

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

October 10, 1969

MEMORANDUM FOR:

William L. Safire
Lyn Nofziger
Jeb S. Magruder
Dwight Chapin
Ron Ziegler
Herb Klein
Harry Dent
Kenneth Cole
Alex Butterfield

From: H. R. Haldeman

Subj: Presidential Objectives Planning Group

Beginning Wednesday, October 15th, at 10:00 a.m., we will initiate the first of our planning meetings. The meetings will be held in the Roosevelt Room and they will last a maximum of one hour. They will be held once a week and we are asking you to be a full-time participant in this group.

The object of these meetings is three fold:

1. To review and extend the Weekly News Calendar which will highlight the events in the Administration including:

- a. The President's Schedule
- b. White House Press Releases
- c. Administration News
- d. Congressional and Political News Events

It will be the objective of the Weekly News Calendar to emphasize only the key events of the Administration so that we may better plan and put our correct emphasis in these areas.

2. To take the long term objectives the President has decided he wants to concentrate on, and to develop programmed approaches that can be used throughout the Administration.

3. To Game Plan any of these long term objectives that is felt to be of priority importance. By Game Planning we will attempt to co-ordinate total Administration activities toward producing the maximum possible results from any of the key objectives that the President feels require special attention and an all-out effort.

Please be prepared to attend each meeting. This should be considered as the top priority on your time. Your fullest cooperation is essential.

cc: Bryce Harlow
James Keogh
James Ehrlichman
Henry Kissinger