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UNITED STATES GOVERNMENT

18

# Memorandum

U. S. Secret Service

DATE: November 19, 1963

TO : Chief  
FROM : SA Lawson, White House Detail

*W. G. Lawson*

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.

*Winston G. Lawson*  
Winston G. Lawson,  
Special Agent.

Approved:

*Gerald A. Behn*  
Gerald A. Behn  
Special Agent in Charge

Attachments (8)

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**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.

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**ATTACHMENT 2.**

**DALLAS LOVE FIELD**

- |  |  |
|--|--|
| 1. Point where President deplanes      | SAIC Sorrels<br>SA Lawson  |
| 2. Crowd - fence area                  | ATSAIC Roberts and SA's Ready,<br>McIntyre and Bennett (Follow-<br>up car) |
| 3. Press area                          | SA Lawton (Remain at airport<br>to set up return)                          |
| 4. Motorcade area                      | SA Warner (remain at airport<br>for return)                                |
| 5. Proximity of Mrs. Kennedy           | SA Hill<br>SA Landis   |
| 6. Proximity of Vice President         | ASAIC Youngblood<br>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<br>ASAIC Youngblood |
| 3. Left Front - Head Table           | SA Sullivan                      |
| 4. Right Front - Head Table          | SA Olsson                        |
| 5. Lobby check point                 | SA Howlett                       |
| 6. Press area - balcony              | SA Berger                        |
| 7. Behind Head Table                 | SA Stewart                       |
| 8. Press Area - First Floor          | SA Johnson                       |

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

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**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**

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**ATTACHMENT 4**

**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 m.m. shift of ATSAIC Stout and SA's Sulliman, Johnsen, Olsson and Berger will be made 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.

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**ATTACHMENT 5.**

**COMMUNICATIONS**

Communications arrangements were made by CWO Arthur Bales, Jr., WECA. 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 number 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.

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**ATTACHMENT 6.**

**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	Lev Sterrett
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

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*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*

SAMPLE

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