

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>
45	7	10/08/1960	Memo	From H.R. Haldeman re: Nixon trips. 1 page.
45	7	10/6/1960	Other Document	Telegram from H.R. Haldeman re: Nixon visits. 1 page.
45	7	09/15/1960	Other Document	Telegram to H.R. Haldeman from Bob Wilson. 1 page.
45	7	09/21/1960	Other Document	Telegram to advance men from H.R. Haldeman. 2 pages.
45	7	n.d.	Other Document	Telegram from H.R. Haldeman re: Nixon visit arrangements. 1 page.
45	7	09/27/1960	Other Document	Telegram from H.R. Haldeman re: New Instructions re: Nixon Trips. 2 pages.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
45	7	09/27/1960	Other Document	Telegram to John Warner from H.R. Haldeman re: New Instructions for Nixon Trips. 2 pages.
45	7	n.d.	Other Document	"Advance Assignments - 5th week". Handwritten list on H.R. Haldeman's stationery. 1 page.
45	7	09/19/1960	Other Document	Telegram from Bob Wilson re: Nixon trip advance arrangements. 1 page.
45	7	10/11/1960	Other Document	Telegram from H.R. Haldeman re: Nixon trips. 1 page.
45	7	10/11/1960	Other Document	Telegram from George Rogers re: P.A. systems for Nixon trips. 2 pages.
45	7	09/30/1960	Other Document	Unsigned telegram re: phone and telegram communications on Nixon trips. 1 page.

HRH

10/8

**MESSAGE:**

**Several points regarding Nixon trips:**

- 1. Do not make any contact with police or have any meetings with them except through the auspices of, and in the presence of the Secret Service. This rule must never be violated.**
  
- 2. Make arrangements at all hotel stops to have the hotel switchboard plug the holes on the board for all phones in the Vice President's suite. They must plug the hole in order to be sure no calls are put into the suite at any time. The phones should be left in the suite so the Vice President can make outgoing calls.**
  
- 3. Keep the police lead car that you and Haldeman ride in, right at the head of the motorcade - not out any distance in front.**
  
- 4. For your information, the press office in Washington is now sending out an advance press packet to all stops ahead of the visit.**

**H. R. HALDEMAN**

MESSAGE:

*Halldeman*  
*Telegram sent 10/6*

FROM NOW ON FOLLOWING INSTRUCTIONS APPLY FOR ALL NIXON VISITS:

- 1) WHENEVER A TELEPHONE CAR IS AVAILABLE USE THIS FOR THE WIRE SERVICE CAR IN POSITION #3
- 2) BE SURE THERE IS A SIGN ON ALL CARS USED FOR PRESS PHOTOGRAPHERS. HAVE SIGNS ON BOTH DOORS AND ALSO ACROSS THE FRONT OF THE HOOD SAYING "PRESS".
- 3) ALWAYS HAVE A FOUR DOOR SEDAN IN THE MOTORCADE AVAILABLE FOR VP IN CASE DECISION IS MADE TO CHANGE FROM CONVERTIBLE. THIS APPLIES TO ALL MOTORCADES AND IS ESPECIALLY IMPERATIVE AT NIGHT.
- 4) DO NOT ACCEPT WORD FROM LOCAL COMMITTEE THAT WASHINGTON OFFICE HAS APPROVED CHANGES IN PLANS FOR SCHEDULE UNTIL YOU HAVE CHECKED WITH WASHINGTON TO CONFIRM. NEVER TAKE THE LOCAL PEOPLE'S WORD FOR IT.
- 5) NO LOCAL PEOPLE ARE TO RIDE IN THE CAR ~~XX~~ WITH THE VICE PRESIDENT AND MRS. NIXON AT ANY TIME. THERE WILL BE NO CHANGES OR EXCEPTIONS UNLESS PERSONALLY OK'D BY DON HUGHES.
- 6) FROM NOW ON, ASSIGN ROSE WOODS A BEDROOM IN SOME AREA OTHER THAN ADJACENT TO THE OFFICE.
- 7) IT IS O.K. TO HAVE PHONES ON THE PRESS TABLE IN FRONT OF THE SPEAKER AT RALLY. LEAVE DECISION ON NUMBER AND LOCATION OF PHONES TO THE PHONE COMPANY. JUST BE SURE THEY ARE HANDLING.
- 8) ALSO BE SURE THAT THE WASHINGTON OFFICE IS NOTIFIED OF THE TELEPHONE ~~XXXXXXXXXX~~ NO. FOR THE AIRPORT FOR THE ARRIVAL AND DEPARTURE OF THE VICE PRESIDENT. WE MUST HAVE THIS IN ORDER TO REACH YOU ~~XX~~ OR ANY MEMBER OF THE PARTY QUICKLY.

H. R. HALDEMAN

**CLASS OF SERVICE**  
This is a fast message unless its deferred character is indicated by the proper symbol.

# WESTERN UNION TELEGRAM

SF-1201 (4-60)

**SYMBOLS**  
DL=Day Letter  
NL=Night Letter  
LT=International Letter Telegram

W. P. MARSHALL, PRESIDENT

The filing time shown in the date line on domestic telegrams is LOCAL TIME at point of origin. Time of receipt is LOCAL TIME at point of destination

429A CDT SEP 15 60 SB098

RA004 R WWY037 WWZ2 BOOK WWZ2 NL PD WASHINGTON DC 14

ROBERT HALDEMAN, NIXON PARTY

PARK PLAZA HOTEL STL

DESPITE FEATHERED PROPS AND CRANKY PRESS PLANE THE CAMPAIGN GOING TREMENDOUSLY WITH BIG CROWDS AT BOISE, GRAND FORKS AND PEORIA. KEEP UP THE GOOD WORK.

FOLLOWING INSTRUCTIONS NOW STOP. FIRST, PLAN POSSIBLE TIME AND ROOM FOR PRESS CONFERENCE AT ALL MAJOR STOPS AND NOTIFY OFFICE. SECOND, ARRANGE FAST VALET SERVICE ON ARRIVAL FOR BOSS AND IF POSSIBLE, REST OF PARTY AT ALL STOPS. THIRD, ARRANGE DIRECT OUTSIDE PHONE IN FINCH'S ROOM AND ROSE'S OFFICE AT ALL HOTEL STOPS. FOURTH, ARRANGE WITH AIRLINE FOR USE OF OFF RE AT EACH AIRPORT STOP WITH TWO OR THREE PHONES IN PRIVATE ROOM. FIFTH, DON'T ALLOW ANYONE BUT PRESS ON PRESS BUS UNLESS APPROVED BY KLEIN. ~~XXXXXXXXXX~~ EYE OPEN FOR POSSIBLE QUOTE

**CLASS OF SERVICE**  
This is a fast message unless its deferred character is indicated by the proper symbol.

# WESTERN UNION TELEGRAM

SF-1201 (4-60)

**SYMBOLS**  
DL=Day Letter  
NL=Night Letter  
LT=International Letter Telegram

W. P. MARSHALL, PRESIDENT

The filing time shown in the date line on domestic telegrams is LOCAL TIME at point of origin. Time of receipt is LOCAL TIME at point of destination

R WWY037 WWZ2/2

UNSCHEDULED UNQUOTE STOPS AND HAVE BACK GROUND INFO AVAILABLE. SEVENTH, ARRANGE WITH KEY LOCAL PEOPLE TO SEND IMMEDIATE REPORT TO OFFICE ON THEIR EVALUATION OF THE EVENT, INCLUDING TELEVISION COVERAGE AND LOCAL PUBLIC REACTIONS. EIGHTH, REPORT TO OFFICE NAME OF RALLY ASSISTANT. NINTH, ALSO REPORT NAME OF POLICE CHIEF OF EACH CITY.

WE THINK YOU'RE GREAT BUT DAMMIT CALL IN EVERY DAY

BOB WILSON.

CLASS OF SERVICE

This is a fast message unless its deferred character is indicated by the proper symbol.

# WESTERN UNION TELEGRAM

W. P. MARSHALL, PRESIDENT

SYMBOLS

DL=Day Letter  
NL=Night Letter  
LT=International Letter Telegram

The filing time shown in the date line on domestic telegrams is LOCAL TIME at point of origin. Time of receipt is LOCAL TIME at point of destination

SA008 PA009

1960 SEP 21 AM 6 54

P WWY622 WWZ10 NL PD=WASHINGTON DC 20=  
ROBERT HALDEMAN, CARE VICE PRESIDENT NIXON'S PARTY=  
KENTWOOD ARMS HOTEL SPRINGFIELD MO=

MEMO TO ADVANCE MEN FROM H.R. HALDEMAN

RE MOTORCADE OPERATION. FOLLOWING SUPERCEDES ALL PREVIOUS INSTRUCTIONS THAT CONFLICT.

TRY TO HAVE POLICE LEAD CAR FOR ALL MOTORCADES TO RUN NOT MORE THAN 1/4 MILE AHEAD OF NO. 1 CAR. OCCUPANTS SHOULD BE LIMITED TO POLICE DRIVER, ADVANCE MAN, HALDEMAN AND SECRET SERVICE AGENT IF NECESSARY. THIS WILL TAKE PLACE OF THE ADVANCE CAR. IT WORKS BETTER FOR

END 1=

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

CLASS OF SERVICE

This is a fast message unless its deferred character is indicated by the proper symbol.

# WESTERN UNION TELEGRAM

W. P. MARSHALL, PRESIDENT

SYMBOLS

DL=Day Letter  
NL=Night Letter  
LT=International Letter Telegram

The filing time shown in the date line on domestic telegrams is LOCAL TIME at point of origin. Time of receipt is LOCAL TIME at point of destination

1960 SEP 21 AM 6 54

P WWY622/2

ADVANCE MAN AND HALDEMAN TO RIDE TOGETHER AT HEAD ON THE MOTORCADE INSTEAD OF GOING OUT WAY AHEAD. IT IS NO LONGER NECESSARY TO SCHEDULE HUGHES IN SECURITY CAR SINCE HE WILL ALWAYS RIDE IN FRONT SEAT OF NO. 1 CAR. UNTIL FURTHER NOTICE, MAKE NO. 1 CAR A CONVERTIBLE AT ALL TIMES. SCHEDULE TOP DOWN WHENEVER STREET CROWDS EXPECTED AND TOP UP FOR LONG HIGHWAY RUNS.

HAVE PHOTO CAR USE PANEL TRUCK INSTEAD OF CONVERTIBLE. TRY TO HAVE BENCHES IN IT. ALSO HAVE CLOSED CAR AVAILABLE FOR PHOTOGRAPHERS FOR RETURN TO HOTEL OR

END 2=

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

**CLASS OF SERVICE**  
This is a fast message unless its deferred character is indicated by the proper symbol.

# WESTERN UNION TELEGRAM

W. P. MARSHALL, PRESIDENT

FB 1204 (4-60) 3

**SYMBOLS**  
DL=Day Letter  
NL=Night Letter  
LT=International Letter Telegram

The filing time shown in the date line on domestic telegrams is LOCAL TIME at point of origin. Time of receipt is LOCAL TIME at point of destination

1960 SEP 21 AM 6 54

PWWY 622/3

AIRPORT AT NIGHT WHEN NO CROWD EXPECTED.

¶ WHENEVER A CANDIDATE FOR SENATOR OR GOVERNOR IS RIDING IN MOTORCADE, HIS CAR SHOULD PRECEED THE PRESS BUS BEHIND THE WIRE CAR.

¶ CABINET OFFICER WITH PARTY SHOULD RIDE WITH CANDIDATE FOR GOVERNOR IF ANY, AND SENATOR WITH PARTY SHOULD RIDE WITH CANDIDATE FOR SENATOR.

¶ DO NOT HAVE CANDIDATES FOR CONGRESS AHEAD OF THE BUS. BE SURE SIGNS ARE ON ALL CARS PROPERLY IDENTIFYING OCCUPANTS.

END3=

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

**CLASS OF SERVICE**  
This is a fast message unless its deferred character is indicated by the proper symbol.

# WESTERN UNION TELEGRAM

W. P. MARSHALL, PRESIDENT

1201 (4-60)

**SYMBOLS**  
DL=Day Letter  
NL=Night Letter  
LT=International Letter Telegram

The filing time shown in the date line on domestic telegrams is LOCAL TIME at point of origin. Time of receipt is LOCAL TIME at point of destination

PWWY 622/4

1960 SEP 21 AM 6 54

¶ CORRECTION ON PHONE ARRANGEMENTS. DO NOT PUT A SPECIAL PHONE IN VP'S ROOM. MUST HAVE DIRECT LINES TO FINCH'S ROOM AND ROSE WOODS' OFFICE ONLY.

¶ WHENEVER CABINET OFFICER IS TRAVELLING WITH US HE SHOULD BE INTRODUCED AS " JIM JONES, SECRETARY OF IN THE CABINET OF PRESIDENT

EISENHOWER."=

BOB HALDEMAN=

1/4 1 1 1 .

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

Telefax

# WESTERN UNION

Telefax

SAU21 BA107

B WAO10 PD=FAX WASHINGTON DC 21 957A EDT=  
H R HALDEMAN, KENTWOOD ARMS HOTEL= (WITH VICE  
PRESIDENT NIXON'S PARTY) SPRINGFIELD MO=

CORRECTION ON PHONE ARRANGEMENT IN HOTEL. PUT ONE  
DIRECT LINE IN ROSE WOODS' BEDROOM NOT HER OFFICE.  
THE OTHER LINE IS STILL IN FINCH'S ROOM.

¶ IN REQUESTING POLICE CAR FOR ADVANCE MAN AND  
HALDEMAN AT HEAD OF MOTORCADE DO NOT DEMAND IT MERELY  
REQUEST.

¶ AFTER RN SPEECH ARRANGE TO HAVE PLATFORM GUESTS  
REMAIN IN PLACES UNTIL RN AND PN ARE AT FOOT OF STEPS

END 1=

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

1270 (1-51) 4

Telefax

# WESTERN UNION

Telefax

B.W. A. 10/12

~~AT WHICH TIME GUESTS SHOULD FILE BY SO THE NIXONS CAN  
GREET THEM.~~

¶ BE SURE TO HAVE ROPED OFF AND WELL SECURED LANE OF  
ACCESS TO AND FROM PLATFORM TO MOTORCADE AREA AT ALL  
MEETINGS INDOORS AND OUT. BE SURE PRESS HAVE ACCESS TO  
THIS LANE FROM THE PRESS BUSES. IT MUST BE KEPT CLEAR  
DURING ENTIRE TIME WE ARE IN AREA.

¶ BE SURE IN OFFICE TO PROVIDE THREE ELECTRIC  
TYPEWRITERS ON TYPEWRITER STANDS NOT ON TABLES=

BOB HALDEMAN==

1270 (1-51) 7

**CLASS OF SERVICE**

This is a fast message unless its deferred character is indicated by the proper symbol.

# WESTERN UNION

## TELEGRAM

W. P. MARSHALL, PRESIDENT

SF-1201 (4-60)

**SYMBOLS**

DL = Day Letter  
 NL = Night Letter  
 LT = International Letter Telegram

The filing time shown in the date line on domestic telegrams is LOCAL TIME at point of origin. Time of receipt is LOCAL TIME at point of destination

CTA404

1960 SEP 27 AM 11 11

CT CB184 (P WWY026) GOVT NL PD WASHINGTON DC SEPT 26  
 H R HALDEMAN, CARE W U REPR HEATH WITH VICE PRES NIXON  
 MFS

**NEW INSTRUCTIONS RE NIXON TRIPS :**

- 1) NEVER LET LOCAL COMMITTEE BUY TV TIME FOR RALLY. IF YOU CAN'T STOP THEM, CONTACT OFFICE.
- 2) AT ALL TIMES AFTER DARK, PROVIDE TWO FOUR-DOOR SEDANS IN MOTORCADE AHEAD OF #1 CAR FOR PHOTOGRAPHERS. IN DAYTIME PROVIDE ONE CONVERTIBLE PLUS THE TRUCK OR TWO CONVERTIBLES.
- 3) NO MARCHING BANDS SHOULD EVER BE USED AHEAD DIRECTLY PRECEDING MOTORCADE. MOTOR CADE WILL ALWAYS MOVE AT AT LEAST 15 MPH AND THEREFORE CANNOT FOLLOW FOOT UNITS.
- 4) NEVER PLAN ON ANY CROWDS OR OTHER ACTIVITIES ON SUNDAYS.

**CLASS OF SERVICE**

This is a fast message unless its deferred character is indicated by the proper symbol.

# WESTERN UNION

## TELEGRAM

W. P. MARSHALL, PRESIDENT

SF-1201 (4-60)

**SYMBOLS**

DL = Day Letter  
 NL = Night Letter  
 LT = International Letter Telegram

The filing time shown in the date line on domestic telegrams is LOCAL TIME at point of origin. Time of receipt is LOCAL TIME at point of destination

1960 SEP 27 AM 11 11

- 5) AFTER ARRIVAL OF MOTORCADE AT AIRPORT FOR DEPARTURE OF PARTY HAVE DRIVERS AND POLICE LINE UP BY RAMP TO MEET VICE PRESIDENT.
- 6) DALE GRUBB WILL ALWAYS RIDE IN CAB OF PHOTO TRUCK OR FRONT SEAT OF ONE PHOTO CONVERTIBLE OR CAR. TELL DRIVER THIS AND INFORM HIM TO TAKE HIS INSTRUCTIONS FROM GRUBB.
- 7) FURTHER CLARIFICATION ON OURSIDE PHONE LINE IN HOTEL ROOMS. PUT OUTSIDE LINES FINCH'S ROOM: ROSE WOODS' BEDROOM. DO NOT PUT OUTSIDE LINE IN VP'S ROOM BUT LEAVE REGULAR HOTEL PHONE THERE.
- 8) FROM NOW AT ALL OVERNIGHT STOPS HAVE TWO SMALL BAGGAGE TRUCKS INSTEAD OF ONE BIG ONE. HAVE AN ALERT AND ACTIVE DRIVER PLUS A HELPER FOR EACH TRUCK. TRY TO ARRANGE POLICE ESCORTS FOR BAGGAGE TRUCKS IF POSSIBLE. THIS IS DESIRABLE BUT NOT ESSESTIAL.

CLASS OF SERVICE

This is a fast message unless its deferred character is indicated by the proper symbol.

# WESTERN UNION

## TELEGRAM

W. P. MARSHALL, PRESIDENT

SF-1201 (4-60)

SYMBOLS

DL = Day Letter

NL = Night Letter

LT = International Letter Telegram

The filing time shown in the date line on domestic telegrams is LOCAL TIME at point of origin. Time of receipt is LOCAL TIME at point of destination

1960 SEP 27 AM 11 11

9) FOR BALANCE OF CAMPAIGN ADD HUGH GALLAGHER TO STAFF LIST. HE IS TO EXPEDITE BAGGAGE HANDLING AND MISCELLANEOUS SERVICES SUCH AS LAUNDRY, ETC  
H R HALDEMAN.

**CLASS OF SERVICE**  
This is a fast message unless its deferred character is indicated by the proper symbol.

# WESTERN UNION

## TELEGRAM

1960 SEP 27 AM 10  
SF-1201 (4-60)

**SYMBOLS**  
DL = Day Letter  
NL = Night Letter  
LT = International Letter Telegram

W. P. MARSHALL, PRESIDENT

The filing time shown in the date line on domestic telegrams is LOCAL TIME at point of origin. Time of receipt is LOCAL TIME at point of destination

UBA140 SPJ020 NBA034 PA305

P WWY032 WWZ2 BOOK WWZ2 GOVT NL PD WASHINGTON DC 26

JOHN WARNER

COMMODORE HOTEL NYK

NEW INSTRUCTIONS RE NIXON TRIPS:

- 1) NEVER LET LOCAL COMMITTEE BUY TV TIME FOR RALLY. IF YOU CAN'T STOP THEM, CONTACT OFFICE.
- 2) AT ALL TIMES AFTER BARK, PROVIDE TWO FOUR-DOOR SEDANS IN MOTORCADE AHEAD OF #1 CAR FOR PHOTOGRAPHERS. IN DAYTIME PROVIDE ONE CONVERTIBLE PLUS THE TRUCK OR TWO CONVERTIBLES.
- 3) NO MARCHING BANDS SHOULD EVER BE USED AHEAD DIRECTLY PRECEDING MOTORCADE. MOTORCADE WILL ALWAYS MOVE AT AT LEAST 15 MPH AND THEREFORE CANNOT FOLLOW FOOT UNITS.
- 4) NEVER PLAN ON ANY CROWDS OR OTHER ACTIVITIES ON SUNDAYS.

**CLASS OF SERVICE**  
This is a fast message unless its deferred character is indicated by the proper symbol.

# WESTERN UNION

## TELEGRAM

SF-1201 (4-60)

**SYMBOLS**  
DL = Day Letter  
NL = Night Letter  
LT = International Letter Telegram

W. P. MARSHALL, PRESIDENT

The filing time shown in the date line on domestic telegrams is LOCAL TIME at point of origin. Time of receipt is LOCAL TIME at point of destination

5) AFTER ARRIVAL OF MOTORCADE AT AIRPORT FOR DEPARTURE OF PARTY HAVE DRIVERS AND POLICE LINE UP BY RAMP TO MEET VICE PRESIDENT.

6) DALE GRUBB WILL ALWAYS RIDE IN CAB OF PHOTO TRUCK OR FRONT SEAT OF ONE PHOTO CONVERTIBLE OR CAR. TELL DRIVER THIS AND INFORM HIM TO TAKE HIS INSTRUCTIONS FROM GRUBB.

7) FURTHER CLARIFICATION ON OUTSIDE PHONE LINE IN HOTEL ROOMS. PUT OUTSIDE LINES FINCH'S ROOM: ROSE WOOD'S BEDROOM. DO NOT PUT OUTSIDE LINE IN VP'S ROOM BUT LEAVE REGULAR HOTEL PHONE THERE.

8) FROM NOW ON AT ALL OVERNIGHT STOPS HAVE TWO SMALL BAGGAGE TRUCKS INSTEAD OF BIG ONE. HAVE AN ALERT AND ACTIVE DRIVER PLUS A HELPER FOR EACH TRUCK. TRY TO ARRANGE POLICE ESCORTS FOR BAGGAGE TRUCKS IF POSSIBLE. THIS IS DESIRABLE BUT NOT ESSENTIAL.

CLASS OF SERVICE

This is a fast message unless its deferred character is indicated by the proper symbol.

# WESTERN UNION TELEGRAM

W. P. MARSHALL, PRESIDENT

SF-1201 (4-60)

SYMBOLS

DL = Day Letter

NL = Night Letter

LT = International Letter Telegram

The filing time shown in the date line on domestic telegrams is LOCAL TIME at point of origin. Time of receipt is LOCAL TIME at point of destination

9) FOR BALANCE OF CAMPAIGN ADD HUGH GALLAGHER TO STAFF LIST.  
HE IS TO EXPEDITE BAGGAGE HANDLING AND MISCELLANEOUS SERVICES  
SUCH AS LAUNDRY ETC.  
H R HALDEMAN

Advance Assignments  
5<sup>th</sup> Week

<sup>8/9/10</sup>  
Billings - Murphy 30  
<sup>10</sup>  
Denver - Unger 29  
<sup>11</sup>  
SLC - Miller 29  
<sup>11</sup>  
Albuquerque - Ogden 29  
<sup>11</sup>  
San Diego - Whitaker 30  
<sup>12/13/14</sup>  
LA - Pownall/Unger 3  
<sup>15</sup>  
Phoenix - Black 5  
<sup>17</sup>  
Springfield - Murphy 4

**BOB HALDEMAN**

Copy of Tel. sent 9/19/60

BOOM MESSAGE  
NIGHT LETTER (KBB - PAID)  
Charge to Dick Nixon Headquarters  
MESSAGE

SEPTEMBER 19, 1960

NNNNMTHAYMKKIXM

THE BOSS SAID TO TELL ALL OF YOU THAT HE HAD NEVER SEEN A BETTER ADVANCING THAN OVER THE PAST WEEK. HE WAS EXTREMELY PLEASED WITH OUR FIRST BIG WEEK. LET'S TRY TO MAKE THE SUCCEEDING ONES EVEN BETTER.

NOW THAT WE ARE VETERAN CAMPAIGNERS WITH ONE FULL WEEK'S EXPERIENCE THE FOLLOWING REQUIREMENTS ARE NEEDED TO PROVIDE MAXIMUM SERVICE TO CANDIDATE:

1. ABSOLUTE DEADLINE FOR ALL INFORMATION ON CANDIDATES ITINERARY IN EACH CITY NOW 8 P.M. WASHINGTON TIME THURSDAY OF WEEK BEFORE.
2. PROVIDE PLENTY OF DRIVING TIME BETWEEN LOCATIONS WITHIN CITIES TO PERMIT POSSIBLE SLOWDOWNS OR STOPS.
3. SUBMIT EXACT MILEAGES AND DRIVING TIMES AT SPEED LIMIT BETWEEN AIRPORT AND OTHER LOCATIONS IN ADDITION TO YOUR ESTIMATE OF CANDIDATES ACTUAL DRIVING TIME.
4. INDICATE TYPE OF STREET (HIGHWAYS, THRUWAY, CITY STREET, ETC.) CANDIDATE WILL TRAVEL AND POSSIBILITY IF SIZEABLE CROWDS WILL BE PRESENT.
5. ALWAYS PROVIDE BAD WEATHER ALTERNATIVE LOCATION FOR OUTSIDE RALLY LOCATION.
6. THERE MUST ALWAYS BE PROVISION FOR 30 MINUTE ADDRESS BY CANDIDATE. NO EXCEPTIONS WITHOUT OK FROM OFFICE.
7. ALWAYS PROVIDE MINIMUM OF 20 MINUTES AT AIRPORT ARRIVAL AND 15 MINUTES AIRPORT DEPARTURE. ADVISE OFFICE IF REASON FOR VARIATION.
8. NEED ONLY ABOUT TEN NAMES ON RECEPTION AND PLATFORM COMMITTEES WITH NUMBER OF ADDITIONAL PERSONS AND GENERAL DESCRIPTION.
9. FOR YOUR OWN PROTECTION MAKE CONTACT WITH RALLY MAN AND INSTRUCT HIM NOT TO INTERFERE WITH YOUR AUTHORITY OVER DECISIONS WHICH MUST BE YOURS ALONE.

(MORE)

10. PRIOR TO ALL EVENING RALLIES CANDIDATE MUST HAVE MINIMUM OF 2 HOURS UNINTERRUPTED HOTEL TIME. INDICATE THIS ON SCHEDULE AS STAFF WORK.
11. CANDIDATE MUST HAVE MINIMUM OF 9 UNINTERRUPTED HOURS IN HOTEL BETWEEN FINAL ARRIVAL AT NIGHT AND EARLIEST DEPARTURE IN MORNING.
12. KEEP SHARP LOOKOUT FOR POSSIBLE STOP-BYS OF UNUSUAL INTEREST PROVIDE OFFICE WITH DETAILS AND BACKGROUND.
13. DURING ANY MOTORCADE FROM CITY TO CITY DESCRIBE FULLY NUMBER OF TOWNS TRAVELED THROUGH AND PROVIDE TRAVEL TIME FOR BRIEF STOPS TO GREET CROWDS IF IT IS LIKELY THEY WILL BE THERE.
14. WHEN UNUSUAL SITUATION OF AIRCRAFT DEADHEADING BETWEEN TWO CITIES OR WHEN MOTORCADE CONNECTS TWO CITIES OTHERWISE SERVED BY AIR IT IS THE ADVANCE MANS RESPONSIBILITY TO ASSURE PROPER TRANSPORTATION OF ALL BAGGAGE BETWEEN THESE POINTS REGARDLESS WHETHER AIRPLANE DEADHEADS.
15. NAME OF LOCAL POLICE CHIEF REQUIRED BY HERB KLEIN.
16. YOUR RESEARCH IS REACHING GRASSMUCK FAR TOO LATE TO BE OF USE AND MUST BE PUT HIGHER ON PRIORITY.
17. WOOLLEY HOTEL DIRECT LINE IS FEDERAL 8-5570. USE IT WHEN NEEDED REGARDLESS OF LATE HOUR IF OFFICE DOES NOT ANSWER.
18. TREAT EACH MAJOR CITY STOP AS POSSIBLE PRESS CONFERENCE LOCATIONS BUT DO NOT EXPECT CONFIRMATION UNTIL SUNDAY BEFORE.
19. SUBMIT ALL POSSIBLE TV DATA TO GEORGE ROGERS SOONEST.
20. GREATEST FACTOR IN CONFUSION IS THE LACK OF SOLID INFORMATION ON WHERE TO REACH YOU AT REGULAR INTERVALS. NEVER BE OUT OF TOUCH WITH US FOR MORE THAN A FEW HOURS AT A TIME AND WHEN IN DOUBT PHONE N IN. WE MUST REPEAT - MUST KNOW WHERE YOU ARE EACH NIGHT.
21. IF WE'RE DOING SOMETHING WRONG - OR CAN DO SOMETHING BETTER TO SERVE YOU LET US KNOW. WE MAY GET MAD BUT IT MIGHT HELP YOU.
22. YOU MUST FILL OUT HOTEL ROOM ASSIGNMENT SHEET IN FULL EVEN THOUGH NO NAME IS OPPOSITE THE BLANK. THERE WILL BE PERSONS ASSIGNED.
23. AT MOST STOPS THE PHONE COMPANY WILL PROVIDE A TELEPHONE MOBILE UNIT (A CAR). IT SHOULD BE ADDED TO THE MOTORCADE FOR STAFF USE.

PAGE 3

24. CONCERNING ARRANGEMENT OF PHONES THERE IS TO BE NO TELEPHONE IN THE VICE PRESIDENTS ROOM BUT THERE ARE TO BE SEPARATE PHONES IN ROSES OFFICE AND FINCHS ROOM. RESPEAT: NO PHONE IN VICE PRESIDENT'S ROOM.

WOOLLEY SENDS REGARDS.

BOB WILSON

CLASS OF SERVICE

This is a fast message unless its deferred character is indicated by the proper symbol.

# WESTERN UNION TELEGRAM

W. P. MARSHALL, PRESIDENT

1201

SYMBOLS

DL=Day Letter

NL=Night Letter

LT=International Letter Telegram

The filing time shown in the date line on domestic telegrams is STANDARD TIME at point of origin. Time of receipt is STANDARD TIME at point of destination

LA027 PA064 WWZ3

P WWY044 NL PD=WASHINGTON DC 10=

1960 OCT 11 AM 5 50

H R HALDEMAN, CARE RALPH HEATH=

WESTERN UNION REPRESENTATIVE TRAVELING WITH VICE

PRESIDENT NIXON'S PARTY IN ALBUQUERQUE NMEX=

1) ON ALL OVERNIGHT HOTEL STOPS HAVE IBM TYPEWRITERS IN CHARLES BARNES' ROOM AND TOM LOFTUS' ROOM IN ADDITION TO THE THREE IN THE OFFICE.

2) THIS IS REPEATED FOR EMPHASIS. YOU MUST HAVE A CONVERTIBLE DIRECTLY AHEAD OF THE VICE PRESIDENT'S CAR IN ALL DAYTIME MOTORCADES FOR THE TRAVELLING

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

CLASS OF SERVICE

This is a fast message unless its deferred character is indicated by the proper symbol.

# WESTERN UNION TELEGRAM

W. P. MARSHALL, PRESIDENT

1201

SYMBOLS

DL=Day Letter

NL=Night Letter

LT=International Letter Telegram

The filing time shown in the date line on domestic telegrams is STANDARD TIME at point of origin. Time of receipt is STANDARD TIME at point of destination

1960 OCT 11 AM 5 52

PHOTOGRAPHERS. IT MUST HAVE "PRESS" SIGNS ON BOTH SIDES AND ACROSS THE FRONT. AFTER DARK, SUBSTITUTE A FOUR DOOR SEDAN. IF ADDITIONAL SPACE IS NEEDED FOR LOCAL PHOTOGRAPHERS, USE EITHER A TRUCK OR ANOTHER CONVERTIBLE. BE SURE IT ALSO HAS SIGNS ON BOTH SIDES AND THE FRONT. IN OTHER WORDS, TRAVELLING PHOTOGRAPHERS / ALWAYS HAVE A CONVERTIBLE JUST AHEAD OF THE VICE PRESIDENT. LOCAL PHOTOGRAPHERS HAVE EITHER CONVERTIBLE OR TRUCK JUST AHEAD OF THAT=

H R HALDEMAN

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

## CLASS OF SERVICE

This is a fast message unless its deferred character is indicated by the proper symbol.

# WESTERN UNION

## TELEGRAM

W. P. MARSHALL, PRESIDENT

## SYMBOLS

DL=Day Letter

NL=Night Letter

LT=International Letter Telegram

1201

The filing time shown in the date line on domestic telegrams is STANDARD TIME at point of origin. Time of receipt is STANDARD TIME at point of destination.

LA025 PA045 WWZ2

P WWY029LONG NL PD=WASHINGTON DC 10

1960 OCT 11 AM 4 38

H R HALDEMAN. CARE RALPH HEATH

WESTERN UNION REP TRAVELLING WITH VICE PRESIDENT

NIXON ALBUQUERQUE NMEX

THE TOURING PARTY. AS FAR AS I KNOW. IS STILL HAVING PROBLEMS WITH P.A. SYSTEMS. MY EXPERIENCE IN NEW YORK. FOR EXAMPLE. AT ROCKEFELLER CENTER. WAS THAT THEY JUST DID NOT USE THE PROPER EQUIPMENT.

ALTHOUGH ED MCDANIEL IS TRAVELLING WITH THE PARTY. HE CANNOT DO ANYTHING ABOUT ADDING TWO P.A. SYSTEMS WHEN HE ARRIVES ON THE SCENE.

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

## CLASS OF SERVICE

This is a fast message unless its deferred character is indicated by the proper symbol.

# WESTERN UNION

## TELEGRAM

W. P. MARSHALL, PRESIDENT

## SYMBOLS

DL=Day Letter

NL=Night Letter

LT=International Letter Telegram

1201

The filing time shown in the date line on domestic telegrams is STANDARD TIME at point of origin. Time of receipt is STANDARD TIME at point of destination.

1960 OCT 11 AM 4 39

THHEREFORE. IF YOU COULD MAKE SURE THAT THESE REQUIREMENTS ARE OBTAINED. IT WOULD BE A BIG HELP. I THINK THAT THE BASIC PROBLEM IS BECAUSE YOU ARE NOT TECHNICIANS AND YOU GET SOME LOCAL PERSON WHO SAYS HE HAS BEEN IN THE BUSINESS FOR TWENTY YEARS. ETC.. BUT HE HAS ACTUALLY NEVER HAD THE CROWD THAT RN IS DRAWING TO CONTEND WITH. FOLLOWING ARE THE BASIC REQUIREMENTS:

ONE: TWO DIRECTIONAL MICROPHONES (ON PODIUM. LOW IMPEDENCE)

TWO: TWO AMPLIFIERS (1 HOT - 1 STANDBY) (LOW

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

CLASS OF SERVICE  
This is a fast message unless its preferred character is indicated by the proper symbol.

# WESTERN UNION TELEGRAM

SYMBOLS  
DL=Day Letter  
NL=Night Letter  
LT=International Letter Telegram

1201

W. P. MARSHALL, PRESIDENT

The filing time shown in the date line on domestic telegrams is STANDARD TIME at point of origin. Time of receipt is STANDARD TIME at point of destination

1960 OCT 11 AM 4 41

IMPEDENCE. INPUT ON MICROPHONES).

9 THREE: SIX SPEAKERS - MINIMUM (TO ELIMINATE CABLE CUT WHENEVER POSSIBLE STRING THE CABLES IN THE AIR NOT ON THE GROUND). LARGE HORN TYPE WHENEVER AVAILABLE.

9 FOUR: WHEN AT AN AIRPORT OR OUT SIDE IN GENERAL HAVE THE AMPLIFIERS AT THE SPEAKERS STAND

9 FIVE: PLACE SPEAKERS (OR HORNS) IN POSITION SO THAT SPEAKERS WILL NOT FEED BACK INTO THE MICROPHONES.

9 THE POINT THAT ED MAKES ON PUTTING THE CABLES IN

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

CLASS OF SERVICE  
This is a fast message unless its preferred character is indicated by the proper symbol.

# WESTERN UNION TELEGRAM

SYMBOLS  
DL=Day Letter  
NL=Night Letter  
LT=International Letter Telegram

1201

W. P. MARSHALL, PRESIDENT

The filing time shown in the date line on domestic telegrams is STANDARD TIME at point of origin. Time of receipt is STANDARD TIME at point of destination

1960 OCT 11 AM 4 43

THE AIR AS MENTIONED IN POINT FOUR ABOVE IS THAT HE PERSONALLY HAS HAD A LOT OF TROUBLE WITH THE PRESS PHOTOGRAPHERS WHO DO NOT CARE WHERE THEY WALK AND STAND ON THE CABLES AND CAN CUT THEM EITHER ON PURPOSE OR ACCIDENTALLY. MCDANIEL HAS ACTUALLY HAD TO PUSH SOME OF THESE PEOPLE OFF THE CABLES IN ORDER TO PREVENT SUCH DAMAGE=

GEORGE ROGERS.

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

**CLASS OF SERVICE**

This is a fast message unless its deferred character is indicated by the proper symbol.

# WESTERN UNION TELEGRAM

W. P. MARSHALL, PRESIDENT

1201

**SYMBOLS**

DL = Day Letter

NL = Night Letter

LT = International Letter Telegram

The filing time shown in the date line on domestic telegrams is STANDARD TIME at point of origin. Time of receipt is STANDARD TIME at point of destination

SYA015 SSF153

SY WWY020 NL PD=WASHINGTON DC 29= 1200 SEP 30 AM 7 13  
H R HALDEMAN, CARE HENDRICK HUDSON HOTEL, 1 SEP 30 AM 7 06  
HOLD FOR ARRIVAL SEP 30 WITH VICE PRESIDENT NIXONS  
PARTY TROY NY=

WHEN CALLING OFFICE, DAY OR NIGHT, USE PRIVATE LINES:  
FEDERAL 8-4920 FOR NIXON ADVANCE TRIPS AND FEDERAL  
8-4925 FOR LODGE TRIPS. AVOID CALLING IN ON FEDERAL  
8-9411 ON ANY OF THE EXCHANGES THROUGH THE SWITCHBOARD.  
NIGHT LINE OPERATION IS NOT EFFICIENT, AND WHEN YOU  
CALL IN ON FEDERAL 8-9411 AND HAPPEN TO GET SOMEONE  
ELSE IN ANOTHER OFFICE IT IS DIFFICULT TO SWITCH THE  
CALL.

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

**CLASS OF SERVICE**

This is a fast message unless its deferred character is indicated by the proper symbol.

# WESTERN UNION TELEGRAM

W. P. MARSHALL, PRESIDENT

1201

**SYMBOLS**

DL = Day Letter

NL = Night Letter

LT = International Letter Telegram

The filing time shown in the date line on domestic telegrams is STANDARD TIME at point of origin. Time of receipt is STANDARD TIME at point of destination

¶ WHEN CALLING GEORGE GRASSMUCKS DEPARTMENT PLEASE CALL  
FEDERAL 8-6153 AFTER 9 PM ON MONDAY THROUGH FRIDAY AND  
AFTER 6 PM ON SATURDAY AND SUNDAY.

¶ BE SURE TO LET OFFICE KNOW WHERE YOU ARE AT ALL TIMES.

¶ BEFORE CHECKING OUT OF A HOTEL BE SURE TO CHECK THE  
DESK FOR ANY PACKAGES OR TELEGRAMS. TELEGRAMS ARE  
DELIVERED SOMETIME EARLY IN MORNING AND IF YOU CHECK  
OUT WITHOUT ASKING FOR MESSAGES YOU NEVER RECEIVE THE  
TELEGRAMS. ALSO, PACKAGES HAVE BEEN RETURNED TO US  
SAYING THE ADDRESSEE NEVER PICKED UP MAIL BEFORE LEAVING=

UN SIGNED ==

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE