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J. Cannon

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

July 20, 1976

MEMORANDUM FOR: MEMBERS OF DOMESTIC COUNCIL STAFF

FROM: Dick Parsons *Dick Parsons*

SUBJECT: Attendance at the Upcoming
Republican National Convention

At our last staff meeting, someone asked if members of the Domestic Council staff are permitted under the Hatch Act to attend the Republican National Convention. I responded that the Hatch Act does not prohibit your attendance but it does prohibit certain actions and activities at the convention. This memorandum provides further guidance in that regard.

Employees covered by the Hatch Act (including members of the Domestic Council staff) are prohibited from taking "an active part in political management or political campaigns," among other things.* While this language does not prohibit the attendance of a "Hatched" employee as a spectator at a political convention, it has been interpreted to prohibit his/her:

- serving as a delegate, alternate, or proxy to the convention;
- addressing the convention or any subgroup in support of, or in opposition to, a partisan candidate for public office; or
- taking part in the deliberations or proceedings of the convention or any of its committees. **

You should keep in mind the fact that these prohibitions apply even though you may be on leave (annual or otherwise) at the time of the convention.

I hope this information is helpful. If you have any further questions, let me know.

* 5 U. S. Code, Sec. 7321, et seq.

** 5 Code of Federal Regulations, Sec. 733.122

cc: Jim Cannon
Jim Cavanaugh



FOR IMMEDIATE RELEASE

JULY 31, 1976

Office of the White House Press Secretary

Campaign

THE WHITE HOUSE

TEXT OF A LETTER FROM THE
PRESIDENT TO THE DELEGATES
AND ALTERNATES OF THE 1976
REPUBLICAN CONVENTION

Dear

The selection of a Vice President is one of the most critical choices any candidate for the Presidency has to make. First, the nominee must be a person of character and experience, capable of leading the country. Second, the nominee must articulate and support the principles of the Republican Party and be disposed to work in full harmony with the Chief Executive. Finally, the nominee must be an asset in the November campaign and a major contributor to governing the country in these next four years.

There are many qualified people in our Party. I am asking that you send me your suggestions by August 11, 1976, to help me in my deliberations. I would hope that you would be willing to furnish not less than five choices in order of your preference. I request that you sign your letter, and I assure you that your response will be handled in complete confidence.

I appreciate the time and thoughtfulness which I know you will devote to this matter. It is an important decision for our Party and for our country. I would fully understand, considering the status of the Presidential contest within our Party, if for any reason you would rather not respond. I do welcome any suggestions you may wish to submit and pledge my personal attention. I look forward to seeing you in Kansas City.

Sincerely,

GERALD R. FORD

#



Candidate
for **STATE SENATE**

PHONE OFF. 913 628-8268
RES. 913 625-9729

DON BICKLE
COMMERCIAL & RESIDENTIAL REAL ESTATE

DEAN ELLNER REALTORS
25TH & VINE • P. O. BOX 536
HAYS, KANSAS 67601

President Ford Committee

CAROL WIEBE
KANSAS STATE CO-CHAIRPERSON

P. O. BOX 83
HILLSBORO, KS. 67063


OFFICE (316) 947-3085
HOME (316) 947-5734

GATE SECTION ROW SEAT
3 111 N 5

Mary Louise Smith Chairman
Republican National Committee

Tuesday, August 17th
Third Session 7:00 p.m.

GUEST

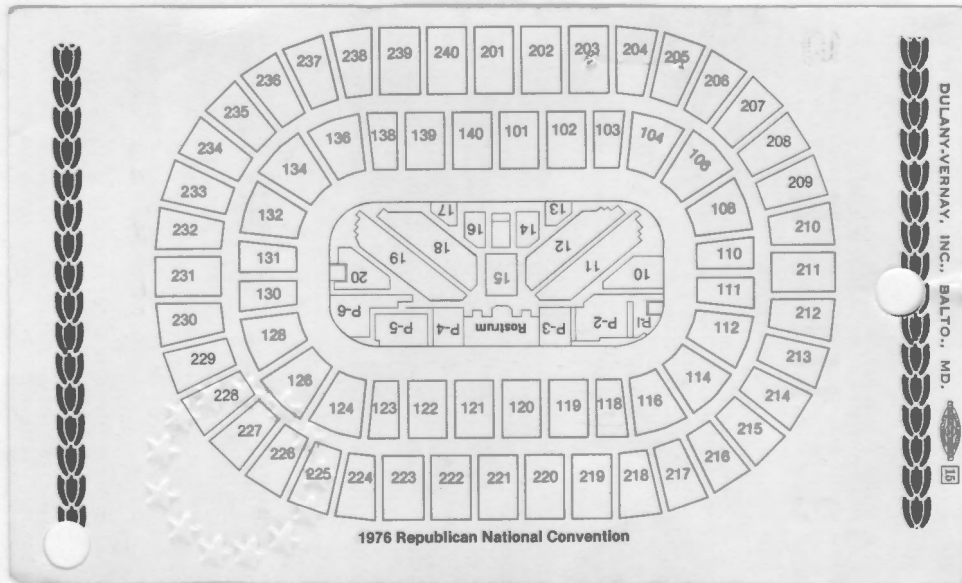
**Republican
National
Convention**

KANSAS CITY, MISSOURI
AUGUST, 1976



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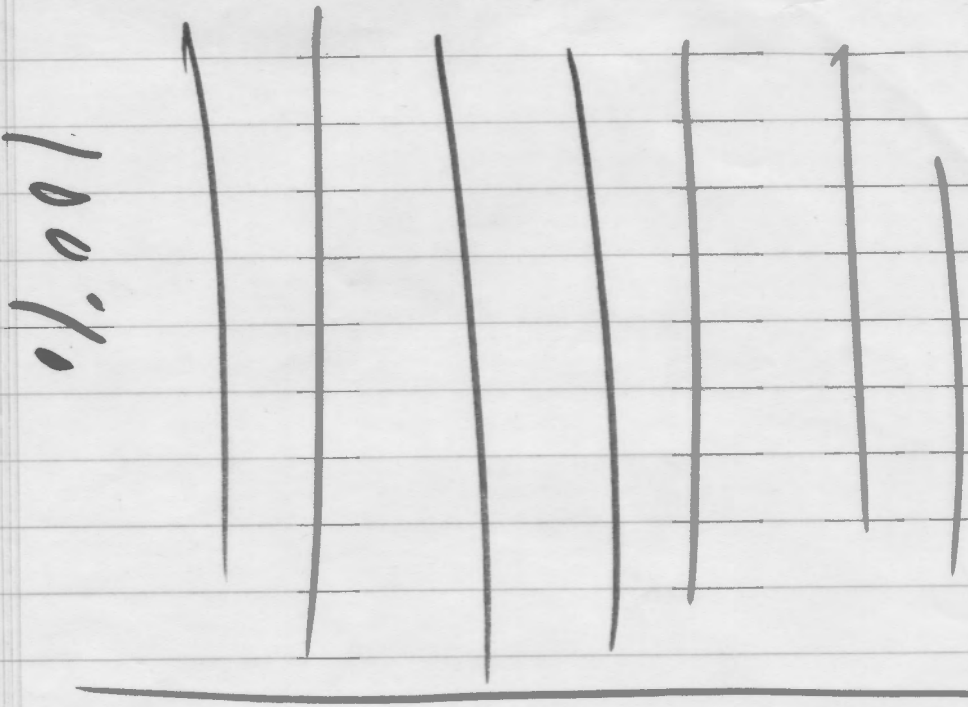
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[Aug. 1976]

✓

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STAFF



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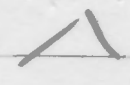
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[Aug. 1976]

KC



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~~Monday~~ Thurs Aug.

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KC
[Aug. 1976]

RULE 16
(critical)

This is a rule that became an issue because of two Reagan proposals that were soundly defeated:

Sears Proposal: Presidential nominee must name his vice-presidential candidate by 9:00 a.m. on day of nomination or any otherwise bound delegates would be considered released from any commitment.

Reasons to Oppose:

- a) Blatantly political - must viewed as attempt to involve Committee in "equalizing" the pre-convention posture of '76 contenders, i.e. correcting Reagan's Schweiker error.
- b) Prevents consultation with, or selection of, opponent - obviously the various candidates should have this option.
- c) Not sufficient study - this issue has been subject of considerable debate, discussion and study without reaching any agreement - no proposal, of the many suggested, even come close to the Sears proposal.

Edward's Proposal: would allow candidates pre-ballot opportunity to address convention.


Reason to Oppose: unduly burdensome and totally unnecessary in light of candidate's ample pre-convention opportunities to air positions or issues.

RULE 18
(critical)

Requires: delegate votes be cast in accordance with results of binding primaries or direct election.

- Reasons:**
- a) Is Right: votes should be cast in accordance with will of voters as expressed in primary or direct election.
 - b) Consistent: there are already 18 separate references to adherence to state law in existing rules.
 - c) Not Offensive: does not question honor of delegates - note other requirements for adherence to state law not viewed as offensive.
 - d) Valid and Enforceable: RNC General Counsel competent to determine "binding" nature of state law - thereafter must simply require casting of votes in conformity with election results.
 - e) Needed: necessary to prevent rumored 1st ballot abstentions or other ploys (Luxalt statement) that might result in contested nomination.

Note: B, C, & D - counter arguments that requirement would be insult to delegate who feels bound by honor to primary result, and, further that same would be unenforceable due to lack of means to determine whether state law binding or directory.



[Aug. 1976]

VOTE NO ON 16(c)

All persons seeking to be nominated for President shall announce to the Convention, a declaration stating who he or she will recommend to the Convention as the Vice Presidential nominee. This declaration shall be filed by 9:00 a.m. on the day on which the nomination for President is held. This declaration shall state the person's name and that he or she has agreed to accept such nomination. No delegate or alternate to the Convention shall be bound to support any Presidential candidate who does not file such a declaration.

Reasons for Opposing 16(c):

1. Fairness. We should not change rules in the middle of the game.
2. Sears' Mistake. Sears is trying to make up for the Schweiker maneuver.
3. Restrictive. The President has indicated he would like to consider Governor Reagan. At future Conventions, it could prevent the party's two strongest candidates from getting together.
4. Hurtful to Party Unity. It eliminates the opportunity for a nominee to consult with his opponents and their supporters on the Vice Presidential nomination. Such consultation is essential to unify the party.

① Put in every delegates ^{or alternate} room.

[Aug. 1976]

② Try to get lobby stationery

President Ford Committee

1828 L STREET, N.W., SUITE 250, WASHINGTON, D.C. 20036 (202) 457-6400

VOTE NO ON 16(c)

"All persons seeking to be nominated for President... shall announce to the Convention...who he or she will recommend to the Convention as the Vice Presidential nominee. This declaration shall be filed... by 9:00 a.m. on the day on which the nomination for President is held. This declaration shall state the person's name and that he or she has agreed to accept such nomination. No delegate or alternate to the Convention shall be bound...to support any Presidential candidate who does not file such a declaration."

This amendment, proposed by John Sears, attempts to change the rules in the last minute of the game and is just plain wrong! It is toying with the Vice Presidency of the United States -- all because of Sears' own political mistake. Oppose 16(c) which will directly affect this Convention, for many reasons, including:

First, It prevents a Ford-Reagan ticket since Governor Reagan could not, at this time, consent to be the President's Vice-Presidential nominee as required by the Sears' Amendment;

Second, It precludes even consultation with Governor Reagan regarding the President's Vice-Presidential recommendation. Such consultation is needed to unify the party.

Third, It is not an honest, sincere attempt to address a genuine area of interest and concern - the Vice-Presidential selection process.

The only reason for the Sears' Amendment, rejected by the Rules Committee 59-44, is to make up for his 'Schweiker' maneuver. Let us reject this proposal -- recognize it for what it is and vote it down!



President Ford Committee

1828 L STREET, N.W., SUITE 250, WASHINGTON, D.C. 20036 (202) 457-6400

Date Issued: August 3, 1976

(** Note Schedule Additions)

PRELIMINARY SCHEDULE FOR CONVENTION ACTIVITIES AUGUST 8 - 20, 1976

<u>DATE</u>	<u>TIME</u>	<u>EVENT</u>
<u>SUNDAY,</u> <u>AUGUST 8</u>	4:00 P. M. - 8:00 P. M.	Organizing Session of the <u>Committee on Resolutions (Platform)</u> . This meeting will be followed by a reception. Executive Session. Location: Radisson Muehlebach Hotel. (RNC)
<u>MONDAY</u> <u>AUGUST 9</u>	9:00 A. M. - 12:00 Noon	Public Hearings before the <u>Committee on Resolutions (Platform)</u> . Location: Municipal Auditorium and Music Hall (RNC)
	9:00 A. M. - 5:00 P. M.	Meeting of the <u>Committee on Contests</u> . Location: Radisson Muehlebach Hotel. (RNC)
	10:00 A. M. - 5:00 P. M.	Meeting of the <u>Committee on Rules</u> . Reception and luncheon at Noon. Location: Radisson Muehlebach Hotel. (RNC)
	1:30 P. M. - 5:00 P. M.	Subcommittee Hearings of the <u>Committee on Resolutions (Platform)</u> . Location: Phillips Hotel and Holiday Inn-Downtown. (RNC)
<u>TUESDAY,</u> <u>AUGUST 10</u>	9:00 A. M. - 5:00 P. M.	Meeting on the <u>Committee on Contests</u> . Location: Radisson Muehlebach. (RNC)
	9:00 A. M. - 5:00 P. M.	Final Meeting of the <u>Committee on Arrangements</u> . Reception and luncheon at 12:30 p. m. Location: Radisson Muehlebach (RNC)
	9:00 A. M. - 12:00 Noon	Public Hearings before the <u>Committee on Resolutions (Platform)</u> Location: Municipal Auditorium and Music Hall (RNC)

<u>DATE</u>	<u>TIME</u>	<u>EVENT</u>
<u>TUESDAY,</u> <u>AUGUST 10</u>	10:00 A. M. - 5:00 P. M.	Final Meeting of the <u>Committee on Rules.</u> Reception and luncheon at Noon. Location: Continental Hotel. (RNC)
	1:30 P. M. - 5:00 P. M.	Subcommittee Hearings of the <u>Committee on</u> <u>Resolutions (Platform).</u> Location: Phillips Hotel and Holiday Inn-Downtown. (RNC)
	8:00 P. M.	**Western States Chairman's Association Meeting sponsored by the Wyoming Republican State Committee. Location: Radisson Muehlebach.
<u>WEDNESDAY,</u> <u>AUGUST 11</u>	9:00 A. M. - 12:00 Noon	Public Hearings before the <u>Committee on</u> <u>Resolutions (Platform).</u> Location: Municipal Auditorium and Music Hall.(RNC)
	10:00 A. M. - 5:00 P. M.	Final Meeting of the <u>Republican National Committee.</u> There will be a reception and luncheon at Noon. Location: Radisson Muehlebach. (RNC)
	1:30 P. M. - 5:00 P. M.	Subcommittee Hearing of the <u>Committee on</u> <u>Resolutions (Platform).</u> Location: Phillips Hotel and Holiday Inn-Downtown. (RNC)
<u>THURSDAY,</u> <u>AUGUST 12</u>	8:30 A. M. - 11:30 A. M.	**Breakfast Meeting hosted by ABC-TV. Invitation only. Location: Radisson Muehlebach.
	9:00 A. M. - 12:00 Noon	Public Hearings before the <u>Committee on</u> <u>Resolutions (Platform.)</u> Location: Municipal Auditorium and Music Hall. (RNC)
	10:00 A. M. 5:00 P. M.	Final Meeting of the <u>Republican National Committee.</u> There will be a reception and luncheon at Noon. <u>This meeting will be held only if desired by the</u> <u>Chairman.</u> Location: Radisson Muehlebach. (RNC)
	10:00 A. M. (EDT)	PFC Charter Plane departs Washington National Airport for Kansas City.
	11:30 A. M.	PFC Charter Plane arrives Kansas City Metropolitan Airport.

DATE

TIME

EVENT

THURSDAY,
AUGUST 12

NOTE: The PFC staff will be staying at the Continental Hotel until August 14 when the Crown Center becomes available. PFC convention offices will be located in the Crown Center during this period in 'The Meeting Place.' PFC political offices will be located on the 17th Floor of the Crown Center.

1:30 P.M. -
5:00 P.M.

Subcommittee Hearing of the Committee on Resolutions (Platform). Location: Phillips Hotel and Holiday Inn-Downtown. (RNC)

2:00 P.M.

PFC Convention Staff Meeting. Crown Center. 'The Meeting Place.' (Stan Anderson)

3:00 P.M.-
5:00 P.M.

**Regional and State Whips Meeting. Crown Center. 17th Floor. (James DeFrancis)

3:30 P.M. -
11:00 P.M.

**National Black Republican Council Convention. Registration, Executive Board Meeting and Reception. Location: Breckenridge Inn.

FRIDAY,
AUGUST 13

8:00 A.M.

PFC Convention Staff Meeting. Crown Center. 'The Meeting Place.' (Stan Anderson)

8:00 A.M.

**Breakfast Meeting hosted by the Christian Science Monitor. Invitation Only. Location: Radisson Muehlebach.

8:00 A.M. -
11:00 P.M.

**National Black Republican Council Convention. Registration, State Caucuses, Luncheon, Opening Session of Convention, Dinner Dance honoring Major Black Appointees. Location: Breckenridge Inn.

9:00 A.M. -
12:00 Noon

Public Hearings before the Committee on Resolutions (Platform). Location: Municipal Auditorium and Music Hall. (RNC)

9:30 A.M.

PFC Press Conference. Crown Center Multimedia Forum (tentative). Note: The Multimedia Forum will be the White House and PFC Press Office from August 12-14. By the evening of August 14 the Century Room on the 3rd Floor of the Crown Center will be the White House and PFC Press Headquarters.

<u>DATE</u>	<u>TIME</u>	<u>EVENT</u>
<u>FRIDAY,</u> <u>AUGUST 13</u>	1:30 P. M. - 5:00 P. M.	Subcommittee Hearings of the <u>Committee on Resolutions (Platform)</u> . Location: Phillips Hotel and Holiday Inn-Downtown. (RNC)
	2:00 P. M. - 5:00 P. M.	**Regional and State Whips Meeting. Location: Crown Center Century Ballroom. (Jim DeFrancis)
	5:00 P. M. - 8:00 P. M.	**Meeting of the <u>Wall Street Journal</u> . Invitation only. Location: Radisson Muehlebach.
<u>SATURDAY,</u> <u>AUGUST 14</u>	8:00 A. M.	PFC Convention Staff Meeting. Crown Center. 'The Meeting Place.' (Stan Anderson)
	8:00 A. M. - 5:00 P. M.	**Regional and State Whips Meeting. Location: Crown Center Century Ballroom. (Jim DeFrancis)
	8:00 A. M.	**Breakfast with Chairman Mary Louise Smith hosted by the National Black Republican Council. Location: Breckenridge Inn
	8:00 A. M. - 9:00 A. M.	**Breakfast Meeting hosted by the <u>Christian Science Monitor</u> . Invitation only. Location: Radisson Muehlebach.
	9:00 A. M.	PFC Press Conference. Crown Center Multimedia Forum (tentative.)
	10:00 A. M. - 5:00 P. M.	Meeting of the <u>Committee on Credentials</u> . (If Necessary) Location: Radisson Muehlebach. (RNC)
	12:00 Noon	State delegations begin arriving in Kansas City at the airports, Union Station (trains), and directly at their hotels if traveling by bus. PFC rallies will be held for certain delegations upon arrival.
	2:00 P. M. - 5:00 P. M.	First Meeting of the <u>Committee on Rules and Order of Business</u> . Location: Continental Hotel. (RNC)
	2:00 P. M.	Briefing for all Pages. Location: Municipal Auditorium and Music Hall. (RNC)
	7:00 P. M.	Reception and dinner for members of the RNC and their spouses hosted by Mrs. Mary Louise Smith. Invitation only. Location: Radisson Muehlebach.(RNC)

<u>DATE</u>	<u>TIME</u>	<u>EVENT</u>
<u>SATURDAY,</u> <u>AUGUST 14</u>	8:00 P. M.	**Reception for the Indiana Delegation. Location: Quality Inn East, Blue Springs, Missouri. Invitation only. (Georganne Hedges)
<u>SUNDAY,</u> <u>AUGUST 15</u>	8:00 A. M.	PFC Convention Staff Meeting. President's Room 3rd Floor Crown Center. (Stan Anderson)
	8:00 A. M.	State delegations begin arriving in Kansas City all day by plane, train and bus. PFC rallies held for some arrivals.
	8:00 A. M. - 9:30 A. M.	**Breakfast Meeting hosted by the <u>Christian Science Monitor</u> . Invitation only. Location: Radisson Muehlebach.
	9:00 A. M.	**Breakfast in honor of the Alaska Delegation hosted by the Kansas City Host Committee. Invitation only. Location: Holiday Inn-KCI. (Georganne Hedges)
	10:00 A. M. - 11:00 P. M.	PFC Youth (Presidentials) arrive and check in at holding center - Kansas City Trade Mart. (Carolyn Booth)
	10:00 A. M. - 5:00 P. M.	**Meeting of the <u>Committee on Rules</u> . Luncheon held at 1:00 p.m. Location: Radisson Muehlebach. (RNC)
	10:30 A. M. - 12:30 P. M.	Reception and Buffet Brunch hosted by Gannett News Service. Invitation only. Location: Phillips Hotel.
	11:00 A. M.	**Brunch in honor of the Gam and Puerto Rico Delegations hosted by the Kansas City Host Committee. Location: private home (phone - 741-1744) (Georganne Hedges) Invitation only.
	11:30 A. M. - 4:00 P. M.	**Party in honor of the Texas Delegation hosted by the Kansas City Host Committee. Invitation only. Location: Glenwood Manor, Shawnee Mission, Kansas. (Georganne Hedges)

<u>DATE</u>	<u>TIME</u>	<u>EVENT</u>
SUNDAY, AUGUST 15	12:00 Noon- 2:00 P. M.	Party for Media attending Republican National Convention hosted by the Kansas City Business Community. Invitation only. Location: Carriage Club, Kansas City Country Club and Mission Hills Country Club.
	4:00 P. M. - 6:00 P. M.	**Caucus for Black Delegates and Alternates sponsored by the National Black Republican Council. Location: President Hotel.
	4:00 P. M. - 6:00 P. M.	**Reception in honor of the Nebraska Delegation hosted by the Kansas City Host Committee. Invitation only. Location: Hickman Mills Motor Inn. (Georganne Hedges)
	4:30 P. M.	**PFC Caucus Team meet with Pennsylvania Delegation. Location: Plaza Inn International. (Tim Austin)
	5:00 P. M. - 7:00 P. M.	Reception for Distinguished Guests hosted by Governor and Mrs. Kit Bond. Invitation only. Location: Rockhill Nelson Gallery of Art. (Georganne Hedges)
	5:00 P. M. - 7:00 P. M.	**Reception in honor of the Alabama Delegation hosted by the Kansas City Host Committee. Invitation only. Location: Ramada Inn. (Georganne Hedges)
	5:00 P. M.	**Reception and dinner in honor of the Virginia Delegation hosted by the Kansas City Host Committee. Invitation only. Location: reception at private home (phone 765-3154) and dinner at the Smoke Stack. (Georganne Hedges)
	5:00 P. M. - 8:00 P. M.	**Reception in honor of the Kentucky Delegation hosted by the Kansas City Host Committee. Invitation only. Location: private home (phone-648-6332) (Georganne Hedges)
	5:00 P. M. 7:00 P. M.	**Reception in honor of the Illinois Delegation hosted by the Kansas City Host Committee. Invitation only. Location: Hilton Plaza Inn. (Georganne Hedges)

<u>DATE</u>	<u>TIME</u>	<u>EVENT</u>
<u>SUNDAY,</u> <u>AUGUST 15</u>	5:30 P.M. - 7:30 P.M.	**Reception in honor of the Wyoming Delegation hosted by the Kansas City Host Committee. Invitation only. Location: Marriott Hotel-KCI. (Georganne Hedges)
	6:00 P.M.	**Supper in honor of the Arizona Delegation hosted by the Kansas City Host Committee. Invitation only. Location: private home (phone-299-3193). (Georganne Hedges)
	6:00 P.M. - 9:00 P.M.	**Reception and buffet in honor of the Kansas and Missouri Delegations hosted by the Kansas City Host Committee. Invitation only. Location: Imperial Palace Restaurant. (Georganne Hedges)
	6:00 P.M.	**Reception in honor of the New Jersey Delegation hosted by the Kansas City Host Committee. Invitation only. Location: Breckenridge Inn. (Georganne Hedges)
	6:00 P.M. - 8:00 P.M.	**Reception in honor of the Wisconsin Delegation hosted by the Kansas City Host Committee. Invitation only. Location: Prom Sheraton. (Georganne Hedges)
	6:00 P.M. - 8:00 P.M.	**Reception in honor of the Tennessee Delegation hosted by the Kansas City Host Committee. Invitation only. Location: The Inn. (Georganne Hedges)
	6:30 P.M.	Reception in honor of the District of Columbia Delegation. Invitation only. Location: 6624 Wenonga Road, Shawnee Mission, Kansas.
	6:30 P.M.	**Reception and barbeque in honor of the Rhode Island Delegation hosted by the Kansas City Host Committee. Invitation only. Location: private home (phone - 362-3502) (Georganne Hedges)
	6:30 P.M.	**Reception in honor of the Iowa Delegation hosted by the Kansas City Host Committee. Invitation only. Location: private home (phone - 362-6755) (Georganne Hedges)

<u>DATE</u>	<u>TIME</u>	<u>EVENT</u>
<u>SUNDAY</u> <u>AUGUST 15</u>	7:00 P.M. - 8:30 P.M.	PFC Youth (Presidentials) Orientation Session at the holding center - Kansas City Trade Mart. (Carolyn Booth)
	7:00 P.M.	Republican Round-Up hosted by the Republican Senatorial Campaign Committee. Invitation only. Location: Radisson Muehlebach.
	7:00 P.M.	Reception for the Michigan Delegation hosted by the Kansas City Host Committee. Invitation only. Location: Crown Center Hotel Bicentennial Room B. (Georganne Hedges)
	7:00 P.M. - 10:00 P.M.	**Reception and supper in honor of the Colorado Delegation. Invitation only. Hosted by the Kansas City Host Committee. Location: My Brother's Mustache, Shawnee Mission, Kansas. (Georganne Hedges)
	7:00 P.M. - 12:00 Midnight	**Reception in honor of the Delaware and Louisiana Delegations hosted by the Kansas City Host Committee. Invitation only. Location: Ramada Inn-KCI. (Georganne Hedges)
	7:00 P.M.	**Dinner in honor of the Maine Delegation hosted by the Kansas City Host Committee. Invitation only. Location: private home (phone - 648-2068) (Georganne Hedges)
	7:00 P.M.	**Reception and buffet in honor of the Mississippi Delegation hosted by the Kansas City Host Committee. Invitation only. Location: Ramada Inn East in Independence, Missouri. (Georganne Hedges)
	7:00 P.M.	**Barbeque supper in honor of the Vermont Delegation hosted by the Kansas City Host Committee. Invitation only. Location: private home (phone - 362-7176) (Georganne Hedges)
	7:00 P.M. - 10:00 P.M.	**Barbeque in honor of the California Delegation hosted by the Kansas City Host Committee. Invitation only. Location: Redgate Swim Club. (Georganne Hedges)

<u>DATE</u>	<u>TIME</u>	<u>EVENT</u>
<u>SUNDAY,</u> <u>AUGUST 15</u>	7:30 P.M.	**PFC Caucus Team meets with Alaska and Massachusetts Delegations. Location: Holiday Inn - KCI. (Tim Austin)
	7:30 P.M.	**Picnic in honor of the Virgin Islands Delegation hosted by the Kansas City Host Committee. Invitation only. Location: private home (phone - 333-8931) (Georganne Hedges)
	7:30 P.M.	**Reception in honor of the Georgia Delegation hosted by the Kansas City Host Committee. Invitation only. Location: Ramada Inn Southeast. (Georganne Hedges)
	8:00 P.M.	**PFC Caucus Team meets with Wisconsin Delegation. Location: Prom Sheraton. (Tim Austin)
	8:00 P.M.	**Reception in honor of the Idaho Delegation hosted by the Kansas City Host Committee. Invitation only. Location: Hickman Mills Motor Inn. (Georganne Hedges)
	8:00 P.M. - 10:00 P.M.	**Reception in honor of the Minnesota Delegation hosted by the Kansas City Host Committee. Invitation only. Location: private home (phone - 722-4684) (Georganne Hedges)
	8:30 P.M.	**Reception in honor of the Pennsylvania Delegation hosted by the Kansas City Host Committee. Invitation only. Location: Hilton Airport Plaza Inn. (Georganne Hedges)
	9:00 P.M.	**PFC Caucus Team meets with Florida Delegation. Location: Marriott, 775 Brasilia. (Tim Austin)
	9:00 P.M.	**Reception in honor of the Maryland Delegation hosted by the Kansas City Host Committee. Invitation only. Location: Howard Johnson's in Independence, Missouri. (Georganne Hedges)
	10:00 P.M.	**Reception in honor of the Montana Delegation hosted by the Kansas City Host Committee. Location: Holiday Inn-Mission Overland Park. Invitation only. (Georganne Hedges)

<u>DATE</u>	<u>TIME</u>	<u>EVENT</u>
<u>SUNDAY,</u> <u>AUGUST 15</u>	to be announced	**2nd Briefing Session for Pages. Location: Kemper Arena. (RNC)
	to be announced	Reception for Vice President Nelson Rockefeller hosted by the New York Delegation. Location: Continental Hotel. Invitation only.
	all day	**Women for President Ford Hospitality Suite. Location: Room 1639-1640 Crown Center. (Elly Peterson)
<u>MONDAY,</u> <u>AUGUST 16</u>	7:30 A. M.	Breakfast in honor of the Massachusetts Delegation hosted by Honorable Elliott Richardson. Invitation Only. Location: Holiday Inn-Airport.
	8:00 A. M. - 9:30 A. M.	**Breakfast Meeting hosted by the <u>Christian Science Monitor</u> . Invitation only. Location: Radisson Muehlebach.
	8:00 A. M.	**Breakfast in honor of the Texas Delegation hosted by the Kansas City Host Committee. Invitation only. Location: Glenwood Manor. (Georganne Hedges)
	8:00 A. M.	**PFC Caucus Team meets with Hawaii Delegation. Location: Travel Lodge-KCI. (Tim Austin)
	8:00 A. M.	**PFC Caucus Team meets with Tennessee Delegation. Location: Inn at 610. (Tim Austin)
	8:00 A. M.	**PFC Caucus Team meets with Maine Delegation. Location: Holiday Inn-Overland Park (Tim Austin)
	8:00 A. M.	**PFC Caucus Team meets with Vermont Delegation. Location: President Hotel. (Tim Austin)
	8:00 A. M.	PFC Convention Staff Meeting. Crown Center. (Stan Anderson)
	8:30 A. M.	**Regional Whips Meeting. Crown Center. 17th Floor. (Jim DeFrancis)
	8:30 A. M.	**Breakfast in honor of the New York Delegation hosted by the Kansas City Host Committee. Invitation only. Location: Continental Hotel. (Georganne Hedges)

<u>DATE</u>	<u>TIME</u>	<u>EVENT</u>
<u>MONDAY,</u> <u>AUGUST 16</u>	9:00 A. M.	**PFC Caucus Team meets with Michigan Delegation. Location: Crown Center. (Tim Austin)
	9:00 A. M.	**PFC Caucus Team meets with Kentucky Delegation. Location: Ramada Inn Southwest. (Tim Austin)
	9:00 A. M.	**PFC Caucus Team meets with Missouri Delegation. Location: Holiday Inn-Downtown. (Tim Austin)
	9:00 A. M.	**Breakfast Meeting hosted by TIME, Inc. Invitation only. Location: Radisson Muehlebach.
	9:30 A. M.	**State and Regional Whips Meeting. Crown Center Century Ballroom. (Jim DeFrancis)
	<u>10:30 A. M.</u>	<u>CONVENTION SESSION I</u> Kemper Arena. Major business of this session will be welcoming speeches, official action on Convention Committees, election of Temporary Chairman.
	12:00 Noon	Reception and luncheon hosted by TIME, Inc. Invitation only. Location: Radisson Muehlebach.
	1:00 P. M. - 2:00 P. M.	**Luncheon hosted by <u>Newsweek Magazine</u> . Invitation only. Location: Crown Center.
	2:00 P. M. - 5:00 P. M.	**Reception honoring Senator Edward Brooke hosted by the National Black Republican Council. Location: River Hills Penthouse Suite.
	2:00 P. M.	**PFC Caucus Team meets with Kansas Delegation. Location: Holiday Inn-Municipal. (Tim Austin)
	3:00 P. M. - 5:00 P. M.	Reception for PFC Youth (Presidentials) at Crown Center. (Carolyn Booth)
	3:00 P. M. - 5:00 P. M.	Meeting of <u>Convention Committee on Credentials</u> . Location: Radisson Muehlebach.(RNC)
	3:00 P. M. - 5:00 P. M.	Meeting of <u>Convention Committee on Rules and Order of Business</u> . Location: Continental Hotel(RNC)

<u>DATE</u>	<u>TIME</u>	<u>EVENT</u>
<u>MONDAY,</u> <u>AUGUST 16</u>	3:00 P.M. - 5:00 P.M.	Meeting of the <u>Convention Committee on Permanent Organization.</u> Location: Radisson Muehlebach. (RNC)
	3:00 P.M. - 5:00 P.M.	Final Meeting of the <u>Convention Committee on Resolutions (Platform).</u> Executive Session. Location: Radisson Muehlebach. (RNC)
	4:00 P.M. - 6:00 P.M.	Century Club Reception hosted by the National Republican Heritage Groups (Nationalities) Council. Invitation only. Location: Racquet Club.
	5:00 P.M.	**Regional Whips Meeting. Crown Center - 17th Floor. (Jim DeFrancis)
	5:00 P.M.- 7:00 P.M.	Reception hosted by TIME, Inc. Invitation only. Location: Radisson Muehlebach.
	5:00 P.M. - 7:00 P.M.	Reception for Republican Governors, Members of Congress and Chairmen of State Delegations hosted by Congressman John Rhodes. Invitation only. Location: Radisson Muehlebach. (RNC)
	<u>7:00 P.M.</u>	<u>CONVENTION SESSION II</u> Kemper Arena. Session II is highlighted by the Keynote Address delivered by Senator Howard Baker. The Temporary Chairman will receive the gavel from RNC Chairman Mary Louise Smith.
	8:30 P.M.	'Second Union Station Massacre' party hosted by the Jackson, Clay and Platte County Young Republicans. Location: Union Station. Open to public. Admission charge.
	8:30 P.M.	**'After Convention Session Party' in honor of the Oklahoma Delegation hosted by the Kansas City Host Committee. Invitation only. Location: Ramada Inn-KCI. (Georganne Hedges)
	all day	**Women for President Ford Hospitality Suite. Location: Room 1639-1640 Crown Center. (Elly Peterson)

<u>DATE</u>	<u>TIME</u>	<u>EVENT</u>
<u>TUESDAY,</u> <u>AUGUST 17</u>	8:00 A. M.	PFC Convention Staff Meeting. Crown Center. President's Room 3rd Floor. (Stan Anderson)
	8:00 A. M. - 5:00 A. M.	Political Action Committee Seminar. (There will be a reception and luncheon at 11:30 a. m.) Location: Phillips Hotel. (RNC)
	8:30 A. M.	**Regional Whips Meeting. Crown Center - 17th Floor. (Jim DeFrancis)
	9:00 A. M.	**Breakfast Meeting hosted by TIME, Inc. Invitation only. Location: Radisson Muehlebach.
	9:00 A. M.	**PFC Caucus Team meets with Louisiana Delegation. Location: Holiday Inn-Downtown. (Tim Austin)
	9:00 A. M.	**PFC Caucus Team meets with New York Delegation. Location: Continental Hotel (Tim Austin)
	9:00 A. M.	**Breakfast in honor of the Hawaii Delegation hosted by the Kansas City Host Committee. Invitation only. Location: Travel Lodge-KCI. (Georganne Hedges)
	9:15 A. M.	**Breakfast in honor of Senator Howard Baker hosted by David K. Wilson. Invitation only. Location: Radisson Muehlebach.
	9:30 A. M.	**State and Regional Whips Meeting. Crown Center Century Ballroom . (Jim DeFrancis)
	10:00 A. M.	**Brunch in honor of the Washington State Delegation hosted by the Kansas City Host Committee. Invitation only. Location: Saddle and Sirloin Club, Shawnee Mission, Kansas. (Georganne Hedges)
	10:00 A. M.	**PFC Caucus Team meets with Illinois Delegation. Location: Plaza Hotel. (Tim Austin)
	10:00 A. M.	**PFC Caucus Team meets with Mississippi Delegation. Location: Ramada Inn East. (Tim Austin)

<u>DATE</u>	<u>TIME</u>	<u>EVENT</u>
<u>TUESDAY,</u> <u>AUGUST 17</u>	10:00 A. M.	**PFC Caucus Team meets with Iowa Delegation. Location: Prom Sheraton. (Tim Austin)
	10:00 A. M.	**PFC Caucus Team meets with Minnesota and Rhode Island Delegations. Location: Holiday Inn-Downtown. (Tim Austin)
	10:00 A. M.	**PFC Caucus Team meets with Indiana Delegation. Location: Quality Inn East. (Tim Austin)
	10:30 A. M. - 1:00 P. M.	National Federation of Republican Women Brunch. Invitation only. Location: Alameda Plaza. (RNC)
	10:30 A. M.	**Brunch in honor of the West Virginia Delegation hosted by the Kansas City Host Committee. Invitation only. Location: Indian Hills Country Club in Shawnee Mission, Kansas. (Georganne Hedges)
	12:00 Noon - 2:00 P. M.	Women's Political Caucus Luncheon hosted by Eastern Jackson County Women's Political Caucus. Invitation only. Location: Arrowhead Stadium Inn.
	12:00 Noon	Reception and luncheon hosted by TIME, Inc. Invitation only. Location: Radisson Muehlebach.
	12:00 Noon- 2:00 P. M.	Reception and luncheon hosted by the <u>New York Times</u> . Invitation only. Location:Radisson Muehlebach.
	1:00 P. M.- 4:00 P. M.	**Reception in honor of the Florida Delegation hosted by the Kansas City Host Committee. Invitation only. Location: private home (phone - 891-8808). (Georganne Hedges)
	2:00 P. M. - 5:00 P. M.	**National Black Republican Council Panel on Black Employment. Location: President Hotel.
	2:30 P. M. - 5:00 P. M.	Reception for Republican Mayors hosted by Kansas City Mayor Charles Wheeler. Invitation only. Location: Truman Library in Independence.

<u>DATE</u>	<u>TIME</u>	<u>EVENT</u>
<u>TUESDAY,</u> <u>AUGUST 17</u>	3:00 P.M. - 5:00 P.M.	Tea and Special Bicentennial Exhibit for Women Delegates and Alternates and Wives of Delegates and Alternates hosted by the Women's Auxilliary of the Kansas City Museum. Invitation only. Location: Kansas City Museum of History and Science.
	3:30 P.M.	**PFC Caucus Team meets with New Hampshire Delegation. Location: Holiday Inn-Blue Parkway. (Tim Austin)
	4:00 P.M.	**PFC Caucus Team meets with Virginia Delegation. Location: Sheraton Hotel in Grandview, Missouri. (Tim Austin)
	4:00 P.M.	**PFC Caucus Team meets with Delaware Delegation. Location: Ramada Inn - KCI. (Tim Austin)
	4:00 P.M. - 6:30 P.M.	**Republican Women's Task Force Reception. Location: Radisson Muehlebach.
	4:00 P.M. - 7:00 P.M.	Entertainment Program hosted by the Young Republican National Federation. Location: Municipal Auditorium and Music Hall.
	5:00 P.M.	**Regional Whips Meeting. Location: Crown Center-17th Floor. (Jim DeFrancis)
	6:00 P.M. - Midnight	PFC Rally at the Worlds of Fun Amusement Park. PFC Youth (Presidentials) will be the major participants. Rally will commence at approximately 8:30 p.m., however, the park will be open to the participants prior to that time.
	6:00 P.M.- 8:00 P.M.	**Reception in honor of the Wisconsin Delegation hosted by the Kansas City Host Committee. Invitation only. Location: Prom Sheraton. (Georganne Hedges)

<u>DATE</u>	<u>TIME</u>	<u>EVENT</u>
<u>TUESDAY,</u> <u>AUGUST 17</u>	<u>7:00 P.M.</u>	<u>CONVENTION SESSION III</u> - Kemper Arena. This session will cover the reports of the various committees: Credentials, Rules and Order of Business, Permanent Organization, and Resolutions (Platform.) Permanent Chairman Congressman John Rhodes will receive the gavel from the Temporary Chairman.
	all day	**Women for President Ford Hospitality Suite. Location: Crown Center Room 1639-1640. (Elly Peterson)
<u>WEDNESDAY,</u> <u>AUGUST 18</u>	8:00 A.M.	PFC Convention Staff Meeting. Crown Center. President's Room, 3rd Floor. (Stan Anderson)
	8:00 A.M.	Breakfast in honor of the Massachusetts Delegation hosted by Senator Edward Brooke. Invitation only. Location: Holiday Inn-Airport.
	8:30 A.M.	**Regional Whips Meeting. Crown Center. 17th Floor. (Jim DeFrancis)
	8:30 A.M.	**PFC Caucus Team meets with Ohio Delegation. Location: Sheraton Royal. (Tim Austin)
	9:00 A.M.	**PFC Caucus Team meets with Oregon Delegation. Location: Ramada Inn-Stadium. (Tim Austin)
	9:00 A.M.	**Breakfast Meeting hosted by TIME, Inc. Invitation only. Location: Radisson Muehlebach.
	9:00 A.M. - 12:00 Noon	National Federation of Republican Women Seminar. Location: Radisson Muehlebach.
	9:30 A.M.	**State and Regional Whips Meeting. Crown Center. Century Ballroom. (Jim DeFrancis)
	10:00 A.M.	**PFC Caucus Team meets with North Dakota Delegation. Location: Roadway Inn North. (Tim Austin)
	10:00 A.M.	**PFC Caucus Team meets with Wyoming Delegation. Location: Marriott Hotel. (Tim Austin)

<u>DATE</u>	<u>TIME</u>	<u>EVENT</u>
<u>WEDNESDAY,</u> <u>AUGUST 18</u>	12:00 Noon- 2:00 P.M.	United Republican Victory Luncheon hosted by the Republican National Finance Committee. Invitation only. Location: Radisson Muehlebach. (RNC)
	12:00 Noon	Reception and luncheon hosted by TIME, Inc. Location: Radisson Muehlebach. Invitation only.
	2:00 P.M. - 5:00 P.M.	**National Black Republican Council Panel on Black Economic Development. Location: President Hotel.
	3:00 P.M. - 5:00 P.M.	Tea and Special Bicentennial Exhibit in honor of the Women Delegates and Alternates and Wives of Delegates and Alternates hosted by the Women's Auxiliary of the Kansas City Museum. Invitation only. Location: Kansas City Museum of History and Science.
	5:00 P.M.	**Regional Whips Meeting. Crown Center. 17th Floor. (Jim DeFrancis)
	7:00 P.M.	<u>CONVENTION SESSION IV</u> Kemper Arena. This session will have as its major order of business the nomination of candidates for President and the election of the Republican Nominee. The new Republican National Committee will be elected.
	all day	** Women for President Ford Hospitality Suite. Crown Center Room 1639-1640. (Elly Peterson)
<u>THURSDAY,</u> <u>AUGUST 19</u>	8:00 A.M.	PFC Convention Staff Meeting. Crown Center. President's Room, 3rd Floor. (Stan Anderson)
	8:30 A.M.	**Regional Whips Meeting. Crown Center. 17th Floor. (Jim DeFrancis)
	9:00 A.M.	**Breakfast Meeting hosted by TIME, Inc. Location: Radisson Muehlebach. Invitation only.
	9:30 A.M.	**State and Regional Whips Meeting. Crown Center. Century Ballroom. (Jim DeFrancis)

<u>DATE</u>	<u>TIME</u>	<u>EVENT</u>
<u>THURSDAY,</u> <u>AUGUST 19</u>	12:00 Noon	Reception and Luncheon hosted by TIME, Inc. Invitation only. Location: Radisson Muehlebach.
	3:00 P.M. - 5:00 P.M.	**National Black Republican Council Reception. Location: President Hotel.
	5:00 P.M.	**Regional Whips Meeting. Crown Center. 17th Floor. (Jim DeFrancis)
	<u>6:30 P.M.</u>	<u>CONVENTION SESSION V</u> Kemper Arena. The major business will be the nomination of candidates for Vice President and the election of the Republican VP Nominee. The Vice Presidential Nominee and the Presidential Nominee will deliver acceptance speeches.
	all day	**Women for President Ford Hospitality Suite. Crown Center Room 1639-1640. (Elly Peterson)
<u>FRIDAY,</u> <u>AUGUST 20</u>	8:00 A.M.	Organizational Meeting of the Republican National Committee. Invitation only. Reception and luncheon tentative. Location: Radisson Muehlebach. (RNC)
	8:00 A.M.	Meeting of the Republican National Finance Committee. Invitation only. Reception and luncheon tentative. Location: Radisson Muehlebach. (RNC)
	12:00 Noon	**Meeting of the Young Republican National Federation. Location to be determined.
	2:00 P.M.	PFC Charter Plane departs Kansas City Metropolitan Airport.
	5:00 P.M. (EDT)	PFC Charter Plane arrives Washington National Airport.

[8/8/76]

**PRESIDENT FORD CONVENTION COMMITTEE
1976 REPUBLICAN NATIONAL CONVENTION**

**FACT BOOK
KANSAS CITY, MISSOURI**

President Ford Committee

1828 L STREET N W SUITE 250. WASHINGTON, D.C. 20036 (202) 457-6400

August 8, 1976

To the Convention Staff:

Welcome to Kansas City and the 1976 Republican National Convention. Each of us has an important role to play in the nomination of the President. It is a time that we all must maximize our efforts in support of the President's nomination.

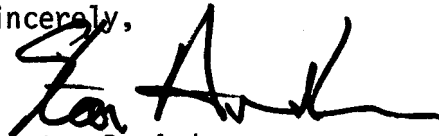
I would like to extend a special thanks to those of you who are coming to Kansas City in a volunteer capacity. The success of the convention depends heavily upon you, and I trust that each of you will find the convention to be a meaningful and beneficial experience.

As you know, our efforts at this convention have been severely limited by budgetary limitations imposed by the Campaign Reform Act. Therefore, the amenities of this convention are not comparable to those of previous conventions. We have, however, taken every effort within our capabilities to make your stay in Kansas City enjoyable.

Attached is the convention staff manual which I hope you will read and which I hope will answer any questions that you may have.

The convention staff is here to serve you. Please do not hesitate to contact us if we can be of any assistance.

Sincerely,



Stanton D. Anderson
Convention Operations Director

SDA:lt

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ARRIVAL INSTRUCTIONS

There are some guidelines which you need to be aware of to assist you in understanding the operations of the President Ford Convention Committee (PFCC). Because of the scheduling of other events in hotels in Kansas City prior to the Republican National Convention, all activities of the PFCC will not take place in the Crown Center Hotel.

The President's forces will arrive and depart in four general categories:

A. August 8 - 11

1) Convention Committees participants will be both housed and have their offices in the Continental Hotel. The Convention Committee office will be located in the Continental Hotel, Room 1812-14, telephone no. 467-9520. The Continental Press Support office will be located in the Remington Room, telephone no. 467-9525. The PFCC will have a person on duty to assist in Room 1812-14, telephone no. 467-9520. If the office is closed, you should contact John Shlaes, Director of Housing, on REPEX extension 467-3315.

2) Early arrivals for the convention itself will be housed in the Continental Hotel with offices in the Crown Center Hotel. These people will be moved to sleeping rooms in the Crown Center Hotel on August 14th.

B. August 12 - 20

3) The President Ford Committee charter will depart Washington on August 12th. All individuals on the charter will proceed directly to the Crown Center Hotel for a meeting and briefing session, and then to their offices for instruction and work. Their personal baggage will be delivered directly to the Continental Hotel where they will be sleeping until August 14th. On that date, they will be moved to sleeping rooms in the Crown Center Hotel.

4) Individuals with sleeping rooms on the 17th and 18th floors of the Crown Center Hotel who arrive on the charter, on Air Force One, or on later flights, will report directly to the Crown Center Hotel -- they will not be housed in the Continental Hotel, but will occupy their rooms at the Crown Center Hotel from the date of their arrival.

All other persons arriving in Kansas City on 14 August or later will be housed immediately in their rooms in the Crown Center Hotel.

REGISTRATION

All rooms are to be pre-paid. It is the responsibility of the individual, however, to ensure that the hotel bill has been pre-paid in total since this is the agreed-upon procedure between the Republican National Committee, the PFCC and the hotels with whom they have contracted.

1) Continental Hotel -- your room key will be contained in an envelope with your name on it which you should pick up at the Hotel desk upon your arrival. If you encounter any difficulty, call 467-9520 (PFCC office at the Continental) and ask for assistance. If you still encounter problems, contact the Housing Services office at the Crown Center Hotel (REPEX extension 3315).

2) Crown Center Hotel -- your key will be in the door to your room when you arrive. If you encounter any difficulty, call the Housing Services office on REPEX extension 3315.

LUGGAGE

A baggage system has been devised to assure that your luggage will reach its destination. It is the responsibility of the individual to ensure that the proper luggage tags are placed on the proper bags.

1) Blue tags should be placed on all luggage which is to go directly to the Continental Hotel. This luggage will later be transferred to your new sleeping room in the Crown Center Hotel.

2) Yellow tags should be placed on all luggage which is to be delivered directly to rooms and/or offices in the Crown Center Hotel.

Return tags. For those traveling on Air Force One and the President Ford Committee Charter flight, green tagged luggage will be sent from Kansas City to Vail, while red tagged luggage will be sent to Washington.

Should you lose or misplace your luggage, contact the Housing Director, John Shlaes, in the Liberty Room at the Crown Center Hotel (REPEX Extension 3315).

All individuals with sleeping rooms at the Continental Hotel who are scheduled to move to rooms at the Crown Center Hotel on August 14th should leave their bags outside their room by 9:30 a.m. Please ensure that your luggage is properly marked for its destination at the Crown Center Hotel.

RECEPTION

A reception and information desk will be located just inside the main entrance of the Crown Center Hotel. Anyone who has an appointment should be asked to report to the reception desk where his escort will greet him and take him to his appointment location. Also available at the reception desk will be information regarding Kansas City, the Convention, etc. The reception desk REPEX extension is 3410.

APPOINTMENTS

From August 12th through August 19th, admittance to the Crown Center will be open to the public. To gain admission to convention offices on the 2nd and 3rd floors, the convention corridor on the 5th floor, and the 17th and 18th floors, a photo ID badge will be required. If it is necessary for you to have a meeting with someone in your room, please go to the Appointments Desk on the 2nd floor of the hotel (East Garage Wing) or call REPEX extension 3394.

Please be prepared to provide the following information: 1) name of appointment; 2) approximate time of appointment; 3) where (extension) you should be notified when your appointment has arrived; 4) your name; and 5) where you will meet your appointment. You should instruct your appointments to go directly to the Reception Desk upon their arrival at the Crown Center Hotel. They should not be encouraged to report to any other area of the hotel. You will be notified when your appointment has arrived, and your appointment will be escorted to the location you request.

If you are running late, your appointment will be taken to the Hospitality Suite on the 5th floor. When you are ready, please call the Appointments Desk and an escort will take him to the appropriate place.

If you desire an escort to take your guests to the lobby following the appointment, please call the Appointments Desk.

FUNCTION ROOM SCHEDULING

Anyone wishing to schedule an activity in one of the Function Rooms should also go through the Appointments Desk since these rooms are serving many different purposes. You will need to give the size, time and place of the meeting, and the physical and social arrangements expected (furniture set-up, hostesses required, etc.). You cannot assume that you will have the use of a Function Room unless your particular function has been logged in on the Appointments Calendar.

It may be necessary for a list of the names of attendees to be provided in advance for certain events. Please check with the Appointments Desk concerning such lists.

The Appointments Desk and Reception Desk will be in operation 24 hours a day from August 12th through August 19th.

HOSPITALITY SUITE

Hospitality Suites are located on the 5th floor of the Crown Center Hotel. To schedule use of the Hospitality Suite, contact the Appointments Desk on REPEX extension 3394. The person requesting the room is required to give the same information as listed in the section under Function Rooms.

SECURITY

We are sure you understand the need for security precautions during our stay at the Crown Center Hotel and request your full cooperation. The hotel itself will remain open to the public, and you may therefore expect a crowded hotel situation, rather than closed, as at previous conventions. There will be 5 secured areas in the hotel, each of which has an identifiable security access badge. Access is cleared on a graduated basis (a pass which grants access to a higher area also grants access below that level).

An integral part of the system is the function of the lobby reception area, Appointments Desk and escort personnel. Any individual making an appointment must properly instruct the person coming into the hotel on the procedure involved (for detailed discussion, see sections on reception, appointments and escort functions).

Security access will be handled as follows:

- 1) A photo ID will be given to persons operating the reception desk, motor pool, and other areas where no contact above the second floor level is necessary.
- 2) A green photo ID will be issued to those who need access to the administrative offices for the convention operations. Most visitors will not have need to go above the 3rd floor level, nor will most staff.
- 3) A red badge is granted to those who are attending PFC Finance Office or Hospitality functions, delegates and other VIP guests in the lounge, and some secured sleeping areas. Those bearing green photo ID's will also be granted access to the fifth as well as the third floor.
- 4) A blue photo ID limits access to the 17th floor. The integrity of the White House wing of the 17th floor and the PFC/Political wing of the 17th floor will be maintained. People desiring automatic access to the political wing will require special clearance signified by a separate marking on their blue pass upon the approval of the Convention Operations Director. Please respect the privacy of this area.
- 5) 18th floor. Access to the 18th floor will be granted only by the Secret Service. Normal White House pins will be honored. Other holders of blue passes will be admitted to the 18th floor only if their name is on the access list. The access list will be maintained by Larry Eastland at REPEX extension 3380.
- 6) Sleeping floors 12 thru 16 will not require photo ID for access. Therefore, rooms should be locked and all papers secured.

For those who have not obtained a photo ID or for those whose photo ID is insufficient for current assignments, photo ID's will be issued on the 2nd floor in the East Garage Wing.

Each person is responsible for his ID. The integrity of the security system is harmed if you lose your ID.

THE CROWN CENTER HOTEL

ROOMS

Every room available to us in the Continental and Crown Center Hotels has been preassigned to individuals connected with the nomination of the President and the Vice President. All rooms have been pre-paid. Please understand that any personal charges to your room such as meals, shops, services, long distance calls, etc., must be settled by you personally before you check out of the hotel. John Shlaes on REPEX

extension 3315 is Director of Housing, and should be contacted regarding any room problems you may have.

FOOD

Breakfast and lunch will be served at the "Top of the Crown" restaurant from Monday, August 16th through Thursday, August 19th (breakfast only on Friday, August 20th).

Tickets will be sold in advance to assist the hotel in planning. Look for notices in the hotel for availability of tickets. They will be sold at the door if you do not get them earlier.

Breakfast will be a buffet offering scrambled eggs, fruit and melon, sweet rolls, milk, coffee, tea, etc., at a cost of \$2.50.

Lunch will also be buffet style and will consist of an assortment of cold cuts, relishes, salads, and beverages, at a cost of \$3.50.

The Crown Center features a variety of restaurants, including the International Cafe, Twenty-five Grand, American Restaurant, Trader Vic's, and the Coffee Garden, as well as the Top of the Crown.

HOTEL SERVICES

Many services are offered at the Crown Center Hotel. Of particular interest:

- One day laundry & cleaning service -- valet, 1 hr. service
- Room service
- Babysitters
- A games deck (tennis courts need reservations)
- Town & Country Health Club on 5th floor. Facilities include exercise room, sauna, whirlpool & massage facilities.
- Newsstand
- Notary public
- Wake-up service

OFFICES

While it is impossible to provide every individual with a desk, phone, typewriter,

Call Pickup

To answer an extension in your pickup group:

- Dial 112,
- Call is answered

Call Hold

To place a call on hold for any reason:

- Depress switchhook,
- Dial 111,
- Call is on hold

(To restore, depress switchhook, then dial 111.)

To hold a call while placing another:

- Depress switchhook
- Dial 111 and listen for dial tone,
- Dial desired number.

(To end second call and return to first, depress switchhook, then dial 111.)

To hold a call and answer another extension:

- Depress switchhook,
- Dial 111 and listen for dial tone,
- Dial 112
- Call is answered.

(To end second call and return to first, depress switchhook then dial 111.)

Call Hold

Call holding reminder:

- If you forget and hang up while a call is holding, your telephone will ring. Answer it, and the holding call is restored.

REMEMBER: Depressing the switchhook for longer than one second will cause disconnection.

Features

Three-way calling:

To add a third person to your conversation:

- Depress switchhook once,
- Listen for dial tone,
- Dial desired number
- When answered, depress switchhook once again
- Three-way call is established

(Two of the calls can be outside of REPEX. When the added number is busy or does not answer, depress the switchhook twice to restore original call.)

Consultation:

To call a third party and consult privately while first call is on hold:

- Depress switchhook once,
- Listen for dial tone
- Dial desired number and confer in privacy
- When third person hangs up, depress switchhook twice,
- Original call is restored.

(When the added number is busy or does not answer, depress switchhook twice to restore original call.)

Call transfer:

To transfer an established call:

- Depress switchhook once,
- Listen for dial tone,
- Dial desired number,
- Announce call, hang up.

(When the added number is busy or does not answer, depress the switchhook twice to restore original call. A call with a party outside of REPEX may not be transferred to a number outside of REPEX.)

REMEMBER: Depressing the switchhook for longer than one second will cause disconnection.

10) Pamela Laudenslager on REPEX extension 3600 is the Director of Communications

PLATFORM COMMITTEE SESSIONS

Sunday, August 8

4:00 p.m. - Organizing session of the Committee on Resolutions (platform).
8:00 p.m. Raddisson Muehlebach Hotel.

Monday, August 9

10:00 a.m. - Public hearings before the Committee on Resolutions (platform).
5:00 p.m. Municipal Auditorium and Music Hall.

Subcommittee Hearings before the Committee on Resolutions
(platform). Phillips Hotel and Holiday Inn - Downtown.

Tuesday, August 10

10:00 a.m. - Public hearings before the Committee on Resolutions (platform).
5:00 p.m. Municipal Auditorium and Music Hall.

Subcommittee hearings before the Committee on Resolutions
(platform). Phillips Hotel and Holiday Inn - Downtown.

Wednesday, August 11

10:00 a.m. - Public hearings before the Committee on Resolutions (platform).
5:00 p.m. Municipal Auditorium and Music Hall.

Subcommittee hearings before the Committee on Resolutions
(platform). Phillips Hotel and Holiday Inn - Downtown.

Thursday, August 12

2:00 p.m. Public hearings before the Committee on Resolutions (platform).
Municipal Auditorium and Music Hall.

Subcommittee hearings before the Committee on Resolutions
(platform). Phillips Hotel and Holiday Inn - Downtown

Friday, August 13

9:30 a.m. Public Hearings, etc.
Subcommittee Hearings, etc.

Monday, August 16

2:30 p.m. Final meeting of Convention Committee on Resolutions (platform).
Executive Session. Raddisson Muehlebach Hotel.

CONVENTION SESSION SCHEDULE

Monday, August 16

CONVENTION SESSION I

Kemper Arena. Session I will deal with ratification of Temporary Chairman and authorization of Convention Committees.

6:30 p.m.

CONVENTION SESSION II

Session II is highlighted by the Keynote Address. Senator Howard Baker will give the address. The Temporary Chairman will receive the gavel from the RNC Chairman Mary Louise Smith.

Tuesday, August 17

6:30 p.m.

CONVENTION SESSION III

This session will cover the reports of the various committees.

1. Credentials
2. Rules and Order of Business
3. Permanent Organizations
4. Resolutions (Platform)

Permanent Chairman, Congressman John Rhodes, receives the gavel from Temporary Chairman.

Wednesday, August 18

6:30 p.m.

CONVENTION SESSION IV

This session will have as its major order of business the Nomination of Candidates for President and the election of the Republican Nominee.

Election of the new Republican National Committee.

Thursday, August 19

6:30 p.m.

CONVENTION SESSION V

Major business will be nomination of candidates for Vice President and election of the Party's nominee.

Acceptance speech by the Vice Presidential Nominee.

Acceptance speech by the Presidential Nominee.

KANSAS CITY EVENTSAMERICAN LEAGUE BASEBALL:

Aug. 13-14 Kansas City Royals vs. Detroit Tigers
 16, 17 & 18 Kansas City Royals vs. Cleveland Indians (Aug. 16th is
 Bicentennial Night)

All games at Royals Stadium, 7:30 p.m. 221-7555

THEATRE:Starlight Theatre

Aug. 9-15 "Mame" starring Angela Lansbury
 16-22 "The King & I" starring Yul Brenner

All performances - Swope Park, 8:30 p.m. 221-7555

Missouri Repertory Theatre

Aug. 13 & 20 "The Great White Hope" 8 p.m.
 14 & 17 "Who's Afraid of Virginia Woolf" 8 p.m., 2 p.m. on Sunday
 15 "The Heiress" 8 p.m.
 18 "The Drunkard or the Fallen Saved" 2 p.m. & 8 p.m.
 19 "Don Juan of Flatbush" 8 p.m.

All performances - UMKC Playhouse 276-2705

LAS VEGAS ENTERTAINMENT:

August 13-18 Foster Brooks, Gold Buffet. 7:30 p.m. & 10:30 p.m. Fri. & Sat.,
 3 p.m. Mon. thru Wed., 7:30 p.m. on Sunday. 221-4651

LA FIESTA ITALIANA:

August 13-15 Old world atmosphere of Italy recreated with music, dance, food
 and souvenirs. Crown Center Square 274-8444

SIGHTSEEING

Places to See:

City Market

5th & Main

274-1341

Fascinating experience. Farmers Market on Saturdays; Artists Mart on Sundays. Open 7 a.m. - 5 p.m. daily.

Nelson Gallery of Fine Arts

4525 Oak Street

561-4000

Ranked as one of the top 8 urban galleries in the U. S.
Open Tuesday - Saturday, 10-4; Sundays 2-5:50 (Adults \$.50;
Children \$.25) Saturday tours free at 10, 11, 12, 2, 2:30 and 3.

Swope Park

Meyer Boulevard at Swope Parkway

921-1212

1800 acre metropolitan park offering a variety of things to do and see, including an extensive zoo and nature park center.

River Queen River Boat

Old Westport Landing, 1st & Grand

\$3 for 1 1/2 hour boat trip indicating points of interest and historic facts. 2:00 p.m. Call for additional tours information 542-0027.

Kansas City Stockyards

1600 Genessee

842-6800

Livestock auctions during the week at the Livestock Exchange Building. 9:00 a.m. on Tuesday and Wednesday, 10:00 a.m. on Thursday.

Liberty Memorial

Pershing Drive, in sight of Crown Center Hotel

Remarkable view of Crown Center and downtown. Modest fee for elevator to top of 216 foot shaft. Free carillon concerts during week, usually at 12:30 and 5:30 p.m. See the Hall of Memories.

Antique District

45th from State Line to Bell

Offers quality and variety without a lot of legwork. Any of the 20 shops has a brochure listing all others.

Country Club Plaza

47th & Main (South on Main)

Built in a Spanish theme by J. C. Nichols, the Plaza offers not only a shopping facility but is well worth visiting for sightseeing -- it is the first shopping center of its kind in the United States.

RESTAURANTS

NAME	TYPE	PRICES	SERVICE	RESERVATION	DISTANCE CROWN CENTER
Golden Ox 1600 Genessee 842-2866	Traditional Steak House Lounge	Reasonable AE, BA, DC, MC	Good	Yes	Stockyards
Houlihan's Old Place 4743 Pennsylvania 561-3141	Variety (crepes, salads, "quickies")	Moderate AE, BA, MC	Always busy, Long wait.	No	Plaza (15 min.)
Plaza III 4749 Pennsylvania 753-0000	Steaks & salad, Seafood (Great Steak Soup) Trio in Lounge	Fairly expensive AE, BA, MC	Good	Yes	Plaza (15 min.)
Harry Starkers 4708 Wyandotte 753-3565	Prime rib, Salad Bar, Lounge	Moderate AE, BA, MC	Good	Yes	Plaza (15 min.)
Stanford & Sons 504 West Road 756-1450	Steaks & Omlettes	Moderate AE, BA, MC	Good	Yes	Westport
Yesterday's Girl 507 Delaware 842-2260	Italian -- good variety Drinks served	Moderate AE, BC, BA, MC	Fairly Good	No	River Quay
Annie's Santa Fe 100 Ward Parkway 753-1621	Mexican (mild) Good variety	Moderate AE, BA, MC	Good	Yes	Plaza (15 min.)
Savoy Grill 9th & Central 842-3890	Seafood Noted for lobsters	Fairly Expensive AE, BA, MC	Excellent	Yes	Downtown
International Cafes Crown Center Hotels	7 casual restaurants for ethnic & American specialties	Reasonable No credit cards	Cafeteria-style Always busy	No	In Crown Center Hotel
Alameda Roof Corner, Wornall Rd. & Ward Parkway 756-1500	French	Expensive AE, BA, MC	Fair	Yes, until 7 p.m.	Plaza

SHOPPING CENTERS

The Crown Center Shops, adjacent to the Crown Center Hotel. Here you'll find 3 levels of shopping delight, seven casual restaurants in the International Cafe for ethnic and American specialties, a market place, and a constant variety of special events -- and especially, convenient location!

The Plaza Area and Shopping Center, 47th and Main (South on Main). Approximately 15 minutes from the Crown Center, this is the oldest shopping center in the country.

River Quay Area, Delaware and 5th (North on Main).

Westport Square, 30th and Westport Road (South on Main).

NAMES AND ADDRESSES OF LOCAL CHURCHES

Baptist

Calvary Baptist Church
3921 Baltimore
(531-1208)

Catholic

Our Lady of Sorrows
2552 Gilham Road
(421-2112)

Episcopal

Grace and Holy Trinity
415 West 13th
(474-8260)

Jewish

Kehilath Israel Synagogue
800 E. Meyer Blvd. (63rd & Rockhill Rd.)
(333-1992)

Methodist

Ebenezer A.M.E. Church
3808 Brush Creek Road
(861-6614)

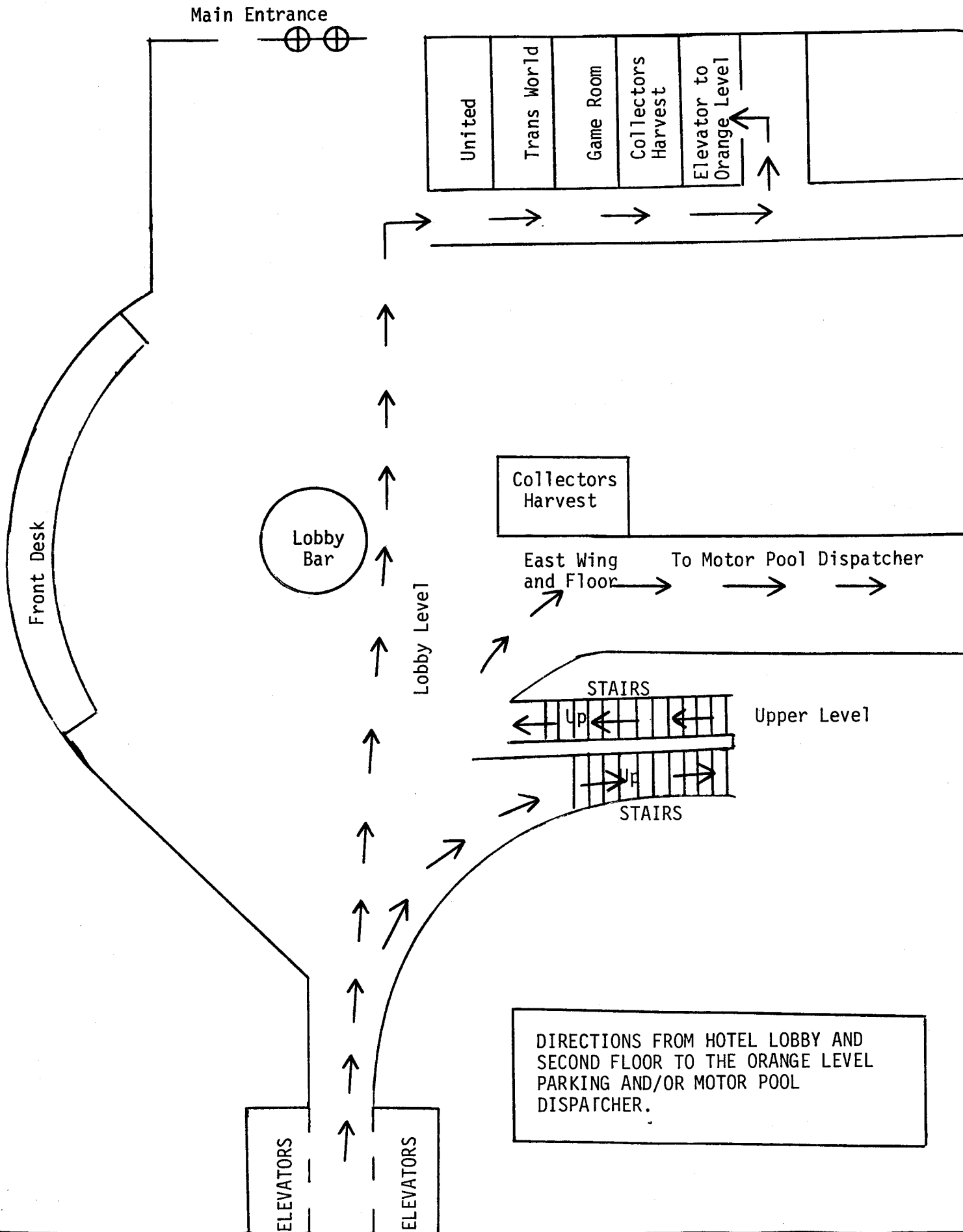
Presbyterian

Central Presbyterian
3501 Campbell
(931-2515)

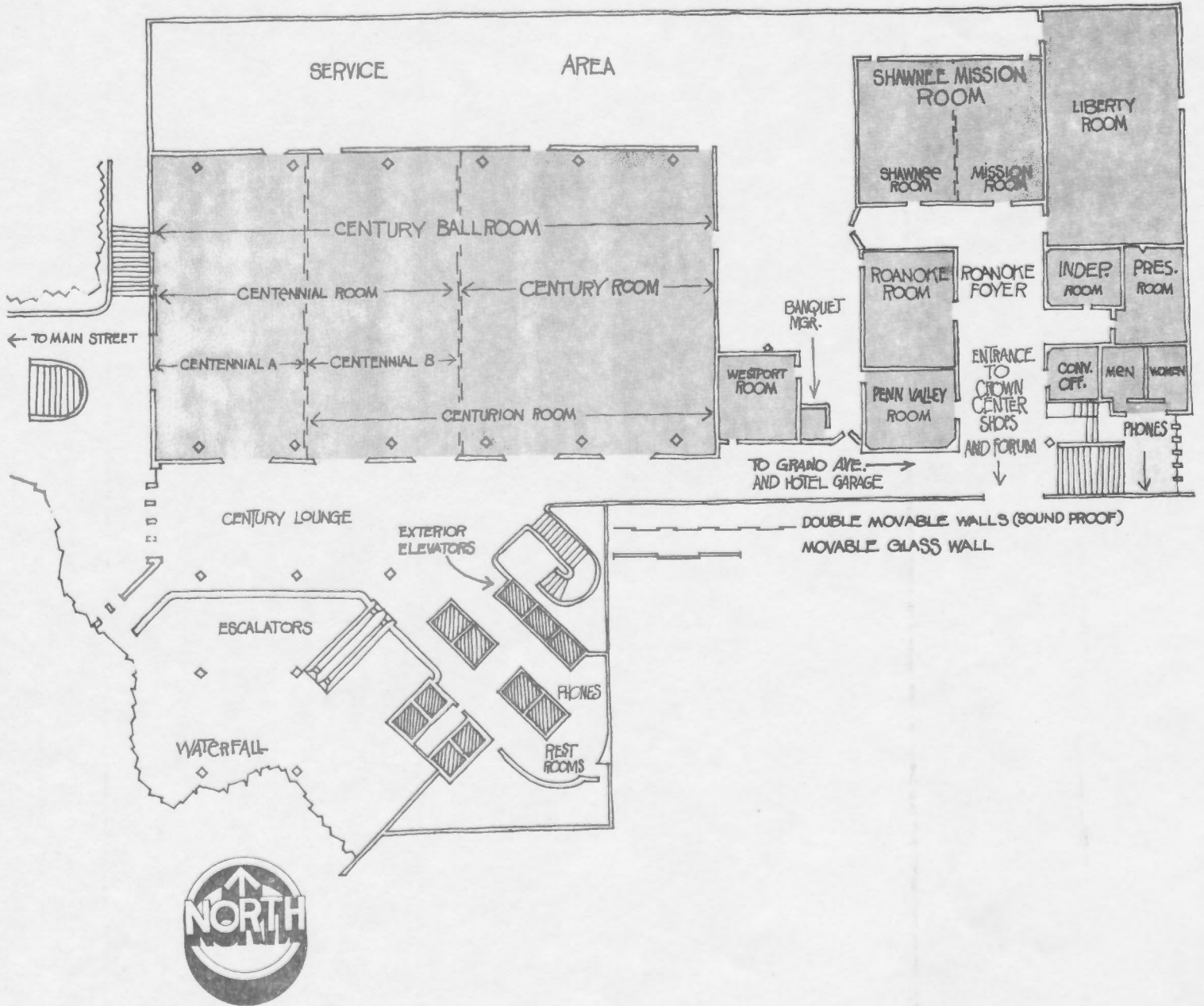
United Church of Christ

Country Club Congregational
205 West 65th
(523-4813)

Appendix 1.



APPENDIX II.



[8/8/76]

File
Kansas City

PRESIDENT FORD CONVENTION COMMITTEE
1976 REPUBLICAN NATIONAL CONVENTION

FACT BOOK
KANSAS CITY, MISSOURI



President Ford Committee

1828 L STREET, N.W., SUITE 250, WASHINGTON, D.C. 20036 (202) 457-6400

August 8, 1976

To the Convention Staff:

Welcome to Kansas City and the 1976 Republican National Convention. Each of us has an important role to play in the nomination of the President. It is a time that we all must maximize our efforts in support of the President's nomination.

I would like to extend a special thanks to those of you who are coming to Kansas City in a volunteer capacity. The success of the convention depends heavily upon you, and I trust that each of you will find the convention to be a meaningful and beneficial experience.

As you know, our efforts at this convention have been severely limited by budgetary limitations imposed by the Campaign Reform Act. Therefore, the amenities of this convention are not comparable to those of previous conventions. We have, however, taken every effort within our capabilities to make your stay in Kansas City enjoyable.

Attached is the convention staff manual which I hope you will read and which I hope will answer any questions that you may have.

The convention staff is here to serve you. Please do not hesitate to contact us if we can be of any assistance.

Sincerely,



Stanton D. Anderson
Convention Operations Director

SDA:lt

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ARRIVAL INSTRUCTIONS

There are some guidelines which you need to be aware of to assist you in understanding the operations of the President Ford Convention Committee (PFCC). Because of the scheduling of other events in hotels in Kansas City prior to the Republican National Convention, all activities of the PFCC will not take place in the Crown Center Hotel.

The President's forces will arrive and depart in four general categories:

A. August 8 - 11

1) Convention Committees participants will be both housed and have their offices in the Continental Hotel. The Convention Committee office will be located in the Continental Hotel, Room 1812-14, telephone no. 467-9520. The Continental Press Support office will be located in the Remington Room, telephone no. 467-9525. The PFCC will have a person on duty to assist in Room 1812-14, telephone no. 467-9520. If the office is closed, you should contact John Shlaes, Director of Housing, on REPEX extension 467-3315.

2) Early arrivals for the convention itself will be housed in the Continental Hotel with offices in the Crown Center Hotel. These people will be moved to sleeping rooms in the Crown Center Hotel on August 14th.

B. August 12 - 20

3) The President Ford Committee charter will depart Washington on August 12th. All individuals on the charter will proceed directly to the Crown Center Hotel for a meeting and briefing session, and then to their offices for instruction and work. Their personal baggage will be delivered directly to the Continental Hotel where they will be sleeping until August 14th. On that date, they will be moved to sleeping rooms in the Crown Center Hotel.

4) Individuals with sleeping rooms on the 17th and 18th floors of the Crown Center Hotel who arrive on the charter, on Air Force One, or on later flights, will report directly to the Crown Center Hotel -- they will not be housed in the Continental Hotel, but will occupy their rooms at the Crown Center Hotel from the date of their arrival.

All other persons arriving in Kansas City on 14 August or later will be housed immediately in their rooms in the Crown Center Hotel.

REGISTRATION

All rooms are to be pre-paid. It is the responsibility of the individual, however, to ensure that the hotel bill has been pre-paid in total since this is the agreed-upon procedure between the Republican National Committee, the PFCC and the hotels with whom they have contracted.

1) Continental Hotel -- your room key will be contained in an envelope with your name on it which you should pick up at the Hotel desk upon your arrival. If you encounter any difficulty, call 467-9520 (PFCC office at the Continental) and ask for assistance. If you still encounter problems, contact the Housing Services office at the Crown Center Hotel (REPEX extension 3315).

2) Crown Center Hotel -- your key will be in the door to your room when you arrive. If you encounter any difficulty, call the Housing Services office on REPEX extension 3315.

LUGGAGE

A baggage system has been devised to assure that your luggage will reach its destination. It is the responsibility of the individual to ensure that the proper luggage tags are placed on the proper bags.

1) Blue tags should be placed on all luggage which is to go directly to the Continental Hotel. This luggage will later be transferred to your new sleeping room in the Crown Center Hotel.

2) Yellow tags should be placed on all luggage which is to be delivered directly to rooms and/or offices in the Crown Center Hotel.

Return tags. For those traveling on Air Force One and the President Ford Committee Charter flight, green tagged luggage will be sent from Kansas City to Vail, while red tagged luggage will be sent to Washington.

Should you lose or misplace your luggage, contact the Housing Director, John Shlaes, in the Liberty Room at the Crown Center Hotel (REPEX Extension 3315).

All individuals with sleeping rooms at the Continental Hotel who are scheduled to move to rooms at the Crown Center Hotel on August 14th should leave their bags outside their room by 9:30 a.m. Please ensure that your luggage is properly marked for its destination at the Crown Center Hotel.

RECEPTION

A reception and information desk will be located just inside the main entrance of the Crown Center Hotel. Anyone who has an appointment should be asked to report to the reception desk where his escort will greet him and take him to his appointment location. Also available at the reception desk will be information regarding Kansas City, the Convention, etc. The reception desk REPEX extension is 3410.

APPOINTMENTS

From August 12th through August 19th, admittance to the Crown Center will be open to the public. To gain admission to convention offices on the 2nd and 3rd floors, the convention corridor on the 5th floor, and the 17th and 18th floors, a photo ID badge will be required. If it is necessary for you to have a meeting with someone in your room, please go to the Appointments Desk on the 2nd floor of the hotel (East Garage Wing) or call REPEX extension 3394.

Please be prepared to provide the following information: 1) name of appointment; 2) approximate time of appointment; 3) where (extension) you should be notified when your appointment has arrived; 4) your name; and 5) where you will meet your appointment. You should instruct your appointments to go directly to the Reception Desk upon their arrival at the Crown Center Hotel. They should not be encouraged to report to any other area of the hotel. You will be notified when your appointment has arrived, and your appointment will be escorted to the location you request.

If you are running late, your appointment will be taken to the Hospitality Suite on the 5th floor. When you are ready, please call the Appointments Desk and an escort will take him to the appropriate place.

If you desire an escort to take your guests to the lobby following the appointment, please call the Appointments Desk.

FUNCTION ROOM SCHEDULING

Anyone wishing to schedule an activity in one of the Function Rooms should also go through the Appointments Desk since these rooms are serving many different purposes. You will need to give the size, time and place of the meeting, and the physical and social arrangements expected (furniture set-up, hostesses required, etc.). You cannot assume that you will have the use of a Function Room unless your particular function has been logged in on the Appointments Calendar.

It may be necessary for a list of the names of attendees to be provided in advance for certain events. Please check with the Appointments Desk concerning such lists.

The Appointments Desk and Reception Desk will be in operation 24 hours a day from August 12th through August 19th.

HOSPITALITY SUITE

Hospitality Suites are located on the 5th floor of the Crown Center Hotel. To schedule use of the Hospitality Suite, contact the Appointments Desk on REPEX extension 3394. The person requesting the room is required to give the same information as listed in the section under Function Rooms.

SECURITY

We are sure you understand the need for security precautions during our stay at the Crown Center Hotel and request your full cooperation. The hotel itself will remain open to the public, and you may therefore expect a crowded hotel situation, rather than closed, as at previous conventions. There will be 5 secured areas in the hotel, each of which has an identifiable security access badge. Access is cleared on a graduated basis (a pass which grants access to a higher area also grants access below that level).

An integral part of the system is the function of the lobby reception area, Appointments Desk and escort personnel. Any individual making an appointment must properly instruct the person coming into the hotel on the procedure involved (for detailed discussion, see sections on reception, appointments and escort functions).

Security access will be handled as follows:

1) A photo ID will be given to persons operating the reception desk, motor pool, and other areas where no contact above the second floor level is necessary.

2) A green photo ID will be issued to those who need access to the administrative offices for the convention operations. Most visitors will not have need to go above the 3rd floor level, nor will most staff.

3) A red badge is granted to those who are attending PFC Finance Office or Hospitality functions, delegates and other VIP guests in the lounge, and some secured sleeping areas. Those bearing green photo ID's will also be granted access to the fifth as well as the third floor.

4) A blue photo ID limits access to the 17th floor. The integrity of the White House wing of the 17th floor and the PFC/Political wing of the 17th floor will be maintained. People desiring automatic access to the political wing will require special clearance signified by a separate marking on their blue pass upon the approval of the Convention Operations Director. Please respect the privacy of this area.

5) 18th floor. Access to the 18th floor will be granted only by the Secret Service. Normal White House pins will be honored. Other holders of blue passes will be admitted to the 18th floor only if their name is on the access list. The access list will be maintained by Larry Eastland at REPEX extension 3380.

6) Sleeping floors 12 thru 16 will not require photo ID for access. Therefore, rooms should be locked and all papers secured.

For those who have not obtained a photo ID or for those whose photo ID is insufficient for current assignments, photo ID's will be issued on the 2nd floor in the East Garage Wing.

Each person is responsible for his ID. The integrity of the security system is harmed if you lose your ID.

THE CROWN CENTER HOTEL

ROOMS

Every room available to us in the Continental and Crown Center Hotels has been preassigned to individuals connected with the nomination of the President and the Vice President. All rooms have been pre-paid. Please understand that any personal charges to your room such as meals, shops, services, long distance calls, etc., must be settled by you personally before you check out of the hotel. John Shlaes on REPEX

extension 3315 is Director of Housing, and should be contacted regarding any room problems you may have.

FOOD

Breakfast and lunch will be served at the "Top of the Crown" restaurant from Monday, August 16th through Thursday, August 19th (breakfast only on Friday, August 20th).

Tickets will be sold in advance to assist the hotel in planning. Look for notices in the hotel for availability of tickets. They will be sold at the door if you do not get them earlier.

Breakfast will be a buffet offering scrambled eggs, fruit and melon, sweet rolls, milk, coffee, tea, etc., at a cost of \$2.50.

Lunch will also be buffet style and will consist of an assortment of cold cuts, relishes, salads, and beverages, at a cost of \$3.50.

The Crown Center features a variety of restaurants, including the International Cafe, Twenty-five Grand, American Restaurant, Trader Vic's, and the Coffee Garden, as well as the Top of the Crown.

HOTEL SERVICES

Many services are offered at the Crown Center Hotel. Of particular interest:

- One day laundry & cleaning service -- valet, 1 hr. service
- Room service
- Babysitters
- A games deck (tennis courts need reservations)
- Town & Country Health Club on 5th floor. Facilities include exercise room, sauna, whirlpool & massage facilities.
- Newsstand
- Notary public
- Wake-up service

OFFICES

While it is impossible to provide every individual with a desk, phone, typewriter,

etc., we have designated offices for most functional units. The offices are:

ADVANCE OFFICE: Union Station, Room 260

CABINET SUPPORT OFFICE: Senators Board Room, 5th Floor (531-532)

CITIZENS OPERATIONS: Jack Craft, Union Station

CONFERENCE ROOMS: 17th Floor, 5th Floor, Unfinished Room

CONVENTION OPERATIONS: President's Room, 3rd Floor

CONVENTION OPERATIONS DIRECTOR: Stan Anderson, President's Room, 3rd Floor

FINANCE OPERATIONS: Liberty Room

HOTEL SERVICES: John Shlaes, Liberty Room

ISSUES COUNCIL: 17th/18th Floor

KANSAS CITY HOST COMMITTEE: Muehlebach Hotel

MICHIGAN DELEGATION: Westport Room, 3rd Floor

PRESS CONFERENCE ROOM: Century Room, 3rd Floor

RECEPTIONISTS: Lobby

RESEARCH-WRITING: Speechwriter's Office, 18th Floor

SECURITY: Independence Room, 3rd Floor

OFFICE OF DELEGATE OPERATIONS: 17th Floor

OFFICE OF THE FLOOR LEADER: 17th Floor

OFFICE OF THE PFC CHAIRMAN: 17th Floor

OPEN MESS: Centennial A, or Top of the Crown

TICKETS: Liberty Room

TRANSPORTATION: 2nd Floor, East Wing

V.P. STAFF OFFICE & CONGRESSIONAL LIAISON: Shawnee Room, 3rd Floor

FINANCE HOSPITALITY SUITE: 5th Floor

VOLUNTEER DIVISION: Union Station, Room 257 - Also Control Area, 2nd Floor, East Wing

YOUTH PRESIDENTIALS DIVISION: Union Station & Kansas City Trade Mart

OFFICE SUPPLIES

Routine office supplies are available through the Administration Office located in the Liberty Room, REPEX extension 3310. Unique office supplies and equipment should be kept to a minimum, as outside supplies take time to procure. We will, however, attempt to accommodate all of your office needs. Joan Cole is the Director of Convention Administration and can be reached on REPEX extension 3310.

FINANCE

As has been indicated, funds are extremely limited. All funds expended during the Convention week must be approved IN ADVANCE by Stan Anderson and routed through Tom Moran, the Controller, who is located in the Liberty Room.

Under NO circumstances will any personal expenses incurred at the Convention be reimbursed by the President Ford Committee.

RADIO FACILITIES BASE STATION

Radio facilities for the President Ford Committee consist of radio base stations and two-way, hand-held units. A certain number of staff personnel have been assigned these units. Please contact the Base Radio Operator at extension 3671 for information regarding message traffic and paging service.

Due to our extended stay here in Kansas City, it may be necessary to change batteries in your pageboys and hand-held radios. For WHCA equipment, please call the WHCA office through the White House Switchboard when new batteries are needed, and REPEX extension 3671 for PFC radio equipment.

LOCAL TELEPHONE NUMBERS

Alameda Plaza Hotel Switchboard	756-1500
Continental Hotel	421-6040
Kemper Arena	421-6460
PFC (REPEX)	GOP-FORD (467-3673)
Raddisson Muehlebach Hotel	471-1400
Republican National Committee	GOP-1976
White House Signal Switchboard	467-8750

MESSENGER SERVICE

Messenger Service within the Crown Center Hotel is available by calling REPEX extension 3300 for floors 1, 2, 3 and 5 or REPEX extension 3673 for floors 16, 17, and 18. A volunteer messenger will be dispatched to carry envelopes and messages to any office or room within the Crown Center complex or to any other location within walking distance. Should you require a messenger for greater distances, the same procedure should be followed. However, it is the requester's responsibility to coordinate the messenger's transportation to and from the remote location.

PAGING

A large number of individuals have been assigned pageboys to assist in getting important and immediate messages to them. If you have a message (in the important and immediate category) call the Radio Room at REPEX extension 3671 and request that the desired individual be paged.

INSIDE MAIL SERVICE

Inter-office mail will be distributed on a routine basis approximately every two hours each day. In each office is located a plainly-marked pick-up and delivery location. Envelopes and packages for persons located within the Crown Center will be expeditiously handled through this inside mail delivery system.

DUPLICATION SERVICE

Located in the Crown Center are a number of Xerox copiers. A Key Operator for emergency service can be located by calling Mickie Cleary or Joan Wilson on REPEX extension 3310. A duplicating center is located in the Liberty Room.

BULK PRINTING

Bulk printing will be accomplished with the use of a Xerox 4500 located in the Liberty Room. Service requests should be directed to Mickie Cleary or Joan Wilson on REPEX extension 3310. You should allow for a 45-minute delay in the arrival of the machine operator. A Xerox 3100 is located in the same area.

CABINET SUPPORT OFFICE

A Cabinet Support Office has been established in the Senator's Board Room on the Fifth Floor of the Crown Center Hotel. The Cabinet Support Office will be staffed with secretaries who will work under the direction of Mary Fisher. Members of the Cabinet and their personal staff should direct their questions and special needs to this office on REPEX extension 3339.

TICKETS

Information regarding tickets for the Convention sessions and other events should be directed to Ginger Nuessle on REPEX extension 3332, or via inter-office mail. The office is located in the Liberty Room on the 3rd Floor. Unfortunately, the number of tickets available is limited; however, we will make every effort to get staff members to at least one session. You will be notified when the distribution of tickets has been determined.

PRESS OPERATION

Offices for White House and President Ford Committee press personnel are located in the Roanoke Room. News service tickers are also located in the Press Office area. In the Century Ballroom, a press briefing and conference room provides facilities for representatives of the radio, television and printed media. Various press conferences are planned for this room complimenting activity at the Kemper Arena and other hotels, and periodic news briefings will be held as occasion demands.

Media representatives have been issued passes by the Republican National Committee. At the Crown Center Hotel, these passes give them access to the Century Ballroom and the Multimedia Forum (August 12th thru 14th) only. Elsewhere in the hotel they must be credentialed like any other guest and/or be escorted by a credentialed staff member.

We should recognize that the media are the eyes and ears of the American people, and their representatives should be treated with proper courtesy.

TRANSPORTATION

Please remember that all of the motor pool drivers are volunteers and will try to provide the best service possible. The number of cars available to us is limited, and it is possible that in peak periods some delays will occur. We hope you will be understanding, and be assured that we will do our utmost to fulfill your needs.

1) All requests for vehicles (automobiles and buses) should be made by calling the Transportation Control Area located on the Second Floor, East Wing in the Crown

Center Hotel, REPEX extension 3400. If you receive a busy signal, please hang up and try again within 30 seconds.

2) There will be "A" and "B" lists of persons authorized to utilize the motor pool.

3) No one may keep a car waiting on the ground for more than 30 minutes. All drivers are instructed to leave after the 30 minute period.

4) No cars will be authorized to take passengers to Kemper Arena. Persons going to Kemper Arena must use the shuttle bus which departs every 30 minutes (see no. 17).

5) Business use of automobiles will be given priority at all times over personal use.

6) Cars should be ordered by the person who wishes to use them.

7) Passengers should recognize the need to give clear instructions to the dispatcher. These instructions should not be altered when you get to the car, as drivers are instructed to follow the guidelines of the dispatcher, not the passenger.

8) Transportation will be available 24 hours daily beginning August 12th.

9) The request for transportation and any special instructions should be given to the dispatcher.

10) Please speak up to the dispatchers as they are seated in an area with heavy traffic and, as a result, the noise level is quite high.

11) Transportation from the Crown Center Hotel will depart, unless otherwise specified, from the Motor Pool Area located in the Crown Center Garage (orange zone parking). See Appendix 1.

12) At that point, the driver will announce that the vehicle is ready for "Mr. or Mrs. ____" or for whomever the vehicle has been requested.

13) It is hoped that transportation will be ready within 5 minutes from receipt of the request for a vehicle. Obviously, there may be occasional delays, particularly during peak periods of transport of personnel.

14) If, for any reason, you find you cannot be at the departure point within 5 minutes, or if you must cancel the request, please call the Transportation Control Area and inform the dispatcher.

15) When possible, please try to travel in groups -- DOUBLE UP! We are operating on limited resources.

16) Please make requests for transportation as early as possible. For example, if you know in the morning that you will need a vehicle in the afternoon, make the request in the morning. DO NOT DELAY IN MAKING TRANSPORTATION REQUESTS.

17) SHUTTLE BUS. There will be a shuttle bus system between the Crown Center Hotel and the Kemper Arena. A bus will leave the Crown Center from the East Side entrance on Grand Avenue every half hour beginning 2 hours before a session. A bus

will leave the Kemper Arena from the parking lot every half hour for 2 hours following a session. Each Shuttle Bus will be plainly marked.

18) Any other requests for buses should be made by calling the Transportation Control Area.

19) Dallas Simmons on REPEX extension 3326 is the Director of Transportation.

SPOUSES

Spouses will be credentialed with green VIP badges, except for those with sleeping rooms on the 17th and 18th floors, and do not have to be escorted through the secure areas in the hotel. Spouses are entitled to open mess privileges.

MEDICAL

Should you have any medical needs, please contact the Convention Administration Office on extension 3310 and ask for Joan Cole. If she is unavailable, please call the hotel operator who will assist you.

TELEPHONE SERVICE

1) PRESIDENT FORD COMMITTEE PHONES -- MAIN NUMBER IS 467-3673 (GOP-FORD)

A special President Ford Committee telephone system called REPEX has been designed to permit direct inter-office dialing between REPEX stations and also direct inward and outward dialing between REPEX stations and outside lines. This system is similar to "Centrex Service" with which many of you are familiar.

President Ford Committee phones are identified by color dots and are at all offices and some sleeping rooms. It is essential that the PFC directory be used for direct dialing other REPEX numbers in order to free our operators to handle other calls. Outside calls may be accomplished by first dialing "9" and then the 7 digit number.

When you are away from the Crown Center Hotel, direct dialing in to a REPEX station is accomplished by dialing the prefix 467 and then the four digit number.

2) HOTEL PHONES

To call most sleeping rooms, you will have to use the regular hotel phones and switchboard. Inside the Crown Center, ask the Hotel Operator for the room number you desire. Outside the Crown Center, dial the switchboard (474-4400) and ask for the room number. To get an outside line on the hotel phones, dial "9". Do not ask the

Crown Center operator to connect you with the REPEX system, as she will not comply. Simply dial "9" for an outside line, and then dial the 467 prefix and the four digit REPEX number you desire. To reach the WHCA switchboard on a hotel phone, dial the Crown Center operator and ask for the White House switchboard.

3) PRIVATE PHONES

Some offices and individuals have direct outside lines in addition to the REPEX and hotel system. These may be used just as any other regular business line. They should be used and the numbers given out with discretion. They are primarily to be used should any troubles be experienced with the normal REPEX service.

4) WHITE HOUSE PHONES (WHCA)

Those officials who are authorized White House phones will be provided personalized service by the White House Communications Agency. By lifting the WHCA receiver, an operator will answer and you may place your call.

5) LONG DISTANCE

All personnel who are on the authorized long distance access list may place long distance calls on the REPEX system by dialing "0". Upon approval by the switchboard supervisor, the Operator will place the call for the individual.

Personal long distance calls should be placed over the hotel system by simply dialing "8" for the long distance operator. You will be expected to pay for these toll calls.

6) DIRECTORY INFORMATION

A directory for all President Ford Committee numbers is included. It is in two parts: 1) the functional directory, for locating key campaign, administrative and line functions by locations and phone numbers; and 2) the alphabetical directory which identifies the names and locations by both working and sleeping areas and their associated numbers. All Committee personnel housed at the Crown Center Headquarters will be listed. Should you have questions, please call the information and locators on REPEX extension 3300.

7) INFORMATION AND LOCATORS

This function will provide typical information assistance for the President Ford Committee's Crown Center Headquarters operation, as well as other locations in Kansas City. The locators will assist you in determining the location of Presidential Headquarters personnel both day and night. They can also be a valuable assistance in forwarding important calls to individuals attending key functions. They may be reached on REPEX extension 3603. Their assistance is only as valuable as the information you provide them.

8) SUMMARY OF YOUR TELEPHONE SYSTEM (REPEX)

General Information

Your REPEX provides four digit dialing capability within the President Ford Committee system, call transfers and 3 station conferencing, as well as call forwarding (see Features section). You cannot four digit dial to the Republican National Committee system or any other outside station without first dialing "9" and the seven digits. Should you require training or have questions, please call our operator on REPEX extension 3673 and she will be happy to assist you. Report all troubles on REPEX extension 3673.

Incoming Calls

Outside callers can reach you by dialing 467 plus your 4 digit extension number.

Extension to Extension

All extensions in your system can be reached by dialing the four digit telephone number assigned to that person or work area. Check your directory for extension numbers. If you cannot find an extension number, call the Information/Message Desk at 3300.

Local Calls

To make a local call, dial "9" and then the local number (no noticeable break occurs in dial tone).

Assistance Calls

Dial "0" for your operator.

9) REPEX EXTENSION USER INSTRUCTIONS

Call Forwarding

To forward calls from one number to another:

- Dial 114 and listen for second dial tone,
- Dial desired number, advise party you are forwarding your call and hang up.
(When called number is busy or does not answer, hang up and calls will be forwarded automatically.)

To restore:

- Dial 115
- Listen for two rapid tones, one steady tone, then hang up.

Call Pickup

To answer an extension in your pickup group:

- Dial 112,
- Call is answered

Call Hold

To place a call on hold for any reason:

- Depress switchhook,
- Dial 111,
- Call is on hold

(To restore, depress switchhook, then dial 111.)

To hold a call while placing another:

- Depress switchhook
- Dial 111 and listen for dial tone,
- Dial desired number.

(To end second call and return to first, depress switchhook, then dial 111.)

To hold a call and answer another extension:

- Depress switchhook,
- Dial 111 and listen for dial tone,
- Dial 112
- Call is answered.

(To end second call and return to first, depress switchhook then dial 111.)

Call Hold

Call holding reminder:

- If you forget and hang up while a call is holding, your telephone will ring. Answer it, and the holding call is restored.

REMEMBER: Depressing the switchhook for longer than one second will cause disconnection.

Features

Three-way calling:

To add a third person to your conversation:

- Depress switchhook once,
- Listen for dial tone,
- Dial desired number
- When answered, depress switchhook once again
- Three-way call is established

(Two of the calls can be outside of REPEX. When the added number is busy or does not answer, depress the switchhook twice to restore original call.)

Consultation:

To call a third party and consult privately while first call is on hold:

- Depress switchhook once,
- Listen for dial tone
- Dial desired number and confer in privacy
- When third person hangs up, depress switchhook twice,
- Original call is restored.

(When the added number is busy or does not answer, depress switchhook twice to restore original call.)

Call transfer:

To transfer an established call:

- Depress switchhook once,
- Listen for dial tone,
- Dial desired number,
- Announce call, hang up.

(When the added number is busy or does not answer, depress the switchhook twice to restore original call. A call with a party outside of REPEX may not be transferred to a number outside of REPEX.)

REMEMBER: Depressing the switchhook for longer than one second will cause disconnection.

10) Pamela Laudenslager on REPEX extension 3600 is the Director of Communications

PLATFORM COMMITTEE SESSIONSSunday, August 8

4:00 p.m. - Organizing session of the Committee on Resolutions (platform).
8:00 p.m. Raddisson Muehlebach Hotel.

Monday, August 9

10:00 a.m. - Public hearings before the Committee on Resolutions (platform).
5:00 p.m. Municipal Auditorium and Music Hall.

Subcommittee Hearings before the Committee on Resolutions
(platform). Phillips Hotel and Holiday Inn - Downtown.

Tuesday, August 10

10:00 a.m. - Public hearings before the Committee on Resolutions (platform).
5:00 p.m. Municipal Auditorium and Music Hall.

Subcommittee hearings before the Committee on Resolutions
(platform). Phillips Hotel and Holiday Inn - Downtown.

Wednesday, August 11

10:00 a.m. - Public hearings before the Committee on Resolutions (platform).
5:00 p.m. Municipal Auditorium and Music Hall.

Subcommittee hearings before the Committee on Resolutions
(platform). Phillips Hotel and Holiday Inn - Downtown.

Thursday, August 12

2:00 p.m. Public hearings before the Committee on Resolutions (platform).
Municipal Auditorium and Music Hall.

Subcommittee hearings before the Committee on Resolutions
(platform). Phillips Hotel and Holiday Inn - Downtown

Friday, August 13

9:30 a.m. Public Hearings, etc.
Subcommittee Hearings, etc.

Monday, August 16

2:30 p.m. Final meeting of Convention Committee on Resolutions (platform).
Executive Session. Raddisson Muehlebach Hotel.

CONVENTION SESSION SCHEDULE

Monday, August 16

CONVENTION SESSION I

Kemper Arena. Session I will deal with ratification of Temporary Chairman and authorization of Convention Committees.

6:30 p.m.

CONVENTION SESSION II

Session II is highlighted by the Keynote Address. Senator Howard Baker will give the address. The Temporary Chairman will receive the gavel from the RNC Chairman Mary Louise Smith.

Tuesday, August 17

6:30 p.m.

CONVENTION SESSION III

This session will cover the reports of the various committees.

1. Credentials
2. Rules and Order of Business
3. Permanent Organizations
4. Resolutions (Platform)

Permanent Chairman, Congressman John Rhodes, receives the gavel from Temporary Chairman.

Wednesday, August 18

6:30 p.m.

CONVENTION SESSION IV

This session will have as its major order of business the Nomination of Candidates for President and the election of the Republican Nominee.

Election of the new Republican National Committee.

Thursday, August 19

6:30 p.m.

CONVENTION SESSION V

Major business will be nomination of candidates for Vice President and election of the Party's nominee.

Acceptance speech by the Vice Presidential Nominee.

Acceptance speech by the Presidential Nominee.

KANSAS CITY EVENTSAMERICAN LEAGUE BASEBALL:

Aug. 13-14 Kansas City Royals vs. Detroit Tigers
 16, 17 & 18 Kansas City Royals vs. Cleveland Indians (Aug. 16th is
 Bicentennial Night)

All games at Royals Stadium, 7:30 p.m. 221-7555

THEATRE:Starlight Theatre

Aug. 9-15 "Mame" starring Angela Lansbury
 16-22 "The King & I" starring Yul Brenner

All performances - Swope Park, 8:30 p.m. 221-7555

Missouri Repertory Theatre

Aug. 13 & 20 "The Great White Hope" 8 p.m.
 14 & 17 "Who's Afraid of Virginia Woolf" 8 p.m., 2 p.m. on Sunday
 15 "The Heiress" 8 p.m.
 18 "The Drunkard or the Fallen Saved" 2 p.m. & 8 p.m.
 19 "Don Juan of Flatbush" 8 p.m.

All performances - UMKC Playhouse 276-2705

LAS VEGAS ENTERTAINMENT:

August 13-18 Foster Brooks, Gold Buffet. 7:30 p.m. & 10:30 p.m. Fri. & Sat.,
 3 p.m. Mon. thru Wed., 7:30 p.m. on Sunday. 221-4651

LA FIESTA ITALIANA:

August 13-15 Old world atmosphere of Italy recreated with music, dance, food
 and souvenirs. Crown Center Square 274-8444

SIGHTSEEING

Places to See:

City Market

5th & Main

274-1341

Fascinating experience. Farmers Market on Saturdays; Artists Mart on Sundays. Open 7 a.m. - 5 p.m. daily.

Nelson Gallery of Fine Arts

4525 Oak Street

561-4000

Ranked as one of the top 8 urban galleries in the U. S.
Open Tuesday - Saturday, 10-4; Sundays 2-5:50 (Adults \$.50;
Children \$.25) Saturday tours free at 10, 11, 12, 2, 2:30 and 3.

Swope Park

Meyer Boulevard at Swope Parkway

921-1212

1800 acre metropolitan park offering a variety of things to do and see, including an extensive zoo and nature park center.

River Queen River Boat

Old Westport Landing, 1st & Grand

\$3 for 1 1/2 hour boat trip indicating points of interest and historic facts. 2:00 p.m. Call for additional tours information 542-0027.

Kansas City Stockyards

1600 Genessee

842-6800

Livestock auctions during the week at the Livestock Exchange Building. 9:00 a.m. on Tuesday and Wednesday, 10:00 a.m. on Thursday.

Liberty Memorial

Pershing Drive, in sight of Crown Center Hotel

Remarkable view of Crown Center and downtown. Modest fee for elevator to top of 216 foot shaft. Free carillon concerts during week, usually at 12:30 and 5:30 p.m. See the Hall of Memories.

Antique District

45th from State Line to Bell

Offers quality and variety without a lot of legwork. Any of the 20 shops has a brochure listing all others.

Country Club Plaza

47th & Main (South on Main)

Built in a Spanish theme by J. C. Nichols, the Plaza offers not only a shopping facility but is well worth visiting for sightseeing -- it is the first shopping center of its kind in the United States.

RESTAURANTS

NAME	TYPE	PRICES	SERVICE	RESERVATION	DISTANCE CROWN CENTER
Golden Ox 1600 Genessee 842-2866	Traditional Steak House Lounge	Reasonable AE, BA, DC, MC	Good	Yes	Stockyards
Houlihan's Old Place 4743 Pennsylvania 561-3141	Variety (crepes, salads, "quickies")	Moderate AE, BA, MC	Always busy, Long wait.	No	Plaza (15 min.)
Plaza III 4749 Pennsylvania 753-0000	Steaks & salad, Seafood (Great Steak Soup) Trio in Lounge	Fairly expensive AE, BA, MC	Good	Yes	Plaza (15 min.)
Harry Starkers 4708 Wyandotte 753-3565	Prime rib, Salad Bar, Lounge	Moderate AE, BA, MC	Good	Yes	Plaza (15 min.)
Stanford & Sons 504 West Road 756-1450	Steaks & Omlettes	Moderate AE, BA, MC	Good	Yes	Westport
Yesterday's Girl 507 Delaware 842-2260	Italian -- good variety Drinks served	Moderate AE, BC, BA, MC	Fairly Good	No	River Quay
Annie's Santa Fe 100 Ward Parkway 753-1621	Mexican (mild) Good variety	Moderate AE, BA, MC	Good	Yes	Plaza (15 min.)
Savoy Grill 9th & Central 842-3890	Seafood Noted for lobsters	Fairly Expensive AE, BA, MC	Excellent	Yes	Downtown
International Cafes Crown Center Hotels	7 casual restaurants for ethnic & American specialties	Reasonable No credit cards	Cafeteria-style Always busy	No	In Crown Center Hotel
Alameda Roof Corner, Wornall Rd. & Ward Parkway 756-1500	French	Expensive AE, BA, MC	Fair	Yes, until 7 p.m.	Plaza

SHOPPING CENTERS

The Crown Center Shops, adjacent to the Crown Center Hotel. Here you'll find 3 levels of shopping delight, seven casual restaurants in the International Cafe for ethnic and American specialties, a market place, and a constant variety of special events -- and especially, convenient location!

The Plaza Area and Shopping Center, 47th and Main (South on Main). Approximately 15 minutes from the Crown Center, this is the oldest shopping center in the country.

River Quay Area, Delaware and 5th (North on Main).

Westport Square, 30th and Westport Road (South on Main).

NAMES AND ADDRESSES OF
LOCAL CHURCHES

Baptist

Calvary Baptist Church
3921 Baltimore
(531-1208)

Catholic

Our Lady of Sorrows
2552 Gilham Road
(421-2112)

Episcopal

Grace and Holy Trinity
415 West 13th
(474-8260)

Jewish

Kehilath Israel Synagogue
800 E. Meyer Blvd. (63rd & Rockhill Rd.)
(333-1992)

Methodist

Ebenezer A.M.E. Church
3808 Brush Creek Road
(861-6614)

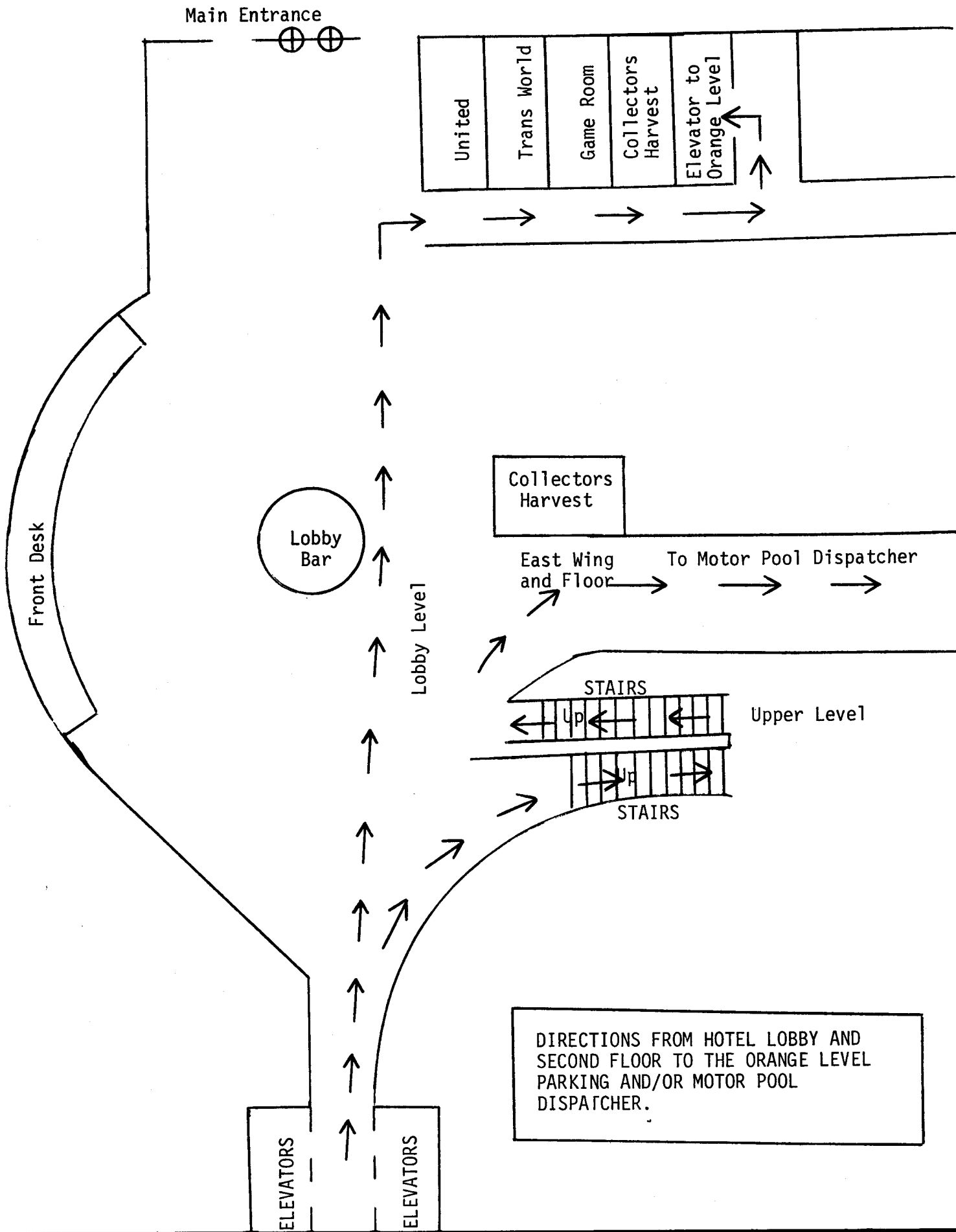
Presbyterian

Central Presbyterian
3501 Campbell
(931-2515)

United Church of Christ

Country Club Congregational
205 West 65th
(523-4813)

Appendix 1.



Main Entrance

United

Trans World

Game Room

Collectors Harvest

Elevator to Orange Level

Front Desk

Lobby Bar

Lobby Level

Collectors Harvest

East Wing and Floor

To Motor Pool Dispatcher

STAIRS

Up

Upper Level

STAIRS

DIRECTIONS FROM HOTEL LOBBY AND SECOND FLOOR TO THE ORANGE LEVEL PARKING AND/OR MOTOR POOL DISPATCHER.

ELEVATORS

ELEVATORS

APPENDIX II.

