a graduate of Dartmouth College, the London School of Economics and Political Science and Harvard Law School. He is the father of three boys.

MORE

Stephen May of Rochester, N.Y., who will be on leave for the campaign from his duties as executive assistant to Senator Kenneth B. Keating of New York. A graduate of Wesleyan University, he has also studied at Georgetown Law School. After service as an enlisted man in the Army, he joined Mr. Keating's staff in 1955 as a legislative assistant. He has successively served as personal, legislative and executive assistant to Senator Keating.

Richard K. Carlton of New York City, has left the Macmillan Co., book publishers, where he was a senior editor. A graduate of Yale, with a doctorate from the Sorbonne, he was previously a staff member of the Council on Foreign Relations and supervisor of research with the Free Europe Committee. He is married to the former Helen Storey of Carlisle, Pa., and they have a boy, 7.

Dennis Cain of New York City, who will be on leave of absence from NBC where he has been director of the "Today" show for the past three years. Prior to that he was a producer-director for WRCV-TV in Philadelphia. He has produced and directed many network and local television programs in public affairs, variety and dramatics, as well as news and special events. Cain will serve as advance programming man during the campaign. A native of Baltimore, he is a graduate of the University of Maryland. During World War II he served as an officer with the U. S. Maritime Service. He has twin daughters, 5.

Francis H. McCarthy of Beverly, Mass., who has been on Mr. Lodge's staff since his first election to public office as a Massachusetts State representative in 1932, will continue to serve as the candidate's personal secretary.

Announcement of the appointment of Vincent P. O'Brien, news editor of the Lynn (Mass.) Item as press secretary was announced previously.

Henry Wise, Jr., M.D., of Peter Bent Brigham Hospital, Boston, Mass., will be traveling on the campaign as a special aide. He was formerly Chief Resident in General Surgery, at Beverly Hospital, Beverly, Mass. Dr. Wise also served as a Captain in the Medical Corps, U. S. Army, and was assigned to the Directorate of the Medical Research, Chemical Warfare Laboratories, at the U. S. Army Chemical Center. A native of Philadelphia, he is a graduate of Franklin & Marshall College and the University of Pennsylvania School of Medicine.

September 5, 1960

TO: All Advance Men

FROM: Bob Wilson

SUBJECT: Press Conferences for Vice President Nixon

Herb Klein reports that we cannot expect press conferences on a daily basis, but the Vice President will endeavor to have them as frequently as possible.

Just for an example, in 1956 Adlai Stevenson had only two press conferences, and President Eisenhower had eight during the campaign.

We will endeavor to notify Advance Men if a press conference is a possibility. In such case, the Advance Man should stake out a room and have it available in case a firm decision is made on having a press conference.

It is a good idea to arrange television and radio coverage of each press conference. One-half hour is average time for arranging press conferences, preferably in the late afternoon or early evening.

On the first week's schedule the Vice President has tentatively approved three press conferences; at 8:00 A.M., Tuesday, September 13; upon arrival in Peoria, and upon arrival at the hotel in Minneapolis. Advance Men for these three locations should choose a suitable room and notify us the name or number of the room for our schedules.

September 6, 1960

MEMORANDUM TO: Advancemen

FROM: Bob Wilson

SUBJECT: Revised instructions on meeting local
reception committees.

Herb Klein has just approved a changed policy for a proper time interval in the schedule for meeting local reception committee and platform guests.

Rather than having this ceremony prior to the Vice President's speech, it is now deemed better, as a general rule, to bring the Vice President onto the stage or platform immediately prior to his introduction and his speech. After his speech he will then have an opportunity, which should be carefully arranged, to meet and shake hands with distinguished guests and other platform participants.

The main reason for this is to allow a period of from 20 to 30 minutes after a speech for the newsmen to file their stories before taking off for the next activity.

This is now to be SOP. Any deviations from this policy must be approved by the office.

BW/cs

September 6, 1960

MEMORANDUM

TO: Advance Man

FROM: Ed Terrar

The instructions for the motorcade stated that the signs on the side of the car occupied by the Ambassador and Mrs. Lodge are to carry the script "Ambassador and Mrs. Lodge." Delete repeat delete this inscription. The card is only to carry the name Henry Cabot Lodge.

Chron. 9/6

September 6, 1960

Detroit Times
Detroit, Michigan

Gentlemen:

Please mail to the above address, one copy each of the
August 24, 25, 26 and 27 papers.

Sincerely,

H. R. Haldeman

HRH:cfo

September 6, 1960

Detroit News
Detroit, Michigan

Gentlemen:

Please mail to the above address, one copy each of the
August 24, 24, 26 and 27 issues of your paper.

Sincerely,

H. R. Haldeman

HRH:cfo

September 6, 1960

Detroit Free Press
Detroit, Michigan

Gentlemen:

Please send me one copy each of the August 24, 25, 26 and
27th issues of your paper.

Sincerely,

H. R. Haldeman

HRH:cfo

September 6, 1960

Greensboro Daily News
Greensboro, North Carolina

Gentlemen:

Please send us one copy each of the August 17 and 18'
issues of your paper.

Sincerely,

H. R. Haldeman

HRH:cfo

September 6, 1960

Portland Sunday Telegram
Portland, Maine

Gentlemen:

Please send me one copy each of your issues of August 13
and August 14.

Sincerely,

H. R. Haldeman

HRH:cfo

September 6, 1960

Portland Press Herald
Portland, Maine

Gentlemen:

Please send me one copy each of the August 13 and 14 editions
of your paper.

Sincerely,

H. R. Haldeman

HRH:cfo

September 6, 1960

Portland Evening Express
Portland, Maine

Gentlemen:

Please send me one copy each of the August 13 and 14th editions
of your paper.

Sincerely,

H. R. Haldeman

HRH:cfo

September 7, 1960

Seattle Post-Intelligence
Seattle, Washington

Gentlemen:

Please send me one copy each of your paper for the dates of
August 5 and 6.

Sincerely,

H. R. Haldeman

HRH:cfo

September 6, 1960

Seattle Times
Seattle, Washington

Gentlemen:

Please send us one copy each of the August 5 and 6 issues
of your paper.

Sincerely,

H. R. Haldeman

HRH:cfo

September 7, 1960

Honolulu Star Bulletin
Honolulu, Hawaii

Gentlemen:

Please send us one copy of your paper for the 3rd of August.

Sincerely,

H. R. Haldeman

HRH:cfo

September 6, 1960

Honolulu Advertiser
Honolulu, Hawaii

Gentlemen:

Please send us one copy of your paper for the 3rd of August.

Sincerely,

H. R. Haldeman

HRH:cfo

September 6, 1960

Chicago News
Chicago, Illinois

Attention: Back Issue Dept.

Gentlemen:

Please send us one copy each of your paper from the dates
of July 25, 27, 28 and 29.

Sincerely,

H. R. Haldeman

HRH:cfo

September 6, 1960

Chicago Sun Times
Chicago, Illinois

Gentlemen:

Please send us one copy each of your paper from the dates
of July 25, 27, 28 and 29.

Sincerely,

H. R. Haldeman

HRH:cfo

September 6, 1960

Chicago Sun Times
Chicago, Illinois

Gentlemen:

Please send us one copy each of your paper from the dates
of July 25, 27, 28 and 29.

Sincerely,

H. R. Haldeman

HRH:cfo

September 6, 1960

**Chicago Tribune
Chicago, Illinois**

Gentlemen:

**Please send us one copy each of the July 25,
27, 28 and 29th issues of your paper.**

Sincerely,

H. R. Haldeman

HRH:cfo

September 6, 1960

Chicago American
Chicago, Illinois

Attention: Back Issue Department

Gentlemen:

Would you please send us one copy each of the July 25,
27, 28 and 29th issues of your paper.

Sincerely yours,

H. R. Haldeman

HRH:cfo

MEMORANDUM

September 7, 1960

TO: Advance Men

FROM: Ed Terrar

Instructions to the Motorcade Chairmen state that car number one is to be a "4-door sedan unless convertible specified". Substitute the following: "Use a convertible at all times unless a 4-door sedan is specified".

In this instance you should be sure that the top to the convertible does function since, for long rides through the open country or in inclement weather, it will be necessary to bring up the top.

With respect to the signs on both sides, it is strongly urged that the signs be of thin white paper and that an extra-wide tape be used to attach them to the doors.

NIXON ADVANCE

12 -	Baltimore Indianapolis Dallas San Francisco	Paul Marshall John Whitaker Sullivan John Ehrlichman
13 -	Portland Boise	Dick Miller Stan Lothridge
14 -	Grand Forks, N. D. Peoria	Bob McCune Sherm Unger
15 -	Atlantic City Roanoke Omaha	John Warner John Whitaker Bob Ogden
16 -	Omaha Iowa	Bob Ogden John Ehrlichman/ Paul O'Brien
17 -	Sioux City Minneapolis/ St. Paul	Ehrlichman / O'Brien Dick Miller
19 -	Scranton	John Whitaker
20 -	Michigan	Tom Pownall/ Bill Black
21 -	Shreveport Tulsa Springfield, Mo.	Bob McCune Sherm Unger John Warner
22 -	Sullivan) Rockford)	John Ehrlichman / Renouf Russell
23 -	Sioux Falls Kansas City, Kansas	Dick Miller Sherm Unger

LODGE ADVANCE

12 -	Baltimore Columbus	Marshall Tom Pownall
13 -	Huntington, W. Va. Youngstown Penna. Motorcade Erie	Sherm Unger Tom Pownall/ Jim Murphy/ Bill Black " " " " " "
14 -	Penna. Motorcade Chicago Dinner	" " " Ned Sullivan / Renouf Russell
15 -	Chicago or Ill.	" "
16 -	Florida	Bob McCane / George Aldrich
19 -	N. J. Motorcade	John Warner / Bob Krill
20 -	N. Y. - Glens Falls, Watertown	Stan Lothridge
	N. Y. - Plattsburgh Niagara Falls	Jim Murphy
21 -	Wisconsin- Madison Clintonville, Fond du Lac, Oshkosh Green Bay	Ned Sullivan Paul Marshall
22 -	Indiana	John Whitaker / Bob Ogden
23 -	Ohio	Tom Pownall / Bill Black
24 -	Hartford	Stan Lothridge
25 -	Fairfield-Greenwich	Jim Murphy

NIXON ADVANCE

12 -	Baltimore Indianapolis San Antonio San Francisco	Paul Marshall John Whitaker Sullivan John Ehrlichman
13 -	Boise Portland	Lothridge Dick Miller
14 -	Great Falls Grand Forks Milwaukee/Racine	Paul Marshall Bob McCune Sherm Unger
15 -	Noon? Atlantic City Roanoke Omaha	Murphy John Warner John Whitaker Bob Ogden
16 -	Omaha Iowa	Bob Ogden John Ehrlichman/ Paul O'Brien
17 -	Minneapolis/St. Paul	Dick Miller
19 -	Scranton	John Whitaker
20 -	Michigan	Pownall/ Bill Black
21 -	Shreveport Tulsa Springfield, Mo.	Bob McCune Sherm Unger John Warner
22 -	Peoria) Sullivan) Rockford)	John Ehrlichman/ Renouf Russell
23 -	Sioux Falls Kansas City, Kans.	Dick Miller Sherm Unger

LODGE ADVANCE

12 -	Baltimore Columbus	Marshall John Warner
13 -	Youngstown Motorcade, Pa. Erie	Tom Pownall Jim Murphy Tom Pownall
14 -	Penn. Motorcade Chicago dinner	Bob Ogden / Bill Black Ned Sullivan / Renouf Russell
15 -	Chicago or Ill.	Ned Sullivan / Renouf Russell
16 -	Florida	Bob McCune / George Aldrich
19 -	N. J. Motorcade	John Warner / Bob Krill
20 -	N. Y. - Glens Falls, Watertown	Stan Lothridge
	N. Y. - Plattsburg, Niagara Falls	Jim Murphy
21 -	Wisc. - Madison Clintonville, Fond du Lac, Oshkosh Green Bay	Paul Marshall Ned Sullivan Paul Marshall
22 -	Indiana	John Whitaker / Bob Ogden
23 -	Ohio	Tom Pownall / Bill Black
24 -	Hartford	Stan Lothridge
25 -	Fairfield-Greenwich	Jim Murphy

BALTIMORE SCHEDULE
Sept. 12, 1960

arrive Friendship Airport 10:15 A. M.

Eisenhower, Nixon and Lodge

(Auto or helicopter)

**Individual pictures of each Congressional candidate with Nixon
and Lodge. All 7 candidates are attractive, young and
3 are Phi Betas.**

Program - 20 minutes - 3 brief speeches by Ike, Nixon and Lodge

Depart: 10:45 A. M.