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THE PRESIDENT HAS SEEN....

July 22, 1976

MEMORANDUM FOR: DICK CHENEY
FROM: JERRY H. JONES 
SUBJECT: Status Report on Logistic Planning
for Kansas City Convention

This memo outlines our current logistics plan for White House operations at Kansas City -- who goes, what do they do, where do they stay, etc.

- I. Hotel Room Allocation: As you remember, our original fear was that we would not have adequate hotel space to meet the housing demands in Kansas City by the White House, PFC, Press, Secret Service, WHCA. Fortunately, housing is not now a problem; we have adequate space in Kansas City to house those staff elements who are necessary to a successful convention operation. In addition, we presently have 30 to 35 rooms in the Crown Center over and above our present requirements that can be used to house later additions. (See Tab A for the current allocation of rooms to the various staff elements.)

- II. Who is going from the White House Staff: The White House staff list has been developed based on the following assumptions:
 1. That the President will most likely be in Kansas City for most of the week of August 16.
 2. That staff who support the President as President will be required in Kansas City because of the likely duration of the President's stay.
 3. That various White House political operatives will be required to support the President's and the Chief of Staff's political requirements during the Convention.

4. That the President would want to take his senior White House advisors even though several of them have not been directly involved in the campaign-convention efforts to date.

5. That we must not take unneeded staff members. PFC must pay all overhead expenses for political staff (office space, secretarial expenses, airfare, Kansas City transportation, telephone installations, etc.) and the money is not available for excess staff. Also people who do not have a job to do can create unneeded problems with the press, etc. in a contested convention.

See Tab B for a recommended list of White House staff members to go to Kansas City based on the above assumptions. This list also indicates functions to be performed by each staff member. See Tab C for a list of professional staff members not on the travelling list.

III. Layout of the 17th and 18th floors: The command center of the President's convention efforts will be on the 17th and 18th floors of the Crown Center. Tab D is a floor diagram of these two floors. This layout is based on the following assumptions:

1. The White House political staff and the PFC staff will be merged for convention operations.
2. The Vice President will be housed on the same floor as the President.
3. The President's senior staff will be housed on his floor. Note: This arrangement may cause traffic problems on the 18th floor which could hinder the President's and Mrs. Ford's activities since:
 - a. Most of the senior staff will probably bring their wives, and
 - b. They will undoubtedly be entertaining guests on the 18th floor during the convention.
4. Staff members who are Assistants to the President or above will be given individual rooms. All staff below the level of Assistant to the President will not be expected to bring wives and will be placed in double rooms.

5. Jack has asked to be housed apart from the First Family and White House staff. His room therefore does not appear on these diagrams.

IV. Policy on convention expenses: Because the PFC is close to exceeding the primary campaign spending limit, only \$340,000 can be allocated to cover convention expenses. This is approximately half of the amount spent in 1972 ignoring the impact of inflation. We cannot go over budget; and any dollar spent for staff expenses subtracts from funds available for important convention activities -- rallies, communications, Presidential events.

We therefore intend to require that each professional White House staff member pay for his own room and board during the week of the convention. For staff members with single rooms the cost will be \$440 and for staff members in double rooms it will be \$330.

We will also ask secretaries to pay their own way, recognizing that in numerous instances, the PFC will in the end have to pay these expenses.

V. Open Questions

1. What family members from Grand Rapids would the President wish to invite to stay in the Crown Center?

None are now included in the hotel roster. (We are assuming these guests would have to pay their own way.)

2. For which personal friends, if any, would the President wish to make rooms available in the Crown Center?

None are now included in the hotel roster. (These guests would have to pay their own way.)

3. We presently are assuming for planning purposes that each of the President's children will attend the convention. Is this a correct assumption? Will they be travelling to Kansas City with the President?

VI. Implementation Plan

For the most part, personnel for the convention operation have been selected on the basis of our requirements; we have not asked people if they would like to go, nor have we solicited the senior staff to ask about their requirements. When the list becomes known, there may be appeals. However, unless there are compelling reasons for additions, I recommend we hold the tough line on personnel. We do not have the funds for additional people, we do not have enough advance personnel to handle their various requirements; and as Puerto Rico demonstrated, unneeded people cause more problems than the rest of us have time to solve.

I recommend the following steps to implement this convention logistics plan:

You announce in the senior staff meeting that the convention personnel list is now together and indicate the guidelines we have used in compiling it:

- We are taking only those absolutely necessary.
- The accommodations are spartan; all staff members below the Assistant to the President level will be doubled.
- Each political staff member will have to pay for his own room and board while in Kansas City. The rate will be \$330 for a double room and \$440 for a single room.
- Travel will be either on Thursday, August 12, via PFC charter or on Air Force One with the President. Most staff will return to Washington on Friday, August 20.
- Jerry Jones, who is handling convention arrangements for the White House, will be calling each senior staff member to indicate which of his staff members will be going.

- Jones will also call each staff member who is on the list and describe their convention function to them.

- Later the Jones office will contact each staff member and arrange for convention passes to be issued, rooms assigned, provide information on travel dates, etc.

You may indicate that each office head should appeal to you if they have problems with whom from their staff is going. This appeal should describe in convincing detail what function each additional staff would perform.

Otherwise, any questions or requests that they have should be directed to Jerry Jones.

Finally, once the President has looked down the staff lists, and you have made the above points with the senior staff, I will begin the calls as described above.

7/22/76
3:00 p. m.

Elements to be Housed	No. of people	Crown Center (total rooms - 289)	Other Rooms
WHITE HOUSE (Holding rooms and offices)	60	64 (13)	
VICE PRESIDENT		10	
CABINET		28	
WHITE HOUSE PRESS OFFICE	33	24	
WHITE HOUSE PRESS CORPS	49	25	
PFC		76	
PFC ADVISORY COMMITTEE		9	
USSS		26	29 doubles (Quality Inn-Stadium)
WHCA		7	18 doubles and 3 singles (Quality Inn-Stadium)
ADVANCE			5 doubles and 5 apartments Kaw Valley Inn
WHITE HOUSE/PFC UNALLOCATED		20	
TOTALS	142	289	52 doubles 3 singles 5 apartments

White House Personnel to Attend Convention

<u>NAME</u>	<u>NUMBER</u>	<u>FUNCTION</u>
I. First Family		
- The President	1	
- The First Lady	1	
- Jack Ford	1	Caucus Team
- Steve Ford	1	Caucus Team
- Susan Ford	1	Caucus Team
- Mike Ford	1	None
- Gayle Ford	1	None
	<u>7</u>	
II. Senior Staff		
- Buchen	1	Caucus Team
- Hartmann	1	Advice, speechwriting
- Marsh	1	Advice
- Scowcroft	1	NSC functions, platform
- Cannon	1	Caucus Team, platform
- Lynn	1	Caucus Team, platform
- Seidman (member of Michigan delegation)		Caucus Team, platform
- Greenspan	1	Platform, advice, Caucus Team?
- Friedersdorf	1	Caucus Team, Cong. problems
- Baroody	1	Caucus Team
	<u>9</u>	
III. Staff Support for Senior Staff		
- Hartmann secretary	1	Speech typing
- Scowcroft aide	1	NSC staff assistance
- Scowcroft secretary	1	NSC staff assistance
- Secretarial pool	2	Typing, phone messages, schedule for senior staff
	<u>5</u>	

IV. Staff Support - Government

- Cheney	1	Chief of Staff
- Chanock	1	Staff assistant to Chief of Staff
- Berger, Rippie	2	Secretarial support for Chief of Staff
- O'Donnell	1	Aide to President, President's schedule
- Nell Yates, Secretary, Receptionist	3	Support for President's schedule
- Military Aides	2	
- Lukash	1	
- Stewards	4	
	<u>15</u>	

V. Political Aides

- Gergen	4	Issues, Q&As, talking points
. Plus 2 writers		
. Penny		
- Duval	1	Platform, general advice
- Jones	1	Convention operations, command post
- Connor	1	Delegate case work
- Cavanaugh	1	Platform, issues, general advice
- O'Neill	1	Platform, issues, general advice
- Gorog	1	Platform, issues, general advice
* - Orben	3	Remarks, talking points
. Plus 1 writer		
. Plus 1 secretary		
- Secretarial Pool	3	Typing, schedules, messages
- Field	1	Delegate tracking
	<u>17</u>	

* Assuming acceptance speech, rally speech and major caucus talking points are written before Kansas City.

VI. First Lady's Staff

- Weidenfeld	2
. Plus 1 secretary	
- Secretaries	2
- Hairdresser	1
- Porter	1
- Matson	1
	<u>7</u>

VII. Press Office

- Ron Nessen	1
- John Carlson	1
- Larry Speakes	1
- Bill Roberts	1
- Thym Smith	1
- Doug Blaser	1
- Connie Gerrard	1
- Connie Thumma	1
- Gay Pirozzi	1
- Mary Bourke	1
- Jan Barberi	1
- Carole Montague	1
- Gail Campbell	1
	<hr/>
	13

Advance Arrivals

- Dorrance Smith	1
- Gary Wright	1
- Dave Frederikson	1
	<hr/>
	3

Transportation

- Ray Zook	1
- Bob Manning	1
- Chuck Marceaux	1
- Bob Law	1
- Garage	1
- Alderson	3
	<hr/>
	8

Other

- White House TV	3
- WHCA Shotgun	1
- USSS Press Agent	1
- White House Medic	1
- White House Nurse	1
- Photographers (WH)	1
	<hr/>
	9

VIII. Advance Office

- Cavaney plus 6 plus 1 secretary 7

Advance Presidential movements and First Family movements.

IX. White House Press

- UPI Correspondent
- UPI Correspondent
- AP Correspondent
- AP Correspondent
- Reuters
- Agence France
- Washington Post
- Washington Star
- New York Times
- New York Daily News
- Boston Globe
- Newsday
- Philadelphia Bulletin
- Baltimore Sun
- Chicago Tribune
- Chicago Daily News
- St. Louis Post Dispatch
- Los Angeles Times
- Newsweek
- Time
- U.S. News & World Report
- Wall Street Journal
- New Republic
- ABC Producer
- ABC Correspondent

- ABC Mini-Cam
- ABC Mini-Cam
- ABC Radio
- CBS Correspondent
- CBS Producer
- CBS Mini-Cam
- CBS Mini-Cam
- CBS Radio
- NBC Correspondent
- NBC Producer
- NBC Min
- NBC Mini-Cam
- NBC Radio
- Pool Technician
- Pool Lighting
- UPI Photo
- AP Photo
- Time Photo
- Newsweek Photo
- Black Star Photo
- Mutual Radio
- AP Radio
- UPI Audio
- RKO General

PRESS
TOTAL 49

7/22/76
6:30 p. m.

-5-

PFC Advisory Committee

- Dean Burch (Crown Center)
- Ray Bliss (Muehlbach w/RNC)
- Senator Dole (Crown Center; also has a suite at Muehlbach)
- Max Fisher (PFC Finance Committee accommodations)
- Bryce Harlow (Crown Center)
- Bob Douglas (Crown Center)
- Dick Herman (Crown Center)
- Governor Holshouser (Crown Center)
- Mel Laird (Crown Center)
- Leon Parma (Crown Center)
- Congressman Rhodes (with Ohio delegation)
- Senator Scott (with RNC)

7/22/76
4:00 p. m.

White House Personnel Not Presently Included on Kansas City List

Buchen

- Schmults
- Lazarus
- Kilberg
- Roth

Friedersdorf

- Kendall
- Leppert
- Jenckes
- Loeffler
- Rowland
- Wolthius

Cannon

- Fletcher
- McConahey

Baroody

- Knauer
- Schlaes
- Marrs
- Calhoun
- Vickerman
- Powell
- Holm
- Kuropas
- Valis

Cheney

- Goldwin
- Reichley

Connor

- Hoopes
- Farrell

Seidman

- Porter

Jones

- Nicholson

Gergen

- Halper
- Hendriks
- Rhatican

Bennett

- Bennett
- Brannon
- Patterson
- Spaulding

Marsh

- Rourke

The President's Office

- Leonard
- Downton

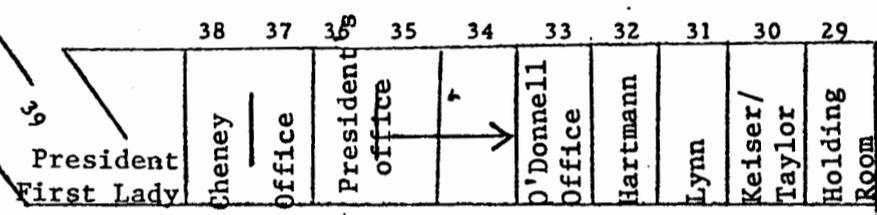
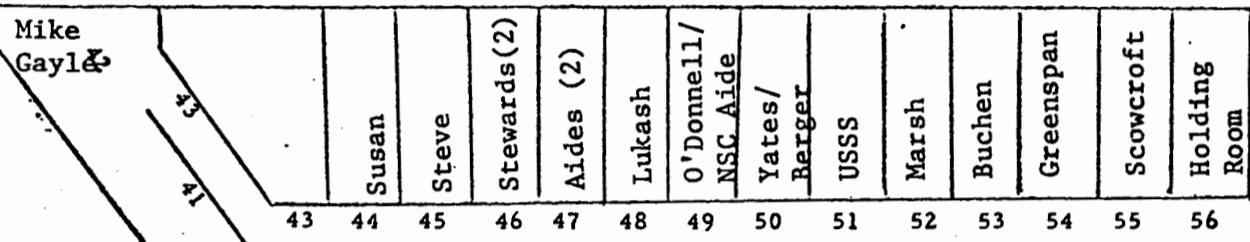
The First Lady

- Downs
- O'Neill

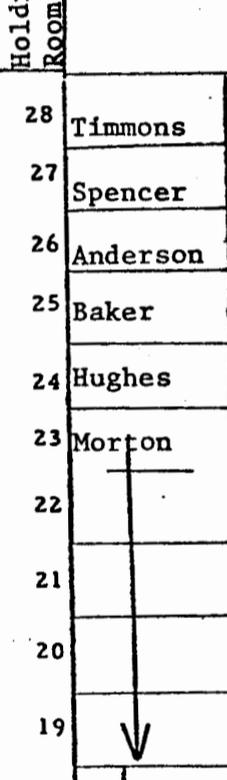
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7/22/76
5:00 p.m.

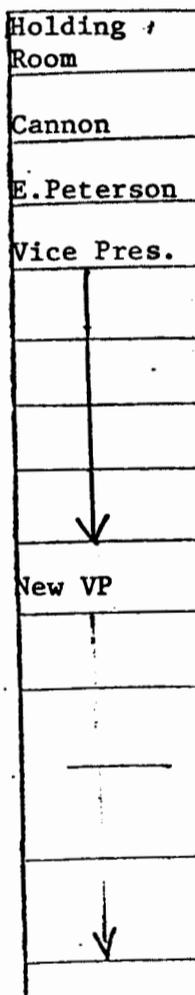
CROWN CENTER
18th FLOOR - EAST/WEST WING



ELEVATORS



PFC

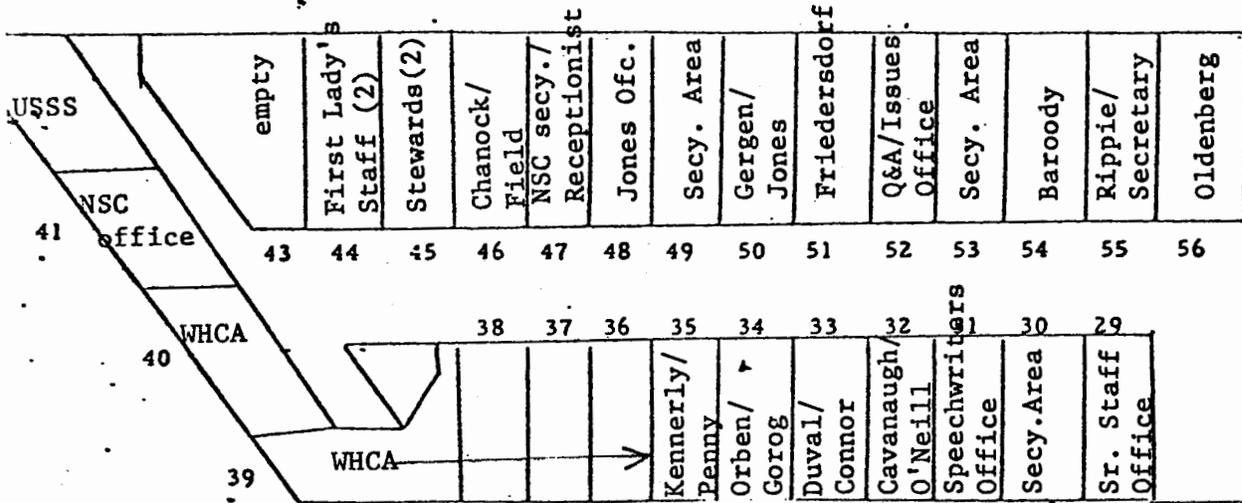


CROWN CENTER
18th FLOOR - NORTH/SOUTH WING

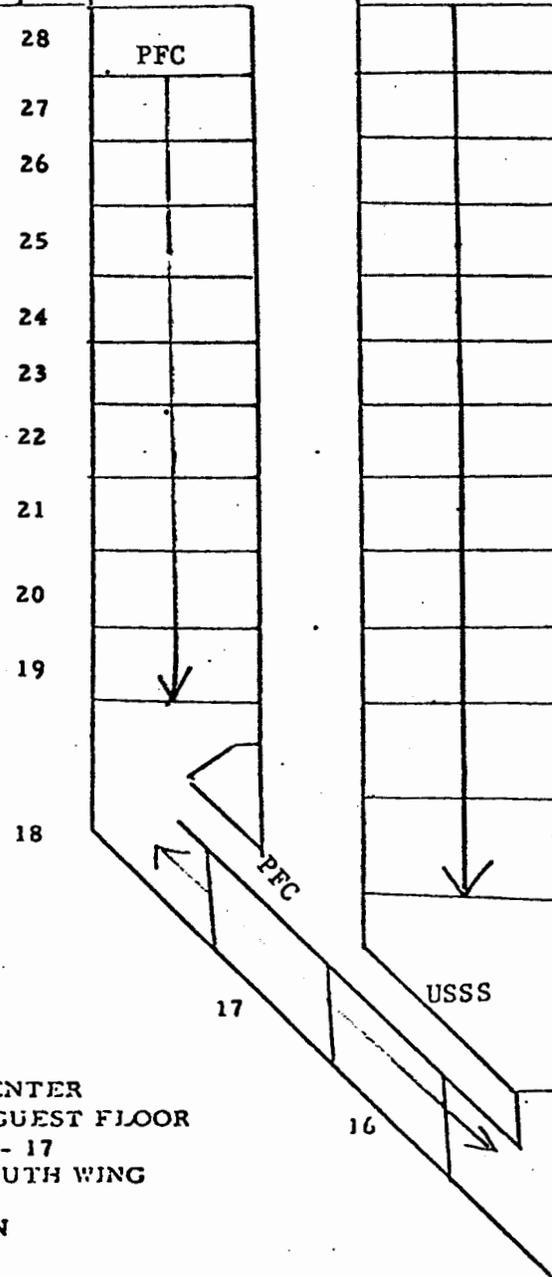


7/22/76
5:00 p.m.

CROWN CENTER
TYPICAL GUEST FLOOR
FLOORS 7 - 17
EAST/WEST WING



ELEVATORS



CROWN CENTER
TYPICAL GUEST FLOOR
FLOORS 7 - 17
NORTH/SOUTH WING

