

The original documents are located in Box 49, folder “10/3/75 - Luncheon for His Excellency Helmut Schmidt (Germany)” of the Betty Ford White House Papers, 1973-1977 at the Gerald R. Ford Presidential Library.

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Date Issued 9/29/75

By Pat Howard

Revised _____

FACT SHEET
Mrs. Ford's Office

Event STAG WORKING LUNCHEON
Group IN HONOR OF CHANCELLOR SCHMIDT OF GERMANY
DATE/TIME October 3, 1975 1:00 p. m.
Contact Pat Howard Phone 2927
Number of guests: Total 20-30 Women _____ Men x Children _____
Place State Floor
Principals involved President
Participation by Principal yes (Receiving line) no (mingle informally)
Remarks required yes
Background --

REQUIREMENTS

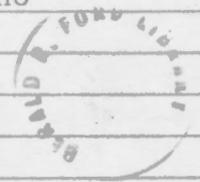
Social: Guest list yes
Invitations yes Programs no Menus yes
Refreshments Luncheon Format
Entertainment no
Decorations/flowers yes
Music yes
Social Aides yes
Dress Business Suit Coat check ?
Other --

Press: Reporters TO BE RESOLVED
Photographers _____
TV Crews _____
White House Photographers yes Color yes Mono. _____
Other --

Technical Support: Microphones yes PA Other Rooms no
Recording yes
Lights no
Transportation cars (Southwest Gate)
Parking South Grounds
Housing --
Other -- (Risers, stage, platforms) no

Project Co-ordinator Pat Howard Phone 2927

Site diagrams should be attached if technical support is heavy.



THE WHITE HOUSE

WASHINGTON

LUNCHEON IN HONOR OF
HIS EXCELLENCY HELMUT SCHMIDT
CHANCELLOR OF THE FEDERAL REPUBLIC OF GERMANY

October 3, 1975

12:45 p. m.

Dress: Business Suit

Arrival:

- 12:35 p. m. ... Your guests will arrive through the Diplomatic Reception Room and will be escorted to the Red Room for cocktails.
- 12:45 p. m. ... You will escort Chancellor Schmidt from the Oval Office to the East Room where you will join your guests for cocktails.

Luncheon:

- Rectangular table
- 1:05 p. m. ... You will escort Chancellor Schmidt to the Blue Room for the Luncheon.

NOTE: There will be a press photo opportunity as soon as your guests are seated.

- At the conclusion of the Luncheon, you will rise and propose a toast --- Chancellor Schmidt will respond.

NOTE: Suggested toast is attached (Tab A).

NOTE: No press coverage of toasts; transcripts of the toasts will be released to the press.



After Luncheon:

- You will escort Chancellor Schmidt to the Red Room --- guests will proceed to the Red Room.
- Demitasse, liqueurs and cigars will be served to your guests.

Departure:

- You will escort Chancellor Schmidt to the North Portico.
- You may wish to mingle with your guests or return to the Oval Office.

NOTES:

- Guest list is attached (Tab B).
- White House photographer will be present.
- A Military String Ensemble will be positioned in the Grand Hall.
- Military Social Aides will be present.
- Interpreters will be present.

Pat Howard

