

The original documents are located in Box 24, folder “Press Office - Improvement Session, 8/6-7/76: General (2)” of the Ron Nessen Papers at the Gerald R. Ford Presidential Library.

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8/31

THE WHITE HOUSE
WASHINGTON

NOTE FOR:

them

FROM:

MARY ~~BOURKE~~

*Can you please
handle?*

Thanks.

Dave

8/31 - 12 NOON

THE WHITE HOUSE

WASHINGTON

August 31, 1976

MEMORANDUM FOR

RON NESSEN

FROM

AGNES WALDRON

SUBJECT

PRESS RELEASES

Please place the following names to the press releases distribution list:

Barbara Koelb - 165 EOB

George Van Cleve - 168 EOB

Adrienne Kosciusko - 161 EOB

Many thanks.

PRESS OFFICE STAFF

Camp David

Saturday, August 7, 1976

6:30 - 7:30 pm	Arrive Camp David
8:00 - 9:00 pm	Dinner
9:30 pm	Movie

Sunday, August 8, 1976

8:00 - 9:00 am	Breakfast
9:15 - 11:00 am	Staff meetings
11:00 am - 1:00 pm	Personal Time
1:00 - 2:00 pm	Lunch
2:00 - 5:30 pm	Personal Time
5:30 - 6:30 pm	Depart Camp David

Personal Time:	7 hours
Meals:	2
Meetings:	1 3/4 hours

ACCOMMODATION ASSIGNMENTS

<u>Ca</u>	<u>Bedrooms</u>	<u>Type Bed</u>	<u>Occupants</u>	<u>Remarks</u>
Maple	A	2	2 Twin Ron Nessen	Bedrooms large 2 small baths 1 sitting room with fireplace
			Cindy Nessen	
B		2 Twin Connie Gerrard		
		Margaret Earl		
Red Oak	A	2	2 Twin John Carlson	Bedrooms large 2 small baths Kitchenette 1 sitting room with fireplace
			Jan Carlson	
B		2 Twin Dave Gergen		
		Ann Gergen		
Hawthorn	A	2	2 Twin Larry Speakes	Murphy beds are twin sized 2 large baths Sitting room contains Murphy beds
			Laura Speakes	
B		2 Murphy Gay Pirozzi		
		Jan Barbieri		
ycamore	A	2	2 Twin Bill Roberts	2 large baths Sitting room contains Murphy beds
			Helen Roberts	
B		2 Murphy Gail Campbell		
		Carol Montague		
Walnut	A	2	2 Twin Bill Rhatigan	Bedrooms medium Baths small 1 Sitting room
			Leslie Rhatigan	
B		2 Twin Connie Thumma		
		Mary Bourke		
inden	1	1	2 Twin Fred Slight	1 small bath - small cabin
			Mrs. Jamie Slight	
emlock	1	1	2 Twin James Shuman	1 small bath - small cabin
			Thym Smith	

SATURDAY

NEWS SUMMARY OFFICE

Camp David

Saturday, August 7, 1976

9:00 - 10:00 am	Arrive Camp David
10:00 - 11:30 am	Personal Time
11:30 am - 12:30 pm	Staff meeting
1:00 - 2:00 pm	Lunch
2:00 - 6:00 pm	Personal Time
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ADVOCATES, RESEARCH, COMMUNICATIONS

Camp David

Saturday, August 7, 1976

9:00 - 11:00 am	Arrive Camp David
11:00 am - 1:00 pm	Personal Time
1:00 - 2:00 pm	Lunch
2:00 - 2:30 pm	Personal Time
2:30 - 5:30 pm	Staff meetings
5:30 - 6:30 pm	Personal Time
6:30 - 7:30 pm	Depart Camp David

VEHICLE ARRIVALS AND DEPARTURES

Camp David
White House Press Office

FRIDAY, AUGUST 6, 1976

<u>NAME OF DRIVER</u>	<u>OFFICE</u>	<u>CAR DESCRIPTION</u>	<u>LICENSE NO.</u>	<u>PASSENGERS</u>	<u>IDENTIFICATION</u>
<u>ARRIVE 1:00 - 2:00 pm:</u>					
Chiles, Joy	Press Advance Office	Brown 1976 Triumph	VA. EWD-593	Grier, Ann	Press Advance Office
Frederickson, David	Press Advance Office	Rented car	Unknown	Smith, Dorrance	Press Advance Office
Hunter, Jim	Press Advance Office	Green 1968 Mustang	VA. AEZ-546	Hunter, Lynn	Wife
LaCovey, Jack	Press Advance Office	Beige Pontiac Station Wagon	VA. AMF-724	LaCovey, Carol	Wife
O'Neill, Hugh	Press Advance Office	Red 1973 Porche	VA. DJD-242	O'Neill, Elizabeth	Wife
Smith, Dorrance	Press Advance Office	Rented car	Unknown	Frederickson, Dave	Press Advance Office
Studdert, Steve	Press Advance Office	Red 1974 Plymouth Station Wagon	UTAH - LJK-364	Studdert, Bonnie Blaser, Doug	Wife Press Advance Office
Wendell, David	Press Advance Office	Red Pacer (Rental car)	PA 410-894		

VEHICLE ARRIVALS AND DEPARTURES

Camp David
White House Press Office

FRIDAY, AUGUST 6, 1976

<u>NAME OF DRIVER</u>	<u>OFFICE</u>	<u>CAR DESCRIPTION</u>	<u>LICENSE NO.</u>	<u>PASSENGERS</u>	<u>IDENTIFICATION</u>
<u>ARRIVE 6:00 - 7:00 pm</u>					
Carlson, John	Deputy Press Secretary			Carlson, Jan	Wife
Gerrard, Connie	Staff Assistant	Green 1967 Mustang	DC 517 253		
Nessen, Ron	Press Secretary	Official White House card		Nessen, Cindy	Wife
Roberts, Bill	Assistant Press Sec.	Blue 1973 Chrysler	VA 282-537	Roberts, Helen	Wife
Speakes, Larry	Assistant Press Sec.	White 1974 Pontiac	VA GPM-824	Speakes, Laura	Wife
Waldron, Agnes	Communications Office	Silver 1975 Vega	DC 130-158		

VEHICLE ARRIVALS AND DEPARTURES

Camp David
White House Press Office

SATURDAY, AUGUST 7, 1976

<u>NAME OF DRIVER</u>	<u>OFFICE</u>	<u>CAR DESCRIPTION</u>	<u>LICENSE NO.</u>	<u>PASSENGERS</u>	<u>IDENTIFICATION</u>
<u>ARRIVE 8:00 - 9:00 am</u>					
Gergen, David	Communications Office	Blue Volkswagon	VA.	Gergen, Ann	Wife
Rhatigan, William	Communications Office			Rhatigan, Leslie	Wife
Slight, Fred	Communications Office	Red 1972 Toyota	VA. HAP-534	Slight, Ms. Jamie	Wife
<u>ARRIVE 9:00 - 10:00 am</u>					
Berney, Melanie	News Summary	Yellow Ford Pinto	MD. CSJ-068	Berney, Paul	Husband
Marshall, Rex	News Summary	Blue Dodge Dart	VA. BLG-384		
Reilly, Ann	News Summary	Brown Camaro	DC. 388-891	Mercandetti, Susan	News Summary
Shuman, Jim	Communications Office	Tan 1962 Cadillac	MD. 369-AEK		

VEHICLE ARRIVALS AND DEPARTURES

Camp David
White House Press Office

SATURDAY, AUGUST 7, 1976

<u>NAME OF DRIVER</u>	<u>OFFICE</u>	<u>CAR DESCRIPTION</u>	<u>LICENSE NO.</u>	<u>PASSENGERS</u>	<u>IDENTIFICATION</u>
<u>ARRIVE 9:00 - 11:00 am</u>					
Barry, Chuck	Communications Office				
Contra, Libby	Advocates Office	1970 Volvo	DC 262-993		
Greener, Bill III	Communications Office				
Halper, Stef	Communications Office	Blue 1972 Mercedes	VA.	Van Cleve, George	Communications Offi
Hendricks, Warren	Advocates Office	1976 Porsche Conv.	DC. WKH-		
Muhlberg, Judy	Communications Office	Green 1970 Olds.	WYO 2J-222	Muhlberg, Peeter	husband
Munden, Peggy	Communications Office	Beige 1976 Cadallic	VA. 129-941	Munden, Owen	husband
Ordi, Mike (Miss-)	Communications Office	Brown 1974 Buick	PA. 44D-949		
Phelan, Wanda	Communications			Phelan, Jay	husband
Sappah, Joann	Communications	Brown 1976 Olds.	N. J. EC4-624		
Taylor, Pat	Communications	Silver 1973 Mark IV	VA. 310-362	Taylor, Tim	husband
Tucker, Kathy	Communications	Green 1972 Toyota	D.C.	Simon, Ann McGlenn, Ann Wimmer, Carolyn	Communications off. Communications Off. Communications Off.

VEHICLE ARRIVALS AND DEPARTURES

Camp David
White House Press Office

SATURDAY, AUGUST 7, 1976

<u>NAME OF DRIVER</u>	<u>OFFICE</u>	<u>CAR DESCRIPTION</u>	<u>LICENSE NO.</u>	<u>PASSENGERS</u>	<u>IDENTIFICATION</u>
<u>ARRIVE 9:00 - 11:00 am (con.)</u>					
Whitehead, Virginia	Advocates Office	1973 Fiat	DC 105-092	Whitehead, Leyden	Husband
White, Margita	Communications Office	Copper 1972 Olds.	VA. SCW-1	White, Stuart	Husband
Wisniewski, Sandra	Communications Office	Green 1974 Pontiac	VA. GBN-194	Wisniewski, Jan	Husband
<u>ARRIVE 6:00 - 7:00 pm</u>					
Bourke, Mary,	Press Office	Blue Chevrolet Nova	VA. DLK-220	Thumma, Connie Barbieri, Jan	Press Office Press Office
Earl, Margaret	Press Office		DC 523-601		
Pirozzi, Gay	Press Office	White Chevrolet	NY 160-YAK	Campbell, Gail Montague, Carol	Press Office Press Office
Smith, Thym	Press Office				

CAMP DAVID ARRIVALS AND DEPARTURES

Arriving Friday, Aug. 6 1-2 pm
 Departing Saturday, Aug. 7 noon - 1 pm

Press Office meeting
 August 6-7-8, 1976

<u>NAME of DRIVER</u>	<u>OFFICE</u>	<u>DESCRIPTION OF CAR</u>	<u>LICENSE #</u>	<u>PASSENGERS</u>	<u>RELATIONSHIP</u>
Blaser, Douglass	Director, Press Advance Office				
Chiles, Joy	Press Advance Office	Brown Spitfire Triumph (1976)	Va. EWD 593	Ann Grier	Advance Off
Frederickson, David	Press Advance Office	Rented car (description unknown) Coming from Kansas City	Unknown	Smith, Dorrance	Advance Offi
Hunter, Jim	Press Advance Office	Green Ford Mustang (1968)	VA. AEZ-546	Lynn Hunter	Wife
LaCovey, Jack	Press Advance Office	Beige Pontiac Station Wagon (1971)	VA. AMF-724	Carol LaCovey	Wife
O'Neill, Hugh	Press Advance Office	Red Porche (1973)	VA. DJD 242	Elizabeth O'Neill	Wife
Smith, Dorrance	Press Advance Office	Rented car -description unknown (Coming from Kansas City)	Unknown	Frederickson, Dave	Press Ad
Studdert, Steve	Press Advance Office	Red Plymouth Station Wagon (1974)	Utah-LJK 364	Bonnie Studdert Blaser, Doug	Wife Press Adv.
Wendell, David	Press Advance Office	Rental car - unknown (coming from Philadelphia) RED PACER (rental car)	Unknown PA 410-894		



ARRIVING ~~SATURDAY~~ *Friday*, AUGUST ~~6~~ *6* 6-7 pm
 DEPARTING ~~SATURDAY~~ *Sunday*, AUGUST ~~8~~ *8*

Nessen, Ron	Press Secretary	<i>OFFICIAL</i> White House Car		Nessen, Cindy	wife
Carlson, John	Deputy Press Secretary			Carlson, Jan	wife
Roberts, Bill	Assistant Press Secretary	BLUE CHRYSLER (1973)	VA. 282 537	Roberts, Helen	wife
Speakes, Larry	Assistant Press Secretary	WHITE PONTIAC GRAND PRIX (1974)	VA. GPM 824	Speakes, Laura	wife
Gerrard, Connie					
WALDRON, AGNES	COMMUNICATIONS OFFICE	GRAY 1975 VEGA	DC 130-158		

SATURDAY, AUGUST 7

NAME OF DRIVER OFFICE CAR DESCRIPTION LICENSE NO. PASSENGERS RELATIONSHIP

Arriving 9:00 - 10:00 am

Berney, Melanie	News Summary	Yellow Ford Pinto	Md CSJ 068	Berney, Paul	Husband
Marshall, Rex	News Summary	Blue Dodge Dart	Va BLG 384		
Reilly, Ann	News Summary	Brown Camaro	DC 388 891	Mercandetti, Susan	News Summary

SHUMAN, JIM COMMUNICATIONS TAN CADILLAC CONVERTIBLE MD 369-AEK

Arriving 8:00 - 9:00 am

Gergen, David	Communications Office	BLUE VOLKSWAGON	VA. —	Gergen, Ann	wife
Rhatigan, William	Commnications Office			Rhatigan, Leslie	wife
Slight, Fred	Communications Office	RED 1972 TOYOTA	VA. AAP 534	Slight, Ms. Jamie	wife

Arriving 9 - 11:00 am



✓ Barry, Chuck	Communications Office				
✓ Halper, Stef	Communications office	BLUE 1972 MERCEDES	VA.		
✓ Hendricks, Warren	Advocates Office	1976 PORSCHE CONVER.	DC. WKH		
✓ Goltra, Libby	Advocates Office	1970 VOLVO	DC. 262-993		
✓ Greener, Bill III	Communications Office				
Murray, Geneva	Advocates Office	GREEN 1966 CHEVROLET MALIBU	DC. 511-120		
WHITE HEAD, VIRGINIA	RESEARCH OFFICE ADVOCATES	1973 FIAT	DC 105-092		

SATURDAY, AUGUST 7, 1976

Camp David Arrivals

<u>NAME OF DRIVER</u>	<u>OFFICE</u>	<u>CAR DESCRIPTION</u>	<u>LICENSE NO.</u>	<u>PASSENGERS</u>	<u>RELATIONSHIP</u>
Muhlberg, Judy	Communications	GREEN 1970 OLDSMOBILE	WYOMING 2J-222	Muhlberg, Peter	husband
Munden, Peggy	Communications	BEIGE 1976 CADILLAC	VA. 129-941	Munden, Owen	husband
McGinn, Anne	Communications				
Nardi, Mike (Ms)	Communications	BROWN 1974 BUCK	PA 44D-949		
Rogers, John	Communications				
Phelan, Wanda	Communications			Phelan, Jayda	husband
Simon, Ann	Communications				
Taylor, Pat	Communications	SILVER 1973 MARK IV	VA. 310-362	Taylor, Tim	husband
Tucker, Kathy	Communications	GREEN 1972 TOYOTA	D.C.	SIMON, ANN MC GLINN, ANN WIMMER, CAROLYN	COMMUN. OFFICER
Sappah, JoAnn	Communications	BROWN 1976 OLDSMOBILE	N.J. <u> </u>		
Whitehead, George	Communications				
Whitehead, Virginia	Advocates	2		Whitehead, Leyden	husband
Wimmer, Carolyn	Communications				
White, Margita	Communications	COPPER 1972 OLDSMOBILE	VA. SCW-1	White, Stuart	husband
Wisniewski, Sandra	Communications	GREEN 1974 PONTIAC	VA. GBN-194	Wisniewski, Jan	husband



(4)

Camp David Arrivals and Departures
SATURDAY, AUGUST 7

<u>NAME OF DRIVER</u>	<u>OFFICE</u>	<u>DESCRIPTION</u>	<u>LICENSE NO.</u>	<u>PASSENGERS</u>	<u>RELATIONSHIP</u>
<u>Arriving 6:00 - 7:00 pm</u>					
Bourke, Mary	Press Office	Blue Chevrolet Nova	VA. DLK 220	Thumma, Connie Barbieri, Jan	Press Office Press Office
Earl, Margaret,	Press Office				
Pirozzi, Gay	Press Office	White Chevrolet Camero	New York 160 YAK	Campbell, Gail Montague, Carol	Press Office Press Office
Smith, Thym	Press Office				

PRESS ADVANCE OFFICE

Camp David

Friday, August 6, 1976

1:00 - 2:00 pm	Arrive Camp David
2:00 - 7:30 pm	Personal Time
7:30 - 9:00 pm	Staff meetings
9:15 - 10:15 pm	Dinner
10:30 pm	Movie

Saturday, August 7, 1976

7:45 - 8:45 am	Breakfast
9:00 - 10:30 am	Staff meetings
10:30 - 11:30 am	Personal Time
11:30 am - 12:30 pm	Depart Camp David

Personal Time: 7-1/2 hours
Meals: 2
Meetings: 3 hours

ACCOMODATION ASSIGNMENTS

	<u>Bedrooms</u>	<u>Type Bed</u>	<u>Occupants</u>	<u>Remarks</u>
Maple	A 2	2 Twin	<u>Ron Nessen</u> <u>Cindy Nessen</u>	Bedrooms large 2 small baths 1 sitting room with fireplace
	B	2 Twin	<u>Connie Gerrard</u> <u>Agnes Waldron</u>	
Red Oak	A 2	2 Twin	<u>John Carlson</u> <u>Jan Carlson</u>	Bedrooms large 2 small baths Kitchenette 1 sitting room with fireplace
	B	2 Twin	<u>Steve Studdert</u> <u>Bonnie Studdert</u>	
Hawthorn	A 2	2 Twin	<u>Larry Speakes</u> <u>Laura Speakes</u>	Murphy beds are twin sized 2 large baths Sitting room contains Murphy beds
	B	2 Murphy	<u>Dorrence Smith</u> <u>Dave Frederickson</u>	
Ycamore	A 2	2 Twin	<u>Bill Roberts</u> <u>Helen Roberts</u>	2 large baths Sitting room contains Murphy beds
	B	2 Murphy	<u>Doug Blaser</u> <u>Dave Wendell</u>	
Walnut	A 2	2 Twin	<u>Hugh O'Neil</u> <u>Liz O'Neil</u>	Bedrooms medium Baths small 1 Sitting room
	B	2 Twin	<u>Ann Grier</u> <u>Joy Chiles</u>	
Winden	1	2 Twin	<u>Jim Hunter</u> <u>Lynn Hunter</u>	1 small bath - small cabin
Wamlock	1	2 Twin	<u>Jack LaCovey</u> <u>Carol LaCovey</u>	1 small bath - small cabin

FRIDAY

PROPOSED CAMP DAVID AGENDA

Friday Evening, August 6

- 7:30 p. m. Welcome (Ron)
- 7:35 p. m. Overview from Press Advance Office (Doug)
- 7:45 p. m. The Convention (Ron)
- 7:50 p. m. The Campaign (Ron)
- 8:05 p. m. Open Discussion
- Reference July 21 memo -- Scoreboard to Carlson
"What's the Score?"
- 9:00 p. m. Conclude

Saturday Morning, August 7

- 9:00 a. m. Convene Meeting (Ron)
- 9:05 a. m. Presentation of staff talking papers.
- "Control of the Image-Making Machinery" (Dorrance Smith)
- 9:15 a. m. Discussion
- 9:30 a. m. "Still Photo Analysis -- Ford vs. Carter" (David Wendell)
- 9:40 a. m. Discussion
- 9:55 a. m. The Office of Communication (Dave Gergen)
- 10:10 a. m. Wrap-Up
- 10:30 a. m. Conclude

PROPOSED AGENDA FOR SATURDAY, AUGUST 6, 1976

- 9:30 a. m. Dave Gergen -- Overview of Communication Department/Structure and general function
- 9:45 a. m. Bill Rhatican -- Liaison Function of the Communications Department with PFC/ Departments/Press Office Advocates Program/Op-eds
- 10:00 a. m. Fred Slight -- Editorial Services
- 10:10 a. m. Agnes Waldron -- Research and News Summary
- 10:20 a. m. Warren Hendriks -- Advocates Program
- 10:30 a. m. Bill Greener -- Special Projects
- 10:40 a. m. Dick Brannon -- Special Services
- 10:50 a. m. Communications Department/Press Office link
General Discussion

PROPOSED CAMP DAVID AGENDA

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- 10:30 a. m. Conclude

IMMEDIATE
PRECEDENCE

UNCLAS
CLASSIFICATION

FOR COMMCENTER USE ONLY

FROM: CONNIE GERRARD -
RON NESSEN'S OFFICE
TO: CHIEF McCLENDON -
CAMP DAVID

DEX _____

DAC phi

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GPS _____

PAGES 6

CITE _____

INFO:

DTG: phi 32 phi 23 z Aug 76

RELEASED BY: JW

TOR: phi 32 phi 42 z AUG 76

SPECIAL INSTRUCTIONS:

76 AUG 13 PM 4 1976 JUL 3 20 23

PRESS ADVANCE OFFICE

Camp David

Friday, August 6, 1976

1:00 - 2:00 pm	Arrive Camp David
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Meetings: 3 hours

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ADVOCATES, RESEARCH, MISCELANEOUS

Camp David

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9:00 - 11:00 am	Arrive Camp David
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ACCOMODATION ASSIGNMENTS

<u>Cabin</u>	<u>Bedrooms</u>	<u>Type Bed</u>	<u>Occupants</u>	<u>Remarks</u>	
Maple	A	2	2 Twin	<u>Ron Nessen</u>	Bedrooms large 2 small baths 1 sitting room with fireplace
				<u>Cindy Nessen</u>	
	B		2 Twin	<u>Connie Gerrard</u>	
				<u>Agnes Waldron</u>	
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	B		2 Twin	<u>Ann Grier</u>	
				<u>Joy Chiles</u>	
Linden	1		2 Twin	<u>Jim Hunter</u>	1 small bath - small cabin
				<u>Lynn Hunter</u>	
Hemlock	1		2 Twin	<u>Jack LaCovey</u>	1 small bath - small cabin
				<u>Carol LaCovey</u>	

PRESS OFFICE STAFF

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			Thym Smith	

THE WHITE HOUSE

WASHINGTON

August 3, 1976

DEX TO: CHIEF MC CLENDON
CAMP DAVID

FROM: Connie Gerrard *C. Gerrard*
Ron Nessen's office

Attached are the Accommodation assignments and schedules for the different groups of White House Press Office staff who will be coming to Camp David this weekend.

Material on vehicles, drivers, license numbers, etc. will be coming tomorrow.

If you have any questions, please call me.

Thank you.

THE WHITE HOUSE

WASHINGTON

August 3, 1976

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				<u>Cindy Nessen</u>	
	B		2 Twin	<u>Connie Gerrard</u>	
				<u>Agnes Waldron</u>	
Red Oak	A	2	2 Twin	<u>John Carlson</u>	Bedrooms large 2 small baths Kitchenette 1 sitting room with fireplace
				<u>Jan Carlson</u>	
	B		2 Twin	<u>Steve Studdert</u>	
				<u>Bonnie Studdert</u>	
Hawthorn	A	2	2 Twin	<u>Larry Speakes</u>	Murphy beds are twin sized 2 large baths Sitting room contains Murphy beds
				<u>Laura Speakes</u>	
	B		2 Murphy	<u>Dorrence Smith</u>	
				<u>Dave Frederickson</u>	
Sycamore	A	2	2 Twin	<u>Bill Roberts</u>	2 large baths Sitting room contains Murphy beds
				<u>Helen Roberts</u>	
	B		2 Murphy	<u>Doug Blaser</u>	
				<u>Dave Wendell</u>	
Walnut	A	2	2 Twin	<u>Hugh O'Neil</u>	Bedrooms medium Baths small 1 Sitting room
				<u>Liz O'Neil</u>	
	B		2 Twin	<u>Ann Grier</u>	
				<u>Joy Chiles</u>	
Linden	1		2 Twin	<u>Jim Hunter</u>	1 small bath - small cabin
				<u>Lynn Hunter</u>	
Pemlock	1		2 Twin	<u>Jack LaCovey</u>	1 small bath - small cabin
				<u>Carol LaCovey</u>	

NEWS SUMMARY OFFICE

Camp David

Saturday, August 7, 1976

9:00 - 10:00 am	Arrive Camp David
10:00 - 11:30 am	Personal Time
11:30 am - 12:30 pm	Staff meeting
1:00 - 2:00 pm	Lunch
2:00 - 6:00 pm	Personal Time
6:00 - 7:30 pm	Depart Camp David

ADVOCATES, RESEARCH, MISCELANEOUS

Camp David

Saturday, August 7, 1976

9:00 - 11:00 am	Arrive Camp David
11:00 am - 1:00 pm	Personal Time
1:00 - 2:00 pm	Lunch
2:00 - 2:30 pm	Personal Time
2:30 - 5:30 pm	Staff meetings
5:30 - 6:30 pm	Personal Time
6:30 - 7:30 pm	Depart Camp David

PRESS OFFICE STAFF

Camp David

Saturday, August 7, 1976

6:30 - 7:30 pm	Arrive Camp David
8:00 - 9:00 pm	Dinner
9:30 pm	Movie

Sunday, August 8, 1976

8:00 - 9:00 am	Breakfast
9:15 - 11:00 am	Staff meetings
11:00 am - 1:00 pm	Personal Time
1:00 - 2:00 pm	Lunch
2:00 - 5:30 pm	Personal Time
5:30 - 6:30 pm	Depart Camp David

Personal Time:	7 hours
Meals:	2
Meetings:	1 3/4 hours

ACCOMMODATION ASSIGNMENTS

<u>Cabin</u>	<u>Bedrooms</u>	<u>Type Bed</u>	<u>Occupants</u>	<u>Remarks</u>
Maple	A	2 Twin	Ron Nessen	Bedrooms large 2 small baths 1 sitting room with fireplace
			Cindy Nessen	
	B	2 Twin	Connie Gerrard	
			Margaret Earl	
Red Oak	A	2 Twin	John Carlson	Bedrooms large 2 small baths Kitchenette 1 sitting room with fireplace
			Jan Carlson	
	B	2 Twin	Dave Gergen	
			Ann Gergen	
Hawthorn	A	2 Twin	Larry Speakes	Murphy beds are twin sized 2 large baths Sitting room contains Murphy beds
			Laura Speakes	
	B	2 Murphy	Gay Pirozzi	
			Jan Barbieri	
Sycamore	A	2 Twin	Bill Roberts	2 large baths Sitting room contains Murphy beds
			Helen Roberts	
	B	2 Murphy	Gail Campbell	
			Carol Montague	
Walnut	A	2 Twin	Bill Rhatigan	Bedrooms medium Baths small 1 Sitting room
			Leslie Rhatigan	
	B	2 Twin	Connie Thumma	
			Mary Bourke	
Linden	1	2 Twin	Fred Slight	1 small bath - small cabin
			Mrs. Jamie Slight	
Hemlock	1	2 Twin	James Shuman	1 small bath - small cabin
			Thym Smith	

SENT TO: PRESS OFFICE STAFF

Jan Barbieri ✓

Mary Bourke

Gail Campbell ✓

Carol Montague ✓

Gay Pirozzi ✓

Thym Smith ✓

Connie Thumma ✓

Margaret Earl ✓

THE WHITE HOUSE

WASHINGTON

August 3, 1976

Dear

We are moving ahead with our plans to go to Camp David this weekend. You are scheduled to arrive at Camp David between 6:30 and 7:30 pm on Saturday, August 7. Upon arrival at Camp David, you will be directed to your accommodations by the Marine Security Officer at the Main Gate. You will be staying in Laurel Lodge. All meetings and meal service is provided in Laurel Lodge. You will receive a bill for your meals after you return to Washington.

Attached is some information which will make your stay at Camp David more enjoyable. Please note that no cameras or weapons are allowed. It is also suggested that you bring along a warm sweater since the mornings and early evenings are quite cool. Please dress informally, but men should wear a jacket for dinner.

To facilitate the handling of all luggage, would you please affix a 3x5 card to each piece with your name and cabin name on it.

An itinerary for your stay is listed below:

Saturday, August 7

6:30-7:30 pm	Arrive Camp David
8:00-9:00 pm	Dinner
9:30 pm	Movie

Sunday, August 8

8:00-9:00 am	Breakfast
9:15-11:00 am	Staff meetings
11:00 a-1:00 pm	Personal time
1:00-2:00 pm	Lunch
2:00-5:30 pm	Personal time
5:30-6:30 pm	Depart Camp David

We hope your stay is most productive and enjoyable.

Thank you.

Sincerely,

John G. Carlson
Deputy Press Secretary
to the President

SENT TO:

COMMUNICATIONS STAFF

and Leslie
Bill Rhatigan

Fred Slight

and James

THE WHITE HOUSE

WASHINGTON

August 3, 1976

Dear

We are moving ahead with our plans to go to Camp David this weekend. You are scheduled to arrive at Camp David between 9 and 10 am on Saturday, August 7. Upon arrival at Camp David, you will be directed to your accommodations by the Marine Security Officer at the Main Gate. You will be staying in Laurel Lodge. All meetings and meal service is provided in Laurel Lodge. You will receive a bill for your meals after you return to Washington.

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To facilitate the handling of all luggage, would you please affix a 3x5 card to each piece with your name and cabin name on it.

An itinerary for your stay is listed below:

Saturday, August 7

9:00-10:00 am	Arrive Camp David
10:00-11:30 am	Personal Time
11:30a - 12:30 pm	News Summary Staff meeting
1:00-2:00 pm	Lunch
2:30-5:30 pm	Communications, Research, Advocates staff meeting
8:00-9:00 pm	Dinner
9:30 pm	Movie

Sunday, August 8

8:00-9:00 am	Breakfast
9:00-1:00 pm	Personal Time
1:00-2:00 pm	Lunch
2:00-5:30 pm	Personal time
5:30-6:30 pm	Depart Camp David

We hope your stay is most productive and enjoyable.

Thank you.

Sincerely,

John G. Carlson
Deputy Press Secretary
to the President

SENT TO: JIM SHUMAN

THE WHITE HOUSE

WASHINGTON

August 3, 1976

Dear Jim:

We are moving ahead with our plans to go to Camp David this weekend. You are scheduled to arrive at Camp David between 9 and 10 am on Saturday, August 7. Upon arrival at Camp David, you will be directed to your accommodations by the Marine Security Officer at the Main Gate. You will be staying in Laurel Lodge. All meetings and meal service is provided in Laurel Lodge. You will receive a bill for your meals after you return to Washington.

Attached is some information which will make your stay at Camp David more enjoyable. Please note that no cameras or weapons are allowed. It is also suggested that you bring along a warm sweater since the morning and early evenings are quite cool. Please dress informally, but men should wear a jacket for dinner.

To facilitate the handling of all luggage, would you please affix a 3x5 card to each piece with your name and cabin name on it.

An itinerary for your stay is listed below:

Saturday, August 7

9:00-10:00 am	Arrive Camp David
11:30 a -12:30 p	News Summary meeting
1:00-2:00 pm	Lunch
2:30-5:30 pm	Communications, Research, Advocates staff meeting
8:00-9:00 pm	Dinner
9:30 pm	Movie

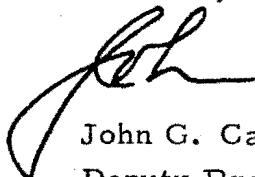
Sunday, August 8

8:00-9:00 am	Breakfast
9:00-1:00 pm	Personal time
1:00-2:00 pm	Lunch
2:00-5:30 pm	Personal time
5:30-6:30 pm	Depart Camp David

We hope your stay is most productive and enjoyable.

Thank you.

Sincerely,



John G. Carlson
Deputy Press Secretary
to the President

SENT TO: COMMUNICATIONS,
RESEARCH
ADVOCATE OFFICES

- ✓ George Van Cleve
- ✓ Stef Halper
- two calls* ✓ Warren Hendricks
- ✓ Libby Goltra
- ✓ Virginia and Leyden Whitehead
- ✓ Genny Murray
- ✓ John Rogers
- ✓ Wanda and Jay Phelan
- ✓ Ann Simon
- ✓ Bill Greener
- ✓ Judy and Peter Muhlberg
- ✓ Pat and Tim Taylor
- ✓ Peggy Munden *OWEN*
- ✓ Chuck Barry
- ✓ Anne McGlynn
- ✓ Carolyn Wimmer
- ✓ Margita and Stuart White
- ✓ Kathy Tucker
- ✓ Sandy and (Mr.) Jan Wisniewski
- ✓ JoAnn Sappah
- ✓ MIKE NARDI



THE WHITE HOUSE

WASHINGTON

August 3, 1976

Dear

We are moving ahead with our plans to go to Camp David this weekend. You are scheduled to arrive at Camp David between 9:00 and 11:00 am on Saturday, August 7. The meetings and meal service will be provided in Laurel Lodge. You will receive a bill for your meals after you return to Washington. Holly Cabin, which houses a ping pong and pool table, also has a room for changing clothes or just relaxing.

Attached is some information which will make your stay at Camp David more enjoyable. Please note that no cameras or weapons are allowed. It is also suggested that you bring along a warm sweater since the mornings and early evenings are quite cool. Please dress informally for the meetings and relaxation time.

An itinerary for your stay is listed below:

Saturday, August 7

9:00 - 11:00 am	Arrive Camp David
11:00 am - 1:00 pm	Personal time
1:00 - 2:00 pm	Lunch
2:00 - 2:30 pm	Personal time
2:30 - 5:30 pm	Staff meeting
5:30 - 6:30 pm	Personal time
6:30 - 7:30 pm	Depart Camp David

We hope your stay is most productive and enjoyable.

Thank you.

Sincerely,

John G. Carlson
Deputy Press Secretary
to the President

SENT TO: NEWS SUMMARY STAFF

Melanie ^{+ Paul} Bernfey

Anne Reilly

Susan Merchendetti

Rex Marshall

THE WHITE HOUSE

WASHINGTON

August 3, 1976

Dear

We are moving ahead with our plans to go to Camp David this weekend. You are scheduled to arrive at Camp David between 9:00 and 10:00 am on Saturday, August 7. The meetings and meal service will be provided in Laurel Lodge. You will receive a bill for **your** meals after you return to Washington. Holly Cabin, which houses a ping pong and pool table, also has a room for changing clothes or just relaxing.

Attached is some information which will make your stay at Camp David more enjoyable. Please note that no cameras or weapons are allowed. It is also suggested that you bring along a warm sweater since the mornings and early evenings are quite cool. Please dress informally for the meetings and relaxation time.

An itinerary for your stay is listed below:

Saturday, August 7

9:00 - 10:00 am	Arrive Camp David
10:00 - 11:30 am	Personal Time
11:30 am - 12:30 pm	Staff meeting
1:00 - 2:00 pm	Lunch
2:00 - 6:00 pm	Personal Time
6:00 - 7:30 pm	Depart Camp David

We hope your stay is most productive and enjoyable.

Thank you.

Sincerely,

John G. Carlson
Deputy Press Secretary
to the President

SENT TO:

and Ann
Dave Gergen

THE WHITE HOUSE

WASHINGTON

August 3, 1976

Dear

We are moving ahead with our plans to go to Camp David this weekend. You are scheduled to arrive at Camp David between 9 and 10 am on Saturday, August 7. Upon arrival at Camp David, you will be directed to your accommodations by the Marine Security Officer at the Main Gate. You will be staying in All meetings and meal service is provided in Laurel Lodge. You will receive a bill for your meals after you return to Washington.

Attached is some information which will make your stay at Camp David more enjoyable. Please note that no cameras or weapons are allowed. It is also suggested that you bring along a warm sweater since the morning and early evenings are quite cool. Please dress informally, but men should wear a jacket for dinner.

To facilitate the handling of all luggage, would you please affix a 3x5 card to each piece with your name and cabin name on it.

An itinerary for your stay is listed below:

Saturday, August 7

8:00 -9:00 am	Arrive Camp David
9:00-10:30 am	Press Advance Staff meeting
11:30a -12:30 pm	News Summary Staff meeting
1:00-2:00 pm	Lunch
2:30-5:30 pm	Communications, Research, Advocates staff meeting
8:00-9:00 pm	Dinner
9:30 pm	Movie

Sunday, August 8

8:00-9:00 am	Breakfast
9:00 a-1:00 pm	Personal Time
1:00-2:00 pm	Lunch
2:00-5:30 pm	Personal Time
5:30-6:30 pm	Depart Camp David

We hope your stay is most productive and enjoyable.

Thank you.

Sincerely,

John G. Carlson
Deputy Press Secretary
to the President

SENT TO:

Ron Nessen ✓

John Carlson ✓

Larry Speakes ✓

Bill Roberts ✓

Connie Gerrard ✓

THE WHITE HOUSE

WASHINGTON

August 3, 1976

Dear

We are moving ahead with our plans to go to Camp David this weekend. You are scheduled to arrive at Camp David between 6 and 7 pm on Friday, August 6. Upon arrival at Camp David, you will be directed to your accommodations by the Marine Security Officer at the Main Gate. You will be staying in Laurel Lodge. All meetings and meal service is provided in Laurel Lodge. You will receive a bill for your meals after you return to Washington.

Attached is some information which will make your stay in Camp David more enjoyable. Please note that no cameras or weapons are allowed. It is also suggested that you bring along a warm sweater since the mornings and early evenings are quite cool. Please dress informally, but men should wear a jacket for dinner.

To facilitate the handling of all luggage, would you please affix a 3x5 card to each piece with your name and cabin name on it.

An itinerary for your stay is listed below:

Friday, August 6

6:00 - 7:00 pm	Arrive Camp David
7:30 - 9:00 pm	Staff meeting with Press Advance Office staff
9:15 - 10:15 pm	Dinner with Press Advance Office
10:30 pm	Movie

Saturday, August 7

7:45 - 8:45 am	Breakfast
9:00 - 10:30 am	Staff meeting with Press Advance Office staff
11:30 am - 12:30 pm	Staff meeting with News Summary Office staff
1:00 - 2:00 pm	Lunch
2:30 - 5:30 pm	Staff meeting with Advocates and Research staff
5:30 - 8:00 pm	Personal time
8:00 - 9:00 pm	Dinner with Press Office staff
9:30 pm	Movie

Sunday, August 8

8:00 - 9:00 am	Breakfast
9:15 - 11:00 am	Staff meetings - Press Office Staff
11:00 am - 1:00 pm	Personal time
1:00 - 2:00 pm	Lunch
2:00 - 5:30 pm	Personal time
5:30 - 6:30 pm	Depart Camp David

We hope your stay is most productive and enjoyable.

Thank you.

Sincerely,

John G. Carlson
Deputy Press Secretary
to the President

SENT TO:

Agnes Waldron

THE WHITE HOUSE

WASHINGTON
August 3, 1976

Dear Agnes:

We are moving ahead with our plans to go to Camp David this weekend. You are scheduled to arrive at Camp David between 6 and 7 pm on Friday, August 6. Upon arrival at Camp David, you will be directed to your accommodations by the Marine Security Officer at the Main Gate. You will be staying in Maple. All meetings and meal service is provided in Laurel Lodge. You will receive a bill for your meals after you return to Washington.

Attached is some information which will make your stay at Camp David more enjoyable. Please note that no cameras or weapons are allowed. It is also suggested that you bring along a warm sweater since the mornings and early evenings are quite cool. Please dress informally for the staff meeting and your relaxation time.

To facilitate the handling of all luggage, would you please affix a 3x5 card to each piece with your name and cabin name on it.

An itinerary for your stay is listed below:

Friday, August 6

6:00-7:00 pm	Arrive Camp David
7:00-9:00 pm	Personal time
9:15-10:15 pm	Dinner
10:30 pm	Movie

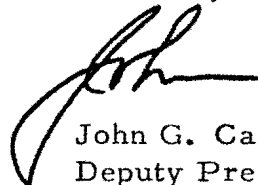
Saturday, August 7

7:45-8:45 am	Breakfast
9:00-11:30 am	Personal time
11:30a - 12:30 p	News Summary staff meeting
1:00-2:00 pm	Lunch
2:30-5:30 pm	Communications, Research, Advocates staff meeting
6:00-7:30 pm	Depart Camp David

We hope your stay is most productive and enjoyable.

Thank you.

Sincerely,



John G. Carlson
Deputy Press Secretary
to the President

Sent to: PRESS ADVANCE OFFICE

Doug Blaser	✓
Joy Chiles	✓
David Frederickson	✓
Ann Grier	✓
Jim Hunter	✓
Jack LaCovey	✓
Hugh O'Neill	/
Dorrance Smith	✓
Steve Studdert	✓
David Wendell	✓



THE WHITE HOUSE

WASHINGTON

August 3, 1976

Dear

We are moving ahead with our plans to go to Camp David this weekend. You are scheduled to arrive at Camp David between 1 and 2 pm on Friday, August 6. Upon arrival at Camp David, you will be directed to your accommodations by the Marine Security Officer at the Main Gate. You will be staying in Laurel Lodge. All meetings and meal service is provided in Laurel Lodge. You will receive a bill for your meals after you return to Washington.

Attached is some information which will make your stay at Camp David more enjoyable. Please note that no cameras or weapons are allowed. It is also suggested that you bring along a warm sweater since the mornings and early evenings are quite cool. Please dress informally, but men should wear a jacket for dinner.

To facilitate the handling of all luggage, would you please affix a 3x5 card to each piece with your name and cabin name on it.

An itinerary for your stay is listed below:

Friday, August 6

1:00-2:00 pm	Arrive Camp David
2:00-7:30 pm	Personal time
7:30-9:00 pm	Staff meeting
9:15-10:15 pm	Dinner
10:30 pm	Movie

Saturday, August 7

7:45-8:45 am	Breakfast
9:00-10:30 am	Staff meeting
10:30-11:30 am	Personal time
11:30 a-12:30 pm	Depart C. D.

Please plan to depart your room by 10:00 am on Saturday since a new group will be coming in between 10 and 11 o'clock.

We hope your stay is most productive and enjoyable.

Sincerely,

John G. Carlson
Deputy Press Secretary
to the President