

November 13, 1975

Office of the White House Press Secretary

NOTICE TO THE PRESS

In connection with the President's trip to the People's Republic of China, each news organization must supply in writing by 3:00 p.m. Saturday, November 15, to the White House Press Office the name of each individual who will be accompanying the President overseas. Each name should be followed by the individual's passport number, date and place of birth, and a description of the person's specific function while on the trip. Also, two passport-size pictures, in color and signed in ballpoint pen on the back, should be attached.

In addition, an inventory of each piece of equipment to be taken on the trip should be attached. The inventory should give the manufacturer's name, serial number, weight, size and its function.

For example:

- 1 Sony portable tape recorder (with supply of batteries, mikes, converter and cords)
- Serial number: 789-A
- Weight: 12 pounds
- Size: 9" by 6" by 3"
- Function: To record audio for broadcast purposes

Many newsmen will be involved in the President's travels to North Carolina, Georgia and Paris, France, during the next four days, so it is very important that you work with your news organizations so they can supply in writing this information in your absence. Departure for the PRC is only 16 days away. However, the White House advance team must supply this information to the PRC government when they arrive early next week.

To repeat, the deadline for the information and color photographs is 3:00 p.m. Saturday, November 15. All material should be directed to Judy O'Neil in the Press Office.

#

#

#