

CALIFORNIA DEMOCRATIC PARTY

MEMORANDUM



TO: Democratic National Convention Delegation
FROM: Pamela S. Duffy, Delegation Director
DATE: June 10, 1976

OFFICERS

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Chairman

GOLDIE CUTLER
Women's Division Chairman

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Southern Chairman

ROBERT A. D. SCHWARTZ
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MADALE WATSON
Southern Treasurer

CHARLES MARTINEZ
Northern Treasurer

PETER D. KELLY
State Executive Director

Congratulations on becoming a delegate to the Democratic National Convention. The California delegation will be composed of 280 delegates, 120 alternates, delegation and candidate staff, members of the press, and guests of the delegation. Successful coordination of such a large group requires extremely careful planning and strict adherence to deadlines and procedures.

This memorandum is designed to provide you with essential information on the delegation's first meeting, travel and housing arrangements. Please read it carefully and complete the information requested as soon as possible. All reservations are on a first come first serve basis. No reservation will be processed without the appropriate deposit or payment. Confirmation will be mailed to you by the Arrangements Committee upon receipt of payment.

I. June 26, 1976 Meeting of the California Delegation

9 a.m., Americana Hotel, Grand Ballroom, corner of Sepulveda and Centinela Boulevards, Los Angeles. This is an essential meeting that you should make every effort to attend.

Selection of Delegates and Alternates

210 of 280 delegates were selected by the primary process. The remaining 70 delegates will be selected at the June 26 delegation meeting in Los Angeles in the same proportion as the statewide percentage received by each candidate. All 120 alternates will be selected at the delegation meeting in direct proportion to delegate strength. Other organizational tasks facing the delegation on June 26 are confirmation of standing committee members and selection of the new Democratic National

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Committeepersons.

II. Transportation

Two round trip charter flights (San Francisco and Los Angeles) have been reserved by the Arrangements Committee. There are a limited number of charter and group seats available. Round trip air travel is \$265.00 per person. Flights will depart for New York July 10, 1976 and return July 16, 1976. Only round trip reservations will be accepted. Reservations for delegates selected June 8 must be received by the Arrangements Committee no later than June 21, 1976.

New York travel to hotels and to and from Madison Square Garden is included.

III. Housing

The California delegation will be housed at the New York Hilton Hotel. We cannot, at this time, guarantee specific room rates, however, the variations will not exceed those listed on the attached reservation form.

A fifty dollar (\$50.00) per room deposit is required. Higher deposits are required for suites. The New York Hilton also requires advance credit information in order to pre-register the delegation. Please list on the reservation form the credit card you intend to use for housing or alternative identification so that advance registration can be facilitated.

Limited low cost housing has been arranged by the Democratic National Convention at various locations other than the New York Hilton on a first come first serve basis. If you plan to utilize low cost housing please notify the Arrangements Committee immediately.

PSD/jl
Enclosure

CALIFORNIA DELEGATION ROOMS/ADMINISTRATION/MESSAGE CENTER

The California Delegation's Administrative Office and message center is located in the Morgan Suite on the Second Floor of the New York Hilton. The office will be staffed to assist delegates and answer questions. If a member of the delegation wishes to leave a message, there will be a board posted in the Morgan Suite for that purpose. Delegates should check the message center daily.

The Press Room will be set up in the Bryant Suite, also on the Second Floor of the New York Hilton. The Trianon Ballroom is scheduled as the California Delegation Caucus Room. Other caucus meeting times and places will be posted in the message center in the Morgan Suite.

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HOTEL CHECK IN PROCEDURES

All members of the California Delegation will be pre-registered before arriving in New York July 10th. Upon arrival at the New York Hilton Hotel, each delegate is to report to the Tranon Room to pick up room keys. Bellman assistance and information regarding the delegation's stay at the Hilton will be available at that time.

Those delegates who have not established proper credit with an accepted credit card (American Express, Master Charge, Bankamericard, Diners Club, or Carte Blanche) will probably be required to deposit, in cash, full advance payment for six (6) days before they gain access to their rooms.

Delegation members are reminded that the customary rate for tipping bellmen in New York City is 85¢ per bag.

TRANSPORTATION TO AND FROM AIRPORT

Charter buses will be situated in front of the United Terminal at Newark Airport to pick up members of the California Delegation and their luggage and will transport them to the New York Hilton Hotel, located at 53rd Street and Avenue of the Americas. There will also be a shuttle bus service from New York's three airports (Kennedy, LaGuardia, and Newark) for those members of the delegation arriving individually. Buses will depart the airports on thirty-minute intervals and will discharge passengers at the New York Hilton after stopping at several other hotels.

On Friday, July 16th, buses will be at the New York Hilton two hours prior to the listed departure times for the trip to Newark Airport. At the Airport, do not give your luggage to curbside porters, but carry the luggage to the special Delegation check-in desk in the United Terminal.

TRANSPORTATION TO AND FROM MADISON SQUARE GARDEN

The distance from the New York Hilton Hotel to Madison Square Garden is twenty-one blocks, or approximately one mile. Transportation to the Garden will be provided by charter bus. Buses will leave the Hilton Hotel from the 54th Street exit one and one-half hours (1-1/2) before the convention convenes,

and depart the Garden continuously for one-half hour after the evenings' adjournment.

Charter buses displaying the names of the state delegations will line up outside the Garden to transport delegates back to the Hotel.

INTER-CITY TRANSPORTATION

New York City "Roam-Around" passes, which entitle you to ride municipal buses and subways free of charge, will be issued to all members of the delegation at the California Delegation Administration Office.

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FLIGHT SCHEDULES

	<u>DEPARTURE</u>	<u>ARRIVAL</u>
Saturday July 10, 1976	<u>Los Angeles</u>	
	11:00 AM PST (LAX)	6:35 PM EST (Newark)
	<u>San Francisco</u>	
	2:00 PM PST (SFU)	9:35 PM EST (Newark)

Friday July 16, 1976	<u>Los Angeles</u>	
	3:00 PM (Newark)	5:35 PMPST (LAX)
	<u>San Francisco</u>	
	5:15 PM EST (Newark)	7:45 PM PST (SFO)

Group reservations to be announced.

SEE CALIFORNIA DELEGATION ROSTER

TENTATIVE CONVENTION AGENDA

MONDAY, JULY 12

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8:00 P.M. CONVENE

Opening Ceremonies
Welcoming Speeches
Temporary Roll Call
Chairperson's Report
Film
Keynote Addresses:
 Senator John Glenn
 Congresswoman Barbara Jordan

TUESDAY, JULY 13

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1:00 P.M. CONVENE

Credentials Report
Part I of Rules Committee
Election of Permanent Convention Officers
Adoption of Permanent Rules
Platform Committee Report

WEDNESDAY, JULY 14

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1:00 P.M. CONVENE

Part 2 of Rules Committee
Charter Discussion
Nominating Speeches for President
Roll Call
Nomination of President

THURSDAY, JULY 15

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4:00 P.M. CONVENE

Nomination of Vice President
Acceptance Speeches by
 Presidential and Vice Presidential Nominees
Adjournment

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CREDENTIALLING PROCEDURES - FLOOR ACCESS

The Democratic National Committee will distribute credentials to the state delegations on a daily basis. All members of the California delegation must report to the Tranon Ballroom each morning to obtain their credentials for the day. In case of a lost badge, the delegate must report to the Administration Office immediately to obtain new credentials. The badges are absolutely non-transferable and all members of the delegation should exercise extreme care in keeping their credentials secure.

Other than official members of the delegation and alternates, the following are the only groups granted floor access to the convention: Democratic National Committee members; Governors; Lieutenant Governors; designated Presidential candidate's staff; press; and Members of Congress.

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DELEGATION ASSISTANCE

The California Delegation is privileged to have the assistance of a number of highly skilled volunteer staff assistants, in addition to the Delegation arrangements committee. If you have any questions, please do not hesitate to seek assistance from anyone wearing delegation staff badges.

Any special problems or needs, i.e. housing, transportation, etc, should be called to the attention of the delegation staff. They will make every effort to assist you.

Enjoy your Democratic Convention.

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ROLL CALL SEQUENCE

	Delegate Votes	Alternates	Complete Size of State Delegations*
Alabama	35	28	63
Alaska	10	10	26
Arizona	25	23	48
Arkansas	26	23	49
California	280	120	400
Colorado	35	28	63
Connecticut	51	36	87
Delaware	12	12	28
D. C.	17	17	34
Florida	81	51	132
Georgia	50	35	85
Hawaii	17	17	34
Idaho	16	16	32
Illinois	169	83	252
Indiana	75	48	123
Iowa	47	34	81
Kansas	34	27	61
Kentucky	46	33	79
Louisiana	41	31	72
Maine	20	20	40
Maryland	53	37	90
Massachusetts	104	61	165
Michigan	133	71	204
Minnesota	65	43	108
Mississippi	24	22	46
Missouri	71	46	117
Montana	17	17	34
Nebraska	23	22	45
Nevada	11	11	27
New Hampshire	17	17	34
New Jersey	108	63	171
New Mexico	18	18	36
New York	274	118	392
North Carolina	61	41	102
North Dakota	13	13	29
Ohio	152	77	229
Oklahoma	37	29	66
Oregon	34	27	61
Pennsylvania	178	86	264
Puerto Rico	22	21	43
Rhode Island	22	21	43
South Carolina	31	26	57
South Dakota	17	17	34
Tennessee	46	33	79
Texas	130	70	200
Utah	18	18	36
Vermont	12	12	28
Virginia	54	37	91
Washington	53	37	90
West Virginia	33	27	60
Wisconsin	68	44	112
Wyoming	10	10	26
Canal Zone	3	3	9
Guam	3	3	9
Virgin Islands	3	3	9
Democrats Abroad	3	3	9
TOTAL	3008	1896	4944

*States having less than 16 delegates may select 16 delegates to cast the vote of the delegation (Alaska, Delaware, Nevada, North Dakota, Vermont, and Wyoming). The Canal Zone, Guam, the Virgin Islands, and Democrats Abroad may select 6 delegates to cast the vote of the delegation.

VOTES NECESSARY TO WIN/PROCEDURES TO CAST ALTERNATE VOTES

The total number of delegate votes is 3,008. It will take 1,505 votes to constitute the 50 plus one vote needed to win.

If a delegate has to leave the floor during a session, the delegate must give his or her credentials to an alternate. The alternate will take the delegate's seat on the floor until the delegate returns.

STATE DELEGATION HOTEL ASSIGNMENTS

Alabama	Summit
Alaska	U.N. Plaza
Arizona	Roosevelt
Arkansas	Waldorf Astoria
California	N.Y. Hilton
Canal Zone	Americana City Squire
Colorado	Roosevelt
Connecticut	Biltmore
Delaware	Americana
District of Columbia	Americana
Florida	Taft
Georgia	Americana City Squire
Guam	McAlpin
Hawaii	Summit
Idaho	Lexington
Illinois	Waldorf Astoria
Indiana	Waldorf Astoria
Iowa	Americana
Kansas	Americana
Kentucky	Summit
Louisiana	Plaza
Maine	Gotham
Maryland	Americana
Massachusetts	Summit
Michigan	N. Y. Hilton
Minnesota	Biltmore
Mississippi	Abbey Victoria
Missouri	Drake
Montana	Biltmore
Nebraska	Barbizon Plaza
Nevada	Essex House
New Hampshire	Biltmore
New Jersey	Waldorf Astoria
New Mexico	Americana City Squire
New York	Americana
North Carolina	N. Y. Hilton
North Dakota	Taft
Ohio	N. Y. Sheraton
Oklahoma	Berkshire
Oregon	Belmont
Pennsylvania	N. Y. Sheraton
Puerto Rico	Biltmore
Rhode Island	N. Y. Sheraton
South Carolina	Barbizon Plaza
South Dakota	Summit
Tennessee	Drake
Texas	Essex House
Utah	Essex House
Vermont	Taft
Virgin Islands	N.Y. Hilton
Virginia	Barbizon-Plaza
Washington	McAlpin
West Virginia	Americana
Wisconsin	Roosevelt
Wyoming	N.Y. Hilton
Dem. Abroad	Waldorf-Astoria

CANDIDATE HOTEL ROSTERS

BROWN MC ALPIN
BYRD AMERICANA
CARTER AMERICANA
CHURCH LEXINGTON
HARRIS BILTMORE
JACKSON. WARWICK
UDALL ROOSEVELT
WALLACE. NEW YORK HILTON