

August 4, 1969

MEMORANDUM FOR: MR. HALDEMAN

Bob:

A few quick items re the Camp David setup for August 4, 5 and 6.

- The Change of Command ceremony will not be held until Thursday, August 7.
- I have given the following information to the Camp David Commander:
 - The President will be coming up late this morning in the company of Messrs. Haldeman and Higby.
 - Overnight guests August 4th will be the President, Messrs. Haldeman, Higby ... and possibly Rebozo.
 - Mr. Butterfield will be up (by automobile) around mid-afternoon Tuesday.
 - Guests arriving by chopper at 5:00 p. m. Tuesday will be:

Vice President Agnew
Secretary Kennedy
Secretary Laird
Attorney General Mitchell
Postmaster General Blount
Secretary Hickel
Secretary Hardin
Secretary Stans
Secretary Shultz
Secretary Finch
Secretary Romney
Secretary Volpe
Under Secretary Richardson
Ambassador Yost
Director Mayo
Director Rumsfeld
Dr. Burns
Chairman Morton

A total of 18 ... which means that (18 + 5) 23 people, at least, will be spending Tuesday night at the Camp.

- The President's dinner Tuesday evening will probably include all except Rebozo, Butterfield, Higby, and perhaps Haldeman ... i. e. dinner for 19 or 20.
- Breakfast Wednesday morning should be planned for 7:30 or 8:00 with the Cabinet Meeting to follow at about 9:00 ... certainly no later than 9:30. Some staff members and a briefing team will arrive at Camp David prior to Wednesday morning's Cabinet Meeting ... probably about 8:00.
- At least 25 pads and pencils are to be on hand and the conference table should be set up to accommodate 19 persons with at least 15 chairs spaced evenly around the perimeter of the room.
- Mr. Butterfield will bring with him all necessary training aids.

Larry Higby may have given the Camp staff some additional information. At any rate, the staff up there claims to be prepared for the activities scheduled for the next 3 days and whereas a sleeping plan has been drawn up, it will not be considered "final" until you have checked it over.

ALEXANDER P. BUTTERFIELD