

THE WHITE HOUSE
WASHINGTON

August 12, 1974

MEMORANDUM TO THE FILE

FROM: Clay T. Whitehead

After discussion, the Transition Team agreed to the following procedure for handling its suggestions on Press Office announcements:

1. Mr. terHorst will brief the Transition Team at the 7:45 a.m. meeting each morning on the most important items scheduled for announcement that day. The Team will have that opportunity to make its suggestions for the "Ford Imprint." Any serious questions about announcements can be raised by Mr. Rumsfeld with the President at the 8:30 a.m. meeting or by Mr. gerHorst at their 10:00 a.m. meeting.

2. The timing of announcements for the next few days will be reviewed briefly at each 7:45 a.m. staff meeting in order to assure that "Ford Imprint" considerations have been taken into account in pacing the announcements and in notifying members of the Congress, interest groups, etc., of intentions, as appropriate.

3. Longer range Transition Team efforts will be considered by the Team to arrive at an orderly pacing of major announcements in order to assure completion of various projects so that an orderly pacing of announcements can be planned.