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**Collection:** Roberts, John G.: Files

**Folder Title:** JGR/Speeches (4 of 4)

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## WHITE HOUSE CORRESPONDENCE TRACKING WORKSHEET

- O - OUTGOING
- H - INTERNAL
- I - INCOMING  
Date Correspondence Received (YY/MM/DD) \_\_\_\_\_

Name of Correspondent: Richard Darman

MI Mail Report      User Codes: (A) \_\_\_\_\_ (B) \_\_\_\_\_ (C) \_\_\_\_\_

Subject: Speech Planning Schedule  
11/6/84

ROUTE TO:	ACTION	DISPOSITION
Office/Agency (Staff Name)	Action Code	Tracking Date YY/MM/DD
<u>CUHORE</u>	ORIGINATOR	<u>84/11/07</u>
	Referral Note:	_____
<u>CUINT 04</u>	I	<u>84/11/07</u>
<u>CUINT 14</u>	Referral Note: I	<u>84/11/07</u>
<u>CUINT 17</u>	I	<u>84/11/07</u>
<u>CUINT 09</u>	Referral Note: I	<u>84/11/07</u>
<u>CUINT 19</u>	I	<u>84/11/07</u>
<u>CUINT 18</u>	Referral Note: I	<u>84/11/07</u>
<u>CUINT 02</u>	I	<u>84/11/07</u>
	Referral Note:	_____

**ACTION CODES:**

- A - Appropriate Action
- C - Comment/Recommendation
- D - Draft Response
- F - Furnish Fact Sheet  
to be used as Enclosure

- I - Info Copy Only/No Action Necessary
- R - Direct Reply, w/Copy
- S - For Signature
- X - Interim Reply

**DISPOSITION CODES:**

- A - Answered
- B - Non-Special Referral
- C - Completed
- S - Suspended

**FOR OUTGOING CORRESPONDENCE:**

- Type of Response = Initials of Signer
- Code = "A"
- Completion Date = Date of Outgoing

Comments: \_\_\_\_\_

Keep this worksheet attached to the original incoming letter.  
Send all routing updates to Central Reference (Room 75, OEOB).  
Always return completed correspondence record to Central Files.  
Refer questions about the correspondence tracking system to Central Reference, ext. 2590.

# WHITE HOUSE STAFFING MEMORANDUM

DATE: 11/7/84 ACTION/CONCURRENCE/COMMENT DUE BY: --

SUBJECT: SPEECH PLANNING SCHEDULE (11/6/84)

	ACTION FYI			ACTION FYI	
VICE PRESIDENT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	MURPHY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MEESE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OGLESBY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BAKER	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ROGERS	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DEAVER	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SPEAKES	<input type="checkbox"/>	<input checked="" type="checkbox"/>
STOCKMAN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SVAHN	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DARMAN	<input type="checkbox"/>	<input checked="" type="checkbox"/> P	VERSTANDIG	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<del>FIELDING</del>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	WHITTLESEY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FULLER	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
HERRINGTON	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
HICKEY	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
McFARLANE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
McMANUS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS:

RESPONSE:

November 6, 1984

PRESIDENTIAL SPEECH PLANNING SCHEDULE

<u>EVENT</u>	<u>DATE</u>	<u>WRITER RESEARCHER</u>	<u>TOPIC/THEME/PURPOSE</u>
<u>C. REMARKS</u>			
RECEPTION FOR AMERICAN SECURITY COUNCIL'S COALITION FOR PEACE THROUGH STRENGTH	11/15 Thursday	Tony Julie	
RECEPTION FOR "VICTORY 84 COMMITTEE"	11/19 Monday	Dana Elizabeth	
"UNITY DINNER" OF THE SENATE REPUBLICANS	11/28 Wednesday		
PRESENTATION OF CONGRESSIONAL GOLD MEDAL TO HONOR CONGRESSMAN LEO J. RYAN	11/29 Thursday		
ATTEND 1984 KENNEDY CENTER HONORS NIGHT PROGRAM	12/02 Sunday		

D. FOREIGN VISITS

STATE VISIT: GRAND DUKE JEAN OF LUXEMBOURG Arrival Ceremony State Dinner Toast Entertainment Thank You	11/13 Tuesday	Peter Julie	
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<u>EVENT</u>	<u>DATE</u>	<u>WRITER RESEARCHER</u>	<u>TOPIC/THEME/PURPOSE</u>
STATE VISIT: FIJI PRIME MINISTER RATU MARA Arrival Ceremony State Dinner Toast Entertainment Thank You	11/27 Tuesday		

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STATE VISIT: PRESIDENT JAIME LUSINCHI OF VENEZUELA Arrival Ceremony State Dinner Toast Entertainment Thank You	12/04 Tuesday		
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E. TAPINGS

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TAPING: ETHICS & PUBLIC POLICY CENTER DINNER	11/12 Monday	Tony Kim	
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TAPING: NATIONAL INTERFRATERNITY CONFERENCE MEETING	11/12 Monday	Al Elizabeth	
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TAPING: HEISMAN TROPHY SHOW	11/12 Monday	Peter Julie	
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TAPING: DEDICATION OF U.S.C. SCHOOL OF CINEMATOGRAPHY	11/12 Monday	Dana KimW	
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TAPING: IRELAND FUND TRIBUTE TO PETER DAILEY	11/12 Monday		
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<u>EVENT</u>	<u>DATE</u>	<u>WRITER RESEARCHER</u>	<u>TOPIC/THEME/PURPOSE</u>
TAPING: TRIBUTE TO REPUBLICAN NATIONAL CONVENTION STAFF	11/12 Monday		

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G. RADIO TALKS

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RADIO TALK:	11/10 Saturday		
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RADIO TALK:	11/17 Saturday		
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RADIO TALK:	11/24 Saturday		
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## WHITE HOUSE CORRESPONDENCE TRACKING WORKSHEET

- O - OUTGOING
- H - INTERNAL
- I - INCOMING

Date Correspondence Received (YY/MM/DD) 1 / 1

Name of Correspondent: Richard Darman

MI Mail Report      User Codes: (A) \_\_\_\_\_ (B) \_\_\_\_\_ (C) \_\_\_\_\_

Subject: Speech Planning Schedule (11/19/02)

ROUTE TO:	ACTION	DISPOSITION
Office/Agency (Staff Name)	Action Code	Tracking Date YY/MM/DD
<u>WHITE</u>	ORIGINATOR	8411 116
	Referral Note:	1 1
<u>UNIT 04</u>	I	8411 116
<u>UNIT 14</u>	Referral Note: I	8411 116
<u>UNIT 17</u>	I	8411 116
<u>UNIT 09</u>	Referral Note: I	8411 116
<u>UNIT 19</u>	I	8411 116
<u>UNIT 18</u>	Referral Note: I	8411 116
<u>UNIT 02</u>	I	8411 116
	Referral Note:	1 1

- |  |   |   |
|--|---|---|
| <p><b>ACTION CODES:</b></p> <ul style="list-style-type: none"> <li>A - Appropriate Action</li> <li>C - Comment/Recommendation</li> <li>D - Draft Response</li> <li>F - Furnish Fact Sheet to be used as Enclosure</li> </ul> | <ul style="list-style-type: none"> <li>I - Info Copy Only/No Action Necessary</li> <li>R - Direct Reply w/Copy</li> <li>S - For Signature</li> <li>X - Interim Reply</li> </ul> | <p><b>DISPOSITION CODES:</b></p> <ul style="list-style-type: none"> <li>A - Answered</li> <li>B - Non-Special Referral</li> <li>C - Completed</li> <li>S - Suspended</li> </ul> |
|--|---|---|

**FOR OUTGOING CORRESPONDENCE:**  
 Type of Response = Initials of Signer  
 Code = "A"  
 Completion Date = Date of Outgoing

Comments: \_\_\_\_\_

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# WHITE HOUSE STAFFING MEMORANDUM

DATE: 11/16/84 ACTION/CONCURRENCE/COMMENT DUE BY: \_\_\_\_\_

SUBJECT: SPEECH PLANNING SCHEDULE (11/19/84)

	ACTION FYI			ACTION FYI	
VICE PRESIDENT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	MURPHY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MEESE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OGLESBY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BAKER	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ROGERS	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DEAVER	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SPEAKES	<input type="checkbox"/>	<input checked="" type="checkbox"/>
STOCKMAN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SVAHN	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DARMAN	<input type="checkbox"/> P	<input checked="" type="checkbox"/> SS	VERSTANDIG	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FIELDING	<input type="checkbox"/>	<input checked="" type="checkbox"/>	WHITTLESEY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FULLER	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
HERRINGTON	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
HICKEY	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
McFARLANE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
McMANUS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS:

RESPONSE:

Richard G. Darman  
Assistant to the President  
Ext. 2702



November 19, 1984

PRESIDENTIAL SPEECH PLANNING SCHEDULE

<u>EVENT</u>	<u>DATE</u>	<u>WRITER RESEARCHER</u>	<u>TOPIC/THEME/PURPOSE</u>
<u>C. REMARKS</u>			
"UNITY DINNER" AT THE LIBRARY OF CONGRESS	11/28 Wednesday	Peggy Kim	
KENNEDY CENTER HONORS RECEPTION	12/02 Sunday	Peter Kim	
"CHRISTMAS IN WASHINGTON" CONCERT REMARKS REQUIRED ? ? ?	12/09 Sunday		
PSI CITATION CEREMONY	12/10 Monday		
CHRISTMAS TREE LIGHTING	12/13 Thursday		
<u>D. FOREIGN VISITS</u>			
DEPARTURE STATEMENT: PRIME MINISTER RATU MARA OF FIJI	11/27 Tuesday	Dana KimW	
DEPARTURE STATEMENT: CHANCELLOR HELMUT KOHL OF GERMANY	11/30 Friday	Dana Julie	

<u>EVENT</u>	<u>DATE</u>	<u>WRITER RESEARCHER</u>	<u>TOPIC/THEME/PURPOSE</u>
STATE VISIT: PRESIDENT JAIME LUSINCHI OF VENEZUELA Arrival Ceremony State Dinner Toast Entertainment Thank You	12/04 Tuesday	Dana Julie	

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DEPARTURE STATEMENT: PRESIDENT KOUNICHE OF NIGER	12/11 Tuesday	Dana Julie	
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E. TAPINGS

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TAPING: NCAA NATIONAL YOUTH SPORTS PROGRAM FILM	11/29 Thursday		
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## WHITE HOUSE CORRESPONDENCE TRACKING WORKSHEET

O - OUTGOING

H - INTERNAL

I - INCOMING

Date Correspondence Received (YY/MM/DD) 1/1

Name of Correspondent: Richard Darnan

MI Mail Report

User Codes: (A) \_\_\_\_\_ (B) \_\_\_\_\_ (C) \_\_\_\_\_

Subject: Presidential Speech Planning  
Schedule (12/4/84)

**ROUTE TO:**

**ACTION**

**DISPOSITION**

Office/Agency (Staff Name)	Action Code	Tracking Date YY/MM/DD	Type of Response	Code	Completion Date YY/MM/DD
<u>CLINTON</u>	ORIGINATOR	<u>841204</u>			<u>1 1</u>
	Referral Note:				
<u>WAT 04</u>	<u>I</u>	<u>841204</u>			<u>1 1</u>
<u>WAT 14</u>	Referral Note: <u>I</u>	<u>8412/04</u>			
<u>WAT 17</u>	<u>I</u>	<u>8412104</u>			<u>1 1</u>
<u>WAT 09</u>	Referral Note: <u>I</u>	<u>8412/04</u>			
<u>WAT 19</u>	<u>I</u>	<u>8412104</u>			<u>1 1</u>
<u>WAT 18</u>	Referral Note: <u>I</u>	<u>8412/04</u>			
<u>WAT 22</u>	<u>I</u>	<u>8412104</u>			<u>1 1</u>
	Referral Note:				

**ACTION CODES:**

A - Appropriate Action  
C - Comment/Recommendation  
D - Draft Response  
F - Furnish Fact Sheet  
to be used as Enclosure

I - Info Copy Only/No Action Necessary  
R - Direct Reply w/Copy  
S - For Signature  
X - Interim Reply

**DISPOSITION CODES:**

A - Answered  
B - Non-Special Referral  
C - Completed  
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**FOR OUTGOING CORRESPONDENCE:**

Type of Response = Initials of Signer  
Code = "A"  
Completion Date = Date of Outgoing

Comments: \_\_\_\_\_

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## WHITE HOUSE STAFFING MEMORANDUM

DATE: 12/4/84 ACTION/CONCURRENCE/COMMENT DUE BY: \_\_\_\_\_

SUBJECT: PRESIDENTIAL SPEECH PLANNING SCHEDULE (12/4/84)

	ACTION FYI			ACTION FYI	
VICE PRESIDENT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	MURPHY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MEESE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OGLESBY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BAKER	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ROGERS	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DEAVER	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SPEAKES	<input type="checkbox"/>	<input checked="" type="checkbox"/>
STOCKMAN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SVAHN	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DARMAN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	VERSTANDIG	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FIELDING	<input type="checkbox"/>	<input checked="" type="checkbox"/>	WHITTLESEY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FULLER	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
HERRINGTON	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
HICKEY	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
McFARLANE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
McMANUS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>

**REMARKS:**

Please provide any comments to Ben Elliott.

**RESPONSE:**

Richard G. Darman  
Assistant to the President  
Ext. 2702

December 4, 1984

PRESIDENTIAL SPEECH PLANNING SCHEDULE

<u>EVENT</u>	<u>DATE</u>	<u>WRITER RESEARCHER</u>	<u>TOPIC/THEME/PURPOSE</u>
<u>C. REMARKS</u>			
PHOTO WITH HEISMAN TROPHY WINNER	12/06 Thursday	Peter Julie	
"CHRISTMAS IN WASHINGTON" CONCERT	12/09 Sunday	Dana Elizabeth	
PSI CITATION CEREMONY	12/10 Monday	Peter Kim	
SIGNING CEREMONY FOR INTERNATIONAL HUMAN RIGHTS DAY	12/10 Monday	Tony Julie	
CHRISTMAS TREE LIGHTING	12/13 Thursday	Peggy Elizabeth	
<u>D. FOREIGN VISITS</u>			
DEPARTURE STATEMENT: PRESIDENT KOUNICHE OF NIGER	12/11 Tuesday	Dana Julie	
<u>F. OTHER</u>			
INTRODUCTION TO NORMAN ROCKWELL'S PATRIOTIC TIMES	12/06 Thursday	Peter Elizabeth	

## WHITE HOUSE CORRESPONDENCE TRACKING WORKSHEET

- O - OUTGOING
- H - INTERNAL
- I - INCOMING  
Date Correspondence Received (YY/MM/DD) 1 1

Name of Correspondent: Richard Darman

MI Mail Report      User Codes: (A) \_\_\_\_\_ (B) \_\_\_\_\_ (C) \_\_\_\_\_

Subject: Presidential Speech Planning Scheduling  
12/10/84

ROUTE TO:	ACTION	DISPOSITION
Office/Agency (Staff Name)	Action Code	Tracking Date YY/MM/DD
<u>CUHOW</u>	ORIGINATOR	<u>84/12/10</u>
	Referral Note:	
<u>CUAT 04</u>	I	<u>84/12/10</u>
<u>CUAT 14</u>	Referral Note: I	<u>84/12/10</u>
<u>CUAT 17</u>	I	<u>84/12/10</u>
<u>CUAT 09</u>	Referral Note: I	<u>84/12/10</u>
<u>CUAT 19</u>	I	<u>84/12/10</u>
<u>CUAT 18</u>	Referral Note: I	<u>84/12/10</u>
<u>CUAT 02</u>	I	<u>84/12/10</u>
	Referral Note:	

**ACTION CODES:**

- A - Appropriate Action
- C - Comment/Recommendation
- D - Draft Response
- F - Furnish Fact Sheet  
to be used as Enclosure

- I - Info Copy Only/No Action Necessary
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- S - For Signature
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**DISPOSITION CODES:**

- A - Answered
- B - Non-Special Referral
- C - Completed
- S - Suspended

**FOR OUTGOING CORRESPONDENCE:**

- Type of Response = Initials of Signer
- Code = "A"
- Completion Date = Date of Outgoing

Comments: \_\_\_\_\_

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## WHITE HOUSE STAFFING MEMORANDUM

DATE: 12/10/84      ACTION/CONCURRENCE/COMMENT DUE BY: \_\_\_\_\_

SUBJECT: PRESIDENTIAL SPEECH PLANNING SCHEDULE -- 12/10/84

	ACTION FYI			ACTION FYI	
VICE PRESIDENT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	MURPHY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MEESE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OGLESBY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BAKER	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ROGERS	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DEAVER	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SPEAKES	<input type="checkbox"/>	<input checked="" type="checkbox"/>
STOCKMAN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SVAHN	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DARMAN	<input type="checkbox"/> P	<input checked="" type="checkbox"/> SS	VERSTANDIG	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FIELDING	<input type="checkbox"/>	<input checked="" type="checkbox"/>	WHITTLESEY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FULLER	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>ELLIOTT</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
HERRINGTON	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
HICKEY	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
McFARLANE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
McMANUS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>

**REMARKS:**

Please provide any comments to Ben Elliott. Thank you.

**RESPONSE:**

Richard G. Darman  
Assistant to the President  
Ext. 2702

December 10, 1984

PRESIDENTIAL SPEECH PLANNING SCHEDULE

<u>EVENT</u>	<u>DATE</u>	<u>WRITER RESEARCHER</u>	<u>TOPIC/THEME/PURPOSE</u>
<u>C. REMARKS</u>			
CHRISTMAS TREE LIGHTING	12/13 Thursday	Peggy Elizabeth	
PRESENTATION OF 1984 PRESIDENTIAL RANK AWARDS TO SENIOR EXECUTIVE MANAGERS	12/27 Monday	Dana KimW	
<u>D. FOREIGN VISITS</u>			
DEPARTURE STATEMENT: PRESIDENT KOUNTICHE OF NIGER	12/11 Tuesday	Ben Julie	



## WHITE HOUSE CORRESPONDENCE TRACKING WORKSHEET

O - OUTGOING

H - INTERNAL

I - INCOMING

Date Correspondence Received (YY/MM/DD)   1   /   1   / \_\_\_\_\_

Name of Correspondent:   Dave Chew  

MI Mail Report

User Codes: (A) \_\_\_\_\_ (B) \_\_\_\_\_ (C) \_\_\_\_\_

Subject:   Presidential Speech Planning Schedule  

**ROUTE TO:**

**ACTION**

**DISPOSITION**

Office/Agency (Staff Name)	Action Code	Tracking Date YY/MM/DD	Type of Response	Code	Completion Date YY/MM/DD
<u>  BY HOLL  </u>	ORIGINATOR	<u>  80102111  </u>		<u>  C  </u>	<u>  80102111  </u>
<u>  mat 04  </u>	Referral Note:				
<u>  mat 14  </u>	<u>  I  </u>	<u>  151  </u>		<u>  C  </u>	<u>  151  </u>
<u>  [REDACTED]  </u>	Referral Note:				
<u>  mat 21  </u>	<u>  I  </u>	<u>  151  </u>		<u>  C  </u>	<u>  171  </u>
<u>  mat 22  </u>	Referral Note:				
<u>  mat 23  </u>	<u>  I  </u>	<u>  80102111  </u>		<u>  C  </u>	<u>  80102111  </u>
	Referral Note:				
		<u>  1  </u> / <u>  1  </u>			<u>  1  </u> / <u>  1  </u>
	Referral Note:				

**ACTION CODES:**

- A - Appropriate Action
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- Type of Response = Initials of Signer
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Comments: \_\_\_\_\_

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# WHITE HOUSE STAFFING MEMORANDUM

DATE: 2/11/86 ACTION/CONCURRENCE/COMMENT DUE BY: \_\_\_\_\_

SUBJECT: PRESIDENTIAL SPEECH PLANNING SCHEDULE

	ACTION FYI			ACTION FYI	
VICE PRESIDENT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OGLESBY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
REGAN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	POINDEXTER	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MILLER	<input type="checkbox"/>	<input checked="" type="checkbox"/>	RYAN	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BUCHANAN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SPEAKES	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CHAVEZ	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SPRINKEL	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CHEW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	STEELMAN	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DANIELS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SVAHN	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FIELDING	<input type="checkbox"/>	<input checked="" type="checkbox"/>	THOMAS	<input type="checkbox"/>	<input checked="" type="checkbox"/>
HENKEL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	TUTTLE	<input type="checkbox"/>	<input checked="" type="checkbox"/>
HICKS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
KINGON	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
LACY	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS: The attached is for your information.

RESPONSE:

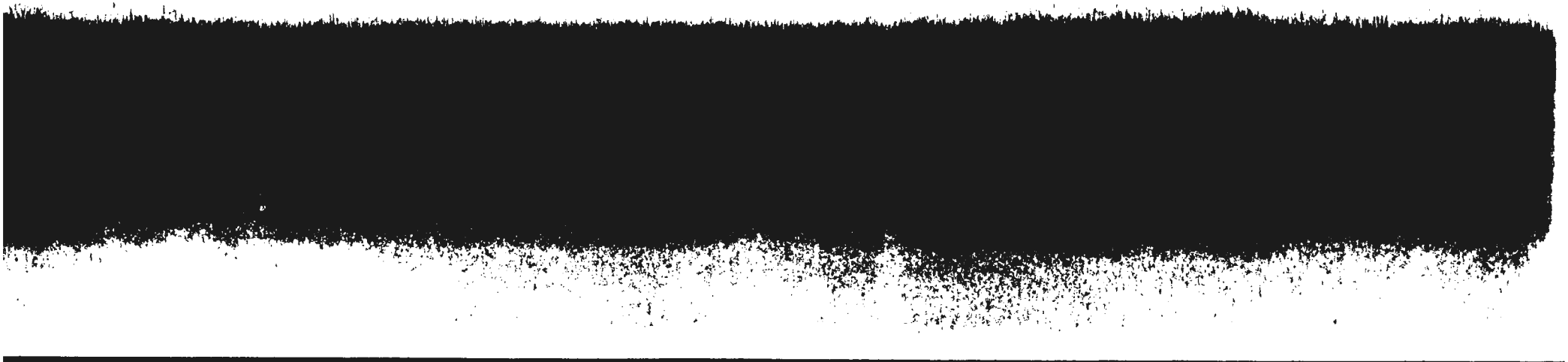
February 11, 1986

PRESIDENTIAL SPEECH PLANNING SCHEDULE

<u>EVENT</u>	<u>DELIVERY DATE</u>	<u>WRITER RESEARCHER</u>	<u>DUE TO BEN</u>	<u>SENIOR STAFF</u>	<u>DUE TO RR</u>	<u>COMMENTS</u>
NEWS CONFERENCE OPENING STATEMENT BUDGET	02/11 Tuesday	Ben Carol				
FUNDRAISER FOR GOVERNOR KIT BOND ST. LOUIS, MISSOURI	02/12 Wednesday	Dana KimW	02/05 4:00 Wednesday	02/06 10:00 Thursday	02/07 3:00 Friday	
RADIO TALK:	02/15 Saturday					
DROPBY BRIEFING FOR THE BUSINESS COUNCIL	02/19 Wednesday	Peter Kim	02/11 Tuesday	02/11 Tuesday	02/14 Friday	
TV ADDRESS: PEACE & NATIONAL SECURITY	02/19 Wednesday	Ben Peggy Pat KimW				
QUEENS PARK ST. GEORGE, GRENADA	02/20 Thursday	Dana Rowena	02/13 4:00 Thursday	02/14 10:00 Friday	02/18 3:00 Tuesday	
DROPBY HOUSE REPUBLICAN CONFERENCE	02/21 Friday	Josh Carol	02/14 4:00 Friday	02/18 10:00 Tuesday	02/19 3:00 Wednesday	

<u>EVENT</u>	<u>DELIVERY DATE</u>	<u>WRITER RESEARCHER</u>	<u>DUE TO BEN</u>	<u>SENIOR STAFF</u>	<u>DUE TO RR</u>	<u>COMMENTS</u>
RADIO TALK:	02/22 Saturday					
DINNER WITH THE NATION'S GOVERNORS ENTERTAINMENT THANK YOU & REMARKS	02/23 Sunday	Tony  KimW	02/18 4:00 Tuesday	02/19 10:00 Wednesday	02/20 3:00 Thursday	Cards - Friday
ADDRESS TO THE NATION'S GOVERNORS	02/24 Monday	Peter  Kim	02/18 4:00 Tuesday	02/19 10:00 Wednesday	02/20 3:00 Thursday	Cards - Friday
PRESIDENT BIYA OF CAMEROON: DEPARTURE STATEMENT	02/27 Thursday	Dana  Rowena	02/24 Monday	02/24 Monday	02/25 3:00 Tuesday	
RECEPTION FOR MAJOR DONORS TO CONSERVATIVE GROUPS	02/27 Thursday	Tony  Carol	02/21 4:00 Friday	02/24 10:00 Monday	02/25 3:00 Tuesday	
RADIO TALK:	03/01 Saturday					
DROPBY DINNER HONORING SENATOR LAXALT	03/03 Monday	Tony  Carol	02/25 4:00 Tuesday	02/26 10:00 Wednesday	02/27 3:00 Thursday	
RECEPTION FOR NATIONAL NEWSPAPER ASSOCIATION	03/06 Thursday	Peter  Kim	02/28 4:00 Friday	03/03 10:00 Monday	03/04 3:00 Tuesday	

<u>EVENT</u>	<u>DELIVERY DATE</u>	<u>WRITER RESEARCHER</u>	<u>DUE TO BEN</u>	<u>SENIOR STAFF</u>	<u>DUE TO RR</u>	<u>COMMENTS</u>
RECEPTION FOR SENATOR MURKOWSKI	03/06 Thursday	Dana Rowena	02/28 4:00 Friday	03/03 10:00 Monday	03/04 3:00 Tuesday	
RADIO TALK:	03/08 Saturday					
NA	0		3/06		3:	
ARI	1		ours		Y	



## WHITE HOUSE CORRESPONDENCE TRACKING WORKSHEET

- O - OUTGOING
- H - INTERNAL
- I - INCOMING  
Date Correspondence Received (YY/MM/DD) 1/1

Name of Correspondent: David Chew

MI Mail Report      User Codes: (A) \_\_\_\_\_ (B) \_\_\_\_\_ (C) \_\_\_\_\_

Subject: Presidential Speech Planning Schedule

ROUTE TO:	ACTION	DISPOSITION
Office/Agency (Staff Name)	Action Code	Tracking Date YY/MM/DD
<u>CUHOLL</u>	ORIGINATOR	<u>861227</u>
<u>CUAT04</u>	Referral Note:	C <u>861227</u>
<u>CUAT14</u>	I	C <u>1/1</u>
<u>CUAT 21</u>	Referral Note:	C <u>1/1</u>
<u>CUAT 22</u>	I	C <u>861227</u>
<u>CUAT 23</u>	Referral Note:	C <u>861227</u>
	Referral Note:	C <u>1/1</u>
	Referral Note:	C <u>1/1</u>

**ACTION CODES:**

- A - Appropriate Action
  - I - Info Copy Only/No Action Necessary
  - C - Comment/Recommendation
  - R - Direct Reply w/Copy
  - D - Draft Response
  - S - For Signature
  - F - Furnish Fact Sheet
  - X - Interim Reply
- to be used as Enclosure

**DISPOSITION CODES:**

- A - Answered
- C - Completed
- B - Non-Special Referral
- S - Suspended

**FOR OUTGOING CORRESPONDENCE:**

- Type of Response = Initials of Signer
- Code = "A"
- Completion Date = Date of Outgoing

Comments: \_\_\_\_\_

Keep this worksheet attached to the original incoming letter.  
 Send all routing updates to Central Reference (Room 75, OEOB).  
 Always return completed correspondence record to Central Files.  
 Refer questions about the correspondence tracking system to Central Reference, ext. 2590.

# WHITE HOUSE STAFFING MEMORANDUM

DATE: 2/27/86 ACTION/CONCURRENCE/COMMENT DUE BY: \_\_\_\_\_

SUBJECT: PRESIDENTIAL SPEECH PLANNING SCHEDULE

	ACTION FYI			ACTION FYI	
VICE PRESIDENT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OGLESBY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
REGAN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	POINDEXTER	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MILLER	<input type="checkbox"/>	<input checked="" type="checkbox"/>	RYAN	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BUCHANAN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SPEAKES	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CHAVEZ	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SPRINKEL	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CHEW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	STEELMAN	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DANIELS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SVAHN	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FIELDING	<input type="checkbox"/>	<input checked="" type="checkbox"/>	THOMAS	<input type="checkbox"/>	<input checked="" type="checkbox"/>
HENKEL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	TUTTLE	<input type="checkbox"/>	<input checked="" type="checkbox"/>
HICKS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
KINGON	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
LACY	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS:

RESPONSE:

February 27, 1986

PRESIDENTIAL SPEECH PLANNING SCHEDULE

<u>EVENT</u>	<u>DELIVERY DATE</u>	<u>WRITER RESEARCHER</u>	<u>DUE TO BEN</u>	<u>SENIOR STAFF</u>	<u>DUE TO RR</u>	<u>COMMENTS</u>
PRESIDENT BIYA OF CAMEROON: DEPARTURE STATEMENT	02/27 Thursday	Dana Rowena	02/24 Monday	02/24 Monday	02/25 3:00 Tuesday	
RECEPTION FOR MAJOR DONORS TO CONSERVATIVE GROUPS	02/27 Thursday	Tony Carol	02/21 4:00 Friday	02/24 10:00 Monday	02/25 3:00 Tuesday	
TAPING: TRIBUTE TO KING HASSAN OF MOROCCO	02/28 Friday	Ben KimW	02/24 Monday	02/24 Monday	02/27 3:00 Thursday	
TAPING: COALITION FOR S.D.I.	02/28 Friday	Josh Kim	02/24 Monday	02/24 Monday	02/27 3:00 Thursday	
TAPING: U.S.C. TRIBUTE TO VIRGINIA RAMO	02/28 Friday	Peter Rowena	02/24 Monday	02/24 Monday	02/27 3:00 Thursday	
TAPING: TRIBUTE TO DR. DENNIS O'LEARY	02/28 Friday	Carol Carol	02/26 Wednesday	02/26 Wednesday	02/27 3:00 Thursday	
DROPBY BRIEFING FOR COLUMNISTS AND COMMENTATORS	02/28 Friday	Peggy Kim	02/25 4:00 Tuesday	02/26 10:00 Wednesday	02/27 9:00 Thursday	



<u>EVENT</u>	<u>DELIVERY DATE</u>	<u>WRITER RESEARCHER</u>	<u>DUE TO BEN</u>	<u>SENIOR STAFF</u>	<u>DUE TO RR</u>	<u>COMMENTS</u>
RADIO TALK: PACKARD COMMISSION	03/01 Saturday	Josh Rowena	02/26 Wednesday	02/26 Wednesday	02/27 3:00 Thursday	
DROPBY DINNER HONORING SENATOR LAXALT	03/03 Monday	Tony Carol	02/25 4:00 Tuesday	02/26 10:00 Wednesday	02/27 3:00 Thursday	
RECEIVE "WHAT WORKS" REPORT FROM SECRETARY BENNETT	03/04 Tuesday	Peter Kim	02/27 10:00 Thursday	02/27 11:00 Thursday	02/28 3:00 Friday	
RECEPTION FOR NATIONAL NEWSPAPER ASSOCIATION	03/06 Thursday	Peter Kim	02/28 4:00 Friday	03/03 10:00 Monday	03/04 3:00 Tuesday	
RECEPTION FOR SENATOR MURKOWSKI	03/06 Thursday	Dana Rowena	02/28 4:00 Friday	03/03 10:00 Monday	03/04 3:00 Tuesday	
RADIO TALK:	03/08 Saturday	Carol				
TAPING: CAMP GOOD TIMES DOCUMENTARY	03/10 Monday	Dana Kim	03/05 4:00 Wednesday	03/06 10:00 Thursday	03/07 3:00 Friday	

<u>EVENT</u>	<u>DELIVERY DATE</u>	<u>WRITER RESEARCHER</u>	<u>DUE TO BEN</u>	<u>SENIOR STAFF</u>	<u>DUE TO RR</u>	<u>COMMENTS</u>
TAPING: TRIBUTE TO JOHN PATRICK	03/10 Monday	Josh Rowena	03/05 4:00 Wednesday	03/06 10:00 Thursday	03/07 3:00 Friday	
TAPING: 1986 TELEVISION ACADEMY HALL OF FAME	03/10 Monday	Peter Carol	03/05 4:00 Wednesday	03/06 10:00 Thursday	03/07 3:00 Friday	
SALUTE TO CONGRESSIONAL LEADERSHIP DINNER	03/10 Monday	Kim	03/04 4:00 Tuesday	03/05 10:00 Wednesday	03/06 3:00 Thursday	
TAPING: WOMEN IN GOVERNMENT RELATIONS	03/10 Monday	Rowena	03/05 4:00 Wednesday	03/06 10:00 Thursday	03/07 3:00 Friday	Diana Berardocco 296-6450
NATIONAL MEDAL OF SCIENCE AND NATIONAL MEDAL OF TECHNOLOGY AWARDS CEREMONY	03/12 Wednesday	Josh Carol	03/06 4:00 Thursday	03/07 10:00 Friday	03/10 3:00 Monday	
RADIO TALK:	03/15 Saturday					
PRIME MINISTER MULRONEY OF CANADA: ARRIVAL CEREMONY STATE DINNER TOAST ENTERTAINMENT THANK YOU	03/18 Tuesday		03/13 Thursday	03/13 Thursday	03/14 Friday	

<u>EVENT</u>	<u>DELIVERY DATE</u>	<u>WRITER RESEARCHER</u>	<u>DUE TO BEN</u>	<u>SENIOR STAFF</u>	<u>DUE TO RR</u>	<u>COMMENTS</u>
RADIO TALK:	03/22 Saturday					
GRIDIRON DINNER	03/22 Saturday					
REGIONAL PRESS LUNCHEON	03/25 Tuesday					
POLITICAL FUNDRAISER NEW ORLEANS, LOUISIANA	03/27 Thursday					

## WHITE HOUSE CORRESPONDENCE TRACKING WORKSHEET

- O - OUTGOING
- H - INTERNAL
- I - INCOMING  
Date Correspondence Received (YY/MM/DD) 1/1

Name of Correspondent: Marie Chew

MI Mail Report      User Codes: (A) \_\_\_\_\_ (B) \_\_\_\_\_ (C) \_\_\_\_\_

Subject: Presidential Speech Planning Schedule

ROUTE TO:	ACTION	DISPOSITION
Office/Agency      (Staff Name)	Action Code	Tracking Date YY/MM/DD      Type of Response      Code      Completion Date YY/MM/DD
<u>CANOLY</u>	ORIGINATOR	<u>86103103</u> <u>C</u> <u>86103103</u>
<u>Crat 04</u>	Referral Note:	
<u>Crat 14</u>	<u>I</u>	<u>1/1</u> <u>C</u> <u>1/1</u>
<u>Crat 18</u>	Referral Note:	
<u>Crat 21</u>	<u>I</u>	<u>1/1</u> <u>C</u> <u>1/1</u>
<u>Crat 23</u>	Referral Note:	
	<u>I</u>	<u>86103103</u> <u>C</u> <u>86103103</u>
	Referral Note:	
		<u>1/1</u> <u>1/1</u>
	Referral Note:	

**ACTION CODES:**

- A - Appropriate Action
- C - Comment/Recommendation
- D - Draft Response
- F - Furnish Fact Sheet  
to be used as Enclosure

- I - Info Copy Only/No Action Necessary
- R - Direct Reply w/Copy
- S - For Signature
- X - Interim Reply

**DISPOSITION CODES:**

- A - Answered
- B - Non-Special Referral
- C - Completed
- S - Suspended

**FOR OUTGOING CORRESPONDENCE:**

- Type of Response = Initials of Signer
- Code = "A"
- Completion Date = Date of Outgoing

Comments: \_\_\_\_\_

Keep this worksheet attached to the original incoming letter.  
Send all routing updates to Central Reference (Room 75, OEOB).  
Always return completed correspondence record to Central Files.  
Refer questions about the correspondence tracking system to Central Reference, ext. 2590.

# WHITE HOUSE STAFFING MEMORANDUM

DATE: 3/3/86 ACTION/CONCURRENCE/COMMENT DUE BY: -----

SUBJECT: PRESIDENTIAL SPEECH PLANNING SCHEDULE

	ACTION FYI			ACTION FYI	
VICE PRESIDENT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OGLESBY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
REGAN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	POINDEXTER	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MILLER	<input type="checkbox"/>	<input checked="" type="checkbox"/>	RYAN	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BUCHANAN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SPEAKES	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CHAVEZ	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SPRINKEL	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CHEW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	STEELMAN	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DANIELS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SVAHN	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FIELDING	<input type="checkbox"/>	<input checked="" type="checkbox"/>	THOMAS	<input type="checkbox"/>	<input checked="" type="checkbox"/>
HENKEL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	TUTTLE	<input type="checkbox"/>	<input checked="" type="checkbox"/>
HICKS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
KINGON	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
LACY	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS:

RESPONSE:

March 3, 1986

PRESIDENTIAL SPEECH PLANNING SCHEDULE

<u>EVENT</u>	<u>DELIVERY DATE</u>	<u>WRITER RESEARCHER</u>	<u>DUE TO BEN</u>	<u>SENIOR STAFF</u>	<u>DUE TO RR</u>	<u>COMMENTS</u>
DROPBY DINNER HONORING SENATOR LAXALT	03/03 Monday	Tony  Carol	02/25 4:00 Tuesday	02/26 10:00 Wednesday	02/27 3:00 Thursday	
MEETING WITH REPUBLICAN SUPPORTERS	03/04 Tuesday	Josh  Carol	03/03 Monday	03/03 Monday	03/03 Monday	
RECEIVE "WHAT WORKS" REPORT FROM SECRETARY BENNETT	03/04 Tuesday	Peter  Kim	02/27 10:00 Thursday	02/27 11:00 Thursday	02/28 3:00 Friday	Cards - Monday
BREAKFAST WITH GODFREY SPERLING BREAKFAST GROUP	03/05 Wednesday	Peggy  Rowena	03/03 Monday	03/03 Monday	03/03 Monday	
DROPBY BRIEFING FOR PRESIDENTS OF MAJOR JEWISH ORGANIZATIONS	03/05 Wednesday	Josh  Carol	03/03 8:00 Monday	03/03 9:00 Monday	03/03 3:00 Monday	
TAPING: NICARAGUA	03/05 Wednesday	Peggy  Carol	03/03 Monday	03/03 Monday	03/04 3:00 Tuesday	
RECEPTION FOR NATIONAL NEWSPAPER ASSOCIATION	03/06 Thursday	Peter  Kim	02/28 4:00 Friday	03/03 10:00 Monday	03/04 3:00 Tuesday	

<u>EVENT</u>	<u>DELIVERY DATE</u>	<u>WRITER RESEARCHER</u>	<u>DUE TO BEN</u>	<u>SENIOR STAFF</u>	<u>DUE TO RR</u>	<u>COMMENTS</u>
RECEPTION FOR SENATOR MURKOWSKI	03/06 Thursday	Dana Rowena	02/28 4:00 Friday	03/03 10:00 Monday	03/04 3:00 Tuesday	
RADIO TALK: NICARAGUA	03/08 Saturday	Ben Carol				
TAPING: CAMP GOOD TIMES DOCUMENTARY	03/10 Monday	Dana Kim	03/05 4:00 Wednesday	03/06 10:00 Thursday	03/07 3:00 Friday	
TAPING: TRIBUTE TO JOHN PATRICK	03/10 Monday	Josh Rowena	03/05 4:00 Wednesday	03/06 10:00 Thursday	03/07 3:00 Friday	
TAPING: 1986 TELEVISION ACADEMY HALL OF FAME	03/10 Monday	Peter Carol	03/05 4:00 Wednesday	03/06 10:00 Thursday	03/07 3:00 Friday	
TAPING: 10TH ANNIVERSARY OF WOMEN IN GOVERNMENT RELATIONS	03/10 Monday	Peggy Rowena	03/05 4:00 Wednesday	03/06 10:00 Thursday	03/07 3:00 Friday	Diana Berardocco 296-6450
TAPING: MESSAGE FOR COMMUNITY COLLEGES	03/10 Monday	Dana Carol	03/05 4:00 Wednesday	03/06 10:00 Thursday	03/07 3:00 Friday	

<u>EVENT</u>	<u>DELIVERY DATE</u>	<u>WRITER RESEARCHER</u>	<u>DUE TO BEN</u>	<u>SENIOR STAFF</u>	<u>DUE TO RR</u>	<u>COMMENTS</u>
TAPING: AMERICAN NEWSPAPER PUBLISHERS ASSOCIATION	03/10 Monday	Tony  Kim	03/05 4:00 Wednesday	03/06 10:00 Thursday	03/07 3:00 Friday	
DROPBY SALUTE TO CONGRESSIONAL LEADERSHIP DINNER	03/10 Monday	Dana  Kim	03/04 4:00 Tuesday	03/05 10:00 Wednesday	03/06 3:00 Thursday	
REGIONAL PRESS BRIEFING	03/11 Tuesday	Peter  Rowena	03/05 4:00 Wednesday	03/06 10:00 Thursday	03/07 3:00 Friday	
PRESENTATION OF NATIONAL MEDALS OF SCIENCE AND TECHNOLOGY	03/12 Wednesday	Josh  Carol	03/06 4:00 Thursday	03/07 10:00 Friday	03/10 3:00 Monday	
RADIO TALK:	03/15 Saturday					
DROPBY TIP O'NEILL DINNER	03/17 Monday	Tony  KimW	03/11 4:00 Tuesday	03/12 10:00 Wednesday	03/13 3:00 Thursday	
PRIME MINISTER MULRONEY OF CANADA: ARRIVAL CEREMONY STATE DINNER TOAST ENTERTAINMENT THANK YOU	03/18 Tuesday	Dana  Carol	03/13 Thursday	03/13 Thursday	03/14 Friday	



<u>EVENT</u>	<u>DELIVERY DATE</u>	<u>WRITER RESEARCHER</u>	<u>DUE TO BEN</u>	<u>SENIOR STAFF</u>	<u>DUE TO RR</u>	<u>COMMENTS</u>
LUNCH WITH ASTRO PHYSICISTS	03/19 Wednesday	Josh Kim	03/13 4:00 Thursday	03/14 10:00 Friday	03/17 3:00 Monday	
RADIO TALK:	03/22 Saturday					
GRIDIRON DINNER	03/22 Saturday					
REGIONAL PRESS LUNCHEON	03/25 Tuesday					
POLITICAL FUNDRAISER NEW ORLEANS, LOUISIANA	03/27 Thursday	Dana KimW				
RADIO TALK:	03/29 Saturday					

## WHITE HOUSE CORRESPONDENCE TRACKING WORKSHEET

- O - OUTGOING  
 H - INTERNAL  
 I - INCOMING  
 Date Correspondence Received (YY/MM/DD)   1  /  1  /

Name of Correspondent:   Dane Chew  

MI Mail Report      User Codes: (A) \_\_\_\_\_ (B) \_\_\_\_\_ (C) \_\_\_\_\_

Subject:   Presidential speech Planning Schedule  

ROUTE TO:	ACTION	DISPOSITION
Office/Agency      (Staff Name)	Action Code	Tracking Date YY/MM/DD
<u>  CUHOLL  </u>	ORIGINATOR	86103104
<u>  Cuat 04  </u>	Referral Note:	C 86103104
<u>  Cuat 14  </u>	I	151
<u>  Cuat 15  </u>	Referral Note:	C 151
<u>  Cuat 21  </u>	I	171
<u>  Cuat 23  </u>	Referral Note:	C 86103104
	I	86103104
	Referral Note:	C 86103104
		1 1
	Referral Note:	1 1

**ACTION CODES:**

- |   |   |
|---|---|
| A - Appropriate Action<br>C - Comment/Recommendation<br>D - Draft Response<br>F - Furnish Fact Sheet<br>to be used as Enclosure | I - Info Copy Only/No Action Necessary<br>R - Direct Reply w/Copy<br>S - For Signature<br>X - Interim Reply |
|---|---|

**DISPOSITION CODES:**

- |  |                                |
|--|--------------------------------|
| A - Answered<br>B - Non-Special Referral | C - Completed<br>S - Suspended |
|--|--------------------------------|

**FOR OUTGOING CORRESPONDENCE:**

- Type of Response = Initials of Signer
- Code = "A"
- Completion Date = Date of Outgoing

Comments: \_\_\_\_\_

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 Send all routing updates to Central Reference (Room 75, OEOB).  
 Always return completed correspondence record to Central Files.  
 Refer questions about the correspondence tracking system to Central Reference, ext. 2590.

# WHITE HOUSE STAFFING MEMORANDUM

DATE: 3/4/86 ACTION/CONCURRENCE/COMMENT DUE BY: -----

SUBJECT: PRESIDENTIAL SPEECH PLANNING SCHEDULE

	ACTION FYI			ACTION FYI	
VICE PRESIDENT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	LACY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
REGAN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	POINDEXTER	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MILLER	<input type="checkbox"/>	<input checked="" type="checkbox"/>	RYAN	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BALL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SPEAKES	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BUCHANAN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SPRINKEL	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CHAVEZ	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SVAHN	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CHEW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	THOMAS	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DANIELS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	TUTTLE	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FIELDING	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
HENKEL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
HICKS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
KINGON	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS:

RESPONSE:

March 4, 1986

PRESIDENTIAL SPEECH PLANNING SCHEDULE

<u>EVENT</u>	<u>DELIVERY DATE</u>	<u>WRITER RESEARCHER</u>	<u>DUE TO BEN</u>	<u>SENIOR STAFF</u>	<u>DUE TO RR</u>	<u>COMMENTS</u>
RECEIVE "WHAT WORKS" REPORT FROM SECRETARY BENNETT	03/04 Tuesday	Peter Kim	02/27 10:00 Thursday	02/27 11:00 Thursday	02/28 3:00 Friday	Cards - Monday
BREAKFAST WITH GODFREY SPERLING BREAKFAST GROUP	03/05 Wednesday	Peggy Rowena	03/03 Monday	03/03 Monday	03/04 Tuesday	
DROPBY BRIEFING FOR PRESIDENTS OF MAJOR JEWISH ORGANIZATIONS	03/05 Wednesday	Josh Carol	03/03 8:00 Monday	03/03 9:00 Monday	03/04 Tuesday	
TAPING: MESSAGE ON CONTRA AID FOR RELIGIOUS PROGRAMS	03/05 Wednesday	Peggy Carol	03/03 Monday	03/03 Monday	03/04 3:00 Tuesday	
TAPING: 55 SECOND MESSAGE ON CONTRA AID FOR CONGRESSIONAL DISTRICTS	03/05 Wednesday	Dana Rowena	03/04 Tuesday	03/04 Tuesday	03/04 Tuesday	
TAPING: 3 MINUTE MESSAGE ON CONTRA AID FOR CONGRESSIONAL DISTRICTS	03/05 Wednesday	Dana Rowena	03/04 Tuesday	03/04 Tuesday	03/04 Tuesday	
TAPING: MESSAGE ON CONTRA AID FOR EASTERN EUROPEANS IN THE U.S.	03/05 Wednesday	Josh Kim	03/04 Tuesday	03/04 Tuesday	03/04 Tuesday	

<u>EVENT</u>	<u>DELIVERY DATE</u>	<u>WRITER RESEARCHER</u>	<u>DUE TO BEN</u>	<u>SENIOR STAFF</u>	<u>DUE TO RR</u>	<u>COMMENTS</u>
RECEPTION FOR NATIONAL NEWSPAPER ASSOCIATION	03/06 Thursday	Peter Kim	02/28 4:00 Friday	03/03 10:00 Monday	03/04 3:00 Tuesday	
RECEPTION FOR SENATOR MURKOWSKI	03/06 Thursday	Dana Rowena	02/28 4:00 Friday	03/03 10:00 Monday	03/04 3:00 Tuesday	
TALKING POINTS FOR REPUBLICAN SUPPORTERS AFTER MEETING W/RR	03/06 Thursday	Josh Carol	03/03 Monday	03/04 PJB Tuesday		
RADIO TALK: NICARAGUA	03/08 Saturday	Ben Carol				
TAPING: CAMP GOOD TIMES DOCUMENTARY	03/10 Monday	Dana Kim	03/05 4:00 Wednesday	03/06 10:00 Thursday	03/07 3:00 Friday	
TAPING: TRIBUTE TO JOHN PATRICK	03/10 Monday	Josh Rowena	03/05 4:00 Wednesday	03/06 10:00 Thursday	03/07 3:00 Friday	
TAPING: 1986 TELEVISION ACADEMY HALL OF FAME	03/10 Monday	Peter Carol	03/05 4:00 Wednesday	03/06 10:00 Thursday	03/07 3:00 Friday	

<u>EVENT</u>	<u>DELIVERY DATE</u>	<u>WRITER RESEARCHER</u>	<u>DUE TO BEN</u>	<u>SENIOR STAFF</u>	<u>DUE TO RR</u>	<u>COMMENTS</u>
TAPING: 10TH ANNIVERSARY OF WOMEN IN GOVERNMENT RELATIONS	03/10 Monday	Peggy Rowena	03/05 4:00 Wednesday	03/06 10:00 Thursday	03/07 3:00 Friday	Diana Berardocco 296-6450
TAPING: MESSAGE FOR COMMUNITY COLLEGES	03/10 Monday	Dana Carol	03/05 4:00 Wednesday	03/06 10:00 Thursday	03/07 3:00 Friday	
TAPING: AMERICAN NEWSPAPER PUBLISHERS ASSOCIATION	03/10 Monday	Tony Kim	03/05 4:00 Wednesday	03/06 10:00 Thursday	03/07 3:00 Friday	
DROPBY SALUTE TO CONGRESSIONAL LEADERSHIP DINNER	03/10 Monday	Dana Kim	03/04 4:00 Tuesday	03/05 10:00 Wednesday	03/06 3:00 Thursday	
REGIONAL PRESS LUNCHEON	03/11 Tuesday	Peter Rowena	03/05 4:00 Wednesday	03/06 10:00 Thursday	03/07 3:00 Friday	
DROPBY BRIEFING ON CONTRA AID FOR STATE & LOCAL OFFICIALS	03/12 Wednesday		03/06 4:00 Thursday	03/07 10:00 Friday	03/10 3:00 Monday	
PRESENTATION OF NATIONAL MEDALS OF SCIENCE & TECHNOLOGY	03/12 Wednesday	Josh Carol	03/06 4:00 Thursday	03/07 10:00 Friday	03/10 3:00 Monday	
DROPBY BRIEFING ON CONTRA AID	03/13 Thursday		03/07 4:00 Friday	03/10 10:00 Monday	03/11 3:00 Tuesday	

<u>EVENT</u>	<u>DELIVERY DATE</u>	<u>WRITER RESEARCHER</u>	<u>DUE TO BEN</u>	<u>SENIOR STAFF</u>	<u>DUE TO RR</u>	<u>COMMENTS</u>
RADIO TALK:	03/15 Saturday					
DROPHY TIP O'NEILL DINNER	03/17 Monday	Tony KimW	03/11 4:00 Tuesday	03/12 10:00 Wednesday	03/13 3:00 Thursday	
PRIME MINISTER MULRONEY OF CANADA: ARRIVAL CEREMONY STATE DINNER TOAST ENTERTAINMENT THANK YOU	03/18 Tuesday	Dana Carol	03/13 Thursday	03/13 Thursday	03/14 Friday	
LUNCH WITH ASTRO PHYSICISTS	03/19 Wednesday	Josh Kim	03/13 4:00 Thursday	03/14 10:00 Friday	03/17 3:00 Monday	
RADIO TALK:	03/22 Saturday					
GRIDIRON DINNER	03/22 Saturday					
REGIONAL PRESS LUNCHEON	03/25 Tuesday					
POLITICAL FUNDRAISER NEW ORLEANS, LOUISIANA	03/27 Thursday	Dana KimW				

## WHITE HOUSE CORRESPONDENCE TRACKING WORKSHEET

O - OUTGOING

H - INTERNAL

I - INCOMING

Date Correspondence Received (YY/MM/DD) 1 1

Name of Correspondent: Rose Chew

MI Mail Report      User Codes: (A) \_\_\_\_\_ (B) \_\_\_\_\_ (C) \_\_\_\_\_

Subject: Presidential Speech Planning Schedule

**ROUTE TO:**

**ACTION**

**DISPOSITION**

Office/Agency (Staff Name)	Action Code	Tracking Date YY/MM/DD	Type of Response	Code	Completion Date YY/MM/DD
<u>CUHOLL</u>	<u>ORIGINATOR</u>	<u>86103107</u>		<u>C</u>	<u>86103107</u>
<u>Mat04</u>	<u>Referral Note:</u>				
<u>Mat14</u>	<u>I</u>	<u>86103107</u>		<u>C</u>	<u>1 1</u>
<del>Mat15</del>	<u>Referral Note:</u>				
<u>Mat21</u>	<u>I</u>	<u>86103107</u>		<u>C</u>	<u>1 1</u>
<u>Mat23</u>	<u>Referral Note:</u>				
<u>Mat24</u>	<u>I</u>	<u>86103107</u>		<u>C</u>	<u>1 1</u>
	<u>Referral Note:</u>				
	<u>I</u>	<u>86103107</u>		<u>C</u>	<u>86103107</u>
	<u>Referral Note:</u>				

**ACTION CODES:**

- A - Appropriate Action
- C - Comment/Recommendation
- D - Draft Response
- F - Furnish Fact Sheet to be used as Enclosure

- I - Info Copy Only/No Action Necessary
- R - Direct Reply w/Copy
- S - For Signature
- X - Interim Reply

**DISPOSITION CODES:**

- A - Answered
- B - Non-Special Referral
- C - Completed
- S - Suspended

**FOR OUTGOING CORRESPONDENCE:**

- Type of Response = Initials of Signer
- Code = "A"
- Completion Date = Date of Outgoing

Comments: \_\_\_\_\_

Keep this worksheet attached to the original incoming letter.  
 Send all routing updates to Central Reference (Room 75, OEOP).  
 Always return completed correspondence record to Central Files.  
 Refer questions about the correspondence tracking system to Central Reference, ext. 2590.



## WHITE HOUSE STAFFING MEMORANDUM

DATE: 3/7/86 ACTION/CONCURRENCE/COMMENT DUE BY: --

SUBJECT: PRESIDENTIAL SPEECH PLANNING SCHEDULE

	ACTION FYI			ACTION FYI	
VICE PRESIDENT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	LACY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
REGAN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	POINDEXTER	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MILLER	<input type="checkbox"/>	<input checked="" type="checkbox"/>	RYAN	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BALL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SPEAKES	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BUCHANAN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SPRINKEL	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CHAVEZ	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SVAHN	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CHEW	<input type="checkbox"/> P	<input checked="" type="checkbox"/> SS	THOMAS	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DANIELS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	TUTTLE	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FIELDING	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
HENKEL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
HICKS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
KINGON	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS:

RESPONSE:

March 6, 1986

PRESIDENTIAL SPEECH PLANNING SCHEDULE

<u>EVENT</u>	<u>DELIVERY DATE</u>	<u>WRITER RESEARCHER</u>	<u>DUE TO BEN</u>	<u>SENIOR STAFF</u>	<u>DUE TO RR</u>	<u>COMMENTS</u>
RADIO TALK: NICARAGUA	03/08 Saturday	Ben Carol		<del>03/05 Wednesday</del>	<del>03/06 '1 Thursday</del> FRIDAY	
TAPING: CAMP GOOD TIMES DOCUMENTARY	03/10 Monday	Dana Kim	03/05 4:00 Wednesday	<del>03/06 10:00 Thursday</del>	03/07 3:00 Friday	
TAPING: TRIBUTE TO JOHN PATRICK	03/10 Monday	Josh KimW	03/05 4:00 Wednesday	<del>03/06 10:00 Thursday</del>	03/07 3:00 Friday	
TAPING: 1986 TELEVISION ACADEMY HALL OF FAME	03/10 Monday	Peter KimW	03/05 4:00 Wednesday	<del>03/06 10:00 Thursday</del>	03/07 3:00 Friday	
TAPING: 10TH ANNIVERSARY OF WOMEN IN GOVERNMENT RELATIONS	03/10 Monday	Peggy Rowena	03/05 4:00 Wednesday	<del>03/06 10:00 Thursday</del>	03/07 3:00 Friday	
TAPING: MESSAGE FOR COMMUNITY COLLEGES	03/10 Monday	Dana Carol	03/05 4:00 Wednesday	<del>03/06 10:00 Thursday</del>	03/07 3:00 Friday	
TAPING: LEUKEMIA TELETHON	03/10 Monday	Ben KimW	03/06 Thursday	<del>03/06 10:00 Thursday</del>	03/07 3:00 Friday	

<u>EVENT</u>	<u>DELIVERY DATE</u>	<u>WRITER RESEARCHER</u>	<u>DUE TO BEN</u>	<u>SENIOR STAFF</u>	<u>DUE TO RR</u>	<u>COMMENTS</u>
SALUTE TO CONGRESSIONAL LEADERSHIP DINNER	03/10 Monday	Dana Kim	03/05 Wednesday	<del>03/06 10:00 Thursday</del>	03/07 3:00 Friday	
REGIONAL PRESS LUNCHEON	03/11 Tuesday	Peter Rowena	03/05 4:00 Wednesday	<del>03/06 10:00 Thursday</del>	03/07 3:00 Friday	
PRESENTATION OF NATIONAL MEDALS OF SCIENCE & TECHNOLOGY	03/12 Wednesday	Josh Carol	<del>03/06 4:00 Thursday</del>	03/07 10:00 Friday	03/10 3:00 Monday	
VIEW DISPLAY OF CONFISCATED WEAPONS AT STATE DEPARTMENT	03/13 Thursday	Ben Kim	03/07 4:00 Friday	03/10 10:00 Monday	03/11 3:00 Tuesday	
DROPHY BRIEFING ON CONTRA AID	03/14 Friday	Peggy KimW	03/10 4:00 Monday	03/11 10:00 Tuesday	03/12 3:00 Wednesday	
RADIO TALK:	03/15 Saturday					
TV ADDRESS TO THE NATION:	03/16 Sunday	Ben KimW	03/10 a.m. staffing	03/12 Noon #1 to RR	03/13 staffing	Final to RR 3/14

<u>EVENT</u>	<u>DELIVERY DATE</u>	<u>WRITER RESEARCHER</u>	<u>DUE TO BEN</u>	<u>SENIOR STAFF</u>	<u>DUE TO RR</u>	<u>COMMENTS</u>
DROPHY TIP O'NEILL DINNER	03/17 Monday	Tony  KimW	03/11 4:00 Tuesday	03/12 10:00 Wednesday	03/13 3:00 Thursday	
PRIME MINISTER MULRONEY OF CANADA: ARRIVAL CEREMONY STATE DINNER TOAST ENTERTAINMENT THANK YOU	03/18 Tuesday	Dana  Carol	03/13 Thursday	03/13 Thursday	03/14 Friday	
RADIO TALK:	03/22 Saturday					
GRIDIRON DINNER	03/22 Saturday					
REGIONAL PRESS LUNCHEON	03/25 Tuesday					
LUNCH WITH ASTRO PHYSICISTS	03/26 Wednesday	Josh  Kim	03/20 4:00 Thursday	03/21 10:00 Friday	03/24 3:00 Monday	
POLITICAL FUNDRAISER NEW ORLEANS, LOUISIANA	03/27 Thursday	Dana  KimW				
RADIO TALK:	03/29 Saturday					

## WHITE HOUSE CORRESPONDENCE TRACKING WORKSHEET

O - OUTGOING

H - INTERNAL

I - INCOMING

Date Correspondence Received (YY/MM/DD) 1 1

Name of Correspondent: Naval Crew

MI Mail Report User Codes: (A) \_\_\_\_\_ (B) \_\_\_\_\_ (C) \_\_\_\_\_

Subject: Presidential Speech Planning Schedule

ROUTE TO:		ACTION	DISPOSITION			
Office/Agency	(Staff Name)	Action Code	Tracking Date YY/MM/DD	Type of Response	Code	Completion Date YY/MM/DD
<u>Cutout</u>		<u>ORIGINATOR</u>	<u>86103110</u>		<u>C</u>	<u>86103110</u>
<u>cuat04</u>		<u>Referral Note:</u>				
<u>cuat14</u>		<u>I</u>	<u>151</u>		<u>C</u>	<u>151</u>
<u>cuat18</u>		<u>Referral Note:</u>				
<u>cuat21</u>		<u>I</u>	<u>131</u>		<u>C</u>	<u>131</u>
<u>cuat23</u>		<u>Referral Note:</u>				
<u>cuat24</u>		<u>I</u>	<u>86103110</u>		<u>C</u>	<u>86103110</u>
		<u>Referral Note:</u>				
			<u>1 1</u>			<u>1 1</u>
		<u>Referral Note:</u>				

**ACTION CODES:**

- A - Appropriate Action
- C - Comment/Recommendation
- D - Draft Response
- F - Furnish Fact Sheet to be used as Enclosure

- I - Info Copy Only/No Action Necessary
- R - Direct Reply w/Copy
- S - For Signature
- X - Interim Reply

**DISPOSITION CODES:**

- A - Answered
- B - Non-Special Referral
- C - Completed
- S - Suspended

**FOR OUTGOING CORRESPONDENCE:**

- Type of Response = Initials of Signer
- Code = "A"
- Completion Date = Date of Outgoing

Comments: \_\_\_\_\_

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# WHITE HOUSE STAFFING MEMORANDUM

DATE: 3/10/86 ACTION/CONCURRENCE/COMMENT DUE BY: --

SUBJECT: PRESIDENTIAL SPEECH PLANNING SCHEDULE

	ACTION FYI			ACTION FYI	
VICE PRESIDENT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	LACY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
REGAN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	POINDEXTER	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MILLER	<input type="checkbox"/>	<input checked="" type="checkbox"/>	RYAN	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BALL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SPEAKES	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BUCHANAN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SPRINKEL	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CHAVEZ	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SVAHN	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CHEW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	THOMAS	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DANIELS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	TUTTLE	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FIELDING	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
HENKEL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
HICKS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
KINGON	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS: For your information.

RESPONSE:

March 10, 1986

PRESIDENTIAL SPEECH PLANNING SCHEDULE

<u>EVENT</u>	<u>DELIVERY DATE</u>	<u>WRITER RESEARCHER</u>	<u>DUE TO BEN</u>	<u>SENIOR STAFF</u>	<u>DUE TO RR</u>	<u>COMMENTS</u>
SALUTE TO CONGRESSIONAL LEADERSHIP DINNER	03/10 Monday	Dana Kim	03/05 Wednesday	03/06 10:00 Thursday	03/07 3:00 Friday	
BRIEFING ON CONTRA AID FOR GRASS ROOTS SUPPORTERS	03/10 Monday	Tony Rowena				
REGIONAL PRESS LUNCHEON	03/11 Tuesday	Peter Rowena	03/05 4:00 Wednesday	03/06 10:00 Thursday	03/07 3:00 Friday	
TAPING: CAMP GOOD TIMES DOCUMENTARY	03/12 Wednesday	Dana Kim	03/05 4:00 Wednesday	03/06 10:00 Thursday	03/11 3:00 Tuesday	
TAPING: TRIBUTE TO JOHN PATRICK	03/12 Wednesday	Josh KimW	03/05 4:00 Wednesday	03/06 10:00 Thursday	03/11 3:00 Tuesday	
TAPING: 1986 TELEVISION ACADEMY HALL OF FAME	03/12 Wednesday	Peter KimW	03/05 4:00 Wednesday	03/06 10:00 Thursday	03/11 3:00 Tuesday	
TAPING: 10TH ANNIVERSARY OF WOMEN IN GOVERNMENT RELATIONS	03/12 Wednesday	Peggy Rowena	03/05 4:00 Wednesday	03/06 10:00 Thursday	03/11 3:00 Tuesday	

<u>EVENT</u>	<u>DELIVERY DATE</u>	<u>WRITER RESEARCHER</u>	<u>DUE TO BEN</u>	<u>SENIOR STAFF</u>	<u>DUE TO RR</u>	<u>COMMENTS</u>
TAPING: MESSAGE FOR COMMUNITY COLLEGES	03/12 Wednesday	Dana Carol	03/05 4:00 Wednesday	03/06 10:00 Thursday	03/11 3:00 Tuesday	
PRESENTATION OF NATIONAL MEDALS OF SCIENCE & TECHNOLOGY	03/12 Wednesday	Josh Carol	03/06 4:00 Thursday	03/07 10:00 Friday	03/10 3:00 Monday	
TAPING: ASSOCIATED GENERAL CONTRACTORS	03/12 Wednesday	Peter Rowena	03/10 Monday	03/10 Monday	03/11 3:00 Tuesday	
VIEW DISPLAY OF CONFISCATED WEAPONS AT STATE DEPARTMENT	03/13 Thursday	Ben Kim	03/07 4:00 Friday	03/10 10:00 Monday	03/11 3:00 Tuesday	
DROPBY BRIEFING ON CONTRA AID	03/14 Friday	Peggy Rowena	03/10 4:00 Monday	03/11 10:00 Tuesday	03/12 3:00 Wednesday	
RADIO TALK:	03/15 Saturday					
TV ADDRESS TO THE NATION:	03/16 Sunday	Ben KimW	03/10 a.m. staffing	03/12 Noon #1 to RR	03/13 staffing	Final to RR 3/14



<u>EVENT</u>	<u>DELIVERY DATE</u>	<u>WRITER RESEARCHER</u>	<u>DUE TO BEN</u>	<u>SENIOR STAFF</u>	<u>DUE TO RR</u>	<u>COMMENTS</u>
DROPBY TIP O'NEILL DINNER	03/17 Monday	Tony  KinW	03/11 4:00 Tuesday	03/12 10:00 Wednesday	03/13 3:00 Thursday	
PRIME MINISTER MULRONEY OF CANADA: ARRIVAL CEREMONY STATE DINNER TOAST ENTERTAINMENT THANK YOU	03/18 Tuesday	Dana  Carol	03/13 Thursday	03/13 Thursday	03/14 Friday	
RADIO TALK:	03/22 Saturday					
GRIDIRON DINNER	03/22 Saturday	Kim				
TAPING: ARMED FORCES DAY MESSAGE	03/24 Monday		03/19 4:00 Wednesday	03/20 10:00 Thursday	03/21 3:00 Friday	
TAPING: MEMORIAL DAY MESSAGE FOR THE ARMED FORCES	03/24 Monday		03/19 4:00 Wednesday	03/20 10:00 Thursday	03/21 3:00 Friday	
TAPING: REDEDICATION OF OLIVE VIEW MEDICAL CENTER	03/24 Monday		03/19 4:00 Wednesday	03/20 10:00 Thursday	03/21 3:00 Friday	
FUNDRAISER FOR CONG. HENSON MOORE NEW ORLEANS, LOUISIANA	03/27 Thursday	Dana  KinW	03/24 8 am Monday	03/24 9 am Monday	03/25 3:00 Tuesday	

<u>EVENT</u>	<u>DELIVERY DATE</u>	<u>WRITER RESEARCHER</u>	<u>DUE TO BEN</u>	<u>SENIOR STAFF</u>	<u>DUE TO RR</u>	<u>COMMENTS</u>
RADIO TALK:	03/29 Saturday					
RADIO TALK:	04/05 Saturday					