

The original documents are located in Box 2, folder “12/13/74 - Residence Staff Christmas Party” of the Betty Ford White House Papers, 1973-1977 at the Gerald R. Ford Presidential Library.

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THE WHITE HOUSE

WASHINGTON

December 12, 1974

Dear Mrs. Ford,

Re: Christmas Party for the Residence Staff
and their Families - December 13, 1974
4:00 p. m.

Attached for your review and approval are the proposed
scenario and guest list for your Christmas Party for
the Residence Staff and their Families.

approved _____

disapproved _____

For your information, Santa Claus will be Art Pettipas.
Mr. Pettipas is a member of the White House Staff --
he is the Assistant Chief of the Accounts, Purchases
and Payroll Office.

Thank you.

Nancy L.



THE WHITE HOUSE

WASHINGTON

MRS. FORD

Event: Christmas Party for the Residence Staff and Families

Date/Time: Friday, December 13, 1974 4:00 p. m.

Place: State Floor

Number of
Attendees: Approximately 150 guests

Schedule of
Events: 4:00 p. m. After your guests have arrived, you will
be escorted to the State Floor by Nancy
Lammerding.

Santa Claus will greet you at the entrance
of the State Dining Room and walk into the
State Dining Room with you.

You will mingle informally with your guests.

NOTE: Refreshments will be served in the
State Dining Room.

4:30 p. m. You may wish to invite the children into the
Blue Room where Santa Claus will have a
surprise for each of them.

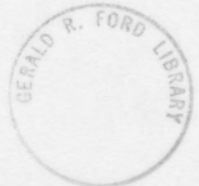
You may assist Santa Claus with the gifts or
you may wish to return to the Family Quarters.

NOTES: A string ensemble will be playing in the Grand
Hall.

A White House photographer will be present.

There will be no press coverage.

Pat Howard
December 12, 1974



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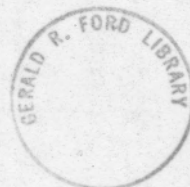
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Pat Howard
December 12, 1974

RECEPTION - Friday, December 13, 1974 at 4:00 p.m.

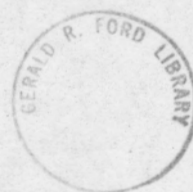
Allen, Mr. Eugene C.	Butler
Arrington, Mr. Bonner C.	Carpenter
Arrington, Mr. Howard B.	Plumber
Atkinson, Mr. James	Engineer
Battista, Chief A.	Valet
Baty, Mr. T. L.	Storeroom
Beahm, Mr. Carl B.	Flower room
Bender, Mr. & Mrs. Heinz	Housekeepers
Berned, Mr. James	Painter
Billard, Mr. Paul E.	Plumber
Blair, Mr. Franklin	Kitchen
Blundy, Mr. Robert	Flower room
Bowen, Miss Janet V.	Housekeeper
Bradford, Mr. Melvin E.	Grounds crew
Brown, Mrs. Adell	Maid
Bruce, Mr. Preston	Doorman
Byrd, Mr. Alvin D.	Grounds crew
Cabbell, Mrs. Louise	Laundry
Carter, Mr. Richard R.	Engineer
Chavis, Mr. Charles F.	Grounds crew
Clark, Mr. Cletus	Paint Shop
Cliber, Mr. William	Electric shop
Coherd, Mr. Richard W.	Storeroom
Conger, Mr. Clement	Curator
Convento, Mr. Abelardo R.	Kitchen
Cooke, Mr. General Lee	Doorman
Curtin, Mr. Vincent E.	Grounds crew
Davis, Mrs. Sally	Kitchen
Dewberry, Mrs. Erseline	Kitchen
Duffy, Mr. Robert	Transportation
Dyson, Mr. James K.	Grounds crew



Ewell, Miss Susan	Curator's office
Farrow, Mrs. Julia	Kitchen
Feeney, Mr. Charles W.	Grounds crew
Ficklin, Mr. J. Woodson	Houseman
Ficklin, Mr. John W.	Butler
Fischer, Mr. Paul	Movie projectionist
Fletcher, Mr. Daniel E.	Grounds crew
Frame, Mr. Milton	Carpenter
Frame, Mr. Wilford	Carpenter
Free, Mr. Russell	Engineer
Geer, Mr. Thomas S.	Grounds crew
Gibson, Mr. Harvey	Carpenter
Grimes, Mr. Walter	Engineer
Haller, Mr. Henry	Kitchen
Hamilton, Mr. William N.	Houseman
Haney, Mr. Dale F.	Grounds crew
Hare, Mr. Ray M., Jr.	Usher
Harley, Mr. David A.	Grounds crew
Harrison, Mr. Benjamin	Houseman
Harriston, Mr. James H.	Doorman
Henry, Mr. Samuel A.	Houseman
Hogan, Mr. Floyd D.	Grounds crew
Hogue, Mrs. Bette	Usher's office
Holness, Mrs. Wilma	Maid
Jackson, Mr. John E.	Grounds crew
Jerman, Mr. Wilson	Butler
Johnson, Mr. John	Butler
Jolly, Mr. Lonnie	Grounds crew
Keel, Mr. Matthew	Carpenter
Kremer, Mr. Raymond C.	Grounds crew
Logan, Mr. Henry F.	Grounds crew
Lumpkins, Mr. George	Enginccr



Martin, Mr. Eric	kitchen
Mayfield, Mr. Frederick	Doorman
Minor, Mr. Catalino	Houseman
Monkman, Miss Betty	Curator's office
Monzon, Chief Zosimo	Valet
Muffler, Mr. John P.	Electric shop
Myszka, Mr. John R.	Engineer
Namyst, Mr. Joseph A.	Electric shop
Nelson, Mr. James D.	Flower room
Newman, Mr. Domonic A.	Grounds crew
Newman, Mr. Larry A.	Grounds crew
Nivera, Mr. Jacinto	Kitchen
Olive, Mr. Fred K.	Houseman
Pearson, Mr. Alvin L.	Maintenance
Pearson, Mr. Melvin	Engineer
Pelkey, Mr. John	Electric shop
Peyton, Mr. Rockwood	Houseman
Pierce, Mr. Nelson C., Jr.	Usher
Posey, Mr. William E.	Grounds crew
Raffert, Mr. Hans	Kitchen
Richardson, Mrs. Clara	Maid
Riley, Mr. James	Maintenance
Ruback, Mr. William F.	Grounds crew
Saenz, Mr. Alfredo	Butler
Sands, Mrs. Wilma	Curator's office
Savoy, Mr. Tony O'Neill	Grounds crew
Scaldaferri, Mr. Frank	Grounds crew
Scouten, Mr. Rex W.	Usher
Selmon, Mrs. Gladys	Maid
Simmons, Mr. Lewis	Engineer
Snyder, Mr. Bradley A.	Maintenance
Souser, Mr. Walter	Electric shop
Sowets, Mr. John G.	Maintenance
Stamper, Mr. Bobby R.	Plumber
Stevens, Mr. Stewart	Houseman



Stout, Mr. Stewart G.

Usher

Summers, Mr. William C.

Houseman

Surette, Mr. Calvin

Carpenter

Sweitzer, Mr. Frank

Electric shop

Taliaferro, Mrs. Mildred

Laundry

Thacker, Mr. Ralph

Engineer

Thomas, Mr. Edward A.

Grounds crew

Tucker, Mr. William C.

Grounds crew

Walker, Mr. Larry S.

Maintenance

Washington, Mr. George W.

Grounds crew

Wedge, Mr. William J.

Grounds crew

Whiting, Mr. Samuel P.

Grounds crew

Wiggins, Mrs. Pearl

Pantry

Williams, Mr. Irvin M.

Grounds crew

Windsor, Mr. Edward

Engineer

Wise, Mr. John O.

Grounds crew

Wise, Mrs. Viola

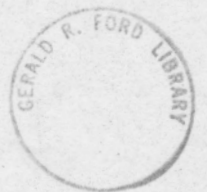
Maid

Young, Mr. Eley F.

Butler

Young, Mr. Elmer M.

Flower shop



November 8, 1974

Dear Mr. Rubenstein:

In your recent letter you expressed an interest in assisting the First Lady on special projects for children. As we are now beginning our preparations for the Christmas season, we would like to call upon you for help if at all possible.

Arrangements are now being made for a Christmas party for the children whose parents have so devotedly worked for many administrations throughout the years to domestically preserve the White House residence and maintain smooth operations. These are the people that really keep the White House going. This has not been done since the Eisenhower administration, and we really want to give them recognition for their fine contributions in helping to make life so much easier for each First Family that occupies this home--no matter what their political affiliation. We are presently anticipating a party for 58 boys between the ages of 1-14 and 38 girls. We also hope to be able to present each child with a special toy for Christmas. If your company has an interest in participating in this project, please let me know.

With warm regards,

Sincerely,

Nancy M. Howe
Special Assistant
to Mrs. Ford



Mr. Joel Rubenstein
Director, Marketing Public Relations
Mattel, Incorporated
5150 Rosecrans Avenue
Hawthorne, California 90250

NMH/cp

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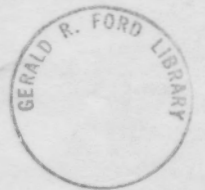
November 16, 1974

Dear Mr. Rubenstein:

Words could not tell you how happy you have made me today when I received your letter saying that Mattell would help us with the Christmas party for the children of the residence staff employees here at the White House. These are definitely deserving people, and we sincerely appreciate your help in making this an extra special party for the children as well as their parents.

The age group breakdown is:

<u>YEARS</u>	<u>BOYS</u>	<u>GIRLS</u>
2 and under	4	1
2 - 4	11	1
5 - 7	7	7
8 - 10	16	7
11 - 12	7	9
13 - 14	<u>8</u>	<u>8</u>
	53	33



We appreciate your offer to select the toys as I am afraid we have had very little contact with children's toys in the last few years. The party is scheduled for Friday, December 13 so we would appreciate them as soon as possible to enable us to wrap them. I suggest that these toys be mailed to me directly at the White House. This will avoid complications.

Many thanks for the book which I will definitely share with the First Family as I think it is great.

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Special Assistant

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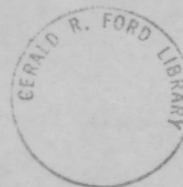
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NNH/cp





November 13, 1974

Ms. Nancy M. Howe
The White House
Washington, D.C.

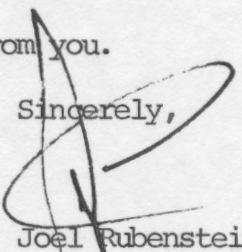
Dear Ms. Howe,

You bet we'd like to supply the toys for your Christmas party. According to your letter there are a total of 96 children involved. It would be appreciated if you could supply us with a little better breakdown of the ages so that we can better select the toys for them. Also please give me specific shipping instructions and the date you will need the toys by. If there is anything else we can do to make this party a success, please don't hesitate to ask.

Enclosed is a book, "America", by James Kavanaugh. I found this book to be quite meaningful and would appreciate it if you could share it with the First Family.

I do look forward to hearing from you.

Sincerely,


Joel Rubenstein
Director
Marketing Public Relations



JR:jsj

Enc.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

October 24, 1974

Memorandum for: Nancy Howe

From: Rex Scouter *RS*

Attached is the information you requested concerning the children of the Residence Staff and Grounds' Crew employees.





Ms. Nancy M. Howe
THE WHITE HOUSE
Washington, D.C.



December 3, 1974

Dear Mr. Rubenstein,

You have been just great, and we so appreciate all of your wonderful help. I am now anxiously awaiting the exciting assortment you have chosen for the children. I know they will be particularly thrilled to receive the new Gold Medal Barbie and Gold Medal Big Jim dolls.

Thank you for making this a day that the children will long remember.

With warm regards,

Sincerely,

Nancy M. Howe
Special Assistant
to Mrs. Ford



Mr. Joel Rubenstein
Director, Marketing Public
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Mattel, Incorporated
5000 Rosecrans Avenue
Hawthorne, California 90250

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Mattel, Incorporated
5850 Rosecrans Avenue
Manhasset, California 90250



NNH/cp



November 20, 1974

Ms. Nancy M. Howe
The White House
Washington, D.C.

Dear Ms. Howe,

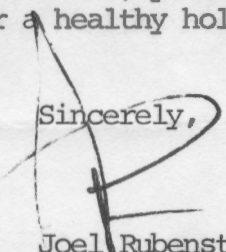
The toys are on their way. So you will better understand who gets what, we have allocated the following toys for the following age groups.

Biffy Beans	Boys	1 and under
Bitty Beans	Girl	1 and under
Mr. Safety Says	B&G	2 - 4
Vertibird Rescue		
Ship	Boys	5 - 7
Cathy Quick Curl	Girls	5 - 7
Spinwelder	Boys	8 - 10
Barbie Bty Ctr	Girls	8 - 10
Electric Hog	Boys	11 - 12
Knit Magic	Girls	11 - 12
Slingin' Slot	B&G	13 - 14



If there are any toys that you would need personally, please don't hesitate to let us know your needs. Also, please extend our sincere best wishes to the First Family for a healthy holiday season and, of course, the same to you.

Sincerely,


Joel Rubenstein
Director
Marketing Public Relations

JR:jsj



November 27, 1974

Ms. Nancy M. Howe
The White House
Washington, D.C.

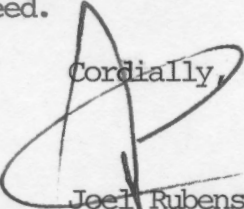
Dear Nancy,

We are just introducing a brand new line of toys that we would like to add to your Christmas party gift assortment. The products are the Gold Medal Barbie for girls and Gold Medal Big Jim for the boys.

Gold Medal Barbie and Gold Medal Big Jim are part of a new Mattel toy line to interest American youngsters in the Olympic games. Each of the figures comes complete with its very own Gold Medal, Olympic Record Book and iron-on shield.

Enclosed are our current catalogs for you to look over and see if there is anything else you might need.

Cordially,


Joel Rubenstein
Director
Marketing Public Relations

JR:jsj
Encs.



Some items in this folder were not digitized because it contains copyrighted materials. Please contact the Gerald R. Ford Presidential Library for access to these materials.

Spring Introductions

Mattel Toys '75



MATTEL



Processed by
NOV 30 1974
WHITE HOUSE
RECEPTION & SECURITY



Mattel, Inc. 5150 Rosecrans Avenue, Hawthorne, California 90250

Ms. Nancy M. Howe
The White House
Washington, D.C.

FIRST CLASS

Return postage guaranteed. This parcel may be opened for inspection if necessary.