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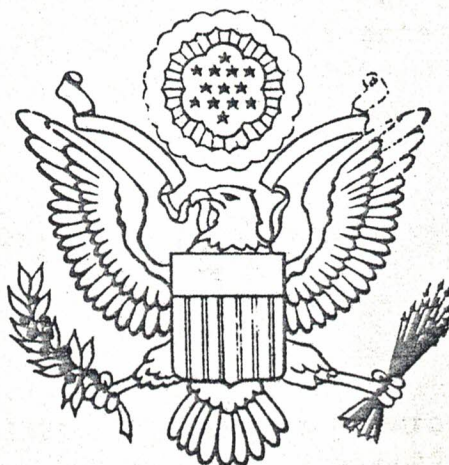
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AMERICAN EMBASSY, LONDON

3

DEPARTURE SCENARIO



VISIT OF THE SECRETARY OF STATE

TIME 3:15 P.M.

DATE WEDNESDAY, MAY 11, 1977

If you have any questions regarding this scenario
call extension 239

Prepared ADM:JBLANE

DEPARTURE SCENARIO

MINUTES PRIOR TO/ DEPARTURE	ITEM #	A.M./P.M.	ACTIVITY	RADIO CALL SIGN
-320	1	9:55	Baggage truck arrives Churchill Hotel	Geronimo Stagecoach
-315	2	10:00	Baggage call at various hotels	Geronimo Stagecoach
-285	3	10:30	Baggage truck departs Churchill en route Britannia hotel	Geronimo Stagecoach
-275	4	10:40	Baggage truck arrives Britannia hotel	Geronimo Stagecoach
-245	5	11:10	Baggage truck departs Britannia hotel en route Heathrow Southside	Geronimo Stagecoach
-190	6	12:05	Secstate departs Lancaster Green Star House en route Embassy	
-185	7	12:10	Baggage truck arrives Heathrow Southside VIP Suite	Geronimo Stagecoach
-175	8	12:20	Secstate arrives Embassy	Green Star
-175	9	12:20	Stepvan and follow car for classified transport depart Embassy en route Heathrow Southside (Messrs. McCamman, Moran, Eaton, plus 2 MSG)	Scout 2 Suitcase
-115	10	1:20	Stepvan and follow car for classified transport arrive Heathrow Southside VIP Suite	Scout 2 Suitcase
-105	11	1:30	Embassy bus for on-board Press departs Churchill hotel en route Embassy	N/A
-75	13	2:00	Embassy bus for on-board Press departs Embassy en route Heathrow Southside	N/A

MINUTES PRIOR TO/ DEPARTURE	ITEM #	P.M.	ACTIVITY	RADIO CALL SIGN
50	14	2:15	Messrs. Conlin, Seyster and Lane depart Embassy en route Heathrow Southside	Tango Leader Tango Yankee Atlas I
50	15	2:15	Embassy passenger vehicles (Numbers 1, 2 and 3) arrive Heathrow Southside VIP Suite	N/A
45	16	2:30	Secstate, accompanied by Charge Spiers, departs Embassy en route Heathrow Southside	Green Star Blue Star
30	17	2:45	Embassy bus for on-board Press arrives Heathrow Southside VIP Suite	N/A
15	18	3:00	Messrs. Conlin, Seyster and Lane arrive Heathrow Southside VIP Suite	Tango Leader Tango Yankee Atlas I
5	19	3:10	Secstate, accompanied by Charge Spiers, arrives Heathrow Southside VIP Suite	Green Star
3	20	3:12	Charge Spiers bids Secstate farewell	Green Star Blue Star
0	21	3:15	Wheels-up for Madrid	Green Star

ADMIN ARRIVAL SCENARIO
ARRIVAL DECEMBER 9 - ETA 1:50 P.M.

3

SECRETARY OF DEFENCE

WEDNESDAY

12:30 PM The following vehicles depart Embassy for Heathrow
(Southside)

EMB SEDANS - FIVE (5)
BAGGAGE VAN
CLASSIFIED VAN
RENTAL BUS

1:30 PM Vehicles arrive Southside

1:50 PM Secretary of Defence Weinberger and party arrive

2:00 PM Motorcade departs for Churchill

	<u>PASSENGERS</u>	<u>VEHICLES</u>	<u>DRIVERS</u>	<u>CALL SIGNS</u>
UNN	Sec Defence Mr. Zaice, Mr. Sommer	EMB Limo	Hull	White Star
UNN	Follow Car Agents	Scotland Yd.		-
#3	Mr. Perle BGEN, Lasater, Mr. Harrison	Rental	-	-
#4	Mr. Catto Mr. Fernandez	EMB	Riley	E-3
#5	MajGen Smith	EMB	Gladstone	E-12
#6	Rest of Party	Bus	-	-

The following vehicles are not part of the Motorcade and will depart as indicated.

#7	2:35 PM	Classified van departs Heathrow en route to Churchill
#8	-	Follow car departs Heathrow
#9	-	Baggage van departs Heathrow for Churchill Hotel
	2:45 PM	Motorcade arrives Churchill Hotel
	3:45 PM	Classified van and follow car arrive Churchill Hotel
	3:45 PM	Baggage car arrive Churchill

VEHICLE ASSIGNMENTS UPON ARRIVAL IN TOWN

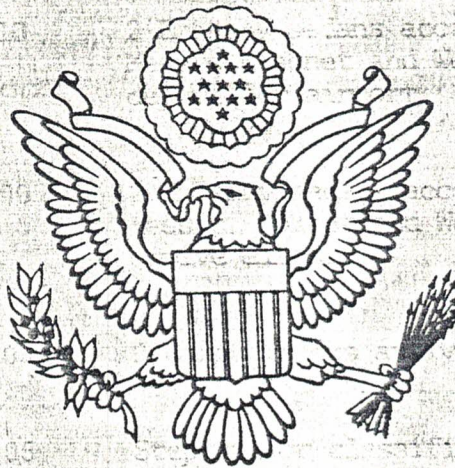
	<u>PASSENGER</u>	<u>DRIVER</u>	
#3	Mr. Perle	Rental	
#4	Mr. Catto	Riley	
#5	Gen. Smith	Gladstone	
#10	Pool Car	Hayes	E-4

AMERICAN EMBASSY, LONDON

ARRIVAL SCENARIO

(3)

ARRIVAL SCENARIO



VISIT OF THE WHITE HOUSE SUMMIT ADVANCE TEAM

TIME 8:00 P.M.

DATE TUESDAY, APRIL 26, 1977

If you have any questions regarding this scenario
call extension 236

Prepared ADM:JBLane

ARRIVAL SCENARIO

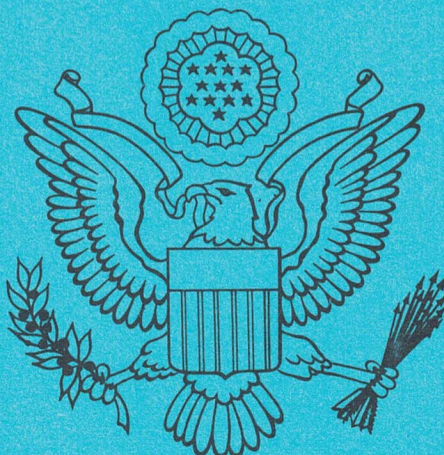
MINUTES PRIOR TO/ TER ARRIVAL	ITEM #	PM	ACTIVITY	RADIO CALL SIGN
40	1	4:00	Radio Net operational	Tango Mercury
80	2	5:00	Welcome room commences operation at Britannia	Control 1
170	3	5:10	2 Cargo trucks depart for Cargo Control Post 10 entrance to airport	Cheyenne Cherokee
170	4	5:10	Stepvan for classified transport departs for airport	Suitcase
170	5	5:10	2 Embassy sedans accompanied by Messrs. Bohnet and Westover depart for airport	Tango X-Ray Geronimo Eagle 3 Eagle 4
120	6	6:00	2 Embassy sedans accompanied by Messrs. Bohnet and Westover arrive airport	Tango X-Ray Geronimo Eagle 3 Eagle 4
115	7	6:05	2 Cargo trucks arrive airport	Cheyenne Cherokee
115	8	6:05	Stepvan for classified transport arrive airport	Suitcase
100	9	6:20	Following vehicles depart from Embassy for airport: a. First bus b. Second bus c. Embassy Aero limousine d. Small stepvan for Advance Team baggage (Messrs. Conlin and Lane will accompany limousine to airport.)	Condor N/A Jumbo Vulture Tango Leader Atlas 1
45	10	7:15	Following vehicles arrive cargo area of airport: a. First bus b. Second bus c. Embassy Aero limousine d. Small stepvan for Advance Team baggage (Messrs. Conlin and Lane arrive airport.)	Condor N/A Jumbo Vulture Tango Leader Atlas 1

MINUTES PRIOR TO/ AFTER ARRIVAL	ITEM #	PM	ACTIVITY	RADIO CALL SIGN
0	11	8:00	Advance aircraft arrives airport (Tail #).	White Star
5	12	8:05	Mr. Woodward and Party greeted by Mr. Conlin	Tango Leader
7	13	8:07	Limousine and small step van for Advance Team baggage approach aircraft	Jumbo Vulture
-7	14	8:07	First bus approaches aircraft (all WHCA Holiday Inn-bound baggage will accompany first bus to hotel). Mr. Hendrix will ride first bus to hotel	Condor
+10	15	8:10	Limousine with Advance Party accompanied by Mr. Conlin departs for Britannia	Jumbo Tango Leader
+20	16	8:20	Small stepvan with Advance Party baggage departs for hotel	Vulture
+20	17	8:20	First bus with WHCA baggage on board departs for Holiday Inn. Mr. Lane accompanies bus.	Condor Atlas 1
+20	18	8:20	2 Cargo trucks approach aircraft	Cherokee Cheyenne
+20	19	8:20	Stepvan for classified transport approaches aircraft	Suitcase
+55	20	8:55	Limousine arrives Britannia	Jumbo Tango Leader
+65	21	9:05	Small stepvan with baggage arrives Britannia	Vulture
+75	22	9:15	First bus arrives Holiday Inn	Condor Atlas 1
+75	23	9:15	Limousine arrives Churchill	Jumbo Tango Leader
+85	24	9:25	Small setpvan with baggage arrives Churchill	Vulture

MINUTES PRIOR TO/ AFTER ARRIVAL	ITEM #	PM	ACTIVITY	RADIO CALL SIGN
-120	25	10:00	2 Cargo trucks depart airport for Embassy	Cherokee Cheyenne
-120	26	10:00	Second bus departs airport for Embassy	N/A
-120	27	10:00	Stepvan for classified transport departs airport for Embassy	Suitcase
+125	28	10:05	2 Embassy sedans accompanied by Messrs. Bohnet and Westover depart for Embassy	Tango X-Ray Geronimo Eagle 3 Eagle 4
+180	29	11:00	Following vehicles arrive Embassy: a. 2 Cargo trucks b. Second bus c. 2 Embassy sedans accompanied by Messrs. Bohnet and Westover d. Stepvan for classified transport	Cherokee/ Cheyenne N/A Eagle 3/ Tango X-Ray Eagle 4/ Geronimo Suitcase
+?	30	?	Second bus departs Embassy for Holiday Inn	N/A
+?	31	?	Second bus arrives Holiday Inn	N/A

**American Embassy
London**

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PRESIDENT CARTER'S VISIT TO THE UNITED KINGDOM

May 5 — May 10, 1977

USEFUL TELEPHONE NUMBERS

AMERICAN EMBASSY, GROSVENOR SQUARE, LONDON, W1 499-9000

LONG DISTANCE

To place official calls, please identify yourself and give the operator the name, location and telephone number of the party desired.

LONG DISTANCE
EMBASSY EXTENSIONS
LONDON TOLL

WINFIELD HOUSE, Outer Circle, Regent's Park, London, W1 262-5594

BRITANNIA HOTEL, Grosvenor Square, London, W1 629-9400

CHURCHILL HOTEL, Portman Square, London, W1 486-5800

CLARIDGE'S HOTEL, Brook Street, London, W1 629-8860

CUMBERLAND HOTEL, Marble Arch, London, W1 262-1234

EUROPA HOTEL, Grosvenor Square, London, W1 493-1232

HEATHROW HOTEL, Bath Road, Heathrow, Hounslow, Middlesex 897-6363

HOLIDAY INN, George Street, Marble Arch, London, W1 723-1277

MAYFAIR HOTEL, Berkeley Street, London, W1 629-7777

PARK COURT HOTEL, Lancaster Gate, London, W2 402-4272

PORTMAN (INTER-CONTINENTAL) HOTEL, 22 Portman Square,
London, W1 486-5844

SELFRIDGE HOTEL, Orchard Street, London, W1 408-2080

TYNESIDE POST HOUSE, Washington, Near Newcastle,
Tyne and Wear 0632-462 264

	<u>Embassy Duty Officer</u>	<u>Consular Duty Officer</u>
April 27 - May 4, 1977	George H. Thigpen Embassy Ext. 454 Home Tel. No. 455-6666	Stuart J. Schwartzstein Embassy Ext. 591 Home Tel. No. 722-0315
May 4 - May 11, 1977	Harry H. Pollak Embassy Ext. 121 Home Tel. No. 794-4872	Harry C. Merson Embassy Ext. 585 Home Tel. No. 286-6846

This booklet prepared by A/VIS:jma:fk

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USEFUL TELEPHONE NUMBERS	Inner Front Cover

TELEPHONE INSTRUCTIONS

AMERICAN EMBASSY

21-24 Grosvenor Square
London England

TEL: 499-9000

INSTRUCTIONS FOR USE OF EMBASSY TELEPHONE SYSTEM

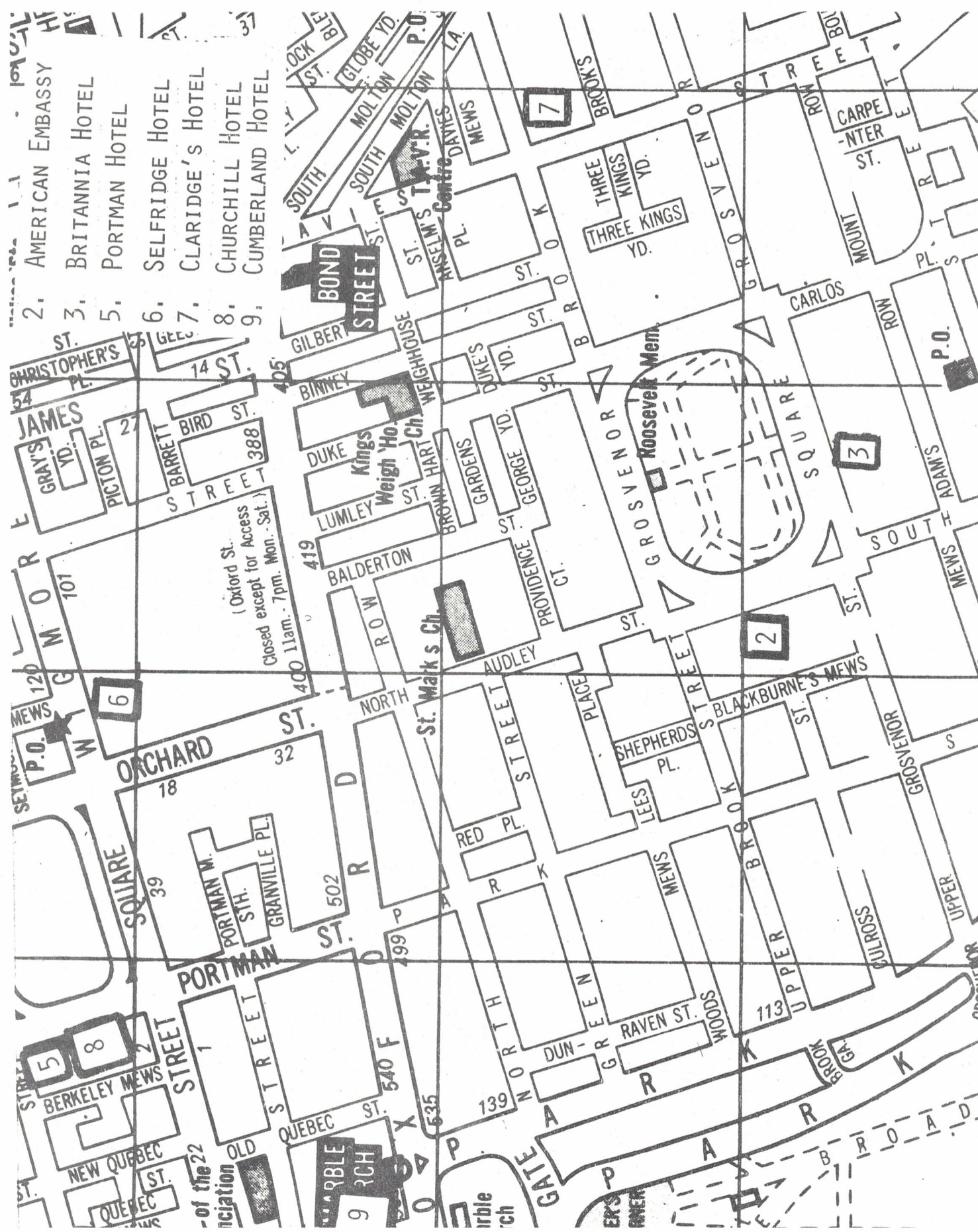
OPERATOR FOR INFORMATION	DIAL 894
LONG DISTANCE CALLS	DIAL 894
TO CALL OUTSIDE	DIAL 09

To place official calls, please identify yourself, give the extension number from which you are calling, and give the operator the name, location and telephone number of the party desired.

1. WINFIELD HOUSE
2. AMERICAN EMBASSY
3. BRITANNIA HOTEL
4. CHURCHILL HOTEL
5. PORTMAN HOTEL
6. SELFRIDGE HOTEL
7. CLARIDGE'S HOTEL
8. HOLIDAY INN
9. CUMBERLAND HOTEL
10. 10 DOWNING STREET
11. BANQUETING HOUSE
12. UK GOV'T PRESS CENTER



2. AMERICAN EMBASSY
3. BRITANNIA HOTEL
5. PORTMAN HOTEL
6. SELFRIDGE HOTEL
7. CLARIDGE'S HOTEL
8. CHURCHILL HOTEL
9. CUMBERLAND HOTEL



(Oxford St.
Closed except for Access
11am. - 7pm. Mon. - Sat.)

OFFICE SUITE

American Embassy

	<u>ROOM NOS.</u>	<u>TELEPHONE EXTS.</u>
<u>WHITE HOUSE</u>		
Offices	269/270	256/257/260/ 961/962/963/ 964/966/967.
Secretarial	268	256/257/260.
Speechwriter - James Fallows	124	495/496.
<hr/>		
<u>NATIONAL SECURITY COUNCIL</u>		
OWEN, Hon. Henry - Representative of the President for Summit Preparations	272/273	256/257/260.
Office	271	256/257/260/265.
<hr/>		
<u>DEPARTMENT OF STATE</u>		
VANCE, Hon. Cyrus, Secretary of State	214	211/214.
COOPER, Hon. Richard, Under Secretary for Economic Affairs	202	435/433.
SECRETARIAT	276/277	122/216/261.
<hr/>		
<u>U.S. TREASURY</u>		
BLUMENTHAL, Hon. Michael, Secretary of Treasury	223	469/460/448/ 468.
Offices	222/225	127/238.
<hr/>		
<u>DEPARTMENT OF DEFENSE/USNATO</u>		
	274	268/274.
<u>USNATO</u>	275	268/274.
<hr/>		

OFFICE SUITE (Continued)

	<u>ROOM NOS.</u>	<u>TELEPHONE EXTS.</u>
<u>SPECIAL REPRESENTATIVE OF THE PRESIDENT</u>		
<u>TRADE</u>		
STRAUSS, Hon. Robert - Special Trade Representative	204	411/412
WOLFF, Alan W. - Deputy Special Trade Representative	204	411/412
<hr/>		
<u>SUMMIT OFFICES</u>	214/216/ 217/218.	909/912.
<hr/>		

GENERAL INFORMATION

CONTROL ROOM FACILITIES

MONEY EXCHANGE

Currency, Travelers Checks and personal dollar checks (made out to "American Embassy, London") will be accepted for conversion to local currency in the following:

BRITANNIA HOTEL	-	Control Room	-	Room 511
CHURCHILL HOTEL	-	Control Room	-	Regency Suite (Ground Floor)
AMERICAN EMBASSY, GROSVENOR SQUARE	-		-	Room 187

Upon departure you may reconvert local currency into dollars.

The exchange rate fluctuates daily, but is currently hovering about £1.00 = \$1.75. A conversion chart is available in the Welcome Kits.

HOTEL, TRAVEL, SHOPPING AND THEATER INFORMATION

Information will be available in the Control Rooms concerning hotels, travel, shopping and plays, musicals and cultural events presently featured at London's fifty-odd theaters. Assistance in obtaining tickets will be provided upon request.

MISCELLANEOUS INFORMATION

STAMPS, PACKAGING, MAILING

British postage stamps are on sale in the hotel to facilitate mailing personal correspondence or packages through international postal channels. American stamps are available at the U.S. Navy's Fleet Post Office (FPO), 7 North Audley Street (across from the Embassy).

GENERAL INFORMATION (Continued)

STAMPS, PACKAGING, MAILING (Continued)

The international postal rates from London are as follows:

First Class Letters:	America: 11 pence	Europe: 10 pence
Post Cards:	America: 9 pence	Europe: 7 pence

Regular American postage rates will apply for all letters or packages sent through the U.S. Navy's Post Office (FPO).

The return address on all letters sent FPO must include:
Name of Sender, American Embassy, Box 40, FPO New York 09510.

All first class FPO mail goes by air, so normal weight letters should have 13 cent stamps affixed.

DINING AND REFRESHMENT FACILITIES - AMERICAN EMBASSY

Embassy Cafeteria is open for breakfast from 6.00 a.m. to 10.30 a.m., seven days per week, and for lunch from 11.00 a.m. to 2.15 p.m., Monday through Friday.

Embassy Dining Room is open for lunch from noon to 2.30 p.m., Monday to Friday. Reservations for the Dining Room are advisable, and may be made by calling Ext. 339.

Embassy Grill is open for refreshments and meals from 11.00 a.m. to midnight, seven days per week.

GENERAL INFORMATION (Continued)

ELECTRIC CURRENT

Electric current in the London area is 220 volts, 50 cycles.

TIPPING

Restaurant bills sometimes include a 15% service charge. If not, a tip of approximately 15% is customary. Taxi drivers are tipped about 10% of fare.

MEDICAL SERVICES

Medical assistance may be obtained from:

1. U.S. Navy Dispensary, American Embassy, Lower Ground Floor (Upper Grosvenor Street Entrance).

Regular Services (Monday to Friday)

8.00 a.m. to 4.30 p.m. (outside line) 629-9222
Ext. 670/671
(Embassy line) 07-670/671

Emergency Service (including weekend)

4.30 p.m. to 8.00 a.m. (outside line) 499-9000
or
629-9222 Ext. 292
(Embassy line) 07-292

2. House physician at your Hotel. Ask for the Reception Desk.
3. Middlesex Hospital, Mortimer Street, London, W1 (Telephone Number 636-8333). FOR AMBULANCE CALL: 999.

GENERAL INFORMATION (Continued)

TAXIS

Taxis are available when the yellow "Taxi" light on their roof is lit. There are some 10,000 taxis in Greater London. They are sometimes difficult to get at rush hours, and when it is raining. They are ideal, however, for getting about whilst shopping and going to and from the theater. The rates are as follows:

Passenger Fares

Minimum charge is 30 pence plus 10 pence for every additional passenger. There is also a charge of 10 pence for travel between 8.00 p.m. and 6.00 a.m. You should tip about 10% of fare.

In addition to the above, there is a 'weekend' surcharge of 10 pence from 8.00 p.m. Friday until 6.00 a.m. Monday.

Baggage

The first two pieces of baggage are carried free and there is a 5 pence charge per each additional piece.

MOTOR POOLS

Cars will be available on call through the Britannia, Control Room (Room No. 511), telephone number 499-9000 - Extensions 877 or 881 - or through the Embassy Office of Administration, telephone number 499-9000, Extension 234, or directly to the Car Dispatcher, Embassy Extensions 358 or 371. These cars will be at the American Embassy Garage, 24 Grosvenor Square, London, W1A 1AE. When a car is called, it will leave the garage and pick up the person who called it. Few destinations in London are further than 12 minutes from the Embassy.

As is normal procedure in the White House, no car will wait more than 20 minutes for a passenger. Please release cars so they might be available to other passengers when at all possible. Motor Pool vehicles are for official use only. Taxis and public transit are convenient and readily available in London and should be utilized for all personal business.

PRINCIPAL OFFICERS OF THE EMBASSY

	<u>ROOM</u>	<u>EXT.</u>
Charge d'Affaires Ad Interim The Hon. Ronald I. Spiers Wychwood House, 1 Cottessmore Gardens, London, W8 937-4120	206	225
Minister for Economic/Commercial Affairs The Hon. William K. Miller 26 Hyde Park Street, London, W2 723-4142	203	411
Counselor for Administrative Affairs Michael M. Conlin 2 Southwick Place, London, W2 262-2326	282	234
Counselor for Consular Affairs Loren E. Lawrence 24 South Eaton Place, London, SW1 730-3248	G22	511
Counselor for Political Affairs William M. Woessner 12 Hyde Park Crescent, London, W2 723-3619	289	120
Counselor for Public Affairs (Acting) Alvin Perlman 89 Camberwell Grove, London, SE5 701-6939	285	612

PRINCIPAL OFFICERS OF THE EMBASSY (Continued)

	<u>ROOM</u>	<u>EXT.</u>
Counselor for Commercial Affairs Borrie I. Hyman 50 Chester Square, London, SW1 730-4406	167	420
Defense Attache Rear Admiral F.T. Brown 9 Hyde Park Crescent, London, W2 723-2148	477	761
Treasury Attache James E. Ammerman 38 South Eaton Place, London, SW1 730-0944	222	469

PRINCIPAL MILITARY ADVISORS TO THE AMBASSADOR

	<u>OFFICE</u>
CINCUSNAVEUR Admiral David H. Bagley 20 Grosvenor Square, London, W1 629-9222	7 North Audley Street, London, W1 629-9222 Ext. 200 07-200
Commander, Third Air Force Major General E.W. Rosencrans RAF Mildenhall	(from Embassy) Dial 00 ask for Mildenhall

FUNCTIONAL DIRECTORY

AMERICAN EMBASSY

London England

<u>NAME/OFFICE</u>	<u>EMBASSY ROOM NO.</u>	<u>EMBASSY EXT.</u>
CHARGE D'AFFAIRES AD INTERIM Ronald I. Spiers	206	225
COUNSELOR FOR ADMINISTRATIVE AFFAIRS Michael M. Conlin	282	234
COMMUNICATIONS OFFICER Jim E. Engelhart	321	311/315
CONTROL OFFICERS - Overall - Min. Ronald I. Spiers	206	225
Michael M. Conlin - Administrative Counselor	282	234
Alvin Perlman - Public Affairs Counselor	285	611
CONTROL ROOM - BRITANNIA		
Joan M. Auten - Visitors Unit	Britannia 511	877/881
Frank M. Schroeder - Budget & Management Officer	Britannia 511	
Alan G. Selfe - Cashier	Britannia 511	
MARINE SECURITY GUARD GySgt. Merrill W. Wood, USMC	G63	361/392
PRESS OFFICES		
Press Attache - William G. Hamilton	Churchill Regency Suite	923/924
Press Liaison - James M. Ascher	Churchill Regency Suite	923/924
Control Room - USIS	Churchill Room 234	925/926
RECEPTION DESK Embassy Front Lobby		361
SECURITY OFFICERS		
Elwood J. McGuire	318	391
Michael J. McCamman	318	391
TRANSPORTATION		
Lenard R. Clarke - Coordinator	120	341
Dalton C. Bohnet - Transportation	136	342
Frank Harris - Garage Supervisor	Garage	353
Brian Drinkwater - Car Dispatcher	Garage	358/371
US AIR FORCE LIAISON (DAO)		
Lt.Col. Paul W. Clark, USAF	475	714/715
MSgt. Richard L. Perryman, USAF	476	714/715

④
CHECKLIST FOR SECSTATE VISIT

1. Ramp phone for Aircraft - Eric Monk - 897-9876. (usually assigned ramp 327, 328 or 329 - with 500 feet of cable).
2. Telephones at hotel for party
3. Telephones at Winfield House - 6 extensions and 1 D.E.L. -
4. Radio frequency request from MOD (Breder) for SY.
5. SUSLO secure-voice facilities in writing.
6. Access to Embassy for locals (telephone engineers).
7. Hours of coverage for Telephone Room.
8. Hours of coverage for Wireroom.
9. Flash upgrade for London Toll (telegram to Dept and info Bonn for RCO).
10. Winfield House telephone operation instructions cards.
11. Curtailment of London Toll Services. Telegram to Dept and Admin Notice.
12. Letter and call to Mr. Shortre for use of IBM Building for placement of SY antenna.
13. Assignment of radios and call signs.
14. Radio net and call signs.
15. Courier schedule and instructions to couriers.
16. Request for security badges from A/SY.
17. Courier vehicle assignment from A/GS.
18. London Toll access. Memo from A/COUNS & A/SY.
19. Reproduction of Telephone Quick Reference Sheet and lamination/reduction of cards. Done by Reproduction Unit.
20. Preparation of shift schedule for Com Center. Done by shift supervisors.
21. Preparation of instructions for Com Center re processing traffic for SecState.
22. Xerox technician - on call during visit. Letter and purchase order. Letter done by C&R - P.O. by A/GS.

6

COMPLETE SCENARIO

COPT

VISIT OF THE PRESIDENT OF THE
UNITED STATES TO WESTMINSTER ABBEY

February 25, 1969

Event No. 7

Event Officer:
Jack A. Herfurt

Deputy Event Officer:
James E. Kiley

1443 Arrival at Abbey

The President and party will arrive at the West Gate of Westminster Abbey and will be met by the Event Officer, Mr. Jack A. Herfurt, American Consul General. Upon alighting from the car, they will proceed to the West Door, a distance of 25 feet. On the right-hand side is the Westminster Abbey Book Shop where the President has visited and purchased items of interest. The Book Shop extends into a wall of the church at the West Door entrance. On the left side of the President as he proceeds to the West Door is an area 25' by 25' where press photographers and writers will be present to take photographs of the President walking towards the West Door and meeting the Dean.

1445 At the West Door the President will be greeted by the Very Reverend Eric S. Abbott, Dean of Westminster. The Dean is to be addressed as "Mr. Dean." He is unmarried, aged 63; Knight Commander of the Royal Victorian Order, has an M. A. degree and a Doctor of Divinity degree. He has been Dean of Westminster since 1959. Before coming to the Abbey, he was Warden of Keble College, Oxford, and before that Dean of Kings College, London.

At the Door the Dean will introduce the four Senior Canons who are the Chapter of Westminster. They are:

Archdeacon Edward Carpenter. He preached the sermon in Westminster Abbey at the special services for President Kennedy.

Canon Michael Stancliffe. He is also Rector of St. Margaret's Church on the north side of the Abbey. He is also Chaplain to the Speaker of the House of Commons.

Canon Max Warren. He was General Secretary of the Church Missionary Society and has many worldwide interests and connections.

Canon Ronald Jasper, recently appointed. He was formerly at Kings College, London.

They should be addressed as "Canon 'Carpenter,'" etc.

The President will also be introduced to two Minor Canons named Reverend Rennie Simpson (Precentor -- in charge of Choir and Music) and Reverend Christopher Hildyard (Sacrist -- responsible for ceremonies, processions, altars and vestments). They should be addressed as "Mr. 'Simpson,'" etc. although they are ordained.

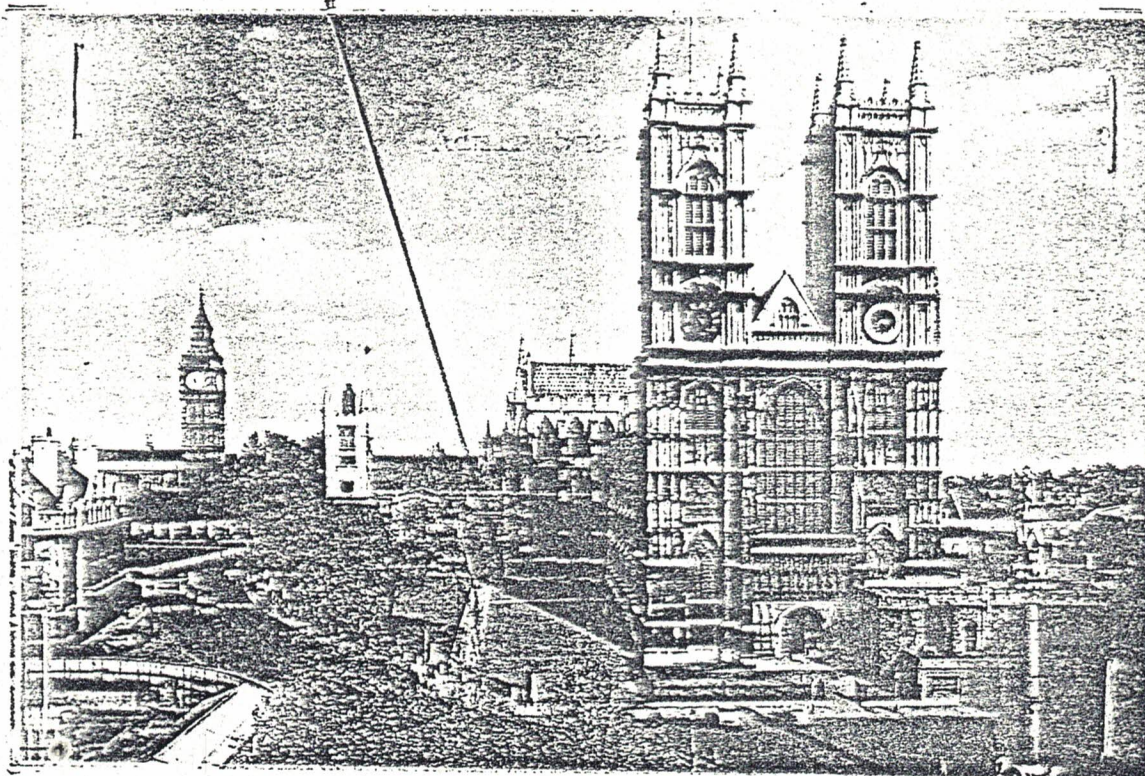
Further, the President will be introduced to two lay officers, namely, Lord Clitheroe, the High Steward, and Lord Redcliff Maud, the High Bailiff. They have no fixed duties and their appointments are honorary. They should be addressed as "Lord Clitheroe" and "Lord Redcliff Maud." In addition, the President will be introduced to three other lay officers named Dr. Lawrence Tanner (Librarian), Mr. Stephen Dykes Power (Surveyor of the Fabric -- maintenance Work and Restoration Work) and Mr. Nicholas MacMichael (Keeper of Muniments -- archives and documents). They should be addressed as "Dr." and "Mr." respectively.

Five yards from the West Door entrance there is a plaque on the floor which states, "In Remembrance of Winston Churchill." The inscription reads, "In accordance with the wishes of the Queen and Parliament, the Dean and Chapter placed this stone on the 29th Anniversary of the Battle of Britain, September 1965."

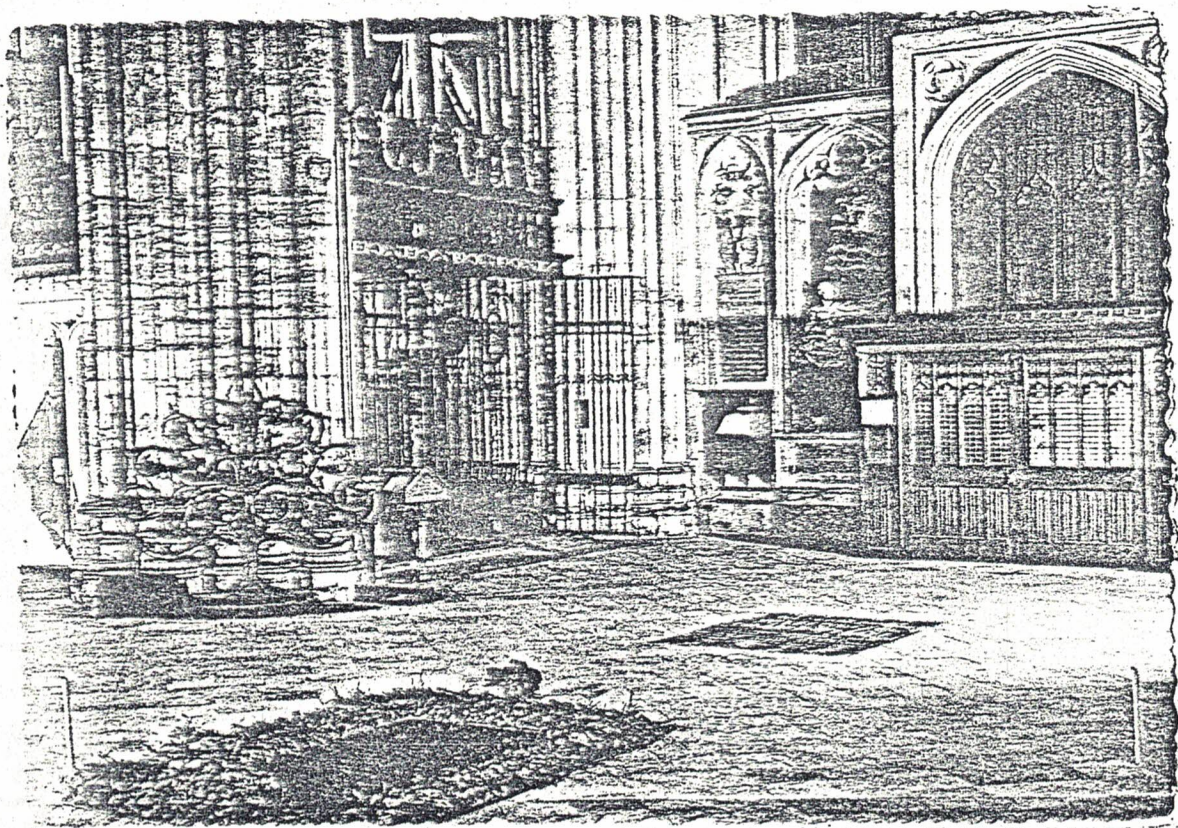
While it is not prohibited to walk across the plaque, the President may wish to walk around this. Four yards from the Winston Churchill plaque is the Unknown Warrior memorial. The President will proceed with the Dean to the bottom of the memorial.

The attached sheets show the location of the West Door, the Churchill plaque and the memorial to the Unknown Warrior.

GREAT NORTH
DOOR



WEST GATE
LEADING TO
WEST DOOR

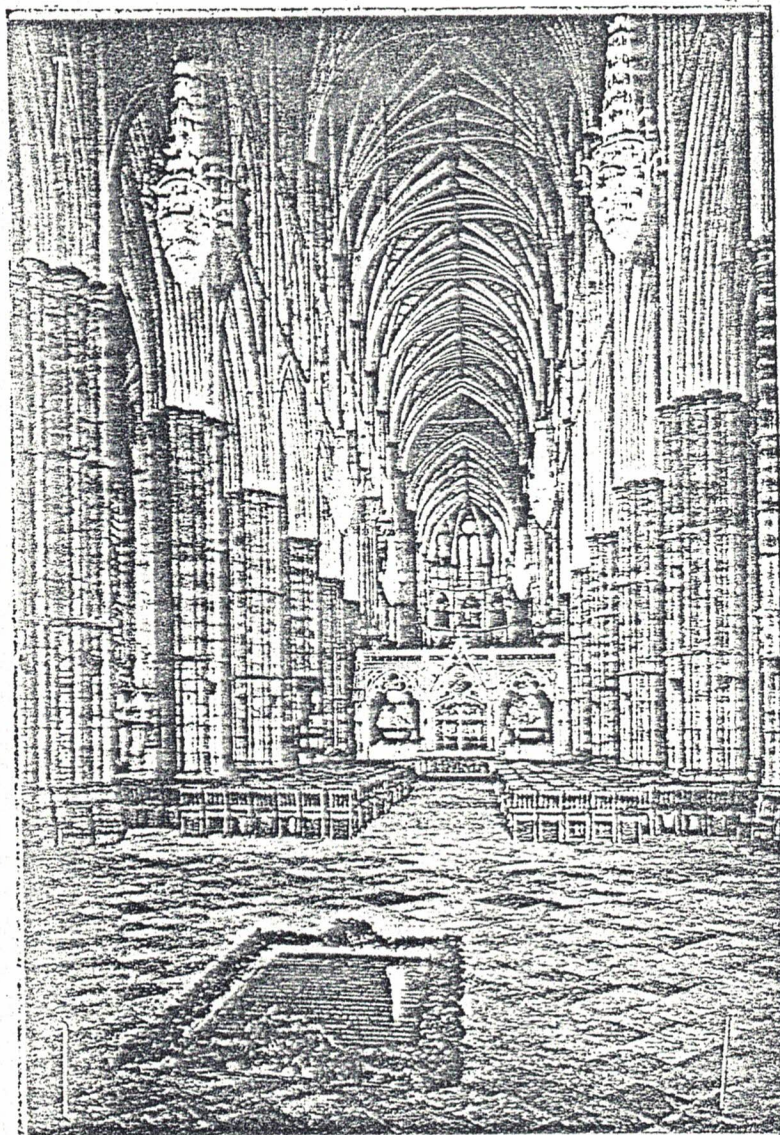


WEST DOOR
(OPEN)

CANONS

BOTTOM OF
GRAVE OF
UNKNOWN
WARRIOR

CHURCHILL
PLAQUE



GUESTS

PRESIDENT'S
PARTY

PRESIDENT
AND DEAN

CHOIR
SCREEN

PRESS AND
PHOTOGRAPHERS

GRAVE OF THE UNKNOWN WARRIOR

On the right-hand side coming in from the West Door will be press photographers and press writers.

1450

Dean Abbott will make a few remarks at the Grave of the Unknown Warrior. The President will lay a wreath on the Grave. The wreath will be handed to the President by Admiral Louis J. Kirn, American Defense Attache. The President should personally place the wreath on the memorial (flat). The Dean will then say a prayer followed by one minute of silence.

1455

The Dean will then take the President to a table at the right of the Grave where he will be introduced to the Receiver General, Mr. W. R. J. Pullen, and he will sign the Distinguished Visitors Book. The last person to sign the book was Colonel Frank Borman who visited the Abbey on February 4, 1969.

Immediately above this table on the pillar is the Congressional Medal of Honor which was delivered to the keeping of the Dean of Westminster Abbey by General Pershing, the Commander in Chief of the United States Army, on 17 October 1921. By Act of Congress, 4 March 1921, the Medal of Honor was bestowed in the name of the Congress of the United States upon the unknown unidentified British soldier buried in Westminster Abbey.

The Dean and Chapter of Westminster Abbey will present to the President a leather-bound book written in 1966 to commemorate the 900th Anniversary of the Abbey called "A House of Kings." Only 900 copies were printed and all copies are numbered and used for very special occasions. The Queen has No. 1 and the Pope and the Archbishop of Canterbury also have copies. This book will be on the table with the Distinguished Visitors Book.

1457

After the President has signed the Distinguished Visitors Book and received the presentation book from the Dean, the Dean will escort the President down the centre of the Abbey towards the great stone Choir Screen.

On the right-hand side of the President and the Dean will be press photographers and writers.

On the left-hand side, in the first row in the first seat will be the Right Worshipful Lord Mayor of Westminster, Councillor C. A. Prendergast, and his wife. The Dean will present the Lord Mayor to the President. The Lord Mayor should be addressed as "My Lord." The Lord Mayor will present to the President a leather-bound book giving a history of the City of Westminster. Other prominent individuals in the first row will include Mrs. Bruce and Mrs. Kaiser together with the Commander in Chief, U. S. Naval Forces, Europe, Admiral Waldemar F. S. Wendt; the Commanding General Third U. S. Air Force, Major General Lawrence S. Lightner; the Air Attache, Colonel John N. Cutler, and the Army Attache, Colonel Thomas C. Finneran. All will be accompanied by their wives and will not be introduced to the President.

From the second row on back will be seated the families of the Canons of the church, the Directors of the Westminster British Chamber of Commerce, the Directors of the American Chamber of Commerce, the Directors of the American Men's Club (President Nixon was made an Honorary Member of the Club by letter of February 7, 1969, and presented with a Club tie. His Royal Highness the Duke of Edinburgh is a Patron of the Club and General Eisenhower visited the Club in 1962.), the senior officers of the American Women's Club, the senior officers of the American Embassy Wives Association, the Senior officers and wives of the American Embassy.

The Headmasters and officers of the Student Councils from the three American schools, namely, the American School in London, the American Overseas School and Central High School will also be in the audience.

The Dean will escort the President around the Nave Altar to the Choir Screen. The distance from the Lord Mayor to the Choir Screen is 55 yards. As the President proceeds through the Choir Screen, he will note that the monument on the left is to Sir Isaac Newton (1642-1717) who expounded the law of gravity. The Dean will escort him through the doors of the Choir Screen and on both sides the Boys' Choir will be present singing something very short as the President walks through. They will be led by the Organist and Choir Master, Mr. Douglas Guest. Also in the choir seats will be the Queen's Scholars from

Westminster School. The Headmaster is Mr. John Carleton and the Master of Queen's Scholars is Mr. Martin Rogers. They will both be present.

NOTE: This is a holiday for the Boys' Choir and they unanimously voted to be present to sing for the President and gave up their holiday.

The Dean will then escort the President to the High Altar, a distance of 45 yards. The Dean will point out the historic aspects of the altar including the fact that it is used for the Coronation of Kings and Queens.

After a brief pause, the President and the Dean will proceed on the left down the north lantern of the church, through the north transept to the Great North Door. This transept is known as the Statesmen's Aisle and it is lined with monuments to many of the nation's most distinguished statesmen and warriors who are buried there. The distance from the High Altar to the North Door is 40 yards.

1500

The Dean will bid the President farewell at the North Door. The President and party will be met at Westminster Abbey by Mr. William J. Galloway who will act as escort officer for the next event.

ENT #8

North Lantern 178 seats
up to line
North Transept 192 seats

SOUTH TRANSEPT AISLE

Great North Door

NORTH TRANSEPT

NORTH LANTERN

SOUTH LANTERN

SOUTH TRANSEPT

North Transept Aisle
100 seats

52 Stalls (North & South)
excluding Dean's &
Sub-Dean's only.

35 seats in
North Choir
(where not hatched)

NORTH CHOIR
SOUTH CHOIR

35 seats in
South Choir
(where not hatched)

Nave
Altar

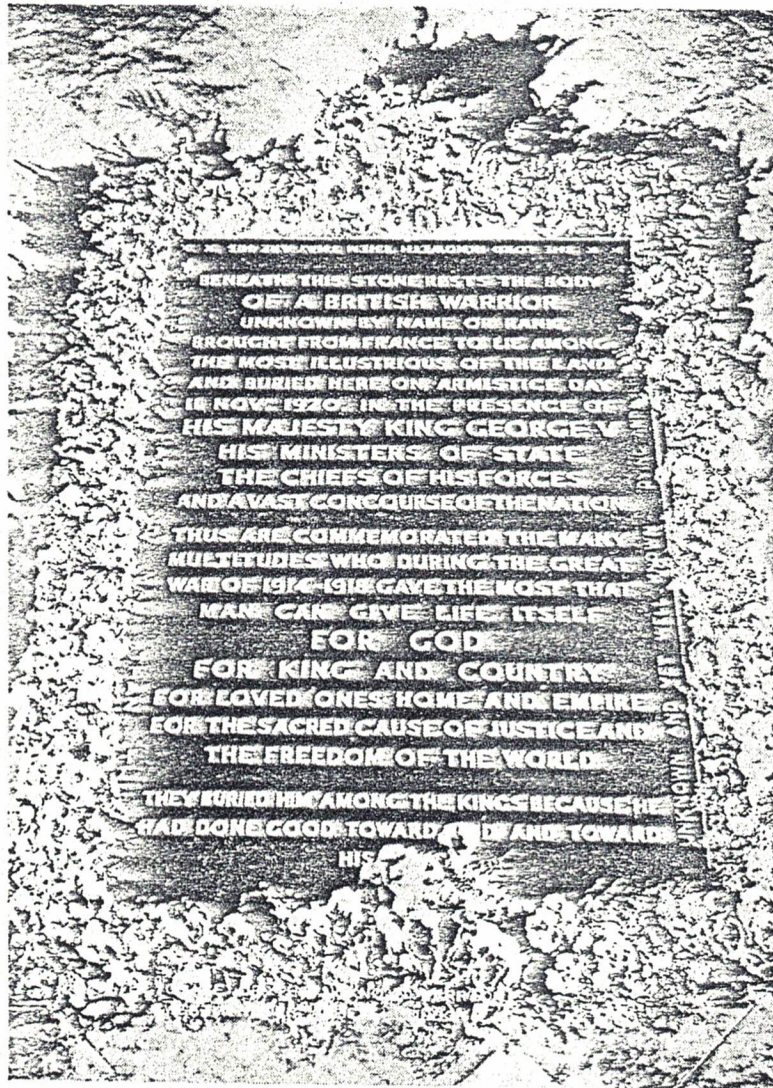
West Cloister Door

INVITED
Guests

President's Party

Distinguished
Visitors Book
& Congressional
Medal

Photographers
+ Press



BE NEATH THIS STONE LIES THE BODY
OF A BRITISH WARRIOR
UNKNOWN BY NAME OR RANK
BROUGHT FROM FRANCE TO LIE AMONG
THE MOST ILLUSTRIOUS OF THE LAND
AND BURIED HERE ON ARMISTICE DAY
11 NOV 1920 IN THE PRESENCE OF
HIS MAJESTY KING GEORGE V
HIS MINISTERS OF STATE
THE CHIEFS OF HIS FORCES
AND A VAST CONCOURSE OF THE NATION

THUS ARE COMMEMORATED THE MANY
MULTITUDES WHO DURING THE GREAT
WAR OF 1914-1918 GAVE THE MOST THAT
MAN CAN GIVE: LIFE ITSELF
FOR GOD
FOR KING AND COUNTRY
FOR LOVED ONES HOME AND EMPIRE
FOR THE SACRED CAUSE OF JUSTICE AND
THE FREEDOM OF THE WORLD

THEY BURIED HIM AMONG THE KINGS BECAUSE HE
HAD DONE GOOD TOWARD GOD AND TOWARD
HIS

UNKNOWN AND YET WILL

THE UNKNOWN WARRIOR

In 1920 the Reverend David Railton, a former Army Chaplain, approached the Dean of Westminster with the suggestion that an unknown soldier should be buried among the Nation's illustrious dead in Westminster Abbey and the Dean persuaded the Government to accept this. A committee, appointed by the Government and headed by Lord Curzon, recommended to the Government that arrangements be made for an unknown soldier to be disinterred in France and buried in Westminster Abbey on Armistice Day 1920.

Instructions were given that the body of a British soldier, which it would be impossible to identify, should be brought in from each of the four battle areas -- the Aisne, the Somme, Arras and Ypres, on the night of November 7th and placed in the Chapel at St. Pol. The party bringing in each body was to return at once to its area so that there should be no chance of anyone knowing on which the choice fell. The bodies were received at the Chapel and a guard was set on the door. In front of the altar was the shell of the coffin which had been sent out from England to receive the remains.

At midnight November 7th-8th a Brigadier-General entered the Chapel. The bodies had been placed in a row, on stretchers, each covered with a Union Jack. He selected one and it was placed in the shell of the coffin. The other bodies were re-buried in the Military Cemetery at St. Pol.

The following morning, the Chaplains of various denominations held a Service in the Chapel. On the same day the shell was placed in a plain oak coffin and at noon, the body started under escort to its final resting place. Six barrels of earth from the Ypres Salient were taken to be placed in the grave in Westminster Abbey so that the body should rest in soil on which so many troops gave up their lives.

In London, the coffin, covered by a Union Jack, on which had been placed a steel helmet, side-arms and a webbing belt, was put on a gun carriage and drawn by six horses to the Cenotaph where King George V stepped forward and placed his wreath on the coffin. After "The Silence," the gun carriage moved forward followed by the King, as chief mourner. The Prince of Wales, the Duke of York, Prince Henry, the Duke of Connaught, the Marquis of Milford-Haven, Mr. Lloyd George and Lord Curzon were among the many distinguished mourners.

In the Abbey, the coffin borne by NCO's from various regiments passed through two lines of one hundred wearers of the Victoria Cross under the command of Colonel Freyberg, V. C. The service was conducted by the Dean. The bearers removed from the coffin the helmet and side-arms and at the conclusion of the service lowered it into the grave. At the Committal the King scattered earth from the battlefields from a silver shell. After the last notes from the Last Post rang out the two lines of holders of the Victoria Cross filed past on either side of the grave.

The service was the mourning of the Nation and the Honors which had been paid were those due to a Field Marshal.

BRIEF HISTORY OF WESTMINSTER ABBEY

The name Westminster Abbey is shortened from the fuller phrase, Abbey Church of St. Peter at Westminster. Up to the year 1540 in the reign of Henry VIII, the Abbey, as it is commonly called, was the church of a great Benedictine monastery. This monastery disappeared during his reign and the Abbot was replaced by a Dean, Canons and other officers.

Throughout English history the affairs of Church and State have been closely linked. Edward the Confessor was responsible for forging this link when he rebuilt the old Benedictine Abbey beside his palace on the Isle of Thorns. There had been an abbey on this site long before Edward's time although the date of its foundation is uncertain. Legend has it that in 616 St. Peter intervened in its original consecration -- hence the Abbey's dedication to his name. St. Edward dedicated the great Norman Abbey to the fisher saint and died only a few days after its consecration in 1065. Before the next year had passed, William I had been crowned in St. Edward's Abbey, thus beginning a sequence of coronations that has continued to that of the present monarch. St. Edward's prestige was high at the time of his death and the oppression brought by the Norman kings made his reign appear all the more worthy. He had worked miracles during his lifetime; more were performed in his name after his death, and in 1163 Edward -- the last of the line of true English monarchs -- was canonised. Thus succeeding monarchs found it fitting to pay homage to this saintly King by receiving the crown before his tomb.

The church that we see today is the growth of centuries but its main portion is the work of King Henry III. Henry III's piety was almost equal to that of Edward, whom he venerated. On succeeding to the throne, he decided to rebuild Westminster and enshrine Edward there. The foundation stone of the new Abbey was laid in 1245, and during Henry's reign building advanced at a terrific pace. The church was opened for service in 1269. The work began at the east and progressed westward. The shrine for Edward had been completed before work on the Abbey commenced, and when Henry died in 1272 he was buried close by the shrine of St. Edward the Confessor.

The work on the church was carried on by Henry III's successors, especially Edward I, Richard II and Henry V. The western end was not entirely completed until the reign

of Henry VII and the Western Towers were not finished until 1745. The present church is therefore the work not of one generation but of four centuries.

Henry III was brought up in France and it was natural for him to choose the French style of building since he was keenly interested in architecture. This style had been introduced in England in 1175 at Canterbury but it is at Westminster that French influence reaches its climax. Although the overall design is overwhelmingly French, there are many details to show that English traditions were not forgotten in the building.

The functions of the Abbey have changed over the centuries. Until the Dissolution of the monasteries, the Abbey was a wealthy and thriving community, with its monks firmly under the authority of the Abbot. In 1540 the Benedictines were displaced and twenty years later Elizabeth I made it a Collegiate Church. Thus, because of its enviable location close to authority, Westminster escaped the fate of other abbeys and survived the worst purges of the Reformation. Not only does it lie at the heart of political life, but its precincts house the central administration of the Church of England.

As one enters the Abbey through the West Door, the impressive but simple black marble Grave of the Unknown Warrior confronts him. A bit closer to the West Door, and on a direct line with the Grave, is the green marble memorial to Sir Winston Churchill. From this point it is easy to appreciate the great height (103 feet) and the proportions of the nave. Though the work on this part of the Abbey spanned three centuries, its style and details are remarkably constant. At almost the far end of the nave, and just behind the nave altar, is the great stone Choir Screen. Although the external features of the Choir Screen are ornately Gothic, there are still traces of the original 13th century stonework. Against the Choir Screen are two large monuments. The one on the left is to Sir Isaac Newton, philosopher and mathematician. Behind the Choir Screen is the organ which has evolved from one built in 1730.

The double gates of the Choir Screen open into the Choir and Sanctuary. From the steps of the Sanctuary can be seen the High Altar -- the focal point of the Sanctuary -- before which the monarch is crowned and the royal weddings take place. The painted panels behind the altar date from the time of Henry III. The Italian mosaic floor is of the same date. Behind the High Altar and not visible from

this point is the Coronation Chair. Beneath the Chair rests the famous Stone of Scone which Edward I captured in Scotland in 1297. Legend traces the history of the stone back to that used by Jacob as a pillow at Bethel. It has been beneath the throne of the monarchs crowned at the Abbey since the coronation of Edward II. The Choir was made in 1300 and slight traces of the original paintwork still remain.

Also behind the High Altar and not visible from the Sanctuary lie many of the early monarchs including Edward the Confessor, Henry III, Henry VII, Elizabeth I, Mary Tudor and Mary Queen of Scots.

To the right is the South Transept which is most famous for its eastern aisle, the Poets Corner, where lie buried some of England's greatest literary figures.

To the left is the North Transept which became the burial place of statesmen and warriors. This transept is known as the Statesmen's Aisle since the interment of Lord Chatham. Among the buried statesmen are monuments commemorating some of the country's naval and military heroes. Besides William Pitt, Earl of Chatham, the statesmen buried here include: Henry Grattan, Henry John Temple, Robert Stewart, Herbert Henry Asquith, Robert Peel, Benjamin Disraeli, William E. Gladstone and William Cavendish.

*The Embassy of the United States of America
London*

requests the honor of the company of

*on the occasion of a Wreath Laying Ceremony
at the Grave of the Unknown Warrior at Westminster Abbey
on February 25th 1969, at 2.30 p.m., by*

The President of the United States of America.

*The Very Reverend Eric S. Abbott, Dean of Westminster
will officiate.*

*Regrets only
Gravener 9000.
Extension 217*

*Invitations must be presented
at West Gate entrance. You
are requested to be in your seat
by 2.15 p.m.*

INVITATION LIST

Westminster Abbey, February 25, 1969

John B. Ashbrook	Stanley J. Gillen
L. C. Bergquist	A. Edward Gottesman
John R. Boardman	Prescott W. Gould
Thomas V. Boardman	Mr. and Mrs. Harold E. Hall
Robert J. Breyfogle	Harry E. Hartzell
Kenneth E. Brown	Reece Hatchitt
Ambassador and Mrs. Bruce	Mr. and Mrs. Jack A. Herfurt
Nicholas J. Campbell	Leo D. Hochstetter
William E. Channing	Thomas V. Hoffmire
Mr. and Mrs. Stanley M. Cleveland	Dwight A. Horne
Wendell S. Clough	Warren C. Hutchins
Bailey Cowan	Russell B. Insley
Lord and Lady Craigton	Mr. and Mrs. Alan G. James
Harry G. Cressman	Mrs. A. W. Jenkins
James E. Currie	Minister and Mrs. Philip M. Kaiser
Colonel and Mrs. John N. Cutler	Mrs. William Kelley
Harry B. Dalgaard	Mr. and Mrs. James E. Kiley
M. W. Dargel	Benjamin King
Stuart W. Don	Mr. and Mrs. William B. King
Mr. and Mrs. W. Graham Donald	Rear Admiral and Mrs. Louis J. Kirn
Robert S. Dumper	Mr. and Mrs. Sheldon J. Kryss
Maxwell C. Elliot	Major General and Mrs. Lawrence S. Lightner
Colonel and Mrs. Thomas C. Finneran	Mr. Charles B. Love
Mr. and Mrs. Wayne W. Fisher	William H. Lyons
William E. Fitzgerald	William T. McEwan
Mrs. R. J. Flood	Alvin R. Martin
Raymond A. Flynn	William J. Martin
Lane Fortinberry	John C. Maxwell
Mr. and Mrs. William Galloway	Mr. and Mrs. Sanford Menter
J. G. Garrels, Jr.	Mrs. Edward D. Myers
Mr. and Mrs. Geoffrey L. Gay	Hugh Parker

Vivian W. Warren Pearl
 Mr. and Mrs. LeRoy Percival
 Mrs. J. B. Peterson
 Mr. and Mrs. James Pettus
 Mr. and Mrs. Michael Pistor
 Lord Mayor C. A. Prendergast and
 Mrs. Prendergast
 B. Rathaus
 Mr. and Mrs. Robert W. Skiff
 Mr. and Mrs. Peter Skoufis
 Walter H. Smith
 Mrs. Henry T. Snowdon
 Monroe E. Spaght
 Mr. and Mrs. Ronald I. Spiers
 John A. Stilwell
 Mr. Barry Sullivan
 Mr. and Mrs. Jack A. Sulser
 Fred Tupper
 Mr. and Mrs. Bronson Tweedy
 Charles J. M. Van Bergen
 Selwyn H. Varnes
 Admiral and Mrs. Waldemar F. A. Wendt
 A. S. Williams
 George P. M. Woodward
 Ralph F. Young

AMERICAN SCHOOL IN LONDON

Mr. Stephen Eckard and seven members of the Student Council

AMERICAN OVERSEAS SCHOOL

Mr. Speed and four members of Student Council

CENTRAL HIGH SCHOOL

Mr. Marks and seven members of the Student Council