

G.F.

6-A-1

November 20, 1952

MEMORANDUM

TO: Governor Sherman Adams

FROM: Arthur H. Vandenberg *AHV*

SUBJECT: Inaugural Procedures. *- re ticket requests*

I have talked to Joe McGarraghy, Chairman of the Inaugural Committee, concerning the attached request and other similar requests that are bound to follow. This is the procedure we have worked out. If you or I want special attention for a particular request - such as I assume you do in the present case - send it direct to Mr. Joseph C. McGarraghy at the Tower Building, 14th and K Streets, Washington, D. C., with a covering note that we will appreciate individual attention.

On the other hand, if requests are to be handled in only a routine fashion, they should be forwarded to the Inaugural Committee at Inaugural Headquarters, 1420 Pennsylvania Avenue, Washington, D. C. If the requests relate to tickets, they should be directed to the attention of the ticket committee, which, of course, is a subdivision of the Inaugural Committee.

The only question left undecided is whether these individual requests will be processed through me or whether you will send them direct. It seems to me that the latter course is preferable, especially since I won't be here all the time.

I have not taken action on the attached request. If you intend to forward them direct, I thought you probably would wish to inaugurate the procedure in this present instance.

Arthur H. Vandenberg

AHV:ff
att.