

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	15	n.d.	Memo	Suggestions for Advance Men - Itinerary of the Vice President. 12 pages.
45	15	n.d.	Other Document	Intinerary, schedule, and notes: "Vice President Richard Nixon Visit - Texas, South Dakota, North Dakota, Missouri - June 18-21, 1960. 6 pages.
45	15	06/28/1960	Memo	To: all persons concerned with itinerary of visit of Vice President Nixon to Philadelphia on June 30th. Attached is schedule of events. 10 pages.

STRICTLY CONFIDENTIAL

Suggestions for Advance Men

Itinerary of the Vice President

The success of the Vice President's campaigning 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. 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 and in accordance with his wishes as expressed to the National Committee. At all times, this responsibility supercedes your responsibilities to the local committee. 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 is here to help you in every way possible to smooth out differences, and often you will find that because we are removed from the "battlefield" we can work out differences which are impossible from the field.
3. The Secret Service always has the final say on matters affecting security. Copies of Secret Service Roster of Area Offices throughout the country will be furnished you. Consult Roster and telephone appropriate Area Office as far in advance as possible of your arrival in the locality to be advanced so that the local Secret Service Agent will be prepared to meet you and assist with the advance work.

Standard Operating Procedure

1. The Itinerary and instructions will be furnished by the Tour Committee.
2. You will be furnished the name of the State original contact, and credentials introducing you will be sent in advance to that person by Chairman Len Hall. Your local contact will be furnished by the State contact, if we have not already given it to you.
3. Get in touch with the local contact and let him know when you will be arriving, length of stay, etc.
4. Proceed to assigned location and make contact with the local organization and the local Secret Service Agent.
5. Make courtesy call to highest Republican official in area.
6. Get completely informed of developments to date, present plan of visit to local organization and assign work details to arrange the following:

*Gov., Natl Comm, St Chmn, US Sen, Local Congm.*

- Publicity
- Press
- Radio and T. V.
- Airport and/or Railroad Facilities
- Motorcade
- Program and Decorations
- Public Address System
- Hotel Accommodations
- Greeting Committee

7. Do not grant interviews or issue any press releases or announcements. Publicity stories should be released through local committees.
8. Local committee should not advise press of advance man's arrival.
9. *Have Gov, Sen, Congm send summary of issues & themes to Bob Wilson*

Advance Publicity

1. Have local committee designate a publicity man to handle event.
2. All stories should be hung on local people.
3. Pictures of local committees preparing for event should be featured.
4. Biographies, and glossies or mats, of the Vice President and Mrs. Nixon should be given to newspapers. Be sure to carry a sufficient supply of each item. Weekly and most small city dailies use mats. Large metropolitan newspapers prefer 8 x 10 glossies.

Advance Publicity (continued)

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.

Publicity During the Visit

1. Local committees should see that the event is covered by representatives of local and surrounding press.

1A. *Press meeting at airport - 15 min. max. - TV coverage if possible*

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 Tour Committee, Republican National Committee, 1625 Eye Street, N. W., Washington 6, D. C.
3. All press matters should be referred to Jim Bassett, who will be traveling with the Vice President as his Press Secretary.
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.

*Separate sched. for Pat - interview - visits*

Hotel Accommodations

1. A parlor and two adjoining bedrooms, one on each side of the parlor, are required for the Vice President and Mrs. Nixon and the two Secret Service Agents accompanying them.
2. Rooms for the remaining members of the staff should be in close proximity and on the same floor. Single rooms should be provided for each person if at all possible. It is important to check with Tour Committee for exact names of personnel on each trip.
3. Traveling press should have rooms in the same hotel, but on another floor. However, we do not make the reservations for the traveling press. They will take care of that themselves.
4. Advance registrations should be made for each member of the party so that keys will be available immediately on arrival.

Hotel Accommodations (continued)

5. 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 Tour Committee for payment.
6. Copies of all local newspapers should be in the Vice President's room on arrival at each city. The local committee should designate a person to take care of this.
7. 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.
8. Be sure that all hotels send a written confirmation of reservations to the Tour Committee.
9. 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.
10. Arrange for the hotel to give fast laundry service.
11. Arrange for the hotel to give fast valet service.
12. Ask the hotel to assign a room near the Vice President's suite to be used by the local security officers. However, this room should not be right next to the Vice President's suite.

Advance Data for Tour Committee

1. Names of Republican state-wide elective officials and nominees if offices are up for election.
2. Names of Republican Congressman or nominee in particular District.
3. Name of Republican Legislators or nominees in particular District.
4. Population of locality.
5. Principal industries and agricultural products.
6. Local problems or needs.

Advance Data for Tour Committee (continued)

7. What local people think are the principal national issues.
8. 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, )

Arrival

1. One advance man will be expected to meet the Vice President and his party on arrival in the State he has advanced. The other advance man will be on the plane or train with the Vice President upon arrival,
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 proceeds expeditiously,
3. The on-the-ground 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 to the traveling advance man 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, if such have been requested by the Tour Committee. This gives the rest of the party an opportunity to re-group and become oriented to the local situation. In most cases, individual hotel rooms will be available for members of the party only for overnight stops.
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. Baggage should be picked up on arrival and delivered to rooms of persons named on baggage tags. Truck should remain available to return baggage to point of departure,
6. Local security officer should accompany baggage during the to and from transportation,
7. You will be specifically advised of places where hotel accommodations for members of the party will be required,

## Transportation

1. In most instances, the Vice President and his party will be traveling by plane, and the meeting will be held at a suitable place in the city, although in some cases it may be at the airport.
2. When the Vice President and his party are traveling by train, the meeting will be a rear platform speech, or one held at a suitable place in the city.
3. When the Vice President and his party are traveling by automobile, the meeting will be held at a suitable place in the city.
4. When transportation is required from main transportation media, such as train or plane, a motorcade should be furnished by the local committee.

The local committee should designate ONE person for EACH automobile for the purpose of getting the right people to the right automobile promptly. Each driver should be a young person entirely capable of handling an automobile in traffic and motorcade formation,

Experience tells us that for efficient handling of automobile transportation the local committee should designate a capable person to be in complete charge of this operation,

5. Each driver should be at the wheel of the automobile at least five minutes before departure time. This applies to both arrival and departure from the city. This is necessary even if the drivers have to leave a dinner meeting or rally before it is concluded in order to arrive at their designated station. The drivers should stay in the rear of meeting halls so that they can slip out without disturbing the audience.

Please emphasize the necessity for the drivers to be ready to proceed.

6. Ample parking facilities at arrival point and destination should be arranged in advance.
7. The line of cars must be;

Motorcycle escort if local committee deems it advisable. However, sirens should not be used except in case of an emergency.

If the local committee has arranged for pictures, then a decorated flatbed truck with sideboards for photographers, newsreel men and TV cameramen should be available.

Transportation (continued)

Car No. 1 - Passengers are: Driver and one of Secret Service Agents traveling with the Vice President in the front seat; the Vice President and Mrs. Nixon and one ranking official in rear seat.

Car No. 2 - Security Car. Other Secret Service Agent traveling with the Vice President and local security people.

Car No. 3 - Aide to the Vice President, Press Secretary, and such local people as the local committee designates,

Car No. 4 - ~~Traveling press from wire services.~~ *Open Car for Wire Services* ~~Press Bus~~

Car No. 5 - ~~Local press.~~ *Press Bus*

Car No. 6 - ~~Traveling press, other than wire services.~~

Car No. 7 - Other members of the Vice President's staff.

<sup>89</sup>  
Balance of Cars - people designated by the local committee. <sup>10</sup>

8. Each car must have a sticker with a designated number. The press cars should have IN ADDITION the word "PRESS" on them.
9. Each car should be decorated.
10. Speed limits and other traffic regulations must be adhered to strictly.
11. 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. Motorcade speed will be held to a 15 - 18 miles per hour limit.

Meeting

*Tape all meetings*

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. The Republican organizations, the Citizens people, Eisenhower volunteers, and all groups supporting the Administration should be included in the sponsorship of each meeting.



Meeting (continued)

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.
9. Invocation should be given by a local clergyman.
10. Talks by local candidates and officials should be held to a bare minimum, both in number and in length.
11. Introduction should be made by key public official in the area. Many places will want to use the Republican United States Senator or Governor for this.
12. Mrs. Nixon will be introduced by 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 hotel.
15. No meetings, such as luncheons, dinners, 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. In those rare instances where the Vice President and Mrs. Nixon are to shake hands with the audience, two local people who know most of the audience should stand next to them, so that they can introduce them as they go through the reception line.
17. Local officers should be available to keep a passageway open for the Vice President to and from the speaker's stand. Have a rope available if needed, to make passageway.
18. A working press section must be provided near the front and an exit door of the meeting place. 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.
19. 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.
20. The local committee should be encouraged to provide state-wide television and radio coverage of the meeting.
21. A television and radio consultant will usually arrive in ample time to look after the radio and television facilities. He may not arrive in time to check the public address system.
22. 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.
23. 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.
24. 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, to avoid any possible distractions from the Vice President's speech, it is better that the space be left clear in every case.

25. The lectern should be decorated and should be 40 inches in height. The top should slant downward toward the speaker. If the meeting is at night, there should be electric lights on the lectern.
26. 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.
27. If you are not satisfied with the lectern, suggest the American Legion hall, churches, and service clubs as sources for obtaining a suitable one.
28. If an outdoor meeting is planned, a stand-by meeting location should be kept in mind in the event of inclement weather. In case of an airport meeting, an empty hangar could be available if needed.

Airport Meetings

1. A band or sound truck should be used to entertain the crowd awaiting the arrival of the plane.
2. The audience should be permitted to come through the fence onto the field.
3. The meeting place should be at a corner of the field so as not to interfere with landings and take-offs of other planes.
4. A very adequate public address system must be available on account of noise of planes landing and taking off.
5. A platform can be made by putting two landing steps together and draping them with bunting. Microphones can be placed on this improvised platform.
6. The airport manager should be asked to cancel public address system announcements of plane arrivals and departures during the Vice President's speech. Airport officials can tell the passengers in advance that they must watch the time as no public announcements will be made during a certain period.
7. On occasions there may be room on the chartered plane for a few of the local dignitaries to fly with the Vice President from one city to another within the state. This must be checked out with the Tour Committee in advance.

### Attendance at Meetings

1. To insure a capacity crowd, all means should be used, such as newspaper publicity, signs, street decorations, 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 prepared to submit to the Vice President upon his arrival at a particular city.
2. *Factories, colleges, farms, crowds - people, not things*  
Private dinners, cocktail parties, or after-meeting social events can not 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.
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 the Vice President, and that they will be delivered to him without fail.

### 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, However, he will be available to the press on his arrival at the airport to answer questions pertaining to the campaign and kindred subjects.
2. Be sure that there is a suitable room available at the airport at each stop for the Vice President to meet with the press,

### 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, (Washington office: NAtional 8-6800, ext. 171, 172, 173, 174)
3. Any major changes in the planned schedule or itinerary should first be cleared with the office,
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 the next day will be another campaign day, full of activity for the Vice President.
6. 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.
7. 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,
8. 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!

**VICE PRESIDENT RICHARD NIXON VISIT  
TEXAS, SOUTH DAKOTA, NORTH DAKOTA, MISSOURI  
June 18-21, 1960**

**Itinerary...Schedule...Notes**

**SATURDAY, JUNE 18**

		Notes
8:30 am EDT	Depart Washington National Airport Chartered UAL Convairliner	Plane will stop for fuel in Nashville
1:40 pm CST	Arrive Houston	Houston, Harris County seat, has metropolitan area popu- lation of approx. 1,200,000.
2:00 pm	<u>Vice President Nixon press conference</u> in Cloud Room, air terminal bldg.	Principal industries: oil and allied activities; growing center of petrochemicals.
2:00 pm	Mrs. Nixon will meet with ladies of the press in room off downstairs terminal lobby	Agriculture: cattle, rice Mayor: Lewis Cutrer
2:45 pm	Motorcade, including press bus, depart for Shamrock Hotel	Press room available at Shamrock; ask location on arrival
3:15 pm	Vice President Nixon attends reception in Emerald Room	
4:25 pm	Board press bus; motorcade depart for Rice Hotel	
4:45 pm	Vice President Nixon staff work Press check in hotel. No formal activity	Press room in Persian Room, 3rd Floor
6:00pm	Reception, Colorado Room, Texas Press Association	Press extended guest privileges at Houston Press Club in Rice Hotel
7:00 pm	Banquet, Texas Press Association Press tables reserved. <u>Vice President Nixon will answer questions from floor,</u> introduced by Mrs. Oveta Culp Hobby, former Secretary of Health, Education and Welfare	Texas Press Association represents some 500 newspapers; founded 1880. Officers: Tom S. Whitehead, publisher, Brenham Times, president; L. B. Smith, publisher, Brady Standard- Herald, vice president; Vern Sanford, general manager

June 18-21, 1960 Schedule (continued)

SUNDAY, JUNE 19

Notes

8:00 am CST	Private breakfast for Vice President Nixon, Tejos Club	
9:00 am	BAGS IN LOBBY	
9:45 am	Board press bus, depart for airport	
10:25 am	Arrive airport	
10:30 am	Takeoff for Sioux Falls, South Dakota	Probably non-stop; but will refuel en route if weather requires. Luncheon on board
3:30 pm	Arrive Sioux Falls. Greeting by Sen. Karl E. Mundt, Lt. Gov. Michael Linley (Gov. Ralph Herseth is ill)	Sioux Falls, Minnehaha County seat, has 70,000 population. Principal industry: meatpacking. Agriculture: corn, wheat, cattle
3:50 pm	Arrive Coliseum. <u>Vice President will extend greetings to State Convention of American Legion</u> Press tables in front	State Commander, William Lenker
4:55 pm	Board buses for motorcade departure to airport	
5:10 pm	Arrive airport for takeoff to Fargo	
8:30 pm	Arrive Fargo, North Dakota depart for Gardner Hotel	Fargo and twin city of Moorhead, Minnesota, across Red River have combined population of 66,000. Varied agriculture: sugar beets, corn soy beans, flax, barley. Beef cattle industry beginning. Some light manufacturing
10:10 pm	Press bus departs for WDAY-TV studio	Viewing room for press coverage of TV interview will be available

June 18-21 Schedule (continued)

**JUNE 20 (continued)**

Western Barbecue

Entertainment by Sioux tribesmen from Standing Rock and Ft. Totten reservations, Chippewas from Turtle Mountain and Mandans, Irikera and Hidatsa from Ft. Berthold

7:40 pm Board press bus for airport

8:00 pm Arrive airport for takeoff to St. Louis

TUESDAY, JUNE 21

1:00 am Arrive St. Louis airport; board transportation immediately for hotel

St. Louis has a metropolitan area population of about 1,500,000. Major industries include beer, shoes, automotive equipment. Agriculture is highly diversified; truck crops, corn, and wheat. Mayor: Raymond Tucker

1:45 am Arrive Park Plaza Hotel

Press room in Stockholm Room, mezzanine

TUESDAY, JUNE 21

10:10  
10:20 am Press bus depart for Kiel Auditorium  
CDT

NOTE: See last page for Mrs. Nixon's schedule in St. Louis

10:40 am Arrive Kiel Auditorium. Vice President Nixon will address national convention of United States Junior Chamber of Commerce

National Junior Chamber president: Robert Clark, Des Moines, Iowa (will introduce Vice President Nixon); convention chairman (presiding): Jefferson Davis of Georgia



June 18-21, 1960 Schedule (continued)

JUNE 21 (continued)

11:40 am	Board press bus at Kiel Auditorium for ride to Old Courthouse, near Jefferson National Expansion Memorial	
11:50 am	Arrive Old Courthouse. Vice President Nixon will meet committee on Jefferson National Expansion Memorial and then proceed to inspect nearby land cleared for planned redevelopment	Jefferson National Expansion Memorial is a riverfront redevelopment project. Dignitaries' names available on arrival. Old Courthouse was scene of trials in famous Dred Scott Case, prior to Civil War, leading to Supreme Court decision that slave did not win freedom when his owner died
12:20 pm	Press bus depart Memorial area for KMOX-TV station	
12:30 pm	Arrive KMOX-TV	
1:15 pm	Vice President Nixon appears on TV interview by Parker Wheatley for "Eye on S . Louis" program, to be taped for later broadcast	Viewing room available for press
1:30 pm	Board bus, return to hotel	
2:10 pm	Board bus for departure for Jewish Community Center	
2:30 pm	Arrive Jewish Community Center <u>Vice President Nixon to break ground for extensive new facility</u>	Project under auspices Jewish Community Center Association. Presiding: William Shamski. Introduction by Leo Fuller, chairman, board of trustees Among dignitaries present will be Father Reinert, president, St. Louis U; Chancellor Shepley, Wash. U. Among speakers will be actor Gene Barry, TV's Batt Masterson, in St. Louis to appear on Civic Light Opera

June 18-21, 1960 Schedule (continued)

JUNE 21 (continued)

3:15 pm	Board press bus to depart for Park Plaza Hotel	
3:30 pm	Arrive hotel	Arrangements have been made for press to retain rooms until departure time.
4:00 pm	<u>Press Conference at Park Plaza</u> (room to be announced en route)	
6:00 pm	Reception for Vice President Park Plaza Hotel (room to be announced)	Opportunity for dinner, each on his own
7:00 pm	BAGS IN LOBBY	
8:10 pm	Board press bus for departure to airport	
8:45 pm	Arrive airport for takeoff to Washington, D.C.	

WEDNESDAY, JUNE 22

2:00 am Arrive Washington National Airport  
EDT

**MRS. NIXON'S SCHEDULE**  
**St. Louis, Missouri**

**TUESDAY, JUNE 21, 1960**

<b>11:45 am CDT</b>	<b>Mrs. Nixon will depart hotel to visit Missouri Botanical Gardens</b>	<b>Escort will be Mrs. Susan Curtis, wife of Rep. Tom Curtis. Missouri Botanical Gardens are patterned after Kew Gardens, London, with 12,000 species of trees and plants. Known also as Shaw Gardens</b>
<b>12 Noon</b>	<b>Mrs. Nixon will arrive at Gardens, meet trustees and wives and receive new Pat Nixon Anniversary Orchid in honor of Nixons' 20th wedding anniversary</b>	<b>Chairman of Trustees: Robert B. Smith</b>
<b>12:15 pm</b>	<b>Mrs. Nixon tour Gardens</b>	
<b>12:20 pm</b>	<b>Mrs. Nixon guest at lunch at headquarters of National Federation of Garden Clubs of America, followed by small reception</b>	
<b>1:30 pm</b>	<b>Mrs. Nixon depart to rejoin Vice President Nixon at the Park Plaza Hotel</b>	

June 28, 1960

MEMORANDUM

To: All persons concerned with itinerary of visit of  
Vice President Nixon to Philadelphia on Thursday,  
June 30th.

For your reference, the attached is a schedule of  
events and details concerning the visit of Vice  
President Nixon to Philadelphia on Thursday, June  
30th. Please note that this is CONFIDENTIAL and  
not for publication.

Should you have any questions concerning the schedule  
please contact Howard J. Burnett, Locust 4-4530,  
Philadelphia.

CONFIDENTIAL - NOT FOR PUBLICATION

SCHEDULE OF EVENTS FOR JUNE 30, 1960

Visit of

Vice President Richard M. Nixon and Mrs. Nixon

To Philadelphia

I. ARRIVAL AT AIRPORT

- A. Arrival time: 1:00 P.M.
- B. Place: Pier "C" International Airport
- C. Members of Vice President's Party: Vice President and Mrs. Nixon; Six staff members; 10 members Washington press corps.
- D. Official Reception Party: General Milton G. Baker, George I. Bloom, Senator Hugh Scott, Robert Dechert, Raymond Pitcairn, Mrs. J. Permar Richards, Mrs. John W. Lord, Jr., Mrs. Hugh Scott, Mrs. Ruth Glenn Pennell, Mrs. Gaynelle Dixon, Mrs. George I. Bloom. Staff: Howard J. Burnett, M. George Mooradian.
- E. Reception: Official reception by Dechert, Baker, Bloom, et al; presentation of orchid bouquet to Mrs. Nixon by Mrs. Richards and Mrs. Lord. Press photographs of greetings.
- F. Airport facilities: Airport Operations Manager, Austin Brough, alerted on exact arrival time of Nixon plane; Secret Service alerted; Philadelphia Police alerted.
- G. Vice President's Press Conference: 1:05 - 1:45 P.M. - Public Health Room in International Section; Philadelphia Press alerted; arrangements for Washington Press corps throughout stay in Philadelphia

H. Mrs. Nixon's Press Conference: 1:05 - 1:45 P. M. - VIP Room; Women's Press alerted.

II. DEPARTURE FROM AIRPORT

- A. Time of departure: 1:50 P. M.
- B. Destination: Bellevue Stratford Hotel - Walnut Street entrance.
- C. Transportation: Yellow Cab limousine for complete party, including Press corps - at freight entrance on field.
1. Car assignments.  
(Assignment sheet provided)
  2. Motorcycle escort and security car.

III. BELLEVUE-STRATFORD HOTEL -MEETING OF STATE COMMITTEE - 1:00 - 3:00 P. M. - ROSE GARDEN

- A. Time of arrival: 2:15 P. M.
1. Manager of Bellevue-Stratford alerted to exact time of arrival to meet Vice President at entrance and escort party to waiting elevator.
- B. Procedure: George I. Bloom escorts Vice President and Mrs. Nixon, and reception party to closed meeting of Committee.
- C. Bellevue facilities: Suite 907-908-909 for Vice President and separate accommodations for staff (915-916-917)

IV. BELLEVUE STRATFORD HOTEL -Meeting of DELEGATES TO NATIONAL CONVENTION - 3:00 - 4:00 P. M. - NORTH GARDEN

- A. Time of arrival: 3:00 P. M.
- B. Procedure: George I. Bloom escorts Vice President and Mrs. Nixon and reception party to closed meeting of delegation.

V. DEPARTURE OF MRS. NIXON FROM  
BELLEVUE-STRATFORD.

- A. Time of departure: 3:15 P. M.
1. Hotel to have elevator waiting for Mrs. Nixon and party.
- B. Destination: Sheraton Hotel.
- C. Escort: Mrs. Richards and Mrs. Lord will escort Mrs. Nixon and reception party from delegates meeting down to Broad Street entrance of hotel.
- D. Transportation: Yellow Cab limousine waiting at Broad Street entrance of hotel.

VI. RECEPTION FOR MRS. NIXON  
AT SHERATON HOTEL BALLROOM-  
3:30 - 5:00 P. M.

- A. Time of arrival: Approximately 3:20 P. M.
1. Manager of Sheraton alerted to exact time of arrival to meet Mrs. Nixon at Pennsylvania Boulevard entrance of hotel and escort party to waiting elevator.
- B. Procedure: Mrs. Richards and Mrs. Lord, and reception party escort Mrs. Nixon to Presidential Suite. At 3:45 Mrs. Nixon and party leave Presidential suite and go to ballroom.
1. Guests at reception - members of various south-east Republican women's organizations.
2. Organization of Reception - reception line and informal greetings.
- C. Departure: At 4:55 P. M. Mrs. Richards and Mrs. Lord escort Mrs. Nixon to the Presidential Suite on the 22nd floor.
1. Hotel to have elevator waiting to take party up to 22nd floor.

VII. DEPARTURE OF VICE PRESIDENT  
FROM BELLEVUE STRATFORD

- A. Time of departure: 4:00 P. M.
1. Hotel to have elevator waiting for Vice President and his party.
- B. Destination: Union League
- C. Escort: General Baker, Senator Hugh Scott, George Bloom, Robert Dechert, Raymond Pitcairn escort Vice President down through Walnut Street entrance of hotel and walk over to front entrance of the Union League, and up stairs to main entrance.

VIII. RECEPTION AT UNION LEAGUE-  
4:00 to 5:00 P. M.

- A. Arrival time: 4:05 P. M.
1. Welcoming Committee alerted to meet Vice President's party at Broad Street entrance to main floor and escort party to Reception in Lincoln Hall (2nd floor).
- B. Procedure: Vice President and party welcomed by Dr. Huer, President of Union League, and escorted to reception in Lincoln Hall (2nd floor).
1. Organization of Reception-receiving line
2. People invited - Union League members and purchasers of \$100. tickets for ball game.

IX. DEPARTURE FROM UNION LEAGUE

- A. Time of departure: 4:45 P. M.
- B. Destination: Sheraton Hotel
- C. Escort: Reception party escorts Vice President to Broad Street entrance of Union League and accompanies Vice Presidential party to Sheraton Hotel.



D. Transportation: Yellow Cab Limousines waiting at Broad Street entrance to Union League.

X. SHERATON HOTEL-STAFF CONSULTATION FOR VICE PRESIDENT AND MRS. NIXON -5:00 to 5:45 P. M.

A. Time of arrival: 5:00 P. M.

1. Manager of Sheraton alerted to exact time of arrival to meet Vice President at Pennsylvania Boulevard entrance of hotel and escort party to waiting elevator.

B. Procedure: Reception party escorts Vice President to elevator to Presidential Suite on 22nd floor of hotel.

XI. MCCABE DINNER FOR VICE PRESIDENT-CONSTITUTION INDEPENDENCE ROOM 3RD FLOOR - 5:45 - 7:30 P. M.

A. Procedure: Thomas McCabe and party call at Presidential Suite at 5:45 to escort Vice President to private dinner.

1. Elevator waiting at 22nd floor at 5:45 P. M. to take Vice President and party down to 3rd floor.
2. Private dinner with guests invited by Mr. McCabe.

XII. RECEPTION AND DINNER FOR MRS. NIXON-PENNSYLVANIA ROOM 3RD FLOOR -5:45 - 7:30 P. M.

A. Procedure: Mrs. Richards and Mrs. Lord call at Presidential Suite at 5:50 P. M. to escort Mrs. Nixon to Reception and Dinner.

1. Elevator waiting at 22nd floor at 5:55 p. m. to take Mrs. Nixon and party down to third floor.

- B. Reception and Dinner.
- C. Exchange visits of Vice President and Mrs. Nixon
  - 1. At 6:30 Vice President visits "Dinner With Pat", greets diners, and at 6:~~45~~<sup>35</sup> returns to McCabe dinner ~~with Mrs. Nixon. She then returns to her dinner.~~
  - 2. At 7:15 "Dinner With Pat" breaks up and group departs for ball park. Mrs. Nixon escorted to elevator and taken to suite.
    - a. Merz buses provided for diners.

XIII. DEPARTURE OF VICE PRESIDENT AND MRS. NIXON FROM SHERATON HOTEL

- A. Time of departure: 7:45 P. M.
  - 1. At 7:30 p. m. Vice President escorted from dinner to waiting elevator and up to suite. Leave suite at 7:40 to 1st floor through lobby to Pennsylvania Boulevard entrance.
- B. Destination: Connie Mack Stadium
- C. Transportation: Yellow Cab Limousines waiting at Pennsylvania Blvd. entrance for entire Vice Presidential party.
  - 1. Members of party-official reception party, Vice President's staff, press corp.
  - 2. Car assignments - Vice President and Mrs. Nixon and his staff members in lead car; other members use original car assignments.
  - 3. Departure from Sheraton at 7:45.

XIV. "BASEBALL WITH DICK" CONNIE MACK  
STADIUM - 7:30 P.M. TO END OF GAME

A. Program:

1. 7:28 P.M. Master of Ceremonies, Byrum Saam, welcomes crowd with appropriate intros.
2. 7:30 p.m. - Count Basie and Orchestra and Joe Williams begin performance.
3. 7:50 p.m. - 8:00 p.m. Vocalist Della Reese sings.
4. 8:00 p.m. - Basie plays instrumentals.
5. 8:05 p.m. - Vice President and party enter.  
  
Saam announces them and Basie plays "Drums and Flourishes" and "California Here I Come."
6. 8:07 p.m. Vice President and party seated in box. Basie continues playing.
7. 8:15 p.m. Basie & Co. come off platform and continue playing on field. Bandstand and PA system, etc. dismantled by park attendants.
8. 8:25 p.m. Basie group exits. Vice President comes out of box and goes through field ceremonies.
9. 8:30 p.m. Star Spangled Banner and start of game.

B. Time of arrival of Vice President and party.

Approx. 8:05 p.m.

C. Point of Arrival:

Vice President and security car go to right field gate. Remainder of motorcade goes to assigned entrance.

- D. Procedure: Vice President and Mrs. Nixon enter ball park 8:05 p. m.
1. Transportation: Vice President and Mrs. Nixon change to open car at gate.
  2. Route: Car driven around field, from back of 1st base, around 2nd and 3rd to deluxe box right side of dugout.
  3. As Vice President and Mrs. Nixon enter box, Mrs. Nixon is presented with bouquet of roses by captain of Lane-Bartram Cardinals.
  4. Individuals seated in official boxes: (Seat assignments to be determined)  
  
Richard M. Nixon  
Hugh Scott  
General Baker  
Robert Dechert  
Raymond Pitcairn  
Roger Firestone  
George I. Bloom  
Phil Corson  
Hal Bemis  
Wilbur Hamilton  
Colonel Rockwell  
Bob Carpenter  
  
Mrs. Nixon  
Mrs. John W. Lord, Jr.  
Mrs. J. Permar Richards, Jr.  
Ruth Pennell  
Gaynelle Dixon  
Mrs. Hugh Scott
  5. Field Ceremonies - at 8:25  
Vice President leaves box, visits dugouts, and walks to home plate and greets managers of both teams (photos). Star Spangled Banner sung by soloist at home plate. Players lined up on base lines. At end of music, Vice President returns to his box.
  6. Vice President throws out first ball.

7. Pass list supplied to stadium management on all those who will enter through Press gate.

XV. DEPARTURE OF VICE PRESIDENT AND MRS. NIXON FROM CONNIE MACK STADIUM

To be determined