

**The original documents are located in Box 8, folder “Trip Checklist” of the Betty Ford White House Papers, 1973-1977 at the Gerald R. Ford Presidential Library.**

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TRIP CHECKLIST

EVENT: \_\_\_\_\_

DATE: \_\_\_\_\_

EVENT INFORMATION:

Location: \_\_\_\_\_  
\_\_\_\_\_

Time: \_\_\_\_\_

Leads:

Advanceman:	_____
USSS:	_____
WHCA:	_____
Military Aide:	_____
Air Force:	_____
Helo:	_____
Press:	_____
Site	_____
Advancemen:	_____
	_____
	_____

Release date: \_\_\_\_\_ by \_\_\_\_\_



ANNOUNCEMENT:

Press Office	Tom DeCair	2100	_____
	Eric Rosenberger	6522	_____
Lead Advanceman			_____
USSS	Ron Pontius	2534	_____
WHCA		4012	_____
Military Aide		2150	_____
Gwen Anderson		7007	_____
Congressional	Bob Wolthius	2591	_____
First Family	Nancy Howe	2207	_____
	Susan Porter	2850	_____
Speech Office	Susan Gregory	6573	_____
Domestic Council			_____

ORDERS:

Goodies

Marge Wicklein

2350 \_\_\_\_\_

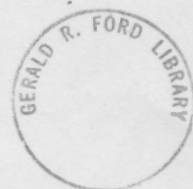
MILITARY ASSISTANT'S OFFICE:

Pre-advance	_____
Air Force One	_____
Helo	_____
Meal times	_____
Manifest information	_____
Baggage call:	_____
Helo from South Lawn/ Marine-Army One	_____
Room Assignments	_____
Car Assignments	_____

TRIP MEETING:

Prepare draft schedule for distribution: \_\_\_\_\_

Tom DeCair	2100	_____
Lead Advanceman		_____
Eric Rosenberger	6522	_____
Terry O'Donnell	2168	_____
USSS	2534	_____
WHCA	4012	_____
Military Aide	2150	_____
Bob Mead	6520	_____
Susan Gregory	6573	_____
Bob Wolthius	2591	_____
Gwen Anderson	7007	_____



Prepare Advance Team Composition Sheet: \_\_\_\_\_

PRE-ADVANCE:

DATE: \_\_\_\_\_

ADW. ETD \_\_\_\_\_

MANIFEST: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TRIP KIT FOR ADVANCEMAN:

Check Trip Kit Checklist.

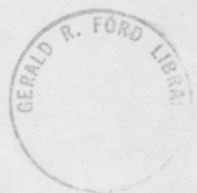
SCHEDULE MEMO:

Don Rumsfeld	_____
via Jim Connor	_____
CC: Terry O'Donnell	_____
Ron Nessen	_____
Warren Rustand	_____
Paul Theis	_____
Red Cavaney	_____
Robin Martin	_____
Eric Rosenberger	_____
Lead Advanceman	_____
Trip File	_____
_____	_____
_____	_____

ROUGH SCHEDULE:

Send to Schedule Memo recipients plus:

Military Aide	_____
Bob Mead	_____
USSS-Dick Keiser	_____
WHCA-Gen. Adams	_____
Eric Rosenberger	_____
Press Office	_____
Dave Kennerly	_____
Nancy Howe	_____
(if Mrs. Ford included)	_____
Susan Porter	_____
Jim Cavanaugh	_____
_____	_____
_____	_____



TRIP NOTIFICATION MEMO:

To include aircraft assignment, baggage call information, ground transportation, check-in time, living accomodations, attire requirements, and weather reports.

For international trips, include passport and immigration requirements.

Fact Sheet/Backgrounder.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

BACKGROUND/COLOR INFORMATION:

Send to:

Terry O'Donnell  
Paul Theis  
Tom DeCair  
Trip File

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DIAGRAMS:

Send to:

Terry O'Donnell  
Red Cavaney  
Robin Martin  
Trip File

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

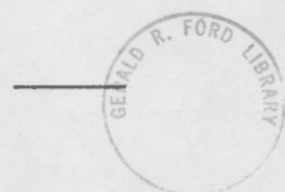
REPORTS FROM ADVANCEMEN:

Crowd raising techniques  
Demonstration report  
Audience composition report  
Weather report (event day)  
Recommended call report

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OVERNIGHTS:

Notify Jerry Jones of traveling staff  
and obtain from him who deserves  
News Summary distribution. 2206



AIRCRAFT MANIFESTS:

Send to:

Donald Rumsfeld  
via Jim Connor  
Terry O'Donnell  
Military Office  
Red Cavaney  
Robin Martin  
Trip File

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FINAL SCHEDULE:

Send to rough schedule recipients plus:

- Philip Warden \_\_\_\_\_
- Roland Elliott \_\_\_\_\_
- Jerry Jones \_\_\_\_\_
- Presidential Papers \_\_\_\_\_
- Trip File \_\_\_\_\_
- Dex to lead advanceman \_\_\_\_\_

MINIATURIZED SCHEDULE FOR TRAVELING STAFF AND GUESTS

\_\_\_\_\_

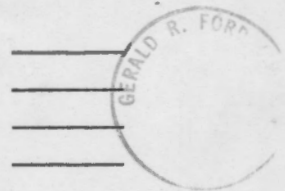
SCHEDULE CARDS FOR TRAVELING STAFF AND GUESTS

\_\_\_\_\_

POST TRIP FOLLOW-UP:

From Advancemen:

- Thank you list
- Trip report
- Trainee report
- Expenses



Staff Projects:

Thank you list to:

- Roland Elliott \_\_\_\_\_
- cc: Marge Wicklein \_\_\_\_\_
- Gwen Anderson \_\_\_\_\_
- Trip File \_\_\_\_\_
- Photo selections \_\_\_\_\_

Thank you letters to:

- Advancemen \_\_\_\_\_
- Trainees \_\_\_\_\_
- Update Advancemen \_\_\_\_\_
- cards \_\_\_\_\_
- Trip certificate for \_\_\_\_\_
- International trips \_\_\_\_\_

FILE COMPLETION:

Files received from field and sorted \_\_\_\_\_

Thank-you copies received \_\_\_\_\_

Expenses processed: \_\_\_\_\_

Advancemen \_\_\_\_\_

Others \_\_\_\_\_

Photos sent \_\_\_\_\_

Transcript/News Summary \_\_\_\_\_

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File Completed

