

The original documents are located in Box 2, folder “2/12/75 - National Symphony Orchestra” of the Betty Ford White House Papers, 1973-1977 at the Gerald R. Ford Presidential Library.

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THE WHITE HOUSE
WASHINGTON

February 11, 1975

Dear Mrs. Ford,

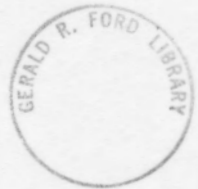
Attached for your review and approval is the proposed scenario for your Reception for the Women's Committee of the National Symphony Orchestra on February 12, 1975.

approved _____

dis approved _____

Thank you.

Pat Howard



THE WHITE HOUSE

WASHINGTON

February 11, 1975



MRS. FORD:

Event: Women's Committee of the National Symphony Orchestra

Date/Time: February 12, 1975 3:00 p. m.

Place: State Floor

Number of
Attendees: Approximately 400 guests

Schedule of
Events: 3:00 p. m. Your guests will arrive by bus through the Southeast Gate and will enter the White House through the Diplomatic Reception Room. They will be escorted to the State Floor.

3:10 p. m. After your guests have arrived, you will be escorted to the East Room to the small platform which will be located along the center of the east wall. You will make brief welcoming remarks.

At the conclusion of your remarks, you will invite your guests to have refreshments in the State Dining Room. (Coffee, tea, and tea cookies will be served.)

3:30 p. m. You may wish to mingle informally with your guests or return to the Family Quarters.

NOTES:

A small group from the Marine Orchestra will be positioned in the Grand Hall.

Social Aides will be present.

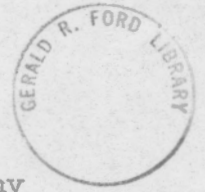
A White House photographer will be present.

Pat Howard

THE WHITE HOUSE
WASHINGTON

February 10, 1975

MRS. FORD:



Event: Women's Committee of the National Symphony Orchestra

Date/Time: February 11, 1975 3:00 p.m.

Place: State Floor

Number of Attendees: Approximately 425 guests

Schedule of Events: 3:00 p.m.

Your guests will arrive by bus through the Southeast Gate and will enter the White House through the East Garden. They will be escorted to the State Floor.

3:10 p.m.

After your guests have arrived, you will be escorted to the Grand Hall where you will meet Maestro Dorati (Musical Director of the Symphony) and Mrs. Mackenzie Gordon (President of the Women's Committee).

You will then proceed with Maestro Dorati and Mrs. Gordon into the East Room to the small platform which will be located along the center of the east wall. You will make brief welcoming remarks. At the conclusion of your remarks,

Maestro Dorati and Mrs. Gordon will present on behalf of the Women's Committee of the Symphony an album.

You will invite your guests to have refreshments in the State Dining Room. (Coffee, tea, and tea cookies will be served.)

3:30 p.m.

You may wish to mingle informally with your guests or return to the Family Quarters.

NOTES:

A small group from the Marine Orchestra will be positioned in the Grand Hall.

Social Aides will be present.

There will be press coverage.

A White House photographer will be present.

Background information is attached.