

SF-00009-01

DEPARTMENT

STATE OF MINNESOTA

# Office Memorandum

TO :

*Lydia*

DATE:

*5/27*

FROM :

*Stanton*

PHONE:

SUBJECT:

*Attached is just something for your information + that  
of future HHH project person.*

COPY

SpZ  
March 7  
7:00 p.m.

February 16, 1949

Mr. Joseph A. Hall, Executive Secretary  
Urban League of Greater Cincinnati  
312 West Ninth Street  
Cincinnati 2, Ohio

Dear Mr. Hall:

Senator Humphrey has asked me to reply to your letter of February 1 with reference to his appearance as the guest speaker at the Interracial Dinner on March 7. He appreciates the background material you have given him as an aid to understanding the problems you are facing in Cincinnati.

We are sorry to report that the Senator does not use a manuscript for his speeches. However, we shall send you a brief digest for publicity purposes. Glossy prints and biographical material have been sent to you under separate cover. In reference to arranging a press conference, the Senator has accepted an invitation to meet with the Cincinnati Chapter of Americans for Democratic Action but may be able to meet with the newspaper men later in the day.

The Senator tentatively plans to arrive in Cincinnati the morning of March 7 at 11:15 and depart that same evening at 11:50. He would appreciate your making a hotel reservation for his use during the day. The honorarium you mention is fully satisfactory.

Sincerely yours,

(Miss) June L. Hendrickson  
Personal Secretary to  
Senator Humphrey

Unfortunately, this  
seems to be pretty  
common, unless the  
speech was also going  
to be published. The  
Hope this is the case  
only for these early  
Senate years!

August 8, 1966

*John V.P. speech,*

Memo for Ted  
cc: John R. ✓  
From The Vice President

From time to time there are some very good speeches delivered by key people in government and outsiders on matters of foreign policy. We ought to catalog those speeches and be able to use some of the themes within them. Take, for example, the attached speech by Javits. It's surely within my philosophy. It's the sort of speech that I ought to be making, and I would respectfully suggest that we work it over with our own input and have such a speech ready for some occasion. I like the Javits approach.

Once again, I ask that our speech research files be kept in better order, not only what we say but what others say. We are not picking the brains of our neighbors and, if we are, we are lacking in a proper system of cataloging that which we have discovered. Please note page 2 of Javits's speech, his four points. They are very good, and I am asking John Rielly now to rework this speech for a Humphrey presentation.

Copies of correspondence from Speech  
Appearance Files that provide insight  
into the speech writing and appearance  
process

Bob Jensen

XERO COPY

XERO COPY

XERO COPY

XERO COPY

March 19, 1965

Memorandum

TO: Professional Staff  
cc: Vice President Humphrey  
Bill Connell

FROM: Ted Van Dyk

RE: Speech Assignments

Attached is a schedule of upcoming speeches, as far ahead as known. You will note on the attached sheet the subject matter of the speech, the staff member responsible for same, and date when first draft is to be submitted. Subject matter will, in some cases, change, but proceed for the moment on the basis outlined.

Each staff member will be responsible for seeing that his draft reaches me on the date indicated. This lead time is necessary for editing and for review by the Vice President and White House. You need not in all cases do the drafting of assigned speeches yourself, but it will be your responsibility to:

1. Contact Pat Gray and the sponsoring organization to be sure you begin the task knowing all details of the occasion.
2. See that the speech is written and that its contents reflect Administration policy. Check with appropriate agencies. (If in doubt about suitability of farming out any particular speech for outside drafting, please consult me).
3. See that the text is submitted on time and in readable, triple-spaced form.
4. Attach to the draft a one-page covering memo with details of the occasion, sponsorship, time, place, setting, those to be present, any pertinent background.

As previously outlined by Bill and John Stewart, texts in most cases should run no more than nine or ten triple-spaced pages. They should be written in clear, direct style. Tangled clauses and

XERO COPY XERO COPY XERO COPY XERO COPY

Memo to Professional Staff  
TVD Re Speech Assignments

Page two

sentences should be avoided. Try not to use words or phrases which twist the tongue. Do not worry about including anecdotes or introductory verbiage. Start in cleanly with the meat of the subject.

If there is difficulty in preparation of any draft, please let me know at the earliest moment. On this initial schedule, some staff members carry a heavier burden than others. Every attempt will be made to equalize the load over the long run.

Attach.

March 20, 1965

Memorandum

TO: Professional Staff

FROM: Ted Van Dyk

An Addendum to My Speech Memo of Yesterday.

Please add this to the checklist: Each staff member assigned a specific speech will be responsible as well for seeing that the sponsor makes both a tape-recording and transcript on delivery. You should see that these are secured and then pass them on to Mary Kinsella, my secretary, who will keep a chronological file of both tapes and transcripts.

You should contact the meeting sponsor well in advance to be sure these arrangements are made. When advance notice is given, the sponsor is invariably happy to do it.

July 1967

OFFICE OF THE VICE PRESIDENT  
WASHINGTON

June 27, 1967

*file*

TO: Neal Gregory  
cc: Bill Welsh  
FROM: Ted Van Dyk

Neal, please see David Williams' draft for the NEA. It still needs a good deal of work -- specifically concerning the action NEA members can take right now in their own communities for summer programs and for year-round programs. I believe you have the memo outlining the Vice President's thoughts on this speech. Taking into account the events of today's Youth Council meeting, can you edit and rewrite as appropriate? Norm Sherman will then TWX the \*rewritten text to us for arrival in Alaska July 3 (next Monday). We can then edit further according to the Vice President's wishes, and have it put in reading copy before he gets off the plane in Minnesota late July 5.

VP Files # 1039  
23.D.8.6F

NAME OF AGENCY NATIONAL COUNCIL ON MARINE RESOURCES AND ENGINEER- ING DEVELOPMENT	PRECEDENCE
	ACTION:
ACCOUNTING CLASSIFICATION G-241	INFO.:
	TYPE OF MESSAGE <input checked="" type="checkbox"/> SINGLE <input type="checkbox"/> BOOK <input type="checkbox"/> MULTI-ADDRESS

SECURITY CLASSIFICATION

STANDARD FORM 14 REV. MARCH 15, 1957  
GSA REGULATION 2-IX-203.04  
14-303

**TELEGRAPHIC MESSAGE**

OFFICIAL BUSINESS  
U. S. GOVERNMENT

THIS BLOCK FOR USE OF COMMUNICATIONS UNIT

MESSAGE TO BE TRANSMITTED (Use double spacing and all capital letters)

THIS COL. FOR AGENCY USE

SEPTEMBER 21, 1966

START MESSAGE ADDRESS HERE

HONORABLE CHUCK HALL, MAYOR  
METROPOLITAN DADE COUNTY  
CONFERENCE ON OCEANOGRAPHY  
C/O THOMAS F. FLEMING  
FIRST NATIONAL BANK OF MIAMI  
100 SOUTH BISCAYNE BOULEVARD  
MIAMI, FLORIDA

PLEASE CONVEY MY GREETINGS TO THE DISTINGUISHED PARTICI-  
PANTS AND AUDIENCE IN THE OCEANOGRAPHIC CONFERENCE BEING  
HELD AT THE UNIVERSITY OF MIAMI, INSTITUTE OF MARINE  
SCIENCES. THE CONFERENCE PROGRAM IS A COMMENDABLE  
EXAMPLE OF WHAT CAN BE ACHIEVED BY FORWARD-LOOKING CIVIC  
LEADERS IN CONJUNCTION WITH SCIENTIFIC AND TECHNICAL  
AUTHORITIES.

AS CHAIRMAN OF THE NATIONAL COUNCIL ON MARINE RESOURCES  
AND ENGINEERING DEVELOPMENT, I AM DEEPLY GRATIFIED BY THE  
STIMULUS WHICH GREATER MIAMI, WITH ITS DISTINGUISHED  
HISTORY IN MARINE RESEARCH, PROVIDES TOWARD REALIZING  
THE POTENTIALITIES OF AMERICA'S VAST OCEANOGRAPHIC  
FRONTIER.

THE SUGGESTIONS OF THE CONFERENCE WILL BE MOST WELCOME.

DO NOT TYPE MESSAGE BEYOND THIS LINE

PAGE NO.	NO. OF PAGES
1	2

NAME AND TITLE OF ORIGINATOR (Type) HUBERT H. HUMPHREY, THE VICE PRESIDENT	ORIGINATOR'S TEL. NO. 103/3020	DATE AND TIME PREPARED 21 SEPT 66 10 AM
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I certify that this message is official business, is not personal, and is in the interest of the Government.

\_\_\_\_\_  
(Signature)

NAME OF AGENCY NATIONAL COUNCIL ON	PRECEDENCE
MARINE RESOURCES AND ENGINEERING DEVELOPMENT	ACTION:
ACCOUNTING CLASSIFICATION G-241	INFO.:
	TYPE OF MESSAGE <input checked="" type="checkbox"/> SINGLE <input type="checkbox"/> BOOK <input type="checkbox"/> MULTI-ADDRESS

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MESSAGE TO BE TRANSMITTED (Use double spacing and all capital letters)

THIS COL. FOR AGENCY USE

PAGE 2 (CONTINUED)

I LOOK FORWARD AT SOME EARLY DATE TO MEETING WITH GREATER MIAMI'S OCEANOGRAPHIC EXPERTS, TO OBTAIN THEIR FULLEST JUDGMENT ON OUR NATION'S FUTURE POLICIES AND PROGRAMS.  
BEST REGARDS.

HUBERT H. HUMPHREY  
THE VICE PRESIDENT

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DO NOT TYPE MESSAGE BEYOND THIS LINE

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SECURITY CLASSIFICATION

I certify that this message is official business, is not personal, and is in the interest of the Government.  
  
\_\_\_\_\_  
(Signature)



OFFICE OF THE VICE PRESIDENT  
WASHINGTON  
20510

September 14, 1966

G241

TO: Dr. Edward Wenk, Jr.  
Executive Secretary  
National Council on Marine Resources  
and Engineering Development  
Room 405  
Executive Office Building  
Washington, D. C.

FROM: Julius Cahn

RE: A TELEGRAPHED GREETING

Enclosed is an incoming request for a message from the Vice President. Since there will be many such oceanography messages to go out, either solicited or unsolicited, I would appreciate if you would prepare the greeting and send it to me in semi-final form. As background, however, for style and format, I am in turn enclosing a first draft which I hope you will revise as to substance in any way you deem fit.

Generally speaking, we send messages as night telegrams to arrive 24 hours before the event. Carbon copies are sent to other requesting sources; e.g. a Senator or Representative who may have urged the message.

For events in which there will be a printed program we endeavor to send -- well in advance -- a substantial letter, together with a glossy photo of the Vice President for reprinting.

Any suggestions you may have as to how our standard procedure can be dovetailed into the work of your office will be most welcome.

#####

EDUCATIONAL SERVICES INCORPORATED

ELEMENTARY SCIENCE STUDY

108 Water Street, Watertown, Massachusetts 02172

Telephone: 926-0600

Cable Address: ESINC

March 21, 1966

Mr. Eiler Ravnholt  
Office of the Vice-President  
Washington, D. C.

Dear Mr. Ravnholt:

In accordance with Mr. Norman Sherman's suggestion, would you be kind enough to notify me when the volume of Vice-President Humphrey's campaign speeches during 1964 is completed.

May I also have the cost of this book, and the procedure for ordering it.

Thank you for your assistance in this matter.

Very truly yours,



(Miss) Deborah Gross  
Secretary to Mr. Peter Gesell

*Julius Cahn*

March 19, 1965

Memorandum

TO: Professional Staff  
cc: Vice President Humphrey  
Bill Connell

FROM: Ted Van Dyk

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Attach.

Speech Schedule

<u>Date</u>	<u>Occasion</u>	<u>Staff Responsibility</u>	<u>Draft Due</u>
3/23	International Cooperation	Rielly	3/20
3/25	Lehman dinner	Kelly	3/20
3/25	Magazine editors (travel)	Van Dyk	3/22
3/28	Pharmaceutical association	Peterson	3/23
3/29	Tydings dinner (Great Society)	Stinnett	3/24
3/30	Mayors meeting (greeting only)	Peterson	3/25
3/31	League of Cities (urban affairs)	Peterson	3/26
3/31	IUE luncheon (notes only)	Bookbinder	3/26
4/2	UCLA (education)	Stewart (Zeidman)	3/27
4/3	ABA (telephone message)	Van Dyk (Williams)	3/28
4/6	Advertising Council (21st Century USA)	Cahn	3/30
4/6	Industrial Union Dept/ AFL-CIO (notes only)	Bookbinder	4/3
4/7	National Fed. Grain Cooperatives	Gartner	3/31
4/8	B'Nai B'rith (civil rights)	Cahn/Stewart	4/1
4/9	AFL-CIO, Eaton Rouge	Sherman	4/2
4/9	ISU (subject open)	Stewart	4/2
4/15	American Society Newspaper Editors	Rielly	4/8
4/22	Insurance investment conference (domestic business)	Peterson	4/15
4/24	Norfolk Anales festival (Great Society)	Sherman	4/17
4/24	Duke University (excellence)	Stewart	4/17

Speech Schedule  
Page two

<u>Date</u>	<u>Occasion</u>	<u>Staff Responsibility</u>	<u>Draft Due</u>
4/25	Bennett House, N.C. (see Bill Creech)	Jensen	4/18 <sup>7</sup>
4/28	Millers Federation	Gartner	4/21
4/29	Handicapped Council	Cahn	4/22
5/1	Law Day, William Mary (world law)	Rielly	4/23
5/2	Polish Alliance (immigration)	Sherman	4/26
5/13	Nat. Conference/Day Care (welfare)	Cahn	5/6
5/16	Norwegian-Americans (the Norse)	Jensen	5/9
5/20	Lehman Memorial (Great Society)	Kelly	5/13
5/21	Financial Writers, N.Y. (economic growth)	Peterson (Heller)	5/14
5/26	Nat. Conference/Social Welfare (progress in democratic society)	Stewart	5/19
6/1	War College (nat. security)	Carroll/Rielly	5/24
6/6	Syracuse U. commencement (peace)	Rielly	5/31
6/13	American U. commencement (subject open)	Stewart	6/6



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