



OFFICE OF THE VICE PRESIDENT
WASHINGTON

1980
January ~~1979~~

TO WHOM IT MAY CONCERN:

This letter will introduce Mr. William Roberts, who is an authorized representative of the Office of the Vice President.

Acting in the capacity of an advance person for the Vice President, Mr. Roberts will be the liaison between your organization and our Washington Office. He has the full authority to make decisions relative to matters pertaining to the Vice President's visit.

In the event verification is desired regarding his position or level of authority, please contact me or Kathleen Ley at 202/395-4245.

Sincerely,

Richard C. Schmitt

Richard C. Schmitt
Special Assistant to
the Vice President and
Director of Advance

SAMPLE

AUTHORIZATION TO TRAVEL FOR ADVANCE PERSONNEL

MEMO TO : CARTER/MONDALE SCHEDULING OFFICE

FROM: THE VICE-PRESIDENT'S SCHEDULING OFFICE

RE: TRIP OF THE VICE-PRESIDENT TO Des Moines, Iowa

DATE OF THE VICE-PRESIDENT'S ARRIVAL 1/2/80 OF DEPARTURE 1/2

PLEASE FILL IN ALL OF THE FOLLOWING INFORMATION:

ADVANCE PERSONS NAME Arnot Walker

HOME ADDRESS 1103 P St., NW, Washington, D.C. 20005

HOME PHONE 265-5342 BUSINESS PHONE —

FLIGHT INFORMATION:

CITY OF DEPARTURE Washington, D.C.

DESTINATION Des Moines

DATES OF ADVANCE: 12/28/79 TO 1/2

DESIRED TIMES OF FLIGHT DEPARTURE Am (9-10) of 12/28 AND RETURN open

ARE THERE ANY SPECIAL TIME CONSTRAINTS REGARDING FLIGHT DEPARTURES OR ARRIVALS? No

CAR RENTAL? YES NO

TYPE OF CAR NEEDED 1 large 4-door sedan / 1 bus (38 passenger)

DATES OF CAR RENTAL(S) Sedan - 12/28 to 1/2 for Arnot / bus - for motorcade

LODGING INFORMATION: THERE WILL ALWAYS BE TWO ADVANCE PERSONS PER ROOM.

NAME AND ADDRESS OF HOTEL Hilton Inn; 125 Q St., Des Moines, Iowa

HAVE RESERVATIONS BEEN MADE? YES NO

HOTEL PHONE NUMBER 404/682-1008

ESTIMATED AMOUNT OF DRAFT FOR INCIDENTAL EXPENSES \$100

ESTIMATED AMOUNT OF DRAFT FOR EXTRAORDINARY EXPENSES \$200

PURPOSE OF EXTRAORDINARY EXPENSES Sound equipment / typewriters / decorations

FOOD ALLOWANCE OF \$10 PER DAY FOR 6 DAYS.

SALARY OF \$50 PER DAY FOR 6 DAYS.

22203

CARTER/MONDALE TRIPS

1. Once a trip is on and the advance people are lined up, call Kevin Thomas at the Committee (789-7253). Do this even before you get the travel authorizations over to him. (The TAs are enclosed, a sample filled out. Each person has one filled out on him or her. When completed, put them in a plain envelope, addressed to Kevin Thomas, Carter/Mondale Committee, and take it to the mail room for delivery).

2. Tell Kevin to get prepaid tickets for the advance people. You don't have to suggest flights, just a time-frame for Kevin to work with. Normally, returns should just be open. Kevin will call you back with the flight information, which I have been passing along to the advance people.

(Air Force II flight not allowed)

3. Tell Kevin to get a large 4 door sedan for the lead advance (except not for Arnot, if he is the lead) on his/her arrival. Avis is the Committee's car company. Kevin should also order buses, but this can wait for action.

4. I have ~~ordered~~ ^{been ordering} the hotels, whether for RONs or just for the advance people. For RONs, the normal package is:

- One moderately sized one bedroom suite for WFM
- Up to 20 singles for the traveling party (press and the WHCA traveling person are figured into this, too)

Both are for the night of the overnight alone.

- In addition, the advance people will need their rooms. If we have more than 2 advance people, you might check with the Committee to see about doubling-up. Otherwise, the lead advance gets a large single (for the bedroom and staff office needs) and the back-up gets a regular single.

I normally talk to the General Manager or his/her office in making reservations. Try to get the hotel to direct bill the Committee (Mr. Thomas Bruce, Carter/Mondale Presidential Committee, 1413 K St., NW Washington, DC 20005.) If they won't, say that either expense vouchers will be provided to the lead advance for the full amount (determine with the hotel what that amount will be), or, if they are receptive, say the Committee will pay by Express Mail the total during the course of the trip. Inform Kevin of this transaction, and also tell the hotel that Kevin will be giving them a confirmation call, etc. and make sure Kevin knows he is supposed to do this and with whom, etc.

Determining the hotel usually involves Beckie and Bill Hoskyn. Beckie may specify a hotel because the event is there (check by calling anonymously and asking if the hotel is unionized). Tell Beckie if the hotel is not. If the event isn't at a hotel, you can go through old files for suggestions or Bill can ask his people in the local area for suggestions.

Inform both the USSS (4153) and George Kranich of WHCA (4040) who the advance people are and what hotels we're using.

5. We have been specifying a total of \$300.00 in expense money to be supplied by the Committee in vouchers to the lead advance. Obviously, you can alter this. Let Kevin know and put it down on the travel authorization. Food money should also be arranged by the Committee to be sent with the rest of the vouchers for both advance people. Ask the Committee to please specify on the vouchers what is per diem money and for whom.

Inform (at least this is what I have been doing myself -- not the Committee) the advance people about all these transactions. Kevin usually Express mails the vouchers to the lead at the hotel and they usually arrive somewhat after the advance people get there). If they don't arrive when they should, let Kevin know.

** 6. I gather we are still allowed to send the packets out. They require five 15¢ stamps, which you get from Susan. Include a draft schedule, if available; a political certification form for both Advance; a trip evaluation form; a thank you list form; a newly done (1980) letter of introduction of the lead advance person, who should be instructed to keep this and use it all year. We should keep a copy. Also provide car signs, which are in the cabinet behind me. Send the packets to the respective hotels. The packet, of course, only goes to the lead. Mark "Priority Mail" on the packets.

And I think that is all until I return. My number is with Signal (707/822-2873). Have fun and Merry Christmas!

** Sample packet forms are enclosed.

Dear Mr. Schmitt:

This is to certify that I, _____
am utilizing my personal vacation or leave time in order
to advance the Vice President's trip to _____
(city & state)
on _____ . My employer, _____
(date)
is fully aware that I am so utilizing this time and there are
no laws or regulations related to my job which preclude me
from engaging in such activity.

Sincerely,

(name)

(residence address)

(state, city & zip)

AUTHORIZATION TO TRAVEL FOR ADVANCE PERSONNEL

MEMO TO : CARTER/MONDALE SCHEDULING OFFICE

FROM: THE VICE-PRESIDENT'S SCHEDULING OFFICE

RE: TRIP OF THE VICE-PRESIDENT TO _____

DATE OF THE VICE-PRESIDENT'S ARRIVAL _____ OF DEPARTURE _____

PLEASE FILL IN ALL OF THE FOLLOWING INFORMATION:

ADVANCE PERSONS NAME _____

HOME ADDRESS _____

HOME PHONE _____ BUSINESS PHONE _____

FLIGHT INFORMATION:

CITY OF DEPARTURE _____

DESTINATION _____

DATES OF ADVANCE: _____ TO _____

DESIRED TIMES OF FLIGHT DEPARTURE _____ AND RETURN _____

ARE THERE ANY SPECIAL TIME CONSTRAINTS REGARDING FLIGHT DEPARTURES

OR ARRIVALS? _____

CAR RENTAL? YES _____ NO _____

TYPE OF CAR NEEDED _____

DATES OF CAR RENTAL(S) _____

LODGING INFORMATION: THERE WILL ALWAYS BE TWO ADVANCE PERSONS PER ROOM.

NAME AND ADDRESS OF HOTEL _____

HAVE RESERVATIONS BEEN MADE? YES _____ NO _____

HOTEL PHONE NUMBER _____

ESTIMATED AMOUNT OF DRAFT FOR INCIDENTAL EXPENSES _____

ESTIMATED AMOUNT OF DRAFT FOR EXTRAORDINARY EXPENSES _____

PURPOSE OF EXTRAORDINARY EXPENSES _____

FOOD ALLOWANCE OF \$10 PER DAY FOR _____ DAYS.

SALARY OF \$50 PER DAY FOR _____ DAYS.

AUTHORIZATION TO TRAVEL FOR ADVANCE PERSONNEL

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HOME ADDRESS _____

HOME PHONE _____

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FLIGHT INFORMATION:

CITY OF DEPARTURE _____

DESTINATION _____

DATES OF ADVANCE: _____ TO _____

DESIRED TIMES OF FLIGHT DEPARTURE _____ AND RETURN _____

ARE THERE ANY SPECIAL TIME CONSTRAINTS REGARDING FLIGHT DEPARTURES

OR ARRIVALS? _____

CAR RENTAL? YES _____ NO _____

TYPE OF CAR NEEDED _____

DATES OF CAR RENTAL(S) _____

LODGING INFORMATION: THERE WILL ALWAYS BE TWO ADVANCE PERSONS PER ROOM.

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HAVE RESERVATIONS BEEN MADE? YES _____ NO _____

HOTEL PHONE NUMBER _____

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ESTIMATED AMOUNT OF DRAFT FOR EXTRAORDINARY EXPENSES _____

PURPOSE OF EXTRAORDINARY EXPENSES _____

FOOD ALLOWANCE OF \$10 PER DAY FOR _____ DAYS.

SALARY OF \$50 PER DAY FOR _____ DAYS.

TRIP EVALUATION REPORT

I. AIRPORT ARRIVAL:

Location

Date

SITE:

PRESS:

VIP'S:

COMMENTS:

II. MOTORCADE:

VEHICLES:

DRIVERS:

ACCESSIBILITY:

COMMENTS:

III. EVENT SITE #1:

LAYOUT:

MOVEMENTS:

PRESS:

SOUND:

COMMENTS:

IV. EVENT SITE #2:

LAYOUT:

MOVEMENT:

PRESS:

SOUND:

COMMENTS:

TRIP EVALUATION REPORT (cont.)

V. EVENT SITE #3:

LAYOUT:

MOVEMENTS:

PRESS:

SOUND:

COMMENTS:

VI. HOTEL:

ROOMS:

STAFF ROOM:

PHONES:

MOVEMENTS:

COMMENTS:

VII. OVER-ALL EVALUATION:

USSS PROBLEMS:

THANK YOU'S:

BRIEFING CARDS:

TRIP STRENGTHS:

TRIP WEAKNESSES:

GENERAL COMMENTS & SUGGESTIONS:

MASTER THANK YOU RECORD LIST

TRIP NAME

CITY

VISIT DATE

NAME

(Note the nickname, if any, the Vice President would use in salutation)

ADDRESS

SPECIFIC CONTRIBUTION

TELEPHONE NUMBER



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