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THE WHITE HOUSE
WASHINGTON

APR 1
file

MEMORANDUM FOR JAMES A. BAKER, III
MICHAEL K. DEEVER ✓
MICHAEL A. MCMANUS
EDWARD J. ROLLINS

FROM: MARGARET TUTWILER MDT

DATE: MARCH 29, 1984

SUBJECT: USE OF THE ROOSEVELT ROOM FOR POLITICAL MEETINGS

Mr. Baker asked me to ask Fred Fielding if we should be using the Roosevelt Room for political/campaign meetings. Mr. Fielding advised against such use of the room. Therefore, in the future all such meetings (other than the weekly Tuesday meeting in Mr. Baker's office) will be scheduled in the Conference Room in room 175 of the EOB.

Additionally, please note that the mailing/signature meeting scheduled for April 3, 1984 has been changed from the Roosevelt Room to the Conference Room in room 175 of the EOB.

Thank you.

cc: Fred F. Fielding

THE WHITE HOUSE

WASHINGTON

March 29, 1984

MEMORANDUM FOR EDWIN MEESE, III
JAMES A. BAKER, III
MICHAEL K. DEEVER ✓
MICHAEL McMANUS

FROM: MARGARET TUTWILER MD

SUBJECT: MEETING WITH THE PRESIDENT AND REAGAN-BUSH '84
POLITICAL STRATEGISTS

This is to confirm that Ed Rollins has invited you to attend the meeting which is scheduled for Monday, April 2nd, at 4:30 p.m. in the Cabinet Room.

Participating in the meeting will be the President, the Vice President and the following individuals from the campaign:

Senator Laxalt	Rick Shelby
Mayor Margaret Hance	Michael Masson
Ed Rollins	John Rousselot
Lee Atwater	Ron Kaufman
Richard Wirthlin	Helen Cameron
Jim Lake	Kenny Klinge
Roger Stone	Lyn Nofziger
Lou Kitchin	Charlie Black
Anne Stanley	

During the meeting, Ed Rollins will present a report on the status of the campaign. The meeting is scheduled to last 30 minutes.

cc: Ed Rollins

THE WHITE HOUSE

WASHINGTON

*DB
any time
MT is
included
- so is
McMann*

MEMORANDUM FOR SENATOR PAUL LAXALT
JAMES A. BAKER, III
MICHAEL K. DEEVER ✓
RICHARD G. DARMAN
EDWARD J. ROLLINS
LEE ATWATER

FROM: MARGARET TUTWILER
DATE: JANUARY 4, 1984
SUBJECT: CAMPAIGN POLITICAL MEETING

There will be a weekly Campaign Political meeting every Tuesday at 10:30 a.m.
The meeting will last approximately 45 minutes and will take place in
Mr. Baker's West Wing office.

The first meeting will be on January 10, 1984.

Thank you.