

Richard Nixon Presidential Library
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Folder List

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
21	11	n.d.	Report	Manual detailing duties of Rally Man (cont. from Folder 10). 22pgs.
21	11	n.d.	Report	List by state Nixon State Chairmen (author unk.) 11pgs.

CHAPTER VII

TECHNIQUES

The following is a detailed description of the methods and procedures you should employ for each facet of the candidate's appearance. Remember that your most important responsibility is raising a crowd, and in most cases, raising many crowds, e.g. at the airport, possibly along motorcade route, at the hotel, and the rally itself.

CROWD RAISING

1. HANDBILLS (100 Volunteers, Minimum)

- A. Next to the telephone campaign and a saturation advertising program in newspapers, the best crowd raising technique is handbills. You need easily 10 times as many handbills as the size of the expected crowd.
- B. Have these printed on the cheapest newspaper stock available. Keep the message simple, short, but informative.

"NIXON RALLY....Hear Richard Nixon at his only Omaha appearance....Tuesday afternoon, 3 PM, November 4th, Civic Auditorium....Admission Free....plenty of free parking."

- C. If in a financial pinch use a mimeo machine putting the message about five times on one stencil. Cut the paper and you have a fast printing process.
- D. For distribution use the largest number of young kids you can field. Don't do this more than three days before the event....Day before is best. Hit every major parking area in town, preferably supermarkets, shopping centers, airports ...roll the flyer and slide it in door handles on driver's side. Saturate all college campuses (dorms, fraternities, sororities, parking lots, etc.) and High Schools (parking lots). Try to get supermarket managers to approve bag boys putting one in every grocery bag. Scotch tape two or three to every public restroom mirror in every large office building. Get newspaper boys to deliver them with their papers. Stand on top of the highest building in town and throw them into the wind. Do anything, but get them distributed.
- E. It is easy to be sandbagged on this operation. Your chairman will tell you the flyers have all been distributed when, in fact, they are lying in someone's garage. This operation must be controlled by you, so have all volunteers assemble for

1. E. Handbills (cont'd)

distribution in some central spot, i.e., parking lot--- then make your building and shopping center assignments--- this is the only way to assure success.

F. Handbills for motorcade crowd (if one planned) should not show entire route, but just that prt of route where you want the crowd.

G. For hotel arrivals be sure you saturate the specific hotel (each room), and all other buildings adjacent and earby. All handbill announcements should show RN arrival time as thirty minutes prior to time you know he is scheduled to arrive ---crowds just don't arrive on time.

2. POSTERS (30 Volunteers)

A. On your first visit, after the place, date and time of the candidate's speech are determined, phone this information to John Shlaes in New York City (212) 661-6400, who will prepare the advertising posters and mail them out to your chairman.

B Using about 25 to 50 volunteers have them distributed around town at all major areas where crowds gather, i.e., super-markets, restaurants, airline terminals, etc. Nailed to telephone poles and trees.

3. SOUND TRUCKS

Sound trucks are only effective the day of the event. For motorcades where crowds are planned through a downtown area; sound trucks should fan out about 15 minutes ahead of the group throughout the areas where you want the crowds. For hotel arrival crowds the sound truck should work the area near the hotel first.

4. AIRPLANES, BLIMPS

A. Skywriters and skytypers are expensive, but if you can convince the local committee to pay for it, this is a terrific method to get the message before the public.

B. In some cities (usually beach cities like Miami Beach, etc.) there are aircraft firms who tow long banner messages. Again, if you can get the local committee to pay for it, do so and urge the use of p.a. systems on the planes.

C. The blimps are getting scarce, but Goodyear still flies a few. Effective if available.

5. MARQUEES

Have your promotion chairman contact every supermarket, laundry, etc., which uses the theatre marquees, to get the event advertised on their marquees for free. This method is often overlooked, but extremely effective.

COLOR

1. BALLOONS

Balloons excite crowds. Use them in all indoor rallies and most outdoor events. If the local citizens organization does not have enough, buy them locally from wholesale distributors. Use different colors...avoid the long banana shape...use varying sizes. Balloons can be used in three ways: Filled with helium and strung from the auditorium chairs, dropped from the ceiling, bubbled from containers on the ground. Larger ones can be used (40", E.G.) to float mobiles and RN banners.

A. BALLOONS TIED TO CHAIRS (75 Volunteers)

For large rallies of over 10,000 people, think in terms of at least 1,000 balloons. Use monofilament (15 lb. test) not string or thread, to tie them. Don't tie any to chairs on aisles, corners, or along back row, as the congestion at these points tangles people and hand signs. String the balloons at varying heights, but check from the stage that the lowest don't block the view of RN for those in balcony. For Field Houses and other huge halls use the larger balloons (20" & 40").

Helium tanks can be purchased locally (about \$25-\$35/tank). The list below will give you a rough idea of the amount needed:

11" balloons	400 per tank (250 cu. ft.)
14" balloons	200 per tank (250 cu. ft.)
20" balloons	100 per tank (250 cu. ft.)
40" balloons	50 per tank (250 cu. ft.)

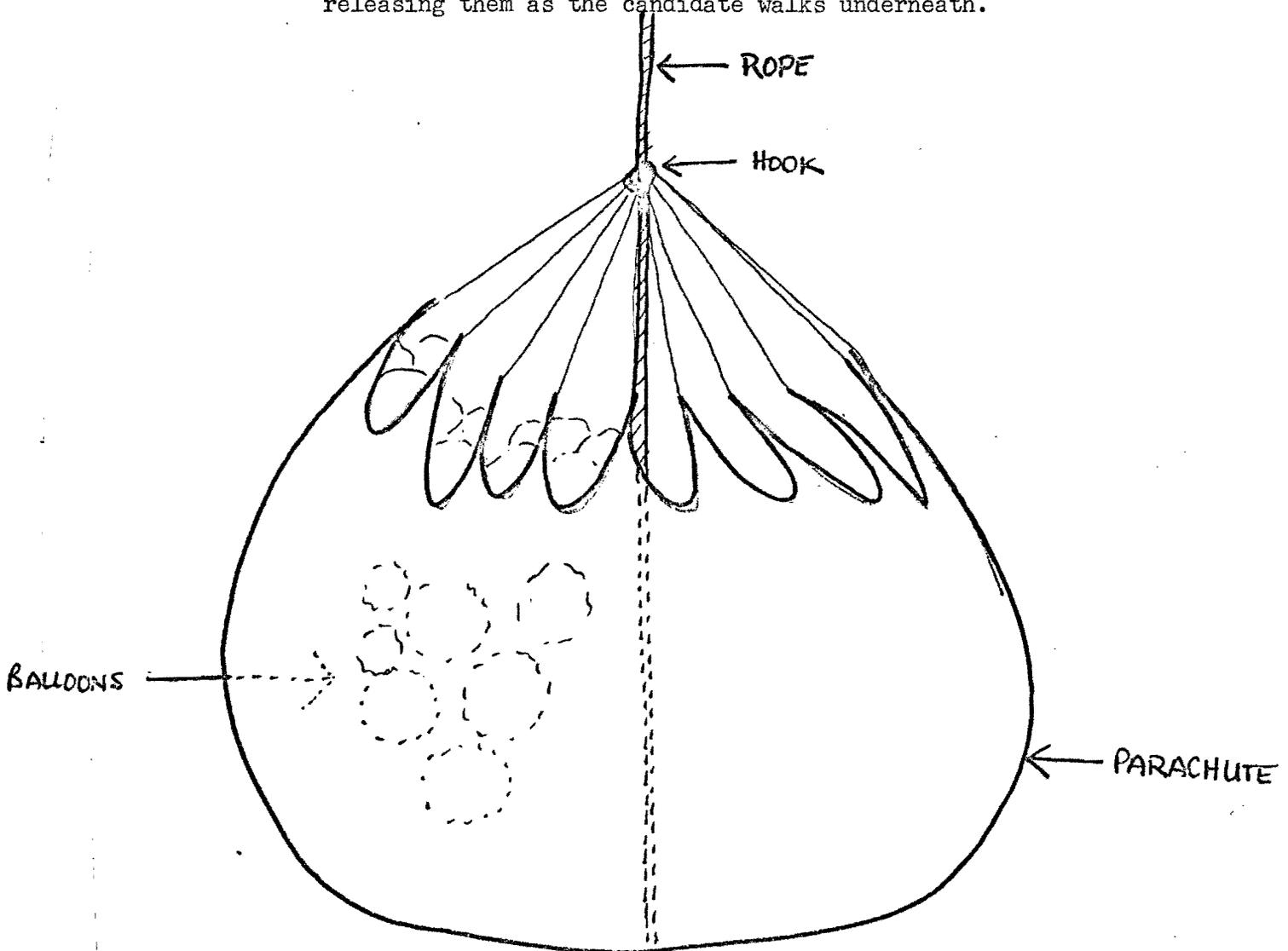
Overbuy. Too often you run out of helium and it is then too late to order more. Untapped cylinders can be returned without charge. You need special valve adapters on the cylinders for the balloons. These are usually in shorter supply than the gas, so get as many as you can (the more tanks in operation, the quicker the job is done). Be sure the valve adapters either have squeeze triggers or the rubber type of valve which emits the gas when bent...the faucet handle valves are too slow and waste helium.

Knot the balloon before tying the monofilament to it. Helium will leak otherwise.

1. B. BALLOON DROPS (25 Volunteers)

Secure a large parachute (24 foot) for the bag. The bigger, the better. Nets can be made by tying together a number of volleyball nets, but a parachute, if large, works best. Tie the bag as high as possible to permit a long float when released. Dump confetti in the bag with the balloons. Secure about 5 air compressors ($\frac{1}{2}$ h.p. is big enough) with hoses and nozzles small enough for balloon necks. They can be plugged into normal 110v outlet. Comp. rent about \$5/day.

Lay the parachute out flat. Tie a long rope to the center and the other end to catwalk. Connect the parachute shrouds (each about 4 ft. long) to the rope and fill the parachute with air filled balloons. The shrouds can be easily connected to the rope by making loops at the end of each shroud line and connecting these loops to a hook fastened about 8 to 10 feet up the rope. The bag is released by a man on the catwalk removing the shrouds from the hook and releasing them as the candidate walks underneath.

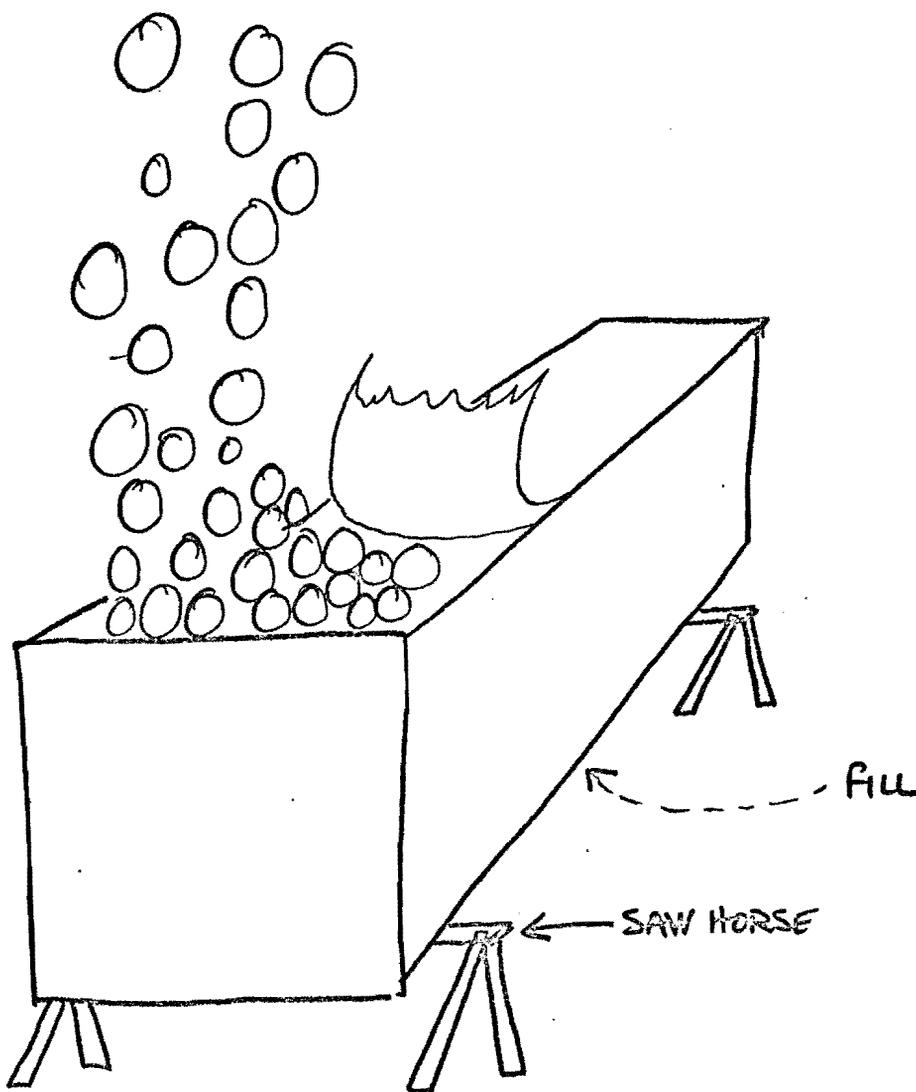


1. C. BALLOON RELEASES (25 Volunteers)

Can be done indoors, but manager of hall will usually oppose it if he knows what you're planning. Best done outside--for airport and hotel arrivals, or outdoor rallies. It's a wasted stunt if not in close proximity to huge crowd for TV to pick up. Be sure you have cued the TV crews and still photographers for the release.

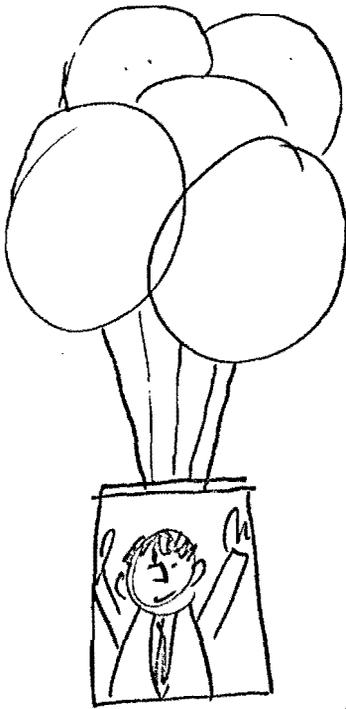
Either build or find a huge rectangular box (e.g. 8' x 8' x 12'). The box should be bottomless. Make the top out of crepe paper which can be easily ripped open to release the balloons. Place the box on two saw horses and stuff the helium filled balloons under it.

The best type of box for this should be constructed out of plywood since a cardboard box that big is somewhat unwieldy.



1. D. BALLOONS MISCELLANEOUS

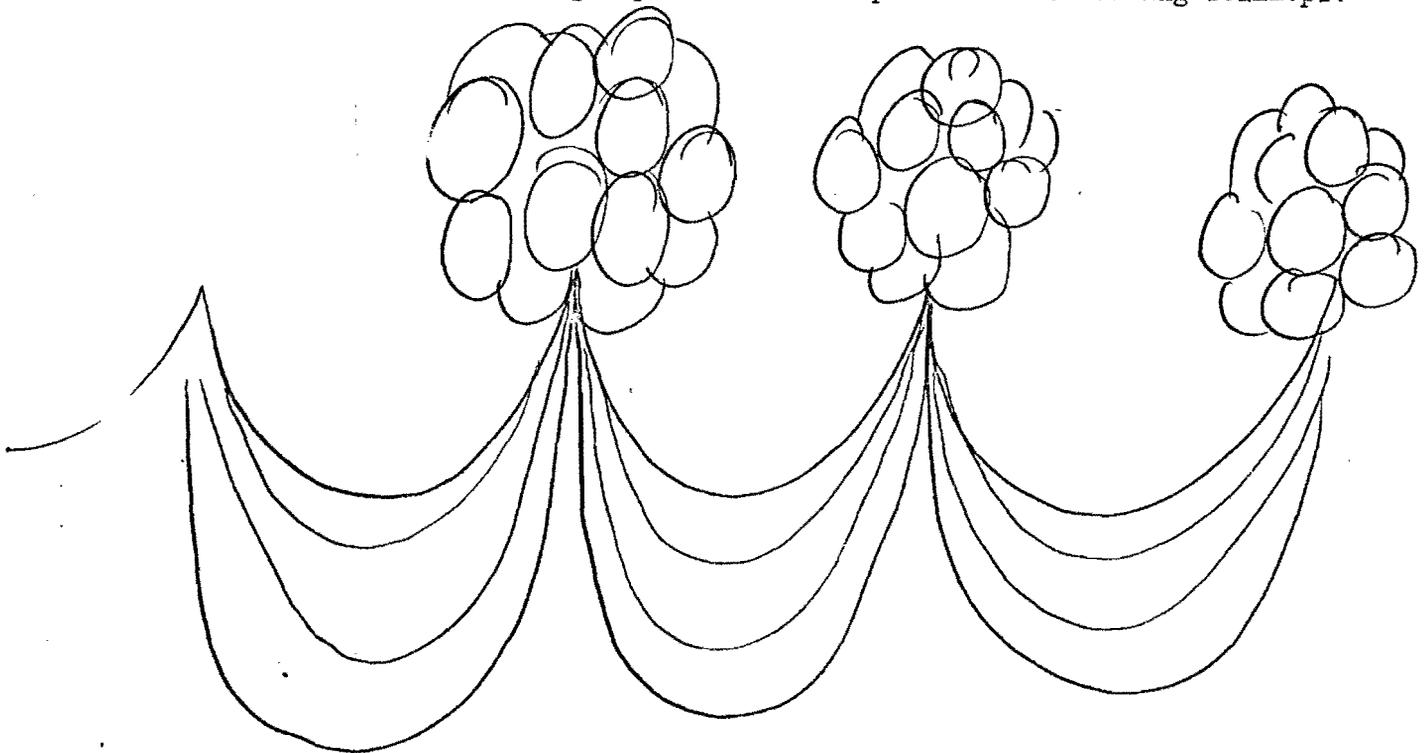
(1) MOBILES



Using balsa wood or very light hollow plastic tubing, construct mobiles with the candidate's pictures, signs, or banners, and float with large clusters of balloons. Don't use solid wood, since some balloons may break and structure could drop on someone's head. Always have tie line to bring mobile down, since it may float in front of the candidate and TV cameras...also if outside, it may float away

(2) WALLS

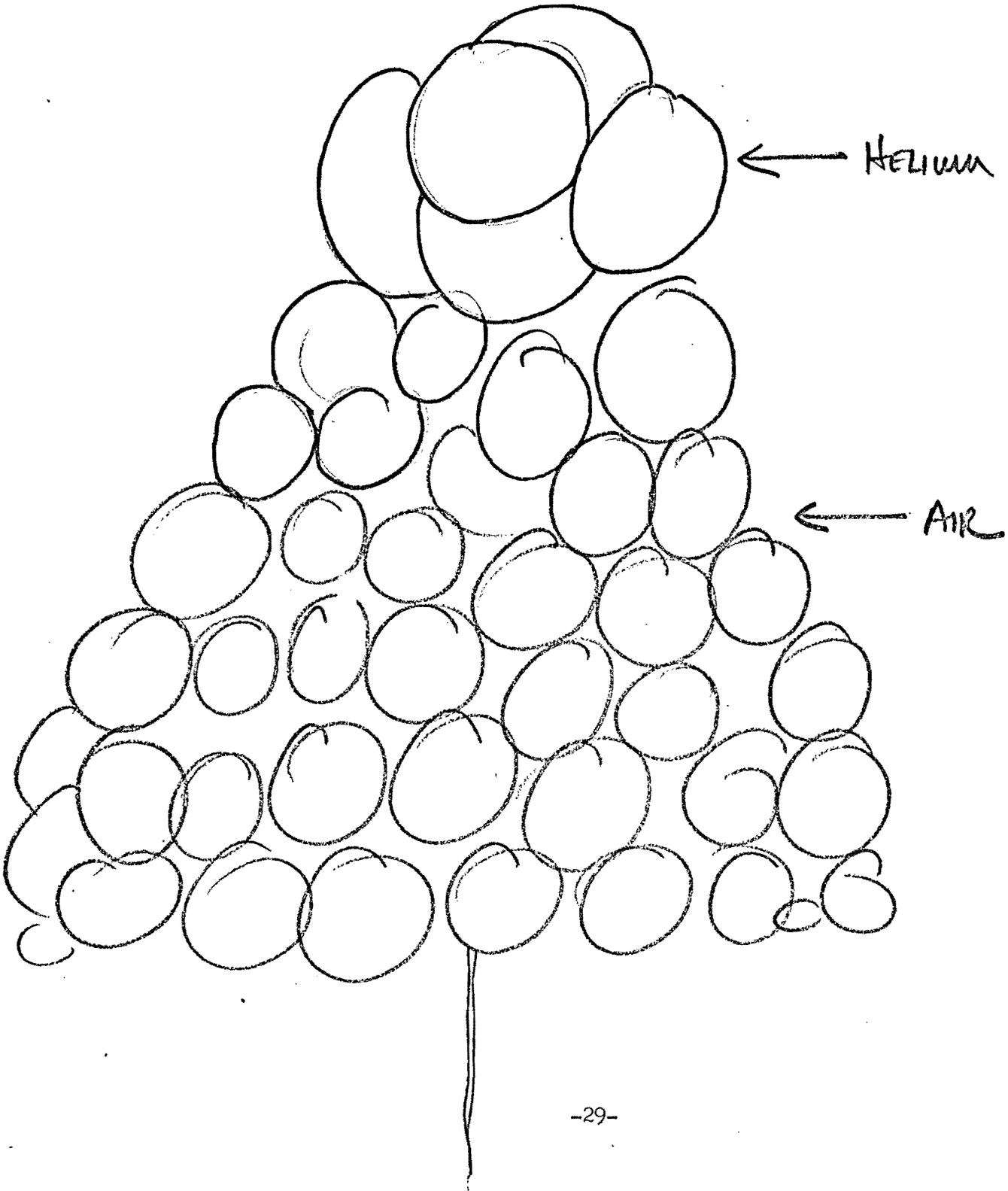
When using bunting around the sides of rally hall, clusters of air filled balloons can be fastened with masking tape to walls at points where bunting scallops.



1. D. Balloon Miscellaneous (cont'd)

(3) BALLOON TREES

Using a cluster of large helium filled balloons for lift, tie clusters of air filled balloons to the line that holds the helium cluster. These balloon trees must be anchored.



2. BANNERS AND BUNTING (25 Volunteers)

- A. Banners hung on the walls of the auditorium always look too small. Encourage your committee to make them huge. Use varied slogans and designs and let the volunteers use their imagination.
- B. In the huge Field Houses (like the Astrodome, etc.) also use the large billboard posters which can be ordered directly from New York (John Shlaes - (212) 661-6400). These usually arrive in 12 or 24 sheets and must be taped together with 3" wide masking tape. Tape all seams thoroughly. The poster is then stapled to a long wooden batten and hung from the catwalks or ceiling.
- C. Another technique is the "ticker tape" banner, one long continuous banner around all walls near the ceiling which, like a ticker tape, spells out a message re the candidate, i.e., "dateline, Omaha, 5/7/68...candidate...on way to 1600 Pennsylvania Ave...etc." Don't be tied to any one idea, though. Design any kind of banner you want, i.e., avoid conformity.
- D. Decorating companies charge exorbitant fees to decorate a hall. Working through a decorations chairman try to get as many sections of bunting red/white/blue fans you can for free. Red/white/blue 40" wide crepe paper taped around the walls is a good substitute and certainly less expensive than paying a decorating company.

3. HANDSIGNS (25 Volunteers)

- A. Handsigns must be hand painted, otherwise it looks like a rally factory. In terms of numbers think of one sign for every ten people at the rally. Urge the handsign committee to use hundreds of different and original slogans.
- B. Have handsign committee purchase enough lath for handles and poster board for signs. Signs should be stapled back to back, so message is always visible. Painting can be done at a sign party with groups of poster cutters, painters, and staplers. Publicity chairman should urge local press coverage at sign party. Signs can be distributed in lobby as people arrive.
- C. Remember that if you have three events in a single city (and thus three separate crowds) the handsigns used at the airport arrival will never again be available, nor will the handsigns used at the hotel arrival be available for the evening rally. This means that your handsign chairman must be prepared to make enough handsigns for each function.

4. NIXONETTES

- A. Good looking college-age girls should be used. Avoid younger girls because they either don't respond during the speech at the appropriate times, or they do at the wrong times. Get as many as possible...hundreds, thousands. Don't worry about having all in exactly the same uniform. Advise them to wear either red, white or blue dresses, or white blouses and solid colored skirts. If the silk "Nixon's the One" sashes are not available they can be easily made by printing the slogan on adding machine tape. One end is pinned to the girl's shoulder and the other to her dress at the hip, permitting the sash to cross diagonally (right shoulder to left hip).
- B. Always attempt to have these girls at the front of the crowd so they will be picked up by the TV and wire photo cameras.
- C. Don't just enlist girls in this operation. Convince them to bring their dates so the crowd will be mixed. Remember that for every girl and guy you get for this, their parents will also come to fill seats.

5. NIXONAIRES (Airline Stewardesses)

- A. The airline stewardesses of the major airlines who are favorable to the candidate are being organized nationally on a volunteer basis to help at rallies near their home bases. The New York Tour Office will advise you of the names and number of Nixonaires available for your rally. It will be your job to coordinate these girls for each public appearance of the candidate.
- B. They are particularly effective in the front of crowds for wire photo and TV pictures, and at the rallies act as hostesses to seat the people, pass out campaign literature, and line the aisle for the candidate's walk-on. They should have a special seating area down front with the Nixonettes. And be sure to have some large male volunteers to protect this special seating area so the girls will have a seat after the candidate arrives.

6. BANDS

A. BANDS IN GENERAL

There should always be bands wherever the candidate appears in public and crowds are expected, i.e., airport arrivals and departures, motorcades and the rally.

The local United Citizens for Nixon organization should have a list of all good performing bands in your area. If such a list is not available, the following should help:

Try first for volunteer bands, i.e., college and (if good) high school bands. Use paid bands only if the school outfits won't play, or those that will aren't good.

The primary job here is to field good bands--unfortunately there are few high school groups in this category. Another problem in raising school groups is the usual school policy against partisan appearances. In this event advise them they will not be identified with their school; they can be promoted as the RN Pep Band.

When lining up your local bands, work through a respected band director who can advise about the better groups. Make it clear that you want loud brass bands that will give a rally or parade the excitement it has to have. Their music should include most of the lively Susa marches, "Saints go Marching In," "Born Free," and any other up-tempo driving music. Dixie-land bands are excellent, but be sure you are not getting a 3-piece combo of woodwinds no one can hear. Even for airport jazz you need at least 10 horns. Bagpipe groups are superb.

Have your band begin playing at least 45 minutes before you know the candidate is expected to come down the street.

B. BANDS FOR AIRPORT

Be sure the band has a P.A. system and that you have cleared with the Secret Service and the advance man where the band can be located. If possible elevate the band on risers, or if outside, on a flatbed truck.

C. BANDS FOR MOTORCADES

Because of Secret Service requirements there will be very few "parade" motorcades. However, in the event a crowd is planned, put one band with amplification on a large flatbed truck and have it precede the motorcade by about 10 minutes. Decorate the truck with signs indicating that the candidate is coming.

Where the crowd is planned, put a band on every street corner and instruct them that they cannot march with the motorcade--the Secret Service rules that out. Provide p.a. systems for every street corner band, as this will bring people out of the office buildings. Bands should begin playing 45 minutes before candidate is expected.

D. BANDS FOR THE AUDITORIUM

The next worse thing to a lousy sounding band is a good one which cannot be heard. Be sure the band is on the hall's p.a. system.

If possible elevate the band on the risers to the side of the stage, but keep it near the stage, not at the rear of the hall. Be sure you rope off the section for the band and provide signs indicating that is is so reserved.

6. D. Bands for the Auditorium cont'd

The band should arrive at the hall about the same time as the choir (1 hour before the candidate is to arrive). Get the band and choir director at that time to work out alternating numbers during crowd arrival and pre-program warm-up.

The candidate's entrance should be a high-pitched event. When he arrives at the hall and is ready to make his entrance, the band (on signal) should do a fanfare; the M.C. should then announce something like, "Ladies and Gentlemen, the next President of the United States, Richard M. Nixon," and the band should then immediately go into "Hot Time..." and keep playing until the candidate has done his walk-on and has been onstage long enough for the crowd to start settling down.

Immediately when the candidate concludes his speech with "thank you," the band should again go into "Hot Time..." or "Saints..." or whatever--and keep playing until the candidate is out of the hall.

7. VOICES FOR NIXON

The idea here is to pull together volunteer singers from as many church, barbershop, local symphony, "Sing out America," and other choirs as possible to sing at the rally. We anticipate hiring a special choir director who will fly from city to city to rehearse and direct these groups and may even enlist a "Voices" advance man to gather together the groups. However, you should know how to do it yourself in the event you have to.

There is no limit to the number of singers in the choir and you should always go for at least 400. (In '60 there were 2,000 voices in such a choir for Nixon in Cincinnati.)

It takes some time to get the word out to all singing groups in the particular town so start on this immediately on your first visit. Line up the best choir director in town to help you contact the groups. Select a date immediately for the first rehearsal and phone the information to John Shlaes in New York City--(212) 661-6400--so that the newspaper ads announcing the first rehearsal can be placed.

Besides providing great excitement at the rally, this is a good way to help fill the hall.

In addition to "America the Beautiful," "God Bless America," and "Battle Hymn of the Republic" (which any choir is prepared to sing) try for a few fast paced numbers, i.e. "This is My Country," "Born Free," etc.

Have the choir arrive the night of the event at least an hour before the candidate for warm-up...alternate singing with the band. Have lighting man at the hall give special lighting for the choir. Cue TV crews about the choir. Not only should choir be on hall p.a. system, but set up an individual p.a. system around the choir so the singers can hear piano and director.

Have choir members make huge "Voices for Nixon" banner over back row. You need not insist on uniformed dress for choir. All rally programs should be short, but choir should have one number in program. (Cue TV crews when this will be.)

Be sure you rope off a large enough section in the hall so that if additional volunteer singers show up (who did not attend the rehearsals), there will still be seats for them. Put signs around the section to indicate that it is reserved for the choir.

8. CONFETTI

CONFETTI DROP - There is nothing worse than a poor one, nothing more colorful than a good one.

The best and cheapest source is shredded paper. These sources are usually listed in the yellow pages under the heading "paper-shredded." Most paper shredding companies produce a product that is not acceptable because the size and shape is too coarse and heavy. The paper, in almost all cases, must be run through the shredding machines at least a second time. Note: Confetti purchased as such is usually available only from novelty supply houses and in small quantities. Further, a well-done drop is measured in tons and the price paid in this case is definitely prohibitive.

Once an acceptable supplier is found, intricate planning is essential.

A. BAGGING AND WAREHOUSE OPERATION

If possible, arrange with the supplier to bag the paper at his plant. Large burlap bags are well suited for this purpose.

A central location near the "drop" area should be found for storage--a garage or warehouse.

B. ORGANIZATION

A chairman or chief leg man is essential--the rally man has too many other bases to touch. The chairman must cover the entire drop route and get as many individual building captains as possible. Each building captain has the assignment of making sure that at least one or two windows in his

8. B. Organization of Confetti Drop cont'd
building are manned. Further, the building captain must be at the service entrance at a predetermined time to receive the bagged confetti.

The overall chairman must also work out a minute-by-minute delivery schedule and advise his building captains of same.

C. THE ACTUAL DROP

The fifth to the eighth floor is about the correct height--higher is acceptable, but no lower.

Twelve-inch or larger office fans should be placed slightly inside the open windows and the confetti blown out be dropping it--not too much at a time--in the air stream. Dust pans work well.

NOTE: Sometime there will be rally operations in areas such as New York City or Los Angeles where TV or motion picture studios are to be found. These studios might well have "snow machines" and these gadgets are excellent on top of lower buildings. (A balcony will suffice if the machine operator can remain out of sight.)

D. TIMING

Timing is again critical and discipline in some form is essential because all the careful preparations are for naught if the confetti is prematurely dropped. Remember, the end to be achieved here is to impress the media with a spontaneous outpouring and this can't happen if the candidate and the press are ten blocks away.

E. HOW MUCH CONFETTI?

The answer must depend upon the specific area, but remember that the amount of confetti dropped is comparable to the bodies at a rally--there is always room for more!

Common sense judgement should always dictate the area or city picked for this type of operation. In other words, a snow-storm of confetti would be an absurdity in any downtown area of New Hampshire or North Dakota, but a great plus in Dallas or Chicago.

Following is a recap of previous motorcade operations:-

Twelve block route, downtown Los Angeles:

3 tons of confetti
3 Warner Brothers snow machines

8. E. How Much Confetti? cont'd

Downtown New York City: (up Broadway from the
Battery through the Financial District)

11 tons of confetti

NOTE: In all cases there will be quite a bit of spontaneous or unorganized throwing. However, never count on this for overall effect.

When choosing the spot for a confetti drop, be sure to make a test of the wind by throwing some handfuls of shredded paper out of the windows. If you fail to do this and the winds are wrong, the confetti may plaster against the side of the building or just blow back in the faces of your volunteers.

9. CARD SECTIONS

Use this at only the huge rallies where you have large sections of bleacher seats. For a single letter the section must be about 15 x 20 seats to make the letter distinguishable.

Pick a local chairman, preferably a college student who has run the local card section at college. The cards can easily be made out of red cardboard and white cardboard and stapled together. The card should be about 25" x 15" in size.

Only try this where you have a local volunteer who knows what he is doing and gets the job done with minimum headaches for you. The stunt should be uncomplicated, that is, a simple "NIXON"--- white on red background or v.v. Instead of making elaborate instruction cards to go on each seat in the card section your chairman can simply tape a small piece of crepe paper to each seat indicating the color to be displayed. The audience is then instructed to hold up the card matching the color of the paper.

Provide a small p.a. system for the stunt director so that the stunt section can hear him. Also, provide extra lighting for the card section for TV.

10. BARRAGE BALLOONS

It takes about 13 to 15 tanks of helium to fill it and a number of volunteers to hold it down, but if covered with Nixon banners and lighted by searchlights it makes a great advertising gimmick for the rally, or for bringing a crowd on to the sidewalks for a motorcade.

The Goodyear Company is the best place to obtain these, or you might try war surplus stores.

11. ANIMALS

Avoid the use of animals for any function. They cause more problems than they are worth.

An elephant is the exception. The use of an elephant for crowd attraction is fine--with one caveat. The elephant gets an enema first. If you forget the enema, the crowd, if originally attracted, will quickly disperse. A trained baby elephant is preferable.

12. FIREWORKS

This is strictly a job for professionals and should not be used for any rally without permission from headquarters. The exception would be the use of a loud aerial bomb to start the parade--it brings the people out of the offices, if the bands haven't.

CHAPTER VIII

CREDENTIALS AND IDENTIFICATION

Each rally man will receive lapel pin which is known to the traveling staff and to the Secret Service. This pin is ordered by the Secret Service and will be given to you at the Rally School.

Each man will receive a wallet size card with his picture on it and the statement: "Nixon Field Staff, Nixon for President Committee, 450 Park Avenue, New York, New York 10022."

Each rally man will receive a red and white luggage tag labeled "Nixon Staff" which is to be used only if your baggage is to go on the press plane should you travel with the tour enroute to your next assignment. Do your best not to use the "Nixon Staff" tag when you are traveling alone; i.e., practically all the time. This is just a temptation for someone to tamper with your bag and perhaps find some classified goodies such as this manual.

The "Nixon Staff" badge is ordered by the Secret Service and will be shown to you at the Rally School.

1. PRESS IDENTIFICATION

This is the advance man's responsibility, but you should be aware of the procedure.

- A. NATIONAL PRESS: All national press luggage will have a white tag with green lettering saying "Press." The material of the tag will be such that the name of the press man can be written on the back of the tag. You will find that in spite of precautions hotel/motel bell-boys will write room numbers on these tags. Therefore the material will be such that the writing can be erased to clean off the room numbers and then rewrite the name of the correspondent.
- B. LOCAL PRESS CREDENTIALS: Your local physical press facilities chairman must give to each member of the local press a tag saying "Local Press." Without this badge the Secret Service will not allow any local press into security areas such as the press section in halls, the apron of airports and press conferences. Ron Ziegler will make up lapel identifications for the national press which will say "National Press."

2. PLATFORM GUEST

- . At all rallies where VIPs are on the platform with the candidate, to facilitate clearance by the Secret Service, they should have a lapel tag showing their name and "Platform Guest."

CHAPTER IX

EXPENSES

1. Republican National Committee expense account forms are enclosed in the back of this manual. Your name and home address must be clearly printed at the bottom of each form and beside your name, your title, "Nixon/Name of Vice President Candidate Rally Man."
2. When you use your airline and/or car rental card, receipts must be returned with your expense account in order to obtain approval.
3. All expense accounts should be sent to Boyd Gibbons, Nixon for President Committee, New York Tour Office, 450 Park Avenue, New York, New York 10022. The checks will be mailed from the Republican National Committee to the address listed on the bottom of your expense account, i.e., your home address.

WEEKLY EXPENSE REPORT

NAME _____

ACTIVITY NO. _____

APPROVED BY _____

WEEK ENDING _____

CASH EXPENSES

EXPENSE ITEM	SUNDAY / /	MONDAY / /	TUESDAY / /	WEDNESDAY / /	THURSDAY / /	FRIDAY / /	SATURDAY / /	TOTALS
1 BREAKFAST								
2 LUNCH								
3 DINNER								
4 HOTEL								
5 TIPS								
6 TAXI & RENT CARS								
7								
8 TEL & TEL								
9								
*10 TRANSPORTATION								
11								
*12 ENTERTAINMENT								
13								
14								
15								
16 TOTAL CASH EXPENSES ▶								▶

***DETAILS OF TRANSPORTATION & ENTERTAINMENT**

(10) TRANSPORTATION	DATE	FROM--TO	METHOD USED	PURPOSE	COST

(12) ENTERTAINMENT	DATE	NAME OF PERSON (S)	WHERE ENTERTAINED	PURPOSE

(15) YOUR CASH POSITION:

BALANCE—LAST REPORT
 REIMBURSEMENT DUE YOU
 PERMANENT ADVANCE
 TEMPORARY ADVANCES RECEIVED
 SUB-TOTAL
 AMOUNT OF THIS EXPENSE VOUCHER
 BALANCE ON HAND

+	
+	
+	
-	
-	

SPECIAL INSTRUCTIONS

FOR ACCOUNTING USE ONLY:

DETAILS OF CREDIT CARDS USED: (ATTACH RECEIPTS)

DATE	CREDIT CARD CO.	WHERE USED	PURPOSE	AMOUNT

WEEKLY EXPENSE REPORT

WEEK ENDING
 4 EXPENSES

NAME

ACTIVITY
 NO.

APPROVED
 BY

EXPENSE ITEM	SUNDAY / /	MONDAY / /	TUESDAY / /	WEDNESDAY / /	THURSDAY / /	FRIDAY / /	SATURDAY / /	TOTALS
1 BREAKFAST								
2 LUNCH								
3 DINNER								
4 HOTEL								
5 TIPS								
6 TAXI & RENT CARS								
7								
8 TEL & TEL								
9								
*10 TRANSPORTATION								
11								
*12 ENTERTAINMENT								
13								
14								
15								
16 TOTAL CASH EXPENSES ▶								▶

***DETAILS OF TRANSPORTATION & ENTERTAINMENT**

(10) TRANSPORTATION	DATE	FROM—TO	METHOD USED	PURPOSE	COST

(12) ENTERTAINMENT	DATE	NAME OF PERSON (S)	WHERE ENTERTAINED	PURPOSE

(16) YOUR CASH POSITION:

- BALANCE—LAST REPORT
- REIMBURSEMENT DUE YOU
- PERMANENT ADVANCE
- TEMPORARY ADVANCES RECEIVED
- SUB-TOTAL
- AMOUNT OF THIS EXPENSE VOUCHER
- BALANCE ON HAND

+
+
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SPECIAL INSTRUCTIONS

FOR ACCOUNTING USE ONLY:

DETAILS OF CREDIT CARDS USED: (ATTACH RECEIPTS)

DATE	CREDIT CARD CO.	WHERE USED	PURPOSE	AMOUNT

CHAPTER X

OPERATION "THANK YOU"

In the back of this rally manual you will find sets of Thank you note forms entitled "General Thank You Note Form."

Before the party arrives mail the completed "General Thank You Note Form"--typed, printed, but not hand-written--to Kay Odell, Nixon for President Committee, 450 Park Avenue, New York, New York 10022. This is not a request. The Thank You note form must be mailed before arrival of the tour. This is not a job you can leave with some volunteer. You will just have to take an hour and complete the list yourself.

Note that the "General Thank You Note Form" must absolutely include the following items:

- (1) Full name and address. (Miss or Mrs.)
- (2) Whether to address on a first-name or last-name basis in the salutation.
- (3) The function the person performed. For example, on the "VIP Thank You Note Form"---"Overall Chairman"---and on the "General Thank You Note Form"---"Motorcade Driver."
- (4) The date and type of Nixon event---such as "Reno, Nevada, evening rally, October 26, 1968."

Again, it cannot be overemphasized the the Thank You lists must be prepared before the candidate reaches town, and the standard objection that this is not practical because there may be a switch in balloons chairman, etc., is just a possibility we will have to live with rather than delay Thank You notes to everybody lse connected with the event.

This operation has a direct influence on the "Get Out the Vote" effort in November. If you will just remember the difference a few votes would have made in 1960, the inconvenience can be forgotten.

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