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# WITHDRAWAL SHEET

## Ronald Reagan Library

**Collection Name** DEEVER, MICHAEL: FILES

**Withdrawer**

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**File Folder** REPUBLICAN NATIONAL CONVENTION: 1984  
CONVENTION (1 OF 4)

**FOIA**

S11-0411/01

**Box Number** 11586 OA 10871

SYSTEMATIC

4

DOC NO	Doc Type	Document Description	No of Pages	Doc Date	Restrictions
1	LIST	FIRST FAMILY GUESTS	1	5/30/1984	C

Freedom of Information Act - [5 U.S.C. 552(b)]

B-1 National security classified information [(b)(1) of the FOIA]

B-2 Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]

B-3 Release would violate a Federal statute [(b)(3) of the FOIA]

B-4 Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]

B-6 Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]

B-7 Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]

B-8 Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]

B-9 Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

# WITHDRAWAL SHEET

## Ronald Reagan Library

Collection: Deaver, Michael: Files

Archivist: ggc/bcb

File Folder: Republican National Convention: 1984 Convention [1 of 4] Date: 12/4/98

OA11586 10871

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
1. list	Convention Room Requirements [annotated] (partial), 1p.	5/31/84	<del>P6</del> B6
2. list	First Family Guests, 1p..	5/30/84	Transferred to <del>P6</del> Personal File
3. memo	Robert Gubitosi to Ron Walker re Republican National Hotel (partial), 1p.	10/20/83	<del>F7</del> B7
4. list	Convention Room Requirements (partial), 1p.	5/31/84	<del>P6</del> B6
5. list	Convention Room Requirements (partial), 1p.	5/30/84	<del>P6</del> B6
6. memo	Same as Item #3, 1p.	10/20/83	<del>F7</del> B7

### RESTRICTION CODES

**Presidential Records Act - [44 U.S.C. 2204(a)]**

- P-1 National security classified information [(a)(1) of the PRA].
- P-2 Relating to appointment to Federal office [(a)(2) of the PRA].
- P-3 Release would violate a Federal statute [(a)(3) of the PRA].
- P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA].
- P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA].
- P-6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA].
- C. Closed in accordance with restrictions contained in donor's deed of gift.

**Freedom of Information Act - [5 U.S.C. 552(b)]**

- F-1 National security classified information [(b)(1) of the FOIA].
- F-2 Release could disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA].
- F-3 Release would violate a Federal statute [(b)(3) of the FOIA].
- F-4 Release would disclose trade secrets or confidential commercial or financial information [(b)(4) of the FOIA].
- F-6 Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA].
- F-7 Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA].
- F-8 Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA].
- F-9 Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA].

DEPARTMENT OF THE TREASURY  
UNITED STATES SECRET SERVICE



FILE 116-610.1

July 19, 1982

*file*

MEMO TO: Mr. Michael McManus  
Deputy Assistant to the President

FROM : SAIC Robert L. DeProspero  
Presidential Protective Division

SUBJECT: 1984 Convention Plans

Reference is made to the memorandum from Peggy Venable to you dated June 24, 1982, concerning proposed security arrangements for the 1984 Convention in Dallas, Texas. A copy of this memorandum is attached for your information. The memorandum contains portions of a contract outlining what the Dallas Police Department has assessed as being necessary for Convention security, specifically:

Section 2.19(a) Outlines police and fire coverage for the Convention Center including setting minimum numbers of police officers to be deployed inside and outside the Convention Center.

Section 2.19(b) Relates to "adequate" traffic control around the Convention site.

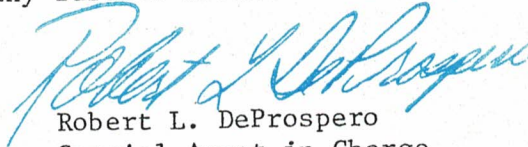
Section 2.19(c) Covers police security at hotels used for Convention related activities.

It is important that the Dallas Police Department understands that this arrangement between them and the Republican National Committee is solely for "general security" of the convention center and related activities. It should be pointed out that the Secret Service will have specific requirements over and above the "general security" measures agreed upon, and that these specific requirements will be addressed separately between the Secret Service and the Dallas Police.

A contract between the RNC and the Dallas Police Department should not impede the efforts of the Secret Service as long as it remains general in nature and does not attempt to address issues directly related to Secret Service activities.



Please contact me if you require any further assistance in this matter.



Robert L. DeProspero  
Special Agent in Charge

cc: Mr. Michael Deaver  
The White House

## CONVENTION MEDIA PROEJCTS

### o Interview Requests

- o Dallas Morning News (Thursday, August 16, or Friday, August 17 for Sunday release)
- o Dallas Times Herald (Monday, August 20, or Tuesday, August 21)
- o Gannett (during Convention)

### o Luncheons

#### o Group One:

CBS: Dan Rather, Bill Plante, Leslie Stahl

ABC: Peter Jennings, Sam Donaldson

NBC: Tom Brokaw, Chris Wallace, Andrea Mitchell

CNN: Bernard Shaw and another to be determined

#### o Group Two:

George Will  
Hugh Sidey  
Theodore White  
Nick Thimmesch  
Ben Wattenberg  
Jack Kilpatrick

### o Cocktails

#### o Group One:

David Broder, Jules Whitcover, Loye Miller, Jack Anderson and John Lofton.

#### o Group Two:

Pat Buchanan, Mort Kondracke, Bill Safire, Fred Barnes and Emmett Tyrell.

### o Television

#### o Sunday, August 19

The Vice President - CBS "Face the Nation"

Jim Baker - ABC "This Week with David Brinkley"

o Television: (Continued)

o Other Spokesmen:

Senator Paul Laxalt  
Congressman Trent Lott  
Congressman Bob Michel  
Ed Rollins  
Frank Fahrenkopf  
Maureen Reagan  
Ambassador Jeane Kirkpatrick  
Secretary Elizabeth Dole  
Katherine Ortega  
Anne Armstrong  
Carol Denkins  
Ann McLaughlin

o Color news writer to follow President during his Convention stay. Possibilities:

Bob Rowley, Chicago Tribune  
George Skelton, Los Angeles Times

o Presidential color interview at the Convention:

Hugh Sidey, Time

71 File 71  
conversion  
File

MEMORANDUM FOR BILL SITTMANN

RE: Gordon and Helen Fitzgerald

DATE: June 27, 1984

Gordon and Helen Fitzgerald will be taken care of. I've turned it over to Rick Shelby.

We'll note that these are 2 of the 25 that Mike wants.

cc: Rick Shelby  
w/incoming





THE WHITE HOUSE  
WASHINGTON

June 26, 1984

MEMO TO LEE ATWATER

FROM: BILL SITTMANN

Attached is the name and address of a couple Mr. Deaver would like at the Convention. These people would use 2 of the 25 seats MKD wants.

Thanks....

THE WHITE HOUSE  
WASHINGTON

Mr. Deaver:

Would you like this referred  
to Lee Atwater?

YES \_\_\_\_\_

NO \_\_\_\_\_

Bill  
These are two of  
the 25 seats 2 of  
want for the  
convention.  
let them  
know.

Handwritten initials in gold ink, possibly "HRL".

June 21, 1984

Dear Mike,

It was so special of you to call ---  
we know you are swamped!

It would mean more than you know to  
see President Reagan nominated and to  
hear his acceptance speech ---

With love and admiration,

Jelen



Dickerson, Llewellyn, & Fitzgerald Agency, Inc.

P.O. Box 1015  
3535 West 7th Street  
Fort Worth, Texas 76101  
817-735-8881

GORDON FITZGERALD  
Vice President

June 20, 1984

Mr. Michael Deaver  
The White House  
Washington, D. C. 20500

Dear Mike:

Thanks for calling. I'm glad you called at home, so Helen could say hello.

As promised, here is a partial resume of our Republican activities. I say "our" because Helen has done most of the work, and it was she who insisted I get into the fracas in 1952.

Perhaps our best address would be as follows:

Mr. & Mrs. Gordon (Helen) Fitzgerald  
109 Westview  
Ft. Worth, TX 76107 (817/737-3504)

Again, thank you for your efforts. We are very grateful.

Having worked for Ronald Reagan since 1965, we would like very much to witness in person this great man's last nomination and acceptance.

Sincerely,

Gordon Fitzgerald

GF/ke



# Dickerson, Llewellyn, & Fitzgerald Agency, Inc.

P.O. Box 1015  
3535 West 7th Street  
Fort Worth, Texas 76101  
817-735-8881

May 21, 1984

GORDON FITZGERALD --

GORDON FITZGERALD  
Vice President

Resume of Republican Activities --

1952

1. One of a handful of conservatives who founded the modern Republican Party in Tarrant County in 1952. This was based on a conviction that the Democrat machine must be defeated and replaced with advocates of personal freedom and free enterprise.
2. Was appointed in 1952 as emissary to the then Republican Chairman, Marshall Kennedy, to tell him a new wave of freedom was sweeping America and that his weak leadership would be replaced.
3. Paid the filing fee of \$300 (raised to that level from \$25 by Marshall Kennedy) to register William C. Conner as reform candidate for Republican County Chairman in the May, 1952 election.
4. Campaigned actively to insure that a Republican victory in 1952 would be achieved.
5. Attended the 1952 National Republican Convention in Chicago as an alternate.

1960

1. Worked in Nixon-Lodge campaign. Instigated the plan to take Republican workers to the voters by bus to every corner of Tarrant County.
2. Held first political meeting (barbecue) for John Tower in Tarrant County.

1962

Instigated creation of the Candidate Recruitment Committee for State and local offices, and was its first chairman. Fielded slate of conservative business and professional men for State and local offices.

1964

Was Tarrant County Goldwater Chairman.

1965

Instrumental in getting Ronald Reagan to Tarrant County in 1965 to help local Republican Party finances.

1968

Started and paid for headquarters and telephone operations for "Texans For Reagan," a draft-Reagan movement in 1968.

1976

Active in Reagan campaign. Wrote flier (copy attached) to explain "Bentsen Law" which helped us elect delegates for Ronald Reagan. Helped deliver Texas 100% for Reagan.

1980

Chairman of the Tarrant County Finance Committee of the "Ten Club for Reagan", a national organization which means you must have raised at least \$10,000 for Ronald Reagan. Next to California, Texas raised the most money for Reagan.

1984

Have never been a National delegate.  
Have worked for Ronald Reagan since 1965, when he first evidenced interest in the Governorship of California.  
Would like to be there to see this great American and great patriot nominated for the last time.



THE WHITE HOUSE  
WASHINGTON

June 27, 1984

Mike  
what more  
do we have  
to do on this?

MEMORANDUM FOR JIM BAKER  
MIKE DEEVER

FROM: MIKE McMANUS *MM*

The attached memo now lists the White House contingent at 75 after eliminating those people covered by either the Timmons or Walker budgets, and by reducing each office count, other than Press, to no more than 5 people.

I would be happy to work further with you on this project at your convenience.

THE WHITE HOUSE

WASHINGTON

June 27, 1984

MEMORANDUM FOR MIKE McMANUS

FROM: MARGIE CRAWFORD

I have taken the total list, cut from it the Walker people, the Timmons people and then cut each office to 5 people:

TOTAL WHITE HOUSE COUNT TO DATE	98
Ron Walker	-3
Bill Timmons (Lisa Walker and Kim Timmons he is also covering but they aren't on our WH list, therefore I am not counting them)	-8
Jim Baker's office (bringing his office count to 5)	-1
Jack Svahn	-1
Lee Verstandig	-1
Faith Whittlesey	<del>-18</del>
Official WH Staff covered by government	-7
Office space for Fielding	-1
TOTAL COUNT W/ABOVE DELETIONS	<hr/> <del>75</del> 68

THE WHITE HOUSE

WASHINGTON

June 27, 1984

MEMORANDUM FOR MIKE McMANUS

FROM: MARGIE CRAWFORD

Per Bill Timmon's office, the following is the list of White House Staff going to the Convention that the RNC is covering from their budget:

Mike McManus  
Dick Darman  
Craig Fuller  
B. Oglesby  
Nancy Risque  
Dennis Thomas  
Linda Bennett  
Bob Cable  
Kim Timmons  
Lisa Walker

THE WHITE HOUSE

WASHINGTON

June 27, 1984

MEMORANDUM FOR MIKE McMANUS

FROM: MARGIE CRAWFORD

Per Ron Walker's office the following is the list of White House Staff going to the Convention that Walker is covering from his budget:

Kathy Camalier  
Julie Brink  
Marianne Andrews



First Lady's Office

First Family: 7 separate rooms/suite (revised from 6)

Patty  
Ron and Doria  
Maureen and Dennis  
Coleen and Mike  
Bess and Neal  
Julius Bengtsson  
Anita Costello

First Family Guests:

see Tab A

First Lady Staff:

James Rosebush  
Elaine Crispen  
Sheila Tate  
Marty Coyne  
Wendy Weber

Vice President's Office

see Tab B

Ed Meese's Office: 3 rooms

M/M Ed Meese  
Ken Cribb  
Marilee Melvin

Jim Baker's Office: 9 rooms (revised from 8)

Jim Baker  
Margaret Tutwiler  
Jim Cicconi  
~~Kathy Camalier~~  
Barbara Hayward  
Andrea des Couteaux  
Caron Jackson  
~~Julie Brink~~  
~~Marianne Andrews~~

Mike Deaver's Office: 5 rooms

Mike Deaver  
~~Mike McManus~~  
Bill Sittmann  
Donna Blume  
Margie Crawford

Dick Darman's Office: 5 rooms

~~Dick Darman~~  
Bentley Elliott  
Nancy Roberts  
Sara Emery  
Research Assistant *Kim White*

Fred Fielding's Office: 5 rooms and 1 office

Fred Fielding  
Sherrie Cooksey  
Peter Rusthoven  
Dianna Holland  
Secretary to the Counsel

Craig Fuller's Office: 2 rooms

~~Craig Fuller~~  
Karen Hart

John Herrington's Office: 1 room

M/M John Herrington

Ed Hickey's Office: 1 room

M/M Ed Hickey  
\* (normal military support staff)

Bud McFarlane's Office: 3 rooms

Bud McFarlane  
Tom Schull  
Wilma Hall

B. Oglesby's Office: 5 rooms

~~M. B. Oglesby~~  
~~Nancy Risque~~  
~~Dennis Thomas~~  
~~Pam Turner~~  
Linda Bennett

John Rogers' Office: 2 rooms

John Rogers  
Staff Assistant

Larry Speakes' Office: 9 rooms

Larry Speakes  
Peter Roussel  
Anson Franklin  
Mark Weinberg  
Kim Hoggard  
Robin Gray  
Connie Romero  
Sally McElroy  
Taussig/Sidey/Winnick (1 only)

Jack Svahn's Office: 6 rooms (revised from 9)

Jack Svahn  
Bruce Chapman  
John Richardson  
Roger Porter  
Paul Simmons  
Betty Ayers

Lee Verstandig's Office: 5 or 6 rooms (revised from 5)

Lee Verstandig  
Kip Hawley  
Andy Card \* (is going as a delegate)  
Diane LaSalle  
Susan Lauffer  
Tim Locke

Faith Whittlesey's Office: 13 rooms (revised from 12)

Faith Whittlesey  
Frank Donatelli  
Mary Ann Meloy  
Trudi Morrison  
Robert Reilly  
Linas Kojelis  
Doug Riggs  
Marshall Breger  
Cathi Villalpando  
Mary Jo Jacobi  
Judi Buckalew  
Mel Bradley  
J. Douglas Holladay

Mike Deaver's Communication Office: 3 rooms

Mike Barody  
~~Merric Spaeth~~  
Jann DuVal

Normal Traveling Party not included in the above lists

William Henkel  
David Fischer  
Kathy Osborne  
Military Aide  
· Doctor  
Official Photographer

Missing from lists

Fred Ryan  
Advance Team arrangements (see Tab C)




THE WHITE HOUSE

WASHINGTON

June 26, 1984

MEMORANDUM FOR MICHAEL K. DEEVER

THROUGH MICHAEL A. McMANUS, JR.

FROM WILLIAM HENKEL 

SUBJECT 1984 REPUBLICAN NATIONAL CONVENTION SURVEY

Attached is a draft summary schedule for the President's trip to Dallas, based on a survey conducted June 21 - 22, 1984.

Although the survey provided a good basis for us to begin planning for the President's activities at the Convention, there are many outstanding issues which need to be resolved before we can firm up a summary schedule. In order to facilitate this planning process, I strongly recommend all organizations involved (ie: Reagan/Bush '84, RNC, etc.) understand that any event the President participates in must be treated as a standard Presidential event. The Advance Office, representing the Senior White House Staff, will coordinate the activities of the various hosting organizations. In order to assure timely planning of the President's schedule, a host organization needs to be identified for each Presidential event as soon as possible so that coordination with the Advance Office can begin.

The draft summary schedule for the President has been based on the May 16 version of the Convention Agenda and on Bill Timmons' May 16 memorandum to McManus. At this juncture in planning it is critical to establish the President's schedule as precisely as possible so that the Convention schedule can be developed and we can avoid conflicting with network coverage of important elements of the actual Convention sessions. We are proceeding under the assumption that during the actual Convention sessions the President's activities will become the most important alternate programming for the networks.

WEDNESDAY, AUGUST 22, 1984

Under Option I, the President will arrive at Dallas Naval Air Station at approximately 3:15 p.m. CDT and motorcade to The Anatole Hotel where he will participate in a Rally at the Anatole Hotel. While the specifics of the event have not yet been worked out, the preferred location for the rally is in the

lobby of Atrium I. This could provide the setting for a very dramatic and colorful event. However, there are several security considerations which must be resolved before the venue can be confirmed.

At the conclusion of the rally, the President will proceed to the Suite for private time and a private dinner. At approximately 8:15 p.m., the President will motorcade to the Convention Center Arena for an 8:30 p.m. Youth Rally. One disadvantage to this scenario is that the President's event would likely draw network coverage away from the Vice President's nomination and subsequent floor demonstrations. Following the rally, the President will return to The Anatole Hotel. At approximately 9:25 p.m. there will be a photo opportunity in the Suite when the nomination is confirmed with the Missouri roll call.

Under Option I-A, the President will not depart for the Youth Rally until approximately 8:50 p.m. Therefore, his participation in the rally would not conflict with network coverage of the Vice President's nomination.

Under Option II, the President will not arrive in Dallas until approximately 7:35 p.m. He will motorcade to The Anatole Hotel for a Rally and then proceed to the Suite with the Vice President to view TV coverage of their names being placed in nomination. There will be a photo opportunity at approximately 9:25 p.m. when the Missouri roll call confirms the nomination. The President and Vice President will then depart for the Convention Center Arena to participate in the Youth Rally, returning to The Anatole Hotel at approximately 10:20 p.m.

Mrs. Reagan and Mrs. Bush will proceed directly from the Anatole rally to the Convention Center to view the Convention proceedings and then rejoin the President and Vice President for the Youth Rally.

This scenario maximizes prime time network coverage. It assumes that an event scheduled earlier in the day will provide the networks with a story for their evening news. I am confident the networks would cover the President's arrival in Dallas as well as the hotel Rally, both of which coincide with prime time network programming and routine convention business. This option does not conflict with potential coverage of the nomination and floor demonstration for the Vice President, as Option I does.

APPROVE OPTION I \_\_\_\_\_  
APPROVE OPTION I-A \_\_\_\_\_  
APPROVE OPTION II \_\_\_\_\_



The Survey Team heard conflicting information on whether Senator Laxalt's nominating speech would place both the President and Vice President in nomination at the same time. If this is the case, then Option I becomes a more viable alternative.

Joint Nominating Speech \_\_\_\_\_  
Single Nominating Speeches \_\_\_\_\_

For your information, the Survey Team discussed alternate locations for the Youth Rally. However, it was decided that the advantages of holding the rally at the Arena far outweighed the disadvantages.

THURSDAY, AUGUST 23, 1984

Current plans call for a "Prayer Breakfast" at Reunion Arena. Although no specific format has been decided upon, the program will be geared more toward a lay service as opposed to a religious service in order to avoid conflict within the various religious groups who would want to become involved.

While Reunion Arena is an ideal location for a political rally, it does not provide a viable venue for a "breakfast". The arena seats 14,000 people, all of which would have to be magged. Under the most optimistic conditions, this would call for guests arriving by 7:30 a.m. Another disadvantage is that an arena does not lend itself to a breakfast format and guests would have to be served boxed breakfasts upon their arrival to take to their seats. Two alternatives exist for resolving this problem. If it is necessary to keep the event at Reunion Arena it could simply be called a "Prayer Meeting". However, this could cause the event to appear to be a religious revival rather than a Prayer Breakfast. I recommend that the event be moved to one of the function rooms at the Anatole Hotel. The largest function room can seat approximately 2,500 and lends itself more to a "Breakfast" format. Option II reflects this recommendation.

Prayer Breakfast/Reunion Arena \_\_\_\_\_  
Prayer Meeting/Reunion Arena \_\_\_\_\_  
Prayer Breakfast/The Anatole Hotel \_\_\_\_\_

Our latest information is that the Fundraising Luncheon scheduled for Thursday will be held at the Anatole Hotel. If this is the case, I would strongly recommend that the Hispanic Luncheon also be moved from the Hyatt Hotel to the Anatole in order to make the best use of the President's time and to reduce unnecessary logistical complications.

Fundraising Luncheon/The Hyatt Hotel \_\_\_\_\_  
Fundraising Luncheon/The Anatole Hotel \_\_\_\_\_

Hispanic Luncheon/The Hyatt Hotel \_\_\_\_\_  
Hispanic Luncheon/The Anatole Hotel \_\_\_\_\_

Again, there is no firm information on the host organization, format, size, duration, etc. for these luncheons. For scheduling purposes, a decision needs to be made on whether these will be drop-bys or whether the President will actually be seated for lunch at one of these.

Drop-by Fundraising Luncheon \_\_\_\_\_  
Seated for duration of Fundraising Luncheon \_\_\_\_\_

Drop-by Hispanic Luncheon \_\_\_\_\_  
Seated for duration of Hispanic Luncheon \_\_\_\_\_

Thursday evening, the President is notionally scheduled to participate in two receptions. The first reception, hosted by Congressman Michel, will be at the Convention Center following the President's Acceptance Speech. The second reception will be hosted by Senator Laxalt at the Anatole Hotel at approximately 10:30 p.m. Both events have serious logistical implications which need immediate consideration:

- O Based on current information, we are assuming that there will be approximately 500 guests at the Michel Reception. Should this number increase, it will be necessary to build more holding time into the President's schedule to facilitate the movement of guests from the Convention floor to the Ballroom.
- O Guests attending the Reagan/Bush Reception hosted by Senator Laxalt will have to be transported from the Convention Center to the Anatole and pass through magnetometers prior to the President's arrival. As currently planned, there is only a window of 45 minutes to accomplish this.
- O Format, size, and press coverage for both events need to be mutually agreed upon with the hosting organizations.



FRIDAY, AUGUST 24, 1984

The scheduling of events for Friday will be driven by the President's participation in the VFW Convention in Chicago. Under both options presented, the VFW will have to schedule an afternoon session on August 24 in order to accommodate the President's schedule.

Option I, reflecting current planning, has a very negative impact on the VFW event. The President would not be addressing the Convention until after 4:00 p.m. CDT, which is up against the network filing deadline.

Option II deviates from the current scenario, changing the RNC luncheon to a meeting earlier in the day, allowing the President to address the VFW Convention in Chicago at approximately 2:30 p.m. CDT.

APPROVE OPTION I \_\_\_\_\_  
APPROVE OPTION II \_\_\_\_\_

Both options assume that the President would drop-by the Women's Breakfast at The Anatole Hotel. While it is certainly feasible for the President to attend the entire Breakfast, again there has been no focus on format, size, etc. for the event.

Drop-by Women's Breakfast \_\_\_\_\_  
Seated for duration of Breakfast \_\_\_\_\_

GENERAL

Press coverage of the President's events at the Convention will have to be treated somewhat differently from a standard presidential event in light of the number of media representatives that will be in Dallas. Charles Bakaly has discussed with Larry Speakes a plan that provides for adequate coverage by both the White House Press Corps and general Convention press. Careful consideration will also have to be given to currently proposed press coverage of Presidential activities. There are several instances where our plans for press coverage do not coincide with the proposed scenario.

Another issue which needs immediate attention is the subject of VIP Boxes and Sky Suites at the Convention Center (a floor plan for the Convention Center is attached). There are eight Sky Suites at the Convention Center. Current plans call for the First Family to share a Sky Suite with the Vice President as well as the Cabinet. Proposed assignments for the remaining seven boxes are as follows:



- O 2 boxes - Finance Committee (RNC, Reagan/Bush '84, Eagles, etc.)
- O 1 box - Laxalt, Baker, Michel, Convention Officers, etc.
- O 1 box - RNC (Fahrenkopf and Co-Chairman's office)
- O 1 box - National Federation of Republican Women
- O 1 box - Committee on Arrangements
- O 1 box - Senate Trust Fund

The Sky Suite designated for the First Family, Vice President and Cabinet will hold approximately 86 people seated or 100 people standing and be arranged with couches, bars, etc. I recommend that we designate one Sky Suite strictly for the First Family's use and have other arrangements made for the Vice President and Cabinet.

APPROVE \_\_\_\_\_

DISAPPROVE \_\_\_\_\_

In addition to the Sky Suite, a VIP Box will be constructed on the floor of the Convention Center for the First Family's use. Regardless of where this box is constructed, access to and from could present some concerns. Several issues need to be addressed before the construction is completed:

What other VIP boxes should be in immediate proximity to the First Family's?

---



---



---

The boxes will be constructed to accommodate 12 people. Will the First Family require more seats for additional guests?

YES \_\_\_\_\_

NO \_\_\_\_\_

Finally, as soon as the President's summary schedule has been agreed upon, we will need to determine the First Lady's and the Vice President's schedules, as their attendance at Convention sessions independent of the President will have serious implications on security arrangements for securing the Convention Center.





DRAFT SUMMARY SCHEDULE

TRIP OF THE PRESIDENT

TO

DALLAS, TEXAS

REPUBLICAN NATIONAL CONVENTION

August 22 - 24, 1984

For each of the following days, two options are presented. Option I represents the current thinking on location, format, etc. for the President's activities, based on available input from Timmons, Walker, etc. Option II presents alternatives, based on observations of the Survey Team.

WEDNESDAY, AUGUST 22, 1984

OPTION I

NOTE: Survey Team moved arrival time in Dallas from 6:00 p.m. CDT to 3:15 p.m. CDT to accomodate evening network news.

3:15 p.m. AIR FORCE ONE arrives Dallas Naval Air Station,  
CDT Dallas, Texas.

OPEN PRESS COVERAGE  
CLOSED ARRIVAL

3:20 p.m. Motorcade departs en route The Anatole Hotel.

Drive Time: 20 mins.

3:40 p.m. Arrive The Anatole Hotel.

3:45 p.m. Lobby Rally, Atrium I, The Anatole Hotel.

Remarks.

OPEN PRESS COVERAGE

4:00 p.m. Proceed to Suite.

4:05 p.m. WASHINGTON WORK: 2 hrs. 40 mins.



6:45 p.m.\* Private Dinner, 27th Floor Dining Room/Suite, The Anatole Hotel.

CLOSED PRESS COVERAGE

8:15 p.m. Motorcade departs en route Convention Center Arena.

Drive Time: 10 mins.

8:25 p.m. Arrive Convention Center Arena.

8:30 p.m.\* Youth Rally, Convention Center Arena.

Remarks.

OPEN PRESS COVERAGE

8:55 p.m. Motorcade departs en route The Anatole Hotel.

Drive Time: 10 mins.

9:05 p.m. Arrive The Anatole Hotel.

9:25 p.m.\* Photo opportunity in Suite when nomination is confirmed with Missouri Roll Call.

REMAIN OVERNIGHT - THE ANATOLE HOTEL  
DALLAS, TEXAS

OPTION I-A

8:45 p.m.\* Nomination of Vice President.

8:50 p.m. Motorcade departs en route Convention Center Arena.

Drive Time: 10 mins.

9:00 p.m. Arrive Convention Center Arena.

9:05 p.m.\* Youth Rally, Convention Center Arena.

Remarks.

OPEN PRESS COVERAGE

9:30 p.m. Motorcade departs en route The Anatole Hotel.

Drive Time: 10 mins.

- 9:40 p.m. Arrive The Anatole Hotel.  
9:45 p.m.\* Photo opportunity in Suite when nomination is confirmed with Missouri Roll Call.

REMAIN OVERNIGHT - THE ANATOLE HOTEL  
DALLAS, TEXAS

OPTION II

- 7:35 p.m. AIR FORCE ONE arrives Dallas Naval Air Station,  
CDT Dallas, Texas.

OPEN PRESS COVERAGE  
CLOSED ARRIVAL

- 7:40 p.m. Motorcade departs en route The Anatole Hotel.

Drive Time: 20 mins.

- 8:00 p.m. Arrive The Anatole Hotel.

- 8:05 p.m. Lobby Rally, Atrium I, The Anatole Hotel.

Remarks.

OPEN PRESS COVERAGE

- 8:20 p.m. Proceed with Vice President to Suite.

8:20 p.m. Mrs. Reagan and Mrs. Bush depart en route Convention Center.

- 8:25 p.m. Arrive Suite to view TV coverage of names being placed in nomination.

8:30 p.m. Mrs. Reagan and Mrs. Bush arrive Convention Center and proceed to VIP Box to view Convention proceedings (nominating speeches and floor demonstrations).

8:30 p.m. Nominating Speech by Senator Paul Laxalt.

- 9:25 p.m.\* Photo opportunity in Suite when nomination is confirmed with Missouri Roll Call.



9:35 p.m. Motorcade departs en route Convention Center.  
NOTE: Vice President to accompany  
THE PRESIDENT.  
Drive Time: 10 mins.

9:45 p.m. Arrive Convention Center Arena.  
NOTE: Mrs. Reagan and Mrs. Bush  
to join THE PRESIDENT and Vice  
President for Youth Rally.

9:50 p.m. Youth Rally, Convention Center Arena.  
Remarks.  
OPEN PRESS COVERAGE

10:10 p.m. Motorcade departs en route The Anatole Hotel.  
Drive Time: 10 mins.

10:20 p.m. Arrive The Anatole Hotel and proceed to Suite.  
REMAIN OVERNIGHT - THE ANATOLE HOTEL  
DALLAS, TEXAS

THURSDAY, AUGUST 23, 1984

OPTION I

8:45 a.m. Motorcade departs en route Reunion Arena.  
Drive Time: 10 mins.

8:55 a.m. Arrive Reunion Arena.

9:00 a.m. Prayer Meeting, Reunion Arena.  
Remarks.  
OPEN PRESS COVERAGE

9:30 a.m. Motorcade departs en route The Anatole Hotel.  
Drive Time: 10 mins.

9:40 a.m. Arrive The Anatole Hotel and proceed to Suite.

9:45 a.m. WASHINGTON WORK: 2 hrs. 40 mins.  
12:25 p.m. Proceed to \_\_\_\_\_ Room, The Anatole Hotel.  
12:30 p.m. Fund Raising Luncheon, The Anatole Hotel.

Remarks.

\_\_\_\_\_ PRESS COVERAGE

1:00 p.m. Depart en route The Hyatt Hotel.

Drive Time: 10 mins.

1:10 p.m. Arrive The Hyatt Hotel.

1:15 p.m. Hispanic Luncheon, The Hyatt Hotel.

Remarks.

\_\_\_\_\_ PRESS COVERAGE

2:00 p.m. Motorcade departs en route The Anatole Hotel.

Drive Time: 10 mins.

2:10 p.m. Arrive The Anatole Hotel and proceed to Suite.

2:15 p.m. WASHINGTON WORK: 4 hrs. 45 mins.

7:00 p.m.\* Private Dinner, 27th Floor Dining Room/Suite, The Anatole Hotel.

CLOSED PRESS COVERAGE

8:45 p.m. Motorcade departs en route Convention Center.

Drive Time: 10 mins.

8:55 p.m. Arrive Convention Center Hall.

9:00 p.m. Acceptance Speech, Convention Center Hall.

OPEN PRESS COVERAGE

9:30 p.m. Proceed to holding room.

NOTE: 15 min. hold built into schedule to provide time to move reception guests from Convention floor to Ballroom.

9:45 p.m. Permanent Chairman's Reception, Ballroom,  
Convention Center.

Remarks ?

EXPANDED POOL COVERAGE

10:10 p.m. Motorcade departs en route The Anatole Hotel.

Drive Time: 10 mins.

10:20 p.m. Arrive The Anatole Hotel and proceed to Suite.

10:30 p.m. Drop-by Reagan/Bush Reception, \_\_\_\_\_ Room, The  
Anatole Hotel.

Remarks.

EXPANDED POOL COVERAGE

10:45 p.m. Proceed to Suite.

REMAIN OVERNIGHT - THE ANATOLE HOTEL  
DALLAS, TEXAS

OPTION II

8:30 a.m. Prayer Breakfast begins.

8:55 a.m. Proceed to \_\_\_\_\_ Room, The Anatole Hotel.

9:00 a.m. Drop-by Prayer Breakfast, \_\_\_\_\_ Room, The  
Anatole Hotel.

Remarks.

OPEN PRESS COVERAGE

9:30 a.m. Proceed to Suite.

9:35 a.m. WASHINGTON WORK: 2 hrs. 50 mins.

12:25 p.m. Proceed to \_\_\_\_\_ Room, The Anatole Hotel.

12:30 p.m. Fund Raising Luncheon, The Anatole Hotel.

Remarks.

\_\_\_\_\_ PRESS COVERAGE

1:00 p.m. Proceed to \_\_\_\_\_ Room, The Anatole Hotel.

1:05 p.m. Hispanic Luncheon, \_\_\_\_\_ Room, The Anatole Hotel.

Remarks.

\_\_\_\_\_ PRESS COVERAGE

1:35 p.m. Proceed to Suite.

1:40 p.m. WASHINGTON WORK: 5 hrs. 20 mins.

7:00 p.m.\* Private Dinner, 27th Floor Dining Room/Suite, The Anatole Hotel.

CLOSED PRESS COVERAGE

8:45 p.m. Motorcade departs en route Convention Center.

Drive Time: 10 mins.

8:55 p.m. Arrive Convention Center Hall.

9:00 p.m. Acceptance Speech, Convention Center Hall.

OPEN PRESS COVERAGE

9:30 p.m. Proceed to holding room.

NOTE: 15 min. hold built into schedule to provide time to move reception guests from Convention floor to Ballroom.

9:45 p.m. Permanent Chairman's Reception, Ballroom, Convention Center.

Remarks ?

EXPANDED POOL COVERAGE

10:10 p.m. Motorcade departs en route The Anatole Hotel.

Drive Time: 10 mins.

10:20 p.m. Arrive The Anatole Hotel and proceed to Suite.



10:30 p.m. Drop-by Reagan/Bush Reception, \_\_\_\_\_ Room, The Anatole Hotel.

Remarks.

EXPANDED POOL COVERAGE

10:45 p.m. Proceed to Suite.

REMAIN OVERNIGHT - THE ANATOLE HOTEL  
DALLAS, TEXAS

FRIDAY, AUGUST 24, 1984

OPTION I

8:30 a.m. Women's Breakfast begins.

8:55 a.m. Proceed to \_\_\_\_\_ Room.

9:00 a.m. Drop-by Women's Breakfast, \_\_\_\_\_ Room, The Anatole Hotel.

Remarks.

OPEN PRESS COVERAGE

9:45 a.m. Motorcade departs en route The Hyatt Hotel.

Drive Time: 10 mins.

9:55 a.m. Arrive The Hyatt Hotel.

10:00 a.m. Meeting with new Republican National Committee,  
\_\_\_\_\_ Room, The Hyatt Hotel.

Remarks ?

CLOSED PRESS COVERAGE

10:30 a.m. Motorcade departs en route The Anatole Hotel.

Drive Time: 10 mins.

10:40 a.m. Arrive The Anatole Hotel and proceed to Suite.

10:45 a.m. WASHINGTON WORK: 1 hr. 10 mins.

11:55 a.m. Proceed to \_\_\_\_\_ Room.



12:00 noon Working Luncheon with Key Campaign Personnel,  
\_\_\_\_\_ Room, The Anatole Hotel.

Remarks.

\_\_\_\_\_ PRESS COVERAGE

1:15 p.m. Motorcade departs en route Dallas Naval Air  
Station.

Drive Time: 20 mins.

1:35 p.m. Arrive Dallas Naval Air Station.

1:40 p.m. AIR FORCE ONE departs en route Chicago, Illinois.

Flight Time: 1 hr. 50 mins.

Time Change: None

3:30 p.m. AIR FORCE ONE arrives O'Hare International  
Airport.

OPTION II

8:30 a.m. Women's Breakfast begins.

8:55 a.m. Proceed to \_\_\_\_\_ Room.

9:00 a.m. Drop-by Women's Breakfast, \_\_\_\_\_ Room, The  
Anatole Hotel.

Remarks.

OPEN PRESS COVERAGE

9:20 a.m. Motorcade departs en route The Hyatt Hotel.

Drive Time: 10 mins.

9:30 a.m. Arrive The Hyatt Hotel.

9:35 a.m. Meeting with new Republican National Committee,  
\_\_\_\_\_ Room, The Hyatt Hotel.

Remarks ?

\_\_\_\_\_ PRESS COVERAGE

10:05 a.m. Motorcade departs en route The Anatole Hotel.

Drive Time: 10 mins.

10:15 a.m. Arrive The Anatole Hotel and proceed to Suite.  
10:20 a.m. WASHINGTON WORK: 20 mins.  
10:40 a.m. Proceed to \_\_\_\_\_ Room.  
10:45 a.m. Meeting with Key Campaign Personnel, \_\_\_\_\_ Room,  
The Anatole Hotel.

CLOSED PRESS COVERAGE

11:30 a.m. Motorcade departs en route Dallas Naval Air  
Station.

Drive Time: 20 mins.

11:50 a.m. Arrive Dallas Naval Air Station.

12:00 noon AIR FORCE ONE departs en route Chicago, Illinois.

Flight Time: 1 hr. 50 mins.  
Time Change: None

1:50 p.m. AIR FORCE ONE arrives O'Hare International  
Airport.

\* Denotes approximate time.

THE WHITE HOUSE  
WASHINGTON

June 14, 1984

*Bill Fel.*  

---

*add FR ps*

MEMORANDUM FOR: MICHAEL K. DEAVER  
FROM: FREDERICK J. RYAN, JR. *FR*  
SUBJECT: Republican Convention

When it comes time to decide which staff members will be attending the Republican National Convention, I would like to ask that my name be considered. I would be happy to assist in any appropriate capacity at the convention.

Thank you.

THE WHITE HOUSE

WASHINGTON

June 11, 1984

M E M O R A N D U M

TO : Karen Roberts  
FROM : Tina Karalekas  
SUBJECT : Convention Accommodations/Family and Friends

Pursuant to your First Family guest list (TAB A, dated 5/30/84-4:00pm), please add the following to your list:

Mr. and Mrs. Jaqueline Hume  
One bedroom (two beds) plus sitting room  
(near Tutttles)

Mr. and Mrs. Charlie Cook  
One bedroom (two beds) plus sitting room  
(near Humes)

Maureen Reagan will be going to Dallas on the 11th; however, she has requested that she and her husband be given a one bedroom suite or two bedrooms the nights of the 22nd and 23rd near the President's suite.

Also, Mr. and Mrs. Neal Reagan (brother of the President) will be attending the convention as a delegate; however, he has requested that he and his wife be given one bedroom (two beds) near the President's suite the nights of the 22nd and the 23rd. FYI - The Neal Reagans will be arriving at the Anatole the afternoon of the 19th, departing the 24th.

Thanks.

cc: Alden Lang

THE WHITE HOUSE  
WASHINGTON

Date: 6/13/84

TO: *Mike Deaver*

FROM: **Michael A. McManus, Jr.**  
*Assistant to the President  
and Deputy to Deputy Chief of Staff*

- Information
- Action
- Let's Discuss

*file  
convention*



COPY

**TIMMONS AND COMPANY, INCORPORATED**  
1850 K STREET, N.W. WASHINGTON, D.C. 20006 (202) 331-1760

PERSONAL

June 7, 1984

WILLIAM E. TIMMONS  
*President*

TOM C. KOROLOGOS  
*Executive Vice President*

HOWARD G. PASTER  
*Vice President*

KENNETH M. DUBERSTEIN  
*Vice President*

WILLIAM H. CABLE  
*Vice President*

MARY A. SIDLEY  
*Vice President*

MICHAEL J. BATES  
*Director of Research*

MEMORANDUM FOR: PAUL LAXALT  
✓ MIKE McMANUS  
ED ROLLINS  
RON WALKER

FROM: WILLIAM E. TIMMONS *By*

SUBJECT: Convention Meeting  
June 7, 1984

For your information and guidance, Frank Fahrenkopf, Tom Korologos and I met for 1-1/2 hours today with Senator Howard Baker and Representative Bob Michel to go over convention activities. It was extremely productive from all points of view and very helpful to us all.

Topics included:

- RNC convention organization (Walker, Denning, etc.)
- Arrival and departures:
  - (a) Fahrenkopf - August 11-24
  - (b) Baker - August 19-24
  - (c) Michel - August 16-24
- Accompanying staff: All three have already submitted lists.
- Room requirements: Included in submitted lists.
- Airline tickets: Will arrange directly with RNC for reimbursement.
- Ground transportation: Car and driver committed to each by RNC.
- Staff offices: Not necessary other than regular RNC offices at hotel and hall.

- Telephones: RNC phone in each suite. Each should have beeper.
- Speechwriters:
  - (a) Fahrenkopf - to be prepared by Fahrenkopf
  - (b) Baker - Pat Butler
  - (c) Michel - Bill Gavin
- Speeches: To be held to 7-8 minutes all agreed.
- Receptions:
  - (a) Baker hosting one at hall, Monday, 5-7 p.m.
  - (b) Michel thinking of one at hall, Tuesday, 5-7 p.m.(Note: We encouraged these to get some delegates though security early.)
- Reagan-Bush Caucus Teams: Good idea. Think they may be too busy to commit to work; request chance to join or not as schedules permit. Baker and Michel will make suggestions as to participants from Senate and House.
- Officers of convention: Discussed roles of pending officers, secretary, etc. Michel preferred Senator Kassebaum as Deputy Permanent Chairman for gavel work occasionally, and he'll call her.
- RNC network: Discussed advantages of this new concept and possible use by candidates. Very pleased. Explained Mark Goode's role.
- Official program: General agreement on sessions, timing, and flow of procedure. Korologos fully explained his operation and personnel under podium. Michel recognized House campaign film would not be televised and will drop idea. Baker felt Goldwater should be on program and inevitable will happen when word gets around. Also, Baker believes Tower makes good speech and should be used.

NOTE: In discussion of possible floor fights and parliamentary procedures, the platform executive committee members were discussed. Apparently Baker and Michel were not consulted on the selection of House and Senate Members. Baker particularly upset over Senate representations and cited constitutional prerogatives of Senate in foreign policy area. He feels Senate "regulars" will revolt when learn of stacked committee. Fahrenkopf to call Lott and ask Lott to check with Baker and Michel. This area will be a problem right through the convention in my opinion.



United States Department of State

Washington, D.C. 20520

June 7, 1984

TO: Mr. William Henkel, Director  
White House Advance Office

FROM: S/S-EX - George Twohie *GT*

SUBJECT: Room Requirements -- RNC, Dallas

In addition to a suite and an office for Secretary Shultz in Dallas for the period 8/21-25, the following office and sleeping rooms are needed for support staff.

A. Offices

S Staff	1	8/17-25
S/S	1	"
OC Communications Center	2	"
SY/CP	1	"

B. Sleeping

S/S	2	8/17-25
OC	7	"
SY Advance	3	"
S Staff	3	8/21-25
SY Shifts	22	"

TOTALS: 1 suite plus 1 office for Secy. Shultz

Offices: 5

Sleeping: 37

THE WHITE HOUSE

WASHINGTON

June 4, 1984

MEMORANDUM FOR BILL TIMMONS

FROM:

MIKE McMANUS, JR. 

SUBJECT:

Convention Slogan & Keynoter

I understand you have spoken to Jim Baker on the question of the Convention Slogan.

Regarding your other memo on the selection of Katherine Ortega as Keynoter for the Convention and your concern for the lack of Convention management input, I hope you understand that the meetings in which such decisions are made are attended by Fahrenkopf, Rollins, Laxalt, Baker and Deaver.

(dictated from London)

copies to: Deaver  
Baker  
Tutwiler  
McManus' Car



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dictated to  
MAM - 6/4.  
read to MAM -  
6/4

WILLIAM E. TIMMONS  
*President*

June 1, 1984

TOM C. KOROLOGOS  
*Executive Vice President*

HOWARD G. PASTER  
*Vice President*

KENNETH M. DUBERSTEIN  
*Vice President*

MEMORANDUM FOR: MIKE McMANUS

WILLIAM H. CABLE  
*Vice President*

FROM: WILLIAM E. TIMMONS *BT*

MARY A. SIDLEY  
*Vice President*

SUBJECT: Convention Slogan

MICHAEL J. BATES  
*Director of Research*

I understand from my spies that the White House has agreed with the Tuesday Group's slogan "Prouder, Stronger, Better." I wish this could have been a Convention group decision.

I don't like it for Convention use! When TV commercials show ordinary people with the slogan, it is good because it implies the public is prouder, stronger, better.

However, straight RNC Convention use implies the Republican Party is prouder, stronger, better. And Reagan-Bush Campaign use at the Convention implies the President is prouder, stronger, better. Can you visualize a billboard with the President's picture with this slogan in bold type below?

I urge reconsideration as far as the Convention is concerned.

6/4 per MAM, Timmons spoke w/ JAB on this.





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May 31, 1984

read by  
MCC-  
6/6.  
copies to: Peaver  
Baker  
Turtwiler  
MANM's cov

WILLIAM E. TIMMONS  
*President*

TOM C. KOROLOGOS  
*Executive Vice President*

HOWARD G. PASTER  
*Vice President*

KENNETH M. DUBERSTEIN  
*Vice President*

WILLIAM H. CABLE  
*Vice President*

MARY A. SIDLEY  
*Vice President*

MICHAEL J. BATES  
*Director of Research*

MEMORANDUM FOR: MICHAEL MCMANUS

FROM: WILLIAM E. TIMMONS *BT*

SUBJECT: Convention Plans

Thanks for your May 31st memorandum and attachments. It is a big help to me and well done.

There are two categories of personnel in my considerations: Those I pay for, and those I do not.

The White House list requests show:

1. 98 total people of which 7 are "official" plus advancement.
2. 97 total rooms, including Fielding's office with 7 "officials" paid by U. S. Government. (Two press secretaries are doubling.) Plus advancement, of course.
3. My planning is for 67 rooms.

The Vice President would require:

1. A floor in the Anatole Tower (assuming he stays there) of 27 rooms.
2. An additional 25 rooms for a total of 52.
3. My planning is for 27 rooms.

From the Cabinet I expect:

1. 17 Members
2. 17 Assistants for a total of 34 rooms.
3. My planning is for 34 rooms.



Michael McManus  
Page Two  
May 31, 1984

So, for the Administration I have a grand total of 183 rooms requested, plus advancements, plus room conversions to working offices, plus others not listed but to be added. In addition to hotel rooms, of course, I pay air transportation and per diems and provide tickets and ground transportation and so on.

Mike, I suggest we tackle this in two ways: first ask Jim Baker to restrict each office's current lists to a maximum of five except Speakes' press office. This means Baker would cut 4 and Whittlesey would cut 7 for a savings of 11. Then, I suggest at least ten people agree to share rooms for an additional savings of 10.

Second, there is no possible need I can see for the Vice President to require 52 rooms! I suggest he limit staff to the one floor of 27 rooms. (If some in his party are willing to pay their own rooms then we can accommodate them with reservations.) Savings: 25.

Total room savings by these actions: 46

NOTES:

1. I have planned Secret Service offices in one of these interior sleeping rooms on each of the top three floors of the Anatole Tower. Is this sufficient? I understand their sleeping accommodations are elsewhere, right?
2. Your list carries "normal military support staff" under Hickey. What's this item? Pilots and crew? White House Communications Agency personnel? Transportation people? Who? Do they stay at Anatole?
3. I had planned to use interior sleeping rooms as working White House offices as well as convert several on the top floors to staff facilities. Please let me know what you'll require in this regard.



Michael McManus  
Page Three  
May 31, 1984

4. There are no arrival and departure dates for White House staff. We'll need this soon. (All staff and guests should be advised there is a four-night minimum room rental. So, we have to pay for four regardless of use. This will cause criticism among the 150 traveling press who probably will stay only two nights!)

5. I have talked to Bill Henkel and Dan Morris about advancements. My plans call for 25 total to handle everybody (family, Cabinet, etc.) and everything. Bill and Dan are supposed to be discussing names and agree on people.

6. Your list does not carry Jim Brady. What to do? Nor is the CEA Chairman or OSTP Director listed. Okay?

Now, turning to First Family Guests:

1. Mr. and Mrs. Diego Redo and Mr. and Mrs. Jacqueline (man's name?) Hume are add-ons that I haven't seen before. No problem, however, since all guests are paying own expenses, they should understand four-night minimum requirements, however.

2. As you know, each floor has only four suites - at the corners. Therefore, there is no way the Jorgensens and Wilsons can have two bedroom suites adjoining each other.

3. Current plans are to house presidential guests on 4 floors between 7 and 23. Several problems: One suite on each floor is much larger than the other three and great for entertaining. Do I give each guest requesting a suite this large one on separate floors - or do I give no guest a large suite for fear of upsetting somebody?

4. Unless we juggle furniture, 3 suites on each floor (including the large one) have king-size beds and only one has twin beds.

Any advice on handling these important VIPs will be most welcome.



Finally, Mike, I have asked Rick Shelby and Andrea Fisher to join your site team in Dallas on June 18 and 19. Please ask your office to notify Rick of the trip details. They will be able to explain the Reagan-Bush plans and also work your requirements into the master book.

Thanks again.

THE WHITE HOUSE

WASHINGTON

May 30, 1984

MEMORANDUM FOR MICHAEL A. McMANUS, JR.

FROM: WILLIAM HENKEL

SUBJECT: CONVENTION HOUSING

Attached, per your request, is an update on where we stand on convention housing for The White House. The attached packet includes an update on the following:

- \* an official/political breakdown
- \* White House Staff
- \* First Family
- \* First Family guests (Tab A)
- \* The Vice President's Office (Tab B)

Also attached is a copy of the memorandum that Robert Gubitosi sent to Ron Walker (Oct. '83) outlining the draft requirements for the advance team (Tab C). We will, as you know, have to factor the advance team into our room requirements.

After the survey/pre-advance on June 18th and 19th, we will be in a better position to determine our exact advance team requirements.

05/30/84 4:00 p.m.



TRAVELING PERSONNEL TO THE REPUBLICAN NATIONAL CONVENTION

OFFICIAL/POLITICAL ALLOCATIONS

THE PRESIDENT	Political
Mrs. Reagan	Political
First Family	Political
First Family guests	pay own bill
Senior Staff (ie: Baker, Deaver McFarlane, McManus, Fielding, Fuller, etc.)	Political
Other WHS Staff (except as noted below)	Political
NSC Staff (except McFarlane)	Official
D. Fischer	Official
K. Osborne	Official
Military Aide	Official
Dr. Ruge	Official
Official Photographer	Official
AF-1 Steno (Military)	Official
AF-1 Guests (ie: Cong., personal guests that are participating in the event)	Political (unless pays own bill)
Reagan-Bush '84 Staff	Political
Advance Staff (ie: Henkel, Bakaly Lead, Site and Press Advance)	Political
Advance Office Trip Coordinator	Official
All Military Support (including WHCA, HMX, AF1, Stewards)	Official
Speechwriters	Political
Transportation Office	Official
Traveling Press	(Press Corps)
Press Office Staff	Political *
USSS	Official

*add E. Hickey*

\* under negotiation and may change to Press

05/30/84 4:00 p.m.

# WITHDRAWAL SHEET

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1 LIST

1 5/30/1984 C

FIRST FAMILY GUESTS

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**Freedom of Information Act - [5 U.S.C. 552(b)]**

**B-1 National security classified information [(b)(1) of the FOIA]**

**B-2 Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]**

**B-3 Release would violate a Federal statute [(b)(3) of the FOIA]**

**B-4 Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]**

**B-6 Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]**

**B-7 Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]**

**B-8 Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]**

**B-9 Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]**

**C. Closed in accordance with restrictions contained in donor's deed of gift.**



Mike Deaver's Office: 5 rooms

Mike Deaver  
Mike McManus  
Bill Sittmann  
Donna Blume  
Margie Crawford

Dick Darman's Office: 5 rooms

Dick Darman  
Bentley Elliott  
Nancy Roberts  
Sara Emery  
Research Assistant

Fred Fielding's Office: 5 rooms and 1 office

Fred Fielding  
Sherrie Cooksey  
Peter Rusthoven  
Dianna Holland  
Secretary to the Counsel

Craig Fuller's Office: 2 rooms

Craig Fuller  
Karen Hart

John Herrington's Office: 1 room

M/M John Herrington

Ed Hickey's Office: 1 room

M/M Ed Hickey  
\* (normal military support staff)

Bud McFarlane's Office: 3 rooms

Bud McFarlane  
Tom Schull  
Wilma Hall

B. Oglesby Office: 5 rooms

M. B. Oglesby  
Nancy Risque  
Dennis Thomas  
Pam Turner  
Linda Bennett

John Rogers' Office: 2 rooms

John Rogers  
Staff Assistant

Larry Speakes' Office: 9 rooms

Larry Speakes  
Peter Roussel  
Anson Franklin  
Mark Weinberg  
Kim Hoggard  
Robin Gray  
Connie Romero  
Sally McElroy  
Taussig/Sidey/Winnick (1 only) .

Jack Svahn's Office: 6 rooms (revised from 9)

Jack Svahn  
Bruce Chapman  
John Richardson  
Roger Porter  
Paul Simmons  
Betty Ayers

Lee Verstandig's Office: 5 rooms

Lee Verstandig  
Kip Hawley  
\* Andy Card / *DIANE LA SALLE*  
Susan Lauffer  
Tim Locke

*\* Card may attend  
as a delegate.*

Faith Whittlesey's Office: 12 rooms (revised from 11)

Faith Whittlesey  
Frank Donatelli  
Mary Ann Meloy  
Trudi Morrison  
Robert Reilly  
Linas Kojelis  
Doug Riggs  
Marshall Breger  
Cathi Villalpando  
Mary Jo Jacobi  
Judi Buckalew  
Mel Bradley

Mike Deaver's Communication Office: 3 rooms

Mike Baroody  
Merrie Spaeth  
Jann DuVal

Normal Traveling Party not included in the above lists

William Henkel  
David Fischer  
Kathy Osborne  
Military Aide  
Doctor  
Official Photographer

Missing from lists

Fred Ryan  
Advance Team arrangements (see Tab C)

# RONALD W. REAGAN LIBRARY

THIS FORM MARKS THE FILE LOCATION OF ITEM NUMBER 2 LISTED ON THE  
WITHDRAWAL SHEET AT THE FRONT OF THIS FOLDER.



The Vice President's Office

1 floor plus 25 rooms

DATE: OCTOBER 20, 1983

TO: RON WALKER

FROM: ROBERT K. GUBITOSI

RE: REPUBLICAN NATIONAL HOTEL (PROPOSED PRESIDENTIAL SITE)

WHITE HOUSE STAFF

ARRIVAL DATE

90 singles  
10 singles  
10 suites, approximately, for meetings, etc.  
1 function room - staff office  
1 function room - press advance

same days as principle  
10 days prior  
1 day prior  
10 days prior  
10 days prior

NOTE: THE STAFF OFFICE AND PRESS ADVANCE  
MUST BE ADJOINING

1 function room - staff motor pool

5 days prior

Parking for 20 vehicles

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

WHITE HOUSE TRAVEL OFFICE/PRESS

200 travelling press rooms  
1 filing room - large, prefer a ballroom  
with seating - capacity for 250  
1 function room for press secretary - close  
to ballroom  
1 function room for steno office  
1 function room for storage - large  
1 press briefing room

same day as principle  
3 days prior  
3 days prior  
3 days prior  
3 days prior  
3 days prior

Parking for 12 vehicles - 10 cars &  
2 large trucks

WHITE HOUSE COMMUNICATIONS AGENCY

Sleeping rooms

8 singles

24 doubles

1 double

8 days prior

8 days prior

10 days prior

Parking for 20 vehicles and  
equipment truck

WHITE HOUSE MILITARY/GARAGE

GARAGE

1 function room - radio room/dispatch  
approximate size 20' X 40'

2 days prior

9 double rooms

3 days prior

6 single rooms - includes baggage handlers  
and drivers

3 days prior

Parking for 15 vehicles - White House motor pool

HELICOPTER CREW AND SUPPORT (if used for Presidential movements)

1 double

8 days prior

29 double rooms

2 days prior

NOTE: HELICOPTER CREWS NORMALLY STAY AT A  
HOTEL NEAR THE AIRPORT, HOWEVER; IF YOU WANT  
TO COMPLETELY BOOK THE HOTEL, THEY CAN STAY  
AT THE HOTEL. MUST BE DISCUSSED WITH THE  
WHITE HOUSE.

AIR FORCE ONE

2 doubles

10 days prior

23 singles

same day as principle

NOTE: AIR FORCE ONE CREW NORMALLY STAYS  
AT THE HOTEL NEAR THE AIRPORT, HOWEVER;  
IF YOU WANT TO COMPLETELY BOOK THE, HOTEL,  
THEY CAN STAY AT THE HOTEL. MUST BE DISCUSSED  
WITH THE WHITE HOUSE.

MILITARY OFFICE

3 doubles - for stewards  
1 single to be utilized as the  
military office  
1 single - military aide  
2 singles - military aide  
1 single - Cliff Sharrock

one day prior  
3 days prior  
8 days prior  
same day as principle  
2 days in advance

MEDIC

2 singles

1 day in advance

WHITE HOUSE TV (NAVY)

1 double  
2 singles

one day prior  
one day prior

Parking 15 vehicles

FIRST FAMILY

4 suites

FIRST FAMILY GUESTS

approximately 50 rooms - personal friends  
20 suites - personal friends

one day prior  
one day prior

CABINET

possibility of 19 rooms for Cabinet members

one day prior

NOTE: IF THE CABINET STAYS AT THE SAME HOTEL



RESTAURANT/ROOM SERVICE

Should be open on a 24 hour basis.  
All services of the hotel should be extended.

NOTE: THE SECRET SERVICE REQUESTS THAT THE RESTAURANT AND FUNCTION ROOM ON THE 27TH FLOOR BE CLOSED DURING THE TIME THE PRINCIPLE IS IN THE HOTEL. HOWEVER, I BELIEVE THAT WITH SPECIAL PASSES AND PROPER CREDENTIALS, WHITE HOUSE STAFF AND RNC STAFF WILL BE ADMITTED. ALSO, OUTSIDE AT THE PROPOSED ARRIVAL SITE, SOME SORT OF TENT WILL HAVE TO BE CONSTRUCTED FOR THE ARRIVAL OF THE PRINCIPAL. ALL OF THE ABOVE SHOULD BE INCLUDED IN THE CONTRACT.

NOTE: ALL ARRANGEMENTS ARE VERY TENTATIVE AND SUBJECT TO SERIOUS CHANGE.

NOTE: COMP FOR <sup>Advance Staff</sup> ~~ROBERT K. GUBITOSI'S~~ ROOMS FROM NOW TO AND INCLUDING CONVENTION TIME.



Mike Deaver's Office: 5 rooms

Mike Deaver  
Mike McManus  
Bill Sittmann  
Donna Blume  
Margie Crawford

Dick Darman's Office: 5 rooms

Dick Darman  
Bentley Elliott  
Nancy Roberts  
Sara Emery  
Research Assistant

Fred Fielding's Office: 5 rooms and 1 office

Fred Fielding  
Sherrie Cooksey  
Peter Rusthoven  
Dianna Holland  
Secretary to the Counsel

Craig Fuller's Office: 2 rooms

Craig Fuller  
Karen Hart

John Herrington's Office: 1 room

M/M John Herrington

Ed Hickey's Office: 1 room

M/M Ed Hickey  
\* (normal military support staff)

Bud McFarlane's Office: 3 rooms

Bud McFarlane  
Tom Schull  
Wilma Hall

B. Oglesby Office: 5 rooms

M. B. Oglesby  
Nancy Risque  
Dennis Thomas  
Pam Turner  
Linda Bennett



John Rogers' Office: 2 rooms

John Rogers  
Staff Assistant

Larry Speakes' Office: 9 rooms

Larry Speakes  
Peter Roussel  
Anson Franklin  
Mark Weinberg  
Kim Hoggard  
Robin Gray  
Connie Romero  
Sally McElroy  
Taussig/Sidey/Winnick (1 only) .

Jack Svahn's Office: 6 rooms (revised from 9)

Jack Svahn  
Bruce Chapman  
John Richardson  
Roger Porter  
Paul Simmons  
Betty Ayers

Lee Verstandig's Office: 5 rooms

Lee Verstandig  
Kip Hawley  
Andy Card  
Susan Lauffer  
Tim Locke

Faith Whittlesey's Office: 12 rooms (revised from 11)

Faith Whittlesey  
Frank Donatelli  
Mary Ann Meloy  
Trudi Morrison  
Robert Reilly  
Linas Kojelis  
Doug Riggs  
Marshall Breger  
Cathi Villalpando  
Mary Jo Jacobi  
Judi Buckalew  
Mel Bradley

Mike Deaver's Communication Office: 3 rooms

Mike Barody  
Merrie Spaeth  
Jann DuVal

Normal Traveling Party not included in the above lists

William Henkel  
David Fischer  
Kathy Osborne  
Military Aide  
Doctor  
Official Photographer

Missing from lists

Fred Ryan  
Advance Team arrangements (see Tab C)

THE WHITE HOUSE  
WASHINGTON  
May 29, 1984

*MMe*  
741

MEMORANDUM TO JAMES A. BAKER, III

FROM: MICHAEL K. DEEVER *M*

SUBJECT: Suggested Presidential Convention Schedule

*6/11 MKD*  
*Should go to Dallas early.*

*No - 9 or 9:30*

*agree*  
*OK*

1. Wouldn't the First Lady be with the President? Why would she be greeter?
2. Do we want to start the day at 8:30 a.m. -- the day of his acceptance speech?
3. I don't really think we need dry run on the podium.
4. I would schedule the women's breakfast for 9:00 a.m. Should check with Maureen Reagan on this, I think she's working on luncheon, not breakfast.

*JAB/TLL*

Otherwise, schedule looks alright!

Let me know your thoughts.

cc: Michael McManus



THE WHITE HOUSE

WASHINGTON

May 31, 1984

*Bill*  
*7/41*

MEMORANDUM FOR BILL TIMMONS

FROM: MIKE McMANUS *mam*

This is to reconfirm our telephone conversation of last Friday. I will be traveling to Dallas on June 18th and 19th. Accompanying me on this trip will be Bill Henkel and a large contingent of advance support staff including staff from the Vice-President's office, the Secret Service and the Military office. The purpose of this trip is to work on the hotel plan.

Also I have attached a comprehensive memo which summarizes the costs for which the White House is responsible and a detailed update on the housing requirements list. Please note Tab B is the Vice-President's list for which we are waiting their detailed list.

If you have any questions, I would be happy to discuss them with you.

Thank you.

cc: Jim Baker  
Mike Deaver ✓  
Margaret Tutwiler

THE WHITE HOUSE

WASHINGTON

May 30, 1984

MEMORANDUM FOR MICHAEL A. McMANUS, JR.

FROM: WILLIAM HENKEL

SUBJECT: CONVENTION HOUSING

Attached, per your request, is an update on where we stand on convention housing for The White House. The attached packet includes an update on the following:

- \* an official/political breakdown
- \* White House Staff
- \* First Family
- \* First Family guests (Tab A)
- \* The Vice President's Office (Tab B)

Also attached is a copy of the memorandum that Robert Gubitosi sent to Ron Walker (Oct. '83) outlining the draft requirements for the advance team (Tab C). We will, as you know, have to factor the advance team into our room requirements.

After the survey/pre-advance on June 18th and 19th, we will be in a better position to determine our exact advance team requirements.

05/30/84 4:00 p.m.

TRAVELING PERSONNEL TO THE REPUBLICAN NATIONAL CONVENTION

OFFICIAL/POLITICAL ALLOCATIONS

THE PRESIDENT	Political
Mrs. Reagan	Political
First Family	Political
First Family guests	pay own bill
Senior Staff (ie: Baker, Deaver McFarlane, McManus, Fielding, Fuller, etc.)	Political
Other WHS Staff (except as noted below)	Political
NSC Staff (except McFarlane)	Official
D. Fischer	Official
K. Osborne	Official
Military Aide	Official
Dr. Ruge	Official
Official Photographer	Official
AF-1 Steno (Military)	Official
AF-1 Guests (ie: Cong., personal guests that are participating in the event)	Political (unless pays own bill)
Reagan-Bush '84 Staff	Political
Advance Staff (ie: Henkel, Bakaly Lead, Site and Press Advance)	Political
Advance Office Trip Coordinator	Official
All Military Support (including WHCA, HMX, AF1, Stewards)	Official
Speechwriters	Political
Transportation Office	Official
Traveling Press	(Press Corps)
Press Office Staff	Political *
USSS	Official

\* under negotiation and may change to Press

05/30/84 4:00 p.m.



~~REDACTED~~

~~REDACTED~~

~~REDACTED~~

~~REDACTED~~

~~REDACTED~~

~~REDACTED~~

~~REDACTED~~

~~REDACTED~~

~~REDACTED~~

~~REDACTED~~

~~REDACTED~~

~~REDACTED~~

Vice President's Office

see Tab B

Ed Meese's Office: 4 or 5 rooms

- Ed Meese
- Ken Cribb
- John Richardson
- Secretary
- possibility of one more

Jim Baker's Office: 9 rooms (revised from 8)

- Jim Baker
- Margaret Tutwiler
- Jim Cicconi
- Kathy Camalier
- Barbara Hayward
- Andrea des Couteaux
- Caron Jackson
- Julie Brink
- Marianne Andrews

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Mike McManus  
Bill Sittmann  
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Fred Ryan  
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First Family Guests

- |   |           |           |
|---|-----------|-----------|
| 1. M/M Jorgensen<br>(2 BR Suite adjoining the Wilsons')   | arr: 21st | dpt: 24th |
| 2. Amb/Mrs. Wilson<br>(2 BR Suite adjoining the Jorgensens')  | arr: 21st | dpt: 24th |
| 3. M/M Robert Adams<br>(1 BR Suite or 1 <u>nice</u> BR)   | arr: 21st | dpt: 24th |
| 4. Mrs. Alfred Bloomingdale<br>(1 BR, next to Zipkin's)   | arr: 20th | dpt: 24th |
| 5. Mr. Jerome Zipkin<br>(1 BR, next to Bloomingdale's)  | arr: 20th | dpt: 24th |
| 6. M/M Armand Deutsch<br>(1 BR Suite)   | arr: 21st | dpt: 24th |
| 7. M/M Jack Wrather<br>(1 BR w/2 DBL Beds)  | arr: 21st | dpt: 24th |
| 8. Dr/Mrs Norman Sprague<br>(1 BR Suite)  | arr: 21st | dpt: 24th |
| 9. M/M Charles Wick<br>(1 BR Suite)   | arr: 21st | dpt: 24th |
| 10. M/M Diego Redo<br>(1 BR near the Wilsons')  | arr: 21st | dpt: 24th |
| 11. M/M Frank Sinatra<br>(2 BR Suite w/allowance for a security guard to be posted outside)   | arr: 22nd | dpt: 24th |
| 12. Ms. Adrianna Bollani (Sinatras valet)<br>(1 BR next to, or across the hall from the Sinatras)   | arr: 22nd | dpt: 24th |
| 13. M/M Jacqueline Hume<br>( )  | arr:      | dpt:      |
| 14. M/M Holmes Tuttle<br>(1 BR Suite)   | arr: 21st | dpt: 24th |
| 15. M/M Henry Salvatori<br>(2 BR Suite w/sitting room; twin beds in both bedrooms)<br>(extra adjoining bedroom for their son, Henry Ford Salvatori) | arr: 19th | dpt: 24th |

The Vice President's Office

1 floor plus 25 rooms



DATE: OCTOBER 20, 1983

TO: RON WALKER

FROM: ROBERT K. GUBITOSI

RE: REPUBLICAN NATIONAL HOTEL (PROPOSED PRESIDENTIAL SITE)

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THE WHITE HOUSE  
WASHINGTON

May 25, 1984

MEMO TO MARGARET TUTWILER

FROM: BILL SITTMANN

SUBJECT: Attached

What do you think of this idea?

Please let me know.

THANKS.

5/28  
Maureen R. is  
the one who is in charge of  
this deal - I'd just mean  
the idea by  
Maureen