

1. Bob Goodwin (IDS Code 145-2535) is in charge and Greg Newell (telephone: 456-2816) is the Assistant. Goodwin may not be here Friday and Newell will run show.
2. President will arrive at 11:00 a.m., and will probably have in his motorcade Cheney, Duval, Marsh and four or five others.
3. Bush should meet President at his limousine in front of auditorium.
4. Seated on stage at that time should be General Walters, Mrs. Bush, Justice Potter Stewart, and Mrs. Ford, if she comes.
5. White House will mark on stage in front of chairs who sits where. We will also brief locally.
6. Rostrum and microphone and seal being provided by White House, as well as flags.
7. Rostrum will be on left side of stage as you face it.
8. Bush and President should walk down right aisle and go immediately to seats. A White House "barker" will announce "The President of the United States" as Bush and the President enter the auditorium
9. After they are on stage and seated, the following sequence of events will take place:
 - a. Gen. Walters should go to microphone, make very brief reference to presence of President and reason why assemblage taking place.
 - b. Gen. Walters then asks the President and Mr. Bush and party to step forward to be sworn (White House will mark on stage where this party should stand and in what order). Mrs. Bush will hold Bible.
 - c. When swearing is over, President will go to microphone and others will return to their seats and President will speak. White House estimates President's speech will be about 10 minutes. Knoche and Lehman are furnishing themes to White House by Close of Business 28 January.

- d. President will introduce Bush who, it is believed, will choose to make remarks of two-three minutes duration.
 - e. At conclusion of Bush's remarks, General Walters will approach microphone and state the ceremony is over.
10. "Presidential Party" (exact members yet to be determined) will then leave stage by opposite aisle from which they walked in. They will proceed out front door, turn right, walk to main entrance of building, enter building, turn immediately right and walk in "roped-corridor" around right-hand side of main lobby. As they approach steps will turn left to center of steps and mount steps to first floor.
 11. Agency employees will be assembled in main lobby area and first floor, right and left of main entrance steps.
 12. Goodwin will determine if President will choose to make brief remarks to Agency employees. If so determined, White House will furnish podium, microphone and public address system for use in lobby. Alternatively, President may wish only to mingle amongst employees. We will be advised.
 13. It is assumed, but not definitely known at the moment, that the President will then depart. Blake will discuss this matter with Mr. Bush.
 14. We may or may not have a bit of a problem with Congressional representatives and other VIP's who, on their own, may wish to come into the building lobby to hear the President's remarks. We are working this problem.
 15. The above represents the sequence of events as now known. There now follows additional considerations:
 - a. In the main building, the White House, Secret Service and Communications will be using part of the Security Duty Office and also the small waiting room adjacent to the Director's elevator. A White House phone will be installed in both locations as well as other communications gear.
 - b. No plans for helicopter -- Presidential party will come in motorcade
 - c. Guest Lists and Seating Arrangements -- at this time the following is known:

- 1) Mr. Bush is having about 80 guests.
 - 2) The White House invitation list has not yet been drawn up and I stressed to Goodwin the necessity of getting it at the earliest moment. It is anticipated it will run about 50 or 60 names.
 - 3) The IC Staff will invite about 60 from the Community.
 - 4) 20 seats will be reserved for newspaper reporters. This will leave approximately 300 seats for Agency employees. We will prorate amongst the five major components and request components to select a representative cross-sampling of personnel.
- d. Media Coverage -- It was agreed no representatives of the foreign press will be invited or allowed to attend. It is estimated, all up, there may be about 80 media personnel, including technicians, etc.
- 1) 20 newsmen by name will be designated to sit in the auditorium.
 - 2) Camera crews, both White House and commercial, will be in the right and left hand corners of the auditorium.
 - 3) We will film and tape from projection booth.
 - 4) It was stressed to White House representatives that if major media wants live transmission, we must be notified soonest because of electrical and logistical problems involved.
 - 4) Words spoken from the stage will be piped real-time to the White House Press Room.
 - 5) The White House will release to press on 28 January, President Ford's visit to CIA.

16. Questions to Discuss with Mr. Bush:

- a. Do you wish to have a printed program?
- b. Details concerning 10:00 a.m. coffee hour.
- c. Details concerning President's departure from building.

- d. Verify that he will make some remarks from the stage.
- e. Detailed annexes to this overall scenario will be developed by the Directors of Logistics, Personnel, Communications, Security and Mr. Angus Thuermer, Asst. to the DCI.