

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>
47	14	n.d.	Memo	Prospective Advance Men List. 13 Names. 2 Pages.
47	14	08/24/1960	Memo	To: Pat Gray From: Bob Haldeman. Re: Advance Men's Salaries. 1 Page.
47	14	08/03/1960	Memo	To: Jim Bassett From: Bob Haldeman. Re: Credit Cards for Advance Men.
47	14	08/24/1960	Memo	To: Jack Sherwood From: Bob Haldeman. Re: Advance Men. 1 page.
47	14	08/30/1960	Memo	To: Bob Haldeman - Advance Team, George Rogers - Advance Team, Gene Trumble, Hal Short. Re: Approved Intro for RN at Public Meetings. 1 Page.
47	14	09/20/1960	Memo	To : Bob Wilson From: Bob Haldeman. Re: Complete kits for Advance Men. 1 Page.

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47	14	09/13/1960	Memo	From: Bob Finch Re: Critique of Advance Work Vancouver and Portland. 2 Pages.
47	14	n.d.	Form	Security Investigation Data For Sensitive Position Form. Blank Duplicate Copies Only One Scanned. 20 Pages.
47	14	07/20/1960	Memo	To: Advance Men From: Bob Haldeman Re: Advance Man's Manual, March 1960. 1 Page.
47	14	07/20/1960	Memo	To: Advance Men From: Bob Haldeman Re: Copies of articles which have appeared recently. Classic examples of what not to do. 5 Pages.
47	14	03/1960	Report	Suggestions Regarding Appearances Of The Vice President. 32 Pages.
47	14	05/26/1960	Memo	To: Advance Men From: Bob Haldeman Re: Police Escorts For Motorcade. Duplicate Copy Not Scanned. 1 Page.
47	14	05/26/1960	Memo	To: Advance Men From: Bob Haldeman Re: Police Escorts For Motorcade. Duplicate Copy Not Scanned. 1 Page.

PROSPECTIVE ADVANCE MEN

<u>NAME</u>	<u>BUSINESS AND HOME ADDRESSES</u>	<u>PHONES</u>
1) <u>DIXON, Fred</u>	* (b) Folger, Nolan & Fleming 725 - 15th St, N.W., Wash.....	STerling 3-5252
	(r) 2500 Q St., N.W., Wash.....	ADams 2-6586
2) <u>EHRlichMAN, John</u>	* (b) 614 United Pacific Bldg., Seattle 4, Washington.....	MUtual 2-2852
	(r) 3820 Hunts Point Road, Bellevue, Washington.....	GLencourt 4-8476
3) <u>FARRINGTON, Charles</u>	* (b) Central Towers Bldg. 2727 North Central Avenue Phoenix, Arizona.....	CRestwood 9-6421
	52 EAST THIRD STREET (r) 200 East Thomas Road Phoenix, Arizona.....	Scottsdale WH 5-2733
4) <u>LOTHRIDGE, Stan</u>	* (b) Kenyon & Eckhardt 6253 Hollywood Boulevard Los Angeles, California.....	HO 9-9044
	(r) 815 Virginia Terrace Santa Paula, California.....	JAckson 5-5605
5) <u>McCUNE, Robert G.</u>	* (b) Nixon Volunteers, P. O. Box 7398, Wash. 4.....	EXecutive 3-7640
	(r) 1521 Elliot Place, N.W., Wash....	FEderal 3-2417
6) <u>MILLER, Richard</u>	* (b) Revel Miller & Co., Inc. 650 South Spring Street Los Angeles 14, California.....	MAdison 2-2201
	(r) 428 Willaman Drive Los Angeles 48, Cal.....	CRestview 4-6495
7) <u>POWNALL, Tom</u>	(b) 1710 H Street, N.W., Convair Div. of Gen. Dynamics....	REpublic 7-5161
	* (r) 10815 Burbank Drive Potomac, Maryland.....	AX 9-9408
8) <u>SULLIVAN, Ned (Edward O)</u>	(r) 63 Rockland Avenue, Yonkers, New York.....	YOנקers 9-4711
	* (b) 2455 Central Park Avenue, Yonkers The Sullivan Organization.....	DEerfield 77-600 (Priv.) DEerfield 7-7609

- 9) TROFFEY, Alex * (b) Kaiser Industries Corp.
300 Lakeside Drive (Priv.) CRestview 1-2696
Oakland 12, California.....CRestview 1-2211
- * (r) 3366 Springhill Road
Lafayette, California.....ATlantic 3-3091
- 10) WHITAKER, John (b) Aero Service Corporation
610 Montgomery Street
Alexandria, Virginia.....KIng 8-1532
- * (r) 106 Thicket Road
Baltimore 12, Maryland.....DRexel 7-8795
- 11) HARDING, Ned, (Edward P) * (b) 15 St. Marys Court
Brookline, Massachusetts.....LOngwood 6-7088
- (r) 147 Court Street
Dedham, Massachusetts.....DAvis 6-2478
- 12) MURPHY, James F. * (b) Gallagher Bros. Sand & Gravel Corp.
39 Broadway, N.Y. 6.....WH 3-5534
- (r) 34 Dorchester Road
Rockville Centre, L.I., N. Y....RO 6-1286
- 13) OGDEN, Robert * (b) R. J. Martin & Company
Paulsen Building, Spokane 1, Wash...MAdison 4-3366
- (r) 1230 E. 20th Avenue
Spokane 35, Washington..... KE 4-0720

* Preferred mailing address

In cases where mail is sent to business address,
it should be marked "Personal"

8/24/60
C / S

August 24, 1960

TO: Pat Gray

FROM: Bob Haldeman

CONFIDENTIAL

RE: Advance Men's Salaries

This memo will confirm our previous discussions regarding the payment of salaries to several of the Advance Men.

It is my understanding that salaries will be paid on a monthly basis for the month of September and October. It is of course, understood, that these men will be working for a period of time in August and November for which they will not be paid.

The men to whom salaries should be paid, their Social Security numbers, exemptions and salary rate are listed below:

1)	Stanley Lothridge	568-22-9050	1 exemption	\$1,000 per month
2)	Robert McCune	505-26-8869	1 exemption	*
3)	John Ehrlichman	545-40-4064	7 exemptions	*
4)	Thomas Pownall	235-20-1348	4 exemptions	1,500 per month
5)	Robert Krill	203-22-8653	1 exemption	650 per month

* Both of these people are currently on the payroll and I'm not sure what their rate is, but assume your records show this.

There may be possibly one more addition to this list which I will send on to you very shortly.

Thank you very much.

August 3, 1960

MEMORANDUM

TO: Jim Bassett

FROM: Bob Haldeman

RE: CREDIT CARDS FOR ADVANCE MEN

The following Advance Men will need, effective immediately, credit cards for Telephone, Western Union and Air Travel:

H. R. Haldeman
John D. Ehrlichman
Tom Pownall
Stanley Lothridge
James Murphy
Edward Sullivan
Richard A. Miller
Warren Brock
Paul Marshall
Robert Ogden
Robert McCune
John Whitaker
John Warner
Charles Farrington
Edward Harding.
Sherman Unger
William Black

8/24/60
C / S

August 24, 1960

TO: Jack Sherwood

FROM: Bob Haldeman

RE: ADVANCE MEN

The Advance Men's instructions now suggest that they arrange a separate car for the Advance Man to use during their period of the Vice President's visit in order to arrive at each destination ahead of the general group.

We have suggested that where possible, they use a police car with police driver, preferably a marked car that has a radio on the same frequency as the security car in the motorcade and equipped with siren and red light.

Do you have any objection to this?

From our viewpoint, it will be much more satisfactory than trying to use a private car, and of course we will not insist on this, but wherever the police are willing to make it available, it should work out very well for us.

Let me know if you have any thoughts.

August 30, 1960

Bob Haldeman
file

The following is the approved introduction for RN at public meetings:

We have given much thought to the best standard introduction for RN at rallies.

In 1956, our standard suggestion was "It gives me great pleasure to introduce that great Campaign Team ... the next Vice President of the United States and his wife....Pat and Dick Nixon." When we talk about "the next President of the United States", quite frankly it is somewhat difficult to find the right phrase which includes both you and Pat.

"May I present the next President of the United States.....Vice President Richard M. Nixon".

On this both RN and PN make their entrance. RN and PN should make an entrance together whenever possible.

TO:

Bob Haldeman - Advance Team ✓
George Rogers - Advance Team ✓
Gene Trumble
Hal Short

September 20, 1960

TO: Bob Wilson

FROM: Bob Haldeman

Complete kits for each visit must be sent to Advance Men as soon as he is assigned to a city. This is imperative. Do not wait until they ask for it. They carry only a small supply of reserve materials.

from Bob Finch
Portland, Ore.
13 Sept 60

file

**CRITIQUE OF ADVANCE WORK
Vancouver and Portland**

Started with protocol possibilities of landing in one state and going into another and back into the original state. The first advance man to enter the area was Dick Miller, who made certain decisions as to locations. These were subsequently changed several times. Miller left Oregon with several items dangling to go to Minnesota and South Dakota. Shortly thereafter Dick Ports came in to head up rally activities. Perhaps not because of him but only because he was available, the Nixon chairman had him doing many errands and making decisions that were rightfully Miller's.

Second guesses:

(1) The location at the airport was determined to be a regular gate entrance, yet the other flight schedules of other airlines were going to continue. Moreover, the airport management quite properly forbade crowds on the apron where there were other planes involved. A decision was obvious that the location should have been selected away from other traffic so that a maximum crowd could be accommodated, as long as there were promotional efforts (including newspaper advertising) toward getting an airport crowd.

(2) The location agreed upon at the Lloyd Center was changed two or three times but the final change came early Tuesday morning (the day of arrival)

- (A) The emphasis was completely on television and we thus have these dissatisfactions: The turn-away crowd and the crowd that would not see him was greater than the line-of-sight crowd. On the original plan three press tables, accommodating 50 to 75 press would have been only 20 feet away from a closed room where their teletypes and television were installed. Because of the television switch the newsmen were a complete floor and a spiral staircase away from the press room.
- (B) The V.I.P.'s were relegated to completely side-bar positions.
- (C) A rapport was not established with Republican officials to such an extent that the county chairman and advance man were not in contact during the last day or two.
- (D) The urging that we in Oregon had made for hand-shaking perhaps went out the window with the Hospitalization, but in every memo we have filed

we have urged that some of it be done to offset Kennedy's personal technique. At one point Ted Rogers gave us assurance that television would cover some extended handshaking.

- (E) The television arrangements handled by the local committee were a repeat of that memorable and unfortunate experience when you were here for the dedication of The Dalles Dam in which the original arrangements were to tie up one station (Channel 6-- CBS) exclusively. It was done again. By the time it was checked with me by George Rogers it was too late to make other arrangements. Moreover, no down-state television was provided despite repeated pleas.

Chairman : Tony Yturri will do a fine job if he will carry out his pledge to spend time in Portland. It cannot be run from clear across the state. His cooperation with this office is tops. He needs guidance from your headquarters, having never conducted a statewide campaign before. There is no one in Oregon to whom he can turn with confidence on organization and procedural questions that can compare to Ed Tarrar or some such.

Ad Agency: A repeat hiring of the agency that handled the primary campaign, the unimaginative organization that handled Sig Uhander's unsuccessful campaign for Governor.

Publicity: Hollis Goodrich, an able old pro if he will give it the time it deserves but he left much to be desired when he counselled Uhander. Ask advance man Dick Miller re. view.

Hired Help: Wes Phillips can do detail but cannot be counted upon for initiative.

Party Tie: Better coordination needed with party. This is one state which I believe you will find rare in which the party may be better organized than the Nixon committee.

Visiting V.I.P.'s Oregon has a complete lineup already scheduled of Morton, Judd, John Roosevelt, etc. Goldwater has been here--re. the 20,000 attendance clipping I sent you. This leaves only Rockefeller among the big-wigs to schedule Oregon.

Travis Cross

(Dictated but not read)

**SECURITY INVESTIGATION DATA
 FOR SENSITIVE POSITION**

CASE SERIAL NO. (CSC use only)

INSTRUCTIONS.—Prepare in triplicate, using a typewriter. Fill in all items. If the answer is "No" or "None," so state. If more space is needed for any item, continue under item 23.

1. FULL NAME <i>(Initials and abridgments of full name are not acceptable. If no middle name, show "(NMN)"; if initials only, show "(no given or middle name)"</i>	(LAST NAME)	(FIRST NAME)	(MIDDLE NAME)	2. DATE OF BIRTH
	OTHER NAMES USED (<i>Maiden name, names by former marriages, former names changed legally or otherwise, aliases, nicknames, etc. Specify which, and show dates used.</i>)			
	3. PLACE OF BIRTH			
4. <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE				
5. HEIGHT		WEIGHT	COLOR EYES	COLOR HAIR

6. <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> WIDOW(ER) <input type="checkbox"/> DIVORCED	7. IF MARRIED, WIDOWED, OR DIVORCED, GIVE FULL NAME AND DATE AND PLACE OF BIRTH OF SPOUSE OR FORMER SPOUSE, AND DATE AND PLACE OF MARRIAGE. INCLUDE WIFE'S MAIDEN NAME. (<i>Give same information regarding all previous marriages.</i>)
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8. DATES AND PLACES OF RESIDENCE (*If actual places of residence differ from the mailing addresses, furnish and identify both. Begin with present and go back to January 1, 1937. Continue under item 23 on other side if necessary.*)

FROM	TO	NUMBER AND STREET	CITY	STATE

9. <input type="checkbox"/> U. S. CITIZEN	<input type="checkbox"/> BY BIRTH	<input type="checkbox"/> NATURALIZED	ALIEN REGISTRATION NO.	DATE, PLACE, AND COURT
	<input type="checkbox"/> DERIVED-PARENTS CERT. NO(S).		PETITION NO.	

<input type="checkbox"/> ALIEN	REGISTRATION NO.	NATIVE COUNTRY	DATE AND PORT OF ENTRY
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10. EDUCATION (*All schools above elementary*)

NAME OF SCHOOL	ADDRESS	FROM (Year)	TO (Year)	DEGREES

11. THIS SPACE FOR FBI USE (<i>See also item 24.</i>)	12. SOCIAL SECURITY NUMBER			
	13. MILITARY SERVICE (<i>Past or present</i>)			
	SERIAL NO. <i>(If none, give grade or rating at separation)</i>	BRANCH OF SERVICE <i>(Army, Navy, Air Force, etc.)</i>	FROM (Yr.)	TO (Yr.)

14. EMPLOYMENT (List ALL employment dates starting with your present employment. Show ALL dates and addresses when unemployed. Give name under which employed if different from name now used.)

<u>FROM</u>	<u>TO</u>	<u>NAME OF EMPLOYER (Firm or agency) AND NAME OF SUPERVISOR</u>	<u>ADDRESS (Where employed)</u>	<u>TYPE OF WORK</u>	<u>REASON FOR LEAVING</u>
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15. HAVE YOU EVER BEEN ARRESTED, CHARGED, OR HELD BY FEDERAL, STATE, OR OTHER LAW-ENFORCEMENT AUTHORITIES, FOR ANY VIOLATION OF ANY FEDERAL LAW, STATE LAW, COUNTY OR MUNICIPAL LAW, REGULATION, OR ORDINANCE? (Do not include anything that happened before your sixteenth birthday. Do not include traffic violations for which a fine of \$25 or less was imposed. All other charges must be included even if they were dismissed.)

(ANSWER "YES" OR "NO")

IF YOUR ANSWER IS "YES," GIVE FULL DETAILS BELOW:

<u>REASON CHARGED OR HELD</u>	<u>DATE</u>	<u>PLACE WHERE CHARGED OR HELD AND NAME OF LAW ENFORCEMENT AUTHORITY</u>	<u>DISPOSITION</u>
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16. FOREIGN COUNTRIES VISITED (SINCE 1930) (*Exclusive of military service*)

<u>COUNTRY</u>	<u>DATE LEFT USA</u>	<u>DATE RETURNED USA</u>	<u>PURPOSE</u>
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17. ARE YOU NOW, OR HAVE YOU EVER BEEN, A MEMBER OF THE COMMUNIST PARTY, U. S. A., OR ANY COMMUNIST OR FASCIST ORGANIZATION?

(ANSWER "YES" OR "NO")

18. ARE YOU NOW OR HAVE YOU EVER BEEN A MEMBER OF ANY FOREIGN OR DOMESTIC ORGANIZATION, ASSOCIATION, MOVEMENT, GROUP, OR COMBINATION OF PERSONS WHICH IS TOTALITARIAN, FASCIST, COMMUNIST, OR SUBVERSIVE, OR WHICH HAS ADOPTED, OR SHOWS, A POLICY OF ADVOCATING OR APPROVING THE COMMISSION OF ACTS OF FORCE OR VIOLENCE TO DENY OTHER PERSONS THEIR RIGHTS UNDER THE CONSTITUTION OF THE UNITED STATES, OR WHICH SEEKS TO ALTER THE FORM OF GOVERNMENT OF THE UNITED STATES BY UNCONSTITUTIONAL MEANS?

(ANSWER "YES" OR "NO")

19. IF YOUR ANSWER TO QUESTION 17 OR 18 ABOVE IS "YES," STATE THE NAMES OF ALL SUCH ORGANIZATIONS, ASSOCIATIONS, MOVEMENTS, GROUPS, OR COMBINATIONS OF PERSONS AND DATES OF MEMBERSHIP. IN QUESTION 23 OR ON A SEPARATE SHEET TO BE ATTACHED TO AND MADE A PART OF THIS FORM, GIVE COMPLETE DETAILS OF YOUR ACTIVITIES THEREIN AND MAKE ANY EXPLANATION YOU DESIRE REGARDING YOUR MEMBERSHIP OR ACTIVITIES.

<u>NAME</u>	<u>ADDRESS</u>	<u>FROM</u>	<u>TO</u>	<u>OFFICE HELD</u>
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20. MEMBERSHIP IN OTHER ORGANIZATIONS (*List all organizations in which you are now a member or have been a member, except those which show religious or political affiliations.*)

<u>NAME</u>	<u>ADDRESS</u>	<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>OFFICE HELD</u>
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21. RELATIVES (*Parents, spouse, divorced spouse, children, brothers, and sisters, living or dead. Name of spouse should include maiden name and any other names by previous marriage. If person is dead, state "dead" after relationship and furnish information for other columns as of time of death.*)

<u>RELATION</u>	<u>NAME IN FULL</u>	<u>YEAR OF BIRTH</u>	<u>ADDRESS</u>	<u>COUNTRY OF BIRTH</u>	<u>PRESENT CITIZENSHIP</u>
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22. REFERENCES (Name three persons, not relatives or employers, who are well acquainted with you.)

NAME

ADDRESS

YEARS KNOWN

23. SPACE FOR CONTINUING ANSWERS TO OTHER QUESTIONS (Show item numbers to which answers apply. Attach a separate sheet if there is not enough space here.)

24. REPORT OF INFORMATION DEVELOPED (This space reserved for FBI use.)

DATE:

Before signing this form check back over it to make sure you have answered all questions fully and correctly.

CERTIFICATION

I CERTIFY that the statements made by me on this form are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

**False statement on this form
is punishable by law.**

(DATE)

(SIGNATURE—Sign original and 1st carbon copy)

INFORMATION TO BE FURNISHED BY AGENCY

INSTRUCTIONS TO AGENCY: See Federal Personnel Manual Chapter I2 for details on when this form is required and how it is used. If this is a request for investigation before appointment, insert "APPL" in the space for Date of Appointment and show information about the proposed appointment in the other spaces for appointment data. The original and the first carbon copy should be signed by the applicant or appointee. Submit two carbon copies of this form, Standard Form 87 (Fingerprint Chart), and any investigative information about the person received on voucher forms or otherwise, to the United States Civil Service Commission, Investigations Division, Bureau of Departmental Operations, Washington 25, D. C. If this is a request for full field security investigation, submit these forms to the attention of the Security Investigations Section; if this is a request for preappointment national agency checks, submit these forms to the attention of the Control Unit.

RETAIN THE ORIGINAL COPY OF STANDARD FORM 86 (SIGNED BY THE APPLICANT OR APPOINTEE) FOR YOUR FILES

DATE OF APPOINTMENT	TYPE OF APPOINTMENT <input type="checkbox"/> EXCEPTED <input type="checkbox"/> COMPETITIVE (Include indefinite and temporary types of competitive appointments.)	CIVIL SERVICE REGULATION NUMBER OR OTHER APPOINTMENT AUTHORITY	TITLE OF POSITION AND GRADE OR SALARY
DEPARTMENT OR AGENCY	DUTY STATION	SEND RESULTS OF PREAPPOINTMENT CHECK TO:	
THIS IS A SENSITIVE POSITION _____ (SIGNATURE AND TITLE OF AUTHORIZED AGENCY OFFICIAL)			

July 20, 1960

MEMORANDUM

IMPORTANT

TO: Advance Men

FROM: Bob Haldeman

RE: Advance Man's Manual, March 1960

Will you please return the Advance Man's Manual that you now have so that it can be replaced with an up-dated version which we will be sending to you shortly after the Convention.

If you have more than one copy of the original manual, please send all copies in so that we can be sure that no out-dated copies are still laying around.

July 20, 1960

MEMORANDUM

TO: Advance Men

FROM: Bob Haldeman

The attached copies of articles which have appeared recently or a while back in the press are sent on to you as classic examples of what not to do and as examples of what can happen if you do get too much stuff out ahead of time.

The Kennedy article from Los Angeles shows what will happen if a local guy is cornered by the press and "spills the beans".

The Nixon story from Chicago is pretty much the same.

The earlier Nixon story from San Francisco shows what will happen if a couple of our people get to talking in front of the press, or in a public area where the press can overhear them and emphasize the need again for carrying on your discussions in private somewhere.

P. S. The enclosed photograph in the Indian headress is another horrible example of what to avoid. Don't let plans be made for anything which will trap the Vice President into gag photos such as this.

Be Spontaneous-- Ready, Set, Go!

By Art Hoppe

SOME 250 people hurried down to the airport yesterday to say hello to Vice President Nixon. Most arrived just in time to say good-by.

It was all due to ice in Chicago. Mr. Nixon was scheduled to arrive here at 12:15 p. m. by a United jet airliner from Washington to board a charter plane for Sacramento.

His trip to the Winter Olympics is officially "nonpolitical" and thus any favorable demonstrations at the airport would have to be "spontaneous." As everybody knows, there's nothing in politics that requires more weeks of careful planning than a spontaneous demonstration.

Five spontaneous busloads of Cub Scouts, Boy Scouts, assorted students, the Palo Alto High School band and various Young Republicans bearing placards were scheduled to show up at noon in a complex problem of logistics.



AT 9 a. m., local Republican leaders received the word that Mr. Nixon's jet had skipped a stop in Chicago because of icy runways and would arrive here at 11:15 a. m., a full hour early. Consternation.

It was far too late to rearrange the spontaneous demonstration. Furthermore, a second spontaneous demonstration for his arrival in Sacramento wouldn't be ready until 1:20 p. m.

"Couldn't United fly lazy S's over Kansas?" suggested one local aide, thoughtfully tearing out his hair. United couldn't.

"He's just going to have to wait here until 12:15," said another, "or he'll throw the whole itinerary out of kilter for the next three days."

At 11:15 a. m. Mr. Nixon stepped off the plane and co-operatively agreed to the delay. He was tucked away out of sight in a lounge at the far end of Concourse B with Mrs. Nixon, his assistants and five telephones.

An hour dragged by. The crowd spontaneously gathered behind a roped-off area at one end of the tarmac. Republican leaders, who had belatedly got the word of the early arrival, hustled up to Concourse B for huddles.

AT 12:20 Mr. and Mrs. Nixon descended the stairs to the tarmac. The band struck up "Entrance of the Gladiators." A score of placards waved messages ranging from "We R 4 U Dick" to "Welcome Mr. Nixon, Den 4, Pack 63, Daly City Cub Scouts."

A Boy Scout spontaneously presented Mrs. Nixon with a bouquet of roses and Mr. Nixon proved himself an able campaigner, shaking hands, making friendly jokes and signing autographs.

In contrast to the flock of Democratic candidates who flew through these parts last week looking dour, dedicated and determined, Mr. Nixon appeared relaxed and genial—just as though he didn't hate anyone, which presumably he won't until after the Democratic Convention in July.

After 30 minutes of this, Mr. and Mrs. Nixon and the flock of aides boarded the charter plane and flew off to Sacramento where the spontaneous demonstration went off right on schedule, the way a proper spontaneous demonstration should.

Tremendous Welcome Geared Up for Kennedy

By GRACE BASSETT
Star Staff Writer

LOS ANGELES, July 8.—Behind the public "the-people-will-come-to-us" confidence at Kennedy headquarters here are thousands of volunteers quietly going out after the people. These silent workers hope to swell to 100,000 the crowd to cheer their candidate to town. He is due to arrive at 12:30 p.m. tomorrow.

The word being used for this gigantic planned welcome is "spontaneous" among the idea men for the Massachusetts Senator. The turnout, the shouts, the bands and the banners simply will be proof of the grass-roots popularity of the front runner, they say.

But both paid and unpaid workers are sweating behind the scenes over the arrangements for the "spontaneous" welcome.

Kennedy clubs all over the Los Angeles area are going all out to make sure that the Senator's greeting is a big one. And Alan Reed Enterprises, a Hollywood advertising and gift firm which has also been hired to help stage a massive demonstration in the Sports Arena on Wednesday, when Senator Kennedy is offered for the party nomination is providing professional assistance.

Of the arena demonstration, Mr. Reed, an ex-actor, promises: "I can tell you that it will be like New Year's eve in spades." And the airport welcome promises to be just about the same.

For some days, Mr. Reed has been sending banners, posters and noisemakers to two volunteer offices tucked away some two miles from the plush front offices for Kennedy at the Biltmore Hotel. They'll be used at the airport and in the arena.

In preparation for tomorrow's welcome, some 300 drivers were to pick up thousands of handbills at one of the volunteer offices at dawn today. The fliers, announcing the time and place of Senator Kennedy's arrival, were to be handed to factory workers as they checked in at plants all over the metropolitan area.

This technique was designed to draw a lot of workers and their families to the Kennedy reception, which will be on most workers' day off.

For a week, chain telephone calls by volunteers have spread the word that the Senator would come to the convention city Saturday. The Democratic National and State Committees

furnished lists of all party members. Kennedy partisans divided up the names. Each worker dialed five other Democrats and asked each of the five to call five more.

When Senator Kennedy steps off his plant he'll be greeted by a small contingent, including some 30 "Kennedy girls," mostly college students, decked out in chic red, white and blue dresses, white shoes, white gloves and white chokers and straw hats with bright blue satin ribbons. A California dressmaker designed the outfits.

Then, the Senator will head toward the mob expected to jam past capacity a parking lot reserved for welcoming crowds.

In Open Car

He doesn't plan a speech. He'll answer reporters' questions. And he plans to ride in an open car at the head of a caravan routed the length of Wilshire boulevard to the Biltmore Hotel, headquarters for the convention.

The 100,000 rooters are expected to line the boulevard all the way to the hotel, with more to cheer him across the sidewalk and in the lobby.

The Kennedy headquarters is cagey about preparations for the nomination display at convention hall next week. Mainly, Kennedy workers are afraid over-zealous Stevenson supporters might ruin plans if they could find out about them.

What the Kennedy camp hopes the Stevenson camp doesn't find out is that balloons are the key to the demonstration.

Forty-five hundred balloons, some a foot in diameter, some five feet and some snake-shaped rocket balloons, are in storage at Mr. Reed's place.

They will be spirited down to the grounds of the Sports Arena probably on Wednesday, the day Senator Kennedy's name is placed before the convention. There, inside to closed

vans, they will be inflated by machines.

The danger of sabotage, as the Kennedy people see it, will come when the inflated balloons are carried from the vans into the arena itself.

Also packed in boxes at volunteer headquarters and not to be opened until the nomination are packets full of noisemakers.

Reed Enterprises has painted hundreds of eight foot poles for Kennedy posters red, white and blue. In preparation, too, are 180 triangular Kennedy banners, 80 State posters of white cardboard to be hoisted by Kennedy delegates.

There are six giant roll-down signs, presumably to be released from the balconies around the giant domed roof of the arena.

Kennedy men report they're getting new ideas every day for the demonstration. Their major aim is to draw spectators into the play begun by delegates on the floor. They insist they can't estimate the cost. The men being paid agree with that.

Meanwhile, Back in Chicago GOP Has Big Plans Afoot

Huge, 'Spontaneous' Program For Nixon Is All Set to Roar

Republicans already have a few things lined up for a "spontaneous" demonstration when Richard M. Nixon's name is placed in nomination in the International Amphitheatre.

They include a team of acrobats who will bounce on a trampoline doing flips for Nixon.

Five bands will be standing by to provide music.

Seventy-five drum major-ettes, "The Young Republican Lassies," will lead the traditional tom-tom and placard march.

And an army of men on stilts will be towering above the rest of the marchers.

"FROM THEN ON," said Barney Jones, who makes the demonstration plans for the entire GOP convention, "the people on the floor will take over."

Jones of River Forest is in charge of putting together a week of entertainment here that is a brew of the best of a circus, a state fair, New Year's Eve, and Disneyland.

Just to provide music, he has more than 20 bands lined up.

There is going to be a water ski show, an elephant, cowboys and Indians, beautiful girls, and parades, parades, and parades.

THE FESTIVITIES will begin Friday, July 22, with a wa-

ter ski show on the Chicago river.

"We may switch to Lake Michigan because we're having trouble getting skiers to perform in the river," Jones said.

Later in the day there will be a parade of antique cars.

While the show is starting in Chicago, an Abe Lincoln motorcade will be getting under way in Springfield.

It will make stops in Lincoln, Bloomington, Pontiac and Oak Park before winding up with a rally Saturday, July 23, at the Sherman hotel.

ALSO SCHEDULED for Saturday is a sports car parade and a clown show at State and Randolph.

Another parade with 10 bands, marching units, and an elephant will be held Sunday, July 24.

The biggest event Monday, July 25, will be the arrival of Vice-President Nixon.

He'll be welcomed by one band at O'Hare field, and

another when he debarks from a helicopter at Meigs field.

"We expect a half-million people to show up at the Sheraton-Blackstone hotel, where he will go by motorcade," Jones said.

SCATTERED throughout the downtown hotels will be girls in old-fashioned bathing suits, handing out badges and pins.

A band concert at Buckingham fountain will be held at 8 p.m. Monday followed by a torchlight parade through the Loop to the Sheraton-Blackstone hotel.

"We'll have at least 500 torches," said Jones.

At 2 p.m. Wednesday, July 27, a band of Indians is scheduled to attack a stage

coach in front of the Conrad Hilton hotel.

Jones said the locations and times for many of the events are still indefinite.

OTHER GOP convention planners are preparing an enthusiastic reception for President Eisenhower when he attends the conclave in its second and third days July 26-27.

William Rentachler, heading the committee in charge of Ike's welcome, said the President will arrive at O'Hare airport at 11:30 a.m. July 26 and at Meigs field about an hour later. A Presidential motorcade through the Loop will be held if the President is willing.

The President will address the convention the night of July 26.



VICE PRESIDENT IN INDIAN HEADDRESS AT MINOT, N. D.
Carl Whitman, Indian from Fort Berthold reservation, made presentation

UPI TELEPHOTO

STRICTLY CONFIDENTIAL

SUGGESTIONS REGARDING
APPEARANCES
OF THE
VICE PRESIDENT

March, 1960

Suggestions Regarding Appearances
of the Vice President

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

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

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

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

GENERAL POLICY

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

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

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

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

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

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

STANDARD OPERATING PROCEDURE

(Follow in Order Listed)

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

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

changes are to be made by them without your OK. Be sure to clear all changes with Washington office.

13. Plan to arrive in the city well in advance of VP's party-- so you can recheck all plans and be prepared to meet the plane. Transmit any last minute revisions to VP's aide as soon as the plane lands.
14. Be prepared to guide party through the visit, maintain schedule, meet emergencies, handle local committee contacts for party and be sure everything proceeds as planned.
15. It is absolutely essential that you have a complete list of the names and addresses and activity of all the people who participated in any way in the Vice President's visit or the arrangements for same. This list should be available on arrival of the party, to be turned over to Miss Woods at that time. It should include the drivers and donors of all the cars, all the committee people handling any part of the arrangements, all the people participating in the program and the directors and names of bands, the people who deliver the invocation, sing the Star Spangled Banner, etc. In other words--everybody who has any remote connection with the event. Be sure the list gives the full name, accurate address, and a sufficiently detailed description of what they did so a proper thank-you letter can be prepared. Also, instruct the local chairman to send the Washington office a follow-up list after the event, with additional names to be included. This is extremely important.

Advance Publicity

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

SPECIFIC ADVANCE ARRANGEMENTS

Airport Arrival

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

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

Motorcade

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

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

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

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

Each driver should be at the wheel of his automobile with motor running, at least five minutes before scheduled departure time. This applies to both arrival and

departure and at all stops. This is necessary even if the drivers have to leave a meeting or rally before it is concluded in order to arrive at their designated station.

Please emphasize the necessity for the drivers to be ready to proceed at the appointed time with motor running and lights on.

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

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

Cars No. 3 and 4: Nixon Staff.

Cars No. 5 and 6: Cars for traveling photographers and press, (if needed) each marked with large sign indicating PRESS.

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

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

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

One additional car will be required for the Advance Man to precede the party.

A quiet police escort may be used, only if conditions absolutely require same. No sirens except in case of an emergency. No horn-blowing by motorcade drivers.

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

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

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

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

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

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

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

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

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

Copies of all local newspapers should be in the Press Secretary's room on arrival at each city. Additional

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

It is essential that accommodations NOT be made at any private home. There will be no exceptions. If adequate hotel accommodations are not available in any given city or town, arrange accommodations in a nearby city or town. Be sure that all hotels send a written confirmation of reservations to the Washington office.

Room 361, Senate Office Building, Washington, D. C. should be left at each hotel as the forwarding address for mail for the Vice President and Mrs. Nixon and members of the party.

1. Arrange for the hotel to give fast laundry service.
2. Arrange for the hotel to give fast valet service.
3. Arrange for the hotel to give fast food service.
4. Make a careful check of the hotel switchboard facilities to determine whether they have adequate trunk lines and switchboard personnel to handle the increased traffic during the time of the Vice President's visit. If their facilities are not adequate, have the hotel put a direct phone line into Miss Woods' office and if the facilities are really inadequate, also have a direct line put into the Press Secretary's room. The numbers for these lines should be provided to the Washington office in advance.
5. If a room is provided for the local security officers, it should be far removed from the Nixon Suite (to keep down

noise from chatter, etc.).

16. A press room--with tables, typewriters and telephones should be provided by the hotel for the use of the traveling press.
17. Arrange with hotel or local IBM office to have IBM typewriter in office (Miss Woods' parlor) on a regular typewriter stand.

Receptions

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

Meeting

1. The Vice President and Mrs. Nixon are to remain together at all meetings, unless you have received specific instructions to arrange a separate schedule for Mrs. Nixon.
2. Sponsorship of the meetings by individual organizations should be avoided except when you have been given instructions to the contrary.
3. All Republican and Nixon organizations should be included in the sponsorship of each meeting, particularly Women's Clubs, Young Republicans, and Citizens Groups.
4. A program consisting of band music, community singing, or other lively entertainment is to be encouraged before the meeting formally opens.
5. The chairman of the meeting should arrange for the band to play "California Here I Come," or other suitable music when the Vice President first enters the meeting place or comes out on the platform. The band should also strike up again when the Vice President is introduced to the audience at the beginning of his speech.
6. The chairman of the meeting should be determined by the local committee. Wherever possible, the chairman should be an outstanding civic figure.
7. Presentation of the colors by local veteran, boy scout, or other patriotic organization should be made.
8. Pledge of Allegiance should be led by a veteran whose name should be given to the Vice President in advance. Invocation should be given by a local clergyman.

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

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

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

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

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

Television Arrangements

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

When introducing the Vice President to the television audience, there should be only a one-sentence introduction. Long introductions are absolutely taboo.

The political disclaimer should be made from the studio, if possible.

There should be no cued applause. It is expected that the Vice President will always make his first appearance on the television program. When he is introduced on TV for the first time at the meeting, he will draw a substantial and enthusiastic applause. In other words, the

Vice President does not make two entrances: he does not make his first appearance prior to his speech, sit down, get introduced, and then get a second applause. He should get only one applause--when he makes his ONLY entrance.

If possible, on TV appearances, have at least two cameras--one to pick up crowd reaction and the other to concentrate on the speaker in a close bust shot.

The pre-broadcast ceremony should be stopped approximately two minutes prior to the start of the TV program.

110 volt AC line is needed in each television set-up to terminate within 50 feet of the speakers' stand. This line is the power feed for cueing equipment.

Lighting is critical. Adequate lighting equipment and power should be available at the pick-up point.

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

GENERAL COMMITTEE ARRANGEMENTS

Publicity During the Visit

1. Local committees should see that the event is covered by representatives of local and surrounding press.
2. If a photographer from the local newspaper is not available, the local committee should engage and pay for a photographer to supply pictures to newspapers. If at all possible, try to have a glossy print of all pictures sent to the Office of the Vice President, 361 Senate Office Building, Washington, D. C.
3. All press matters should be referred to the Press Secretary traveling with the Vice President.
4. Advance copies of speeches usually will not be available until time of arrival. On many occasions, only excerpts from the speech will be prepared.
5. The local committee should have an experienced secretary available and mimeograph facilities in readiness for the Vice President's staff upon his arrival.
6. The local committee should assign a man familiar with press relations, to handle working arrangements for the press; especially those in our traveling party. It will be his responsibility to maintain contact with the Press Secretary during the visit and to take care of any needs that may arise. He should also check to be sure there are specifically reserved seats for each of our traveling press people at every event. Also--that there is ample provision for food for the traveling press and that the press work room

at the hotel is properly set up. It would usually be his responsibility to check people in a press conference if one is scheduled.

Advance Data to be Obtained by the Advance Man

1. The Advance Man should endeavor to make an original appearance in the city involved as far ahead of the Vice President's appearance as possible.
2. As quickly as possible, he should forward the following information to the Washington office:
 - a. names of Republican state-wide elective officials and nominees if offices are up for election.
 - b. names of Republican Congressman or nominee in District.
 - c. name of Republican legislators or nominees in particular District.
 - d. population of locality.
 - e. principal industries and agricultural products.
 - f. local problems or needs.
 - g. what local people think are the principal national issues.
 - h. how the area voted in the last presidential, state and local congressional election.

(Most of the foregoing information can be obtained from the local Chamber of Commerce office or newspaper editor.)

3. Additionally, the Advance Man should determine what leading Democrat politicians will be in the city two weeks before, during and two weeks after the appearance of the

Vice President, what special events are taking place on or about the time, and particularly on the day of the Vice President's visit, of both a civic and partisan nature.

4. There should be a detailed memorandum forwarded to the Washington office on the media in the city and the outlying areas. With regard to the television and radio, special programs with a high local following should be noted. With regard to newspapers, the name of the publisher, editor, or other editorial policy maker should be obtained for each paper, as well as their apparent political sentiments. Particular importance should be paid to daily or weekly newspapers in the outlying areas. Just obtain the information. Do not contact the media people or otherwise give them any encouragement or indication that there is a possibility of a meeting or appearance with the Vice President.
5. During the initial advance, the Advance Man should systematically assemble names, brief biographical data, telephone numbers and addresses of all the important Party, Nixon Committee and other people in the area. This should be prepared in list form so it can be used in making calls to these people in behalf of the Vice President at the time the party is in the area.

Airport Arrival Arrangements

1. It is vitally important that the largest possible crowds be encouraged to greet the Vice President and Mrs. Nixon when they arrive at the airport.

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

Press Conferences

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

Attendance at Meetings

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

Extra Meetings During Visit

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

Individual Appointments

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

ADVANCE MAN PROCEDURE DURING VISITS

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

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

CONCLUSION

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

GOOD LUCK!