Memorandum

TO: Chief
FROM: SA Lawson, White House Detail

DATE: November 19, 1963

SUBJECT: Preliminary Survey Report - Visit of President to Dallas, Texas, to speak at a luncheon being sponsored by Dallas Citizens Council, Dallas Assembly and the Science Research Center on November 22, 1963. The President will be accompanied by Mrs. Kennedy and by the Vice President and Mrs. Johnson.

Attached are the following:
1. Itinerary.
2. Post Assignments.
3. Motorcade.
4. Instructions to Agents.
5. Communications.
6. Reception Committee List.
7. Identification Samples.
8. Sample Luncheon Invitation.

Approved:
Winston G. Lawson,
Special Agent.

Gerald A. Behn
Special Agent in Charge

Attachments (8)

Confidential

COMMISSION EXHIBIT 767
ATTACHMENT 1

ITINERARY

11:35 AM
Arrive airport. Will be received by approximately 17 persons. Appropriate dress will be business suit.

11:45 AM
Depart airport via motorcade. The motorcade is taking a longer route than necessary to the Trade-Mart where the luncheon is being held to afford the people of Dallas a chance to see the President.

12:30 PM
The President arrives at the Trade-Mart, 2100 Stemmons Freeway.

12:40 PM
The head table is seated and the luncheon begins.

1:25 PM
The luncheon is over. Short introductions of head table guests will be made. The President will be introduced and the President will speak.

1:50 PM
The President leaves the luncheon area.

2 PM
The Presidential motorcade departs the Trade-Mart.

2:20 PM
The Presidential motorcade arrives at the airport.

2:30 PM
The President's plane departs for Austin, Tex.

COMMISSION EXHIBIT 767—Continued
ATTACHMENT 2.

DALLAS LOVE FIELD

1. Point where President deplanes
   SAIC Sorrels
   SA Lawson

2. Crowd - fence area
   ATSAIC Roberts and SA's Ready, McIntyre and Bennett (Follow-up car)

3. Press area
   SA Lawton (Remain at airport to set up return)

4. Motorcade area
   SA Warner (remain at airport for return)

5. Proximity of Mrs. Kennedy
   SA Hill
   SA Landis

6. Proximity of Vice President
   ASAIC Youngblood
   ATSAIC Johns

7. Point where Vice President deplanes
   SA Kivett

TRADE MART

1. Point where President's car stops
   SA Grant

2. Seated in front of Head Table
   ATSAIC Stout
   ASAIC Youngblood

3. Left Front - Head Table
   SA Sulliman

4. Right Front - Head Table
   SA Cleson

5. Lobby check point
   SA Howlett

6. Press area - balcony
   SA Berger

7. Behind Head Table
   SA Steuart

8. Press Area - First Floor
   SA Johnsen

The Presidential and Vice Presidential follow-up car Agents will supplement these posts upon their arrival.

COMMISSION EXHIBIT 767—Continued
ATTACHMENT 3.

MOTORCADE

Lead Police Vehicles

Lead Car

President's Car (SS 100X)

Secret Service Follow-up Car (SS 679X)

Vice President's Car (Lincoln Convertible)

Vice President's Follow-up Car

Wire Service Car

Press Photo Car

Press Photo Car

Press Photo Car (Local press)

Congressional Car

Congressional Car

Congressional Car

Congressional Car

White House Staff Car

Press Bus

Press Bus

Staff and Dignitary Bus

Extra Cars

Rear Police Vehicles

COMMISSION EXHIBIT 767—Continued
ATTACHMENT

INSTRUCTIONS TO AGENTS

ATSAIC Roberts and SA's Ready, McIntyre and Bennett will work the Presidential follow-up car throughout this entire movement. They will be joined by SA's Hill and Landis from the First Lady's Detail. As noted in Post Assignments, SA Lawton will remain at the airport with SA Warner, Dallas office, to set up the President's departure.

The 4 p.m. to 12 a.m. shift of ATSAIC Stout and SA's Sullivan, Johnson, Olsson and Berger will be inside at the airport upon their arrival by SA Lawson and transported to the Trade-Mart in Dallas police vehicles. Upon their arrival at the Trade-Mart they will be met by SA Grant for posting. Immediately upon the President's departing the Trade-Mart, they should return to the airport in the same police vehicles.

There will be the following identification, samples of which are in Attachment No. 7: local press badge, Committee badge, head table badge, airport reception committee badge, WH press badge, WH communications support badge and lapel pins for Trade-Mart personnel, head table waiters, drivers, and plain clothes officers.

Agents will wear their red and white permanent lapel pin and WH Communications and White House Staff will wear their corresponding lapel pin.

Commission Exhibit 767—Continued
ATTACHMENT 5

COMUNICATIONS

Communications arrangements were made by CNO Arthur Bales, Jr., WHCA. These facilities are as follows:

1. Telephone: A Dallas switchboard will be operating with the usual capabilities. Phones will be spotted at locations where the President will visit.

   The dial area is Riverside 1-3421.

2. Radio: A Charlie base radio station will be in operation.

3. A communications center is located at the Sheraton Hotel.

4. Recording of the President's speech will be made at the Trade-Mart.

COMMISSION EXHIBIT 767—Continued
AIRPORT RECEPTION COMMITTEE LIST

Mayor & Mrs. Earl Cabell
President, Chamber of Commerce Bob Cullum
Head of Council of Churches Luther Holcomb
Vice Chairman, Democratic Committee Cliff Cassidy
Committeeman John Gray
State Chairman Eugene Locks
Head, Citizens Council Mr. & Mrs. Erik Jonsson
Head, Dallas Assembly Dawson Sterling
President, AFL-CIO Charlie King
Exec. Secretary, AFL-CIO Allen Maley
Pres. Negro Chamber of Commerce James E. Smith
Head of Demo. Clubs Dave Moss
County Judge LevSterrett
U. S. Attorney Barefoot Sanders
Dallas Women's Club, Council Pres.
Vice President, State AFL-CIO George Miner
Vice President, State AFL-CIO David Keeler

COMMISSION EXHIBIT 767—Continued
The Dallas Citizens Council
The Dallas Assembly
The Science Research Center
request the pleasure of
the company of

at a luncheon in honor of
The President and Mrs. Kennedy
The Vice-President and Mrs. Johnson
The Governor and Mrs. Connally
Friday, the twenty-second of November
at twelve noon
The Trade Mart

Commission Exhibit 767—Continued