# The original documents are located in Box 1, folder "8/23/74 - Reception for the Vice Presidential Staff" of the Sheila Weidenfeld Files at the Gerald R. Ford Presidential Library.

#### **Copyright Notice**

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Gerald R. Ford donated to the United States of America his copyrights in all of his unpublished writings in National Archives collections. Works prepared by U.S. Government employees as part of their official duties are in the public domain. The copyrights to materials written by other individuals or organizations are presumed to remain with them. If you think any of the information displayed in the PDF is subject to a valid copyright claim, please contact the Gerald R. Ford Presidential Library.

	*	- 1	1003 (6000)	1881 W. C. C.	240 A W. O.	-
Ravio	1					
1 1 1 2 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	755					

### FACT SHEET

Oresp President's Vice Presidential Staff Context Terry O'Donnell Phone Terry O'Donnell Phone Context of guests: Total 150? Women Concetting Friday, August 23, 1974 6:00 - 8:00 p.m.  Place State Dining Room Entrance SW Gate Principals involved President and Mrs. Ford Participation by Principal (Receiving line) outside door of State Dining Roo Remarks required Dackground  REQUIREMENTS  Social: Guest list office of Mr. Fox Invitations   by phone Programs no Menus no Refreshments cocktails and hors d'ocuyres Entertalmment no Decorations/flowers yes Music Marine Combo Social Airles no Dress business suit-long casual dress forchaddes yes Other  Pract: Reporters WHITE HOUSE PHOTOGRAPHER ONLY Photographers TV Crews White House Photographers Color Mone.  Technical Eupport: Microphones no requirements PA Other Rooms: Recording	Event	Reception
Contact Terry O'Donnell Finance of guests: Total 150? Women Men Children  Over/Time Friday, August 23, 1974 6:00 - 8:00 p.m.  Place State Dining Room Entrance SW Gate  Principals involved President and Mrs. Ford  Farticipation by Principal (Receiving line) outside door of State Dining Roof  REQUIREMENTS  Sacial: Guest list office of Mr. Fox  Invitations by phone Programs no Menus no Refreshments cocktails and hors d'ocuvres  Entertainment no Decorations fliowers yes  Music Marine Combo  Social Aires no Oress business suit-long casual dress forcladies yes  Other  Pract: Reporters WHITE HOUSE PHOTOGRAPHER ONLY Photographers  TV Crews  White House Photographers Color Mono.  Other  Technical  Support: Microphones no requirements PA Other Rooms:  Processing August 23, 1974 6:00 - 8:00 p.m.  Children  Swa Gate  (Receiving line) - 8:00 p.m.  Children  Outside Aoor of State Dining Roof  (Receiving line) - 0.00 p.m.  Receiving line) - 0.00	Oroup_	President's Vice Presidential Staff
State Dining Room  Principals involved President and Mrs. Ford  Participation by Principal (Receiving line) outside door of State Dining Roof  Remarks required  Dackground  REQUIREMENTS  Sacial: Guest list office of Mr. Fox  Invitations by phone Programs no Menus no Refreshments cocktails and hors d'oeuvres  Entertainment no Decorations/flowers yes  Music Marine Combo  Social Airles no Dress business suit-long casual dress for ladies yes  Other  Pross: Reporters WHITE HOUSE PHOTOGRAPHER ONLY  Photographers  TV Crews  White House Photographers Color Mono.  Other  Technical  Cupport: Microphones no requirements PA Other Rooms:	Contact_	Terry O'Donnell Phone
State Dining Room  Principals involved President and Mrs. Ford  Participation by Principal (Receiving line) outside door of State Dining Roof  Participation by Principal (Receiving line) outside door of State Dining Roof  Participation by Principal (Receiving line) outside door of State Dining Roof  Participation by Principal (Receiving line) outside door of State Dining Roof  President State Dining Roof  REQUIREMENTS  Social State Dining Roof  REQUIREMENTS  REQUIREMENTS  Programs no Menus no Decorations/ficewers yes  Music Marine Combo  Social Airles no Oress business suit-long casual dress for ladies yes  Other  Press: Reporters WHITE HOUSE PHOTOGRAPHER ONLY Photographers  TV Crews  White House Photographers Color Mono Other  Technical  Support: Microphones no requirements PA Other Rooms:	Number	of guests: Total 150? Women Men Children
State Dining Room  Frincipals involved President and Mrs. Ford  Farticipation by Principal (Receiving line) outside door of State Dining Roof  Flameries required  Gackground  REQUIREMENTS  Social: Guest list office of Mr. Fox  Invitations by phone Programs no Menus no  Refreshments cocktails and hors d'oeuvres  Entertainment no  Decorations/flowers yes  Music Marine Combo  Social Aides no  Oress business suit-long casual dress forcladies yes  Other  Frees: Reporters WHITE HOUSE PHOTOGRAPHER ONLY  Photographers  TV Crews  White House Photographers  Other  Technical  Capport: Microphones no requirements PA Other Rooms:  Press Reporter Microphones no requirements PA Other Rooms:	Date/Tin	Friday, August 23, 1974 6:00 - 8:00 p.m.
Presidential President and Mrs. Ford  [Receiving line] outside door of State Dining Roof  Remarks required  Deckground  REQUIREMENTS  Social: Guest list office of Mr. Fox Invitations by phone programs no Menus no Refreshments cocktails and hors d'ocuyres  Entertainment no Decorations/liowers yes Music Marine Combo  Social Aides no Dress business suit-long casual dress for ladies yes  Other  Press: Reporters WHITE HOUSE PHOTOGRAPHER ONLY Photographers TV Crevs White House Photographers Color Mono, Other  Technical  Support: Microphones no requirements PA Other Rooms:	Placa	State Dining Room Entrance SW Gate
REQUIREMENTS  Social: Guest list office of Mr. Fox Invitations by phone Programs no Menus no Refreshments cocktails and hors d'oeuvres Entertainment no Decorations/flowers yes Music Marine Combo Social Aides no Dress business suit-long casual dress for ladies yes Other  Press: Reporters WHITE HOUSE PHOTOGRAPHER ONLY Photographers TV Crews White House Photographers Golor Mono. Other  Technical Support: Microphones no requirements PA Other Rooms:	Principal	involved President and Mrs. Ford
REQUIREMENTS  Special: Guest list office of Mr. Fox Invitations by phone Programs no Menus no Refreshments cocktails and hors d'oeuvres Entertainment no Decorations/flowers yes Music Marine Combo Social Aides no Dress business suit-long casual dress for ladies yes Other  Press: Reporters WHITE HOUSE PHOTOGRAPHER ONLY Photographers TV Crews White House Photographers Golor Mono. Other  Technical Support: Microphones no requirements PA Other Rooms:	Participa	tion by Principal (Receiving line) outside door of State Dining Roor
REQUIREMENTS  Social: Guest list office of Mr. Fox Invitations by phone Programs no Menus no Refreshments cocktails and hors d'oeuvres Entertainment no Decorations/flowers yes Music Marine Combo Social Aides no Dress business suit-long casual dress for ladies yes Other  Pract: Reporters WHITE HOUSE PHOTOGRAPHER ONLY Photographers TV Crews White House Photographers Golor Mono. Other  Technical Support: Microphones no requirements PA Other Rooms:		
REQUIREMENTS  Social: Guest list office of Mr. Fox Invitations by phone Programs no Menus no Refreshments cocktails and hors d'oeuvres Entertainment no Decorations/flowers yes Music Marine Combo Social Airles no Dress business suit-long casual dress forcladies yes Other  Pract: Reporters WHITE HOUSE PHOTOGRAPHER ONLY Photographers TV Crews White House Photographers Color Mono. Other  Technical Support: Microphones no requirements PA Other Rooms:	Hamarks	78quirod
Social: Guest list office of Mr. Fox Invitations   by phone   Programs no   Menus no   Refreshments   cocktails and hors d'oeuvres   Entertainment   no   Decorations/flowers   yes   Music   Marine Combo   Social Aides   no   Dress   Other   Proces: Reporters   WHITE HOUSE PHOTOGRAPHER   ONLY   Photographers   TV Crews   White House Photographers   Color   Mono   Other   Technical   Support: Microphones no requirements   PA Other Rooms:	Jan (grot	The Confession of the Confessi
Social: Guest list office of Mr. Fox Invitations by phone Programs no Menus no Refreshments cocktails and hors d'oeuvres Entertainment no Decorations/flowers yes Music Marine Combo Social Aides no Dress Other  Proces: Reporters WHITE HOUSE PHOTOGRAPHER ONLY Photographers TV Crews White House Photographers Color Mono. Other  Technical Support: Microphones no requirements PA Other Rooms:		
Social: Guest list office of Mr. Fox Invitations by phone Programs no Menus no Refreshments cocktails and hors d'oeuvres Entertainment no Decorations/flowers yes Music Marine Combo Social Aides no Dress Other  Proces: Reporters WHITE HOUSE PHOTOGRAPHER ONLY Photographers TV Crews White House Photographers Color Mono. Other  Technical Support: Microphones no requirements PA Other Rooms:		DECUMPENSAIR
Invitations   by phone   Programs   no   Menus   no   Refreshments   cocktails and hors d'oeuvres   Entertainment   no   Decorations/flowers   yes   Music   Marine Combo   Social Aides   no   Dress   business suit-long casual dress for ladies   yes   Other    Press:   Reporters   WHITE HOUSE PHOTOGRAPHER   ONLY   Photographers   TV Crews   White House Photographers   Color   Mono   Other    Technical   Eupport:   Microphones   no requirements   PA Other Rooms:   Decoration   Reporting   Pagentine   Pagent	*	naconcaziono
Invitations   by phone   Programs   no   Menus   no   Refreshments   cocktails and hors d'oeuvres   Entertainment   no   Decorations/flowers   yes   Music   Marine Combo   Social Aides   no   Dress   business suit-long casual dress for ladies   yes   Other    Press:   Reporters   WHITE HOUSE PHOTOGRAPHER   ONLY   Photographers   TV Crews   White House Photographers   Color   Mono   Other    Technical   Support:   Microphones no requirements   PA Other Rooms:   Recording	Contail	Guerling office of Mr. Fox
Refreshments cocktails and hors d'oeuvres  Entertainment no  Decorations/flowers yes  Music Marine Combo  Social Aides no Dress business suit-long casual dress for ladies yes  Other  Press: Reporters WHITE HOUSE PHOTOGRAPHER ONLY Photographers TV Crews White House Photographers Color Mono. Other  Technical Support: Microphones no requirements PA Other Rooms:	oudist.	
Entertainment no  Decorations/flowers yes  Music Marine Combo  Social Aides no  Dress business suit-long casual dress for ladies yes  Other  Press: Reporters WHITE HOUSE PHOTOGRAPHER ONLY  Photographers  TV Crews  White House Photographers Color Mono.  Other  Technical  Support: Microphones no requirements PA Other Rooms:		
Decorations/flowers yes  Music Marine Combo  Social Aides no  Dress business suit-long casual dress for ladies yes  Other  Fress: Reporters WHITE HOUSE PHOTOGRAPHER ONLY Photographers TV Crews White House Photographers Color Mono. Other  Technical Cupport: Microphones no requirements PA Other Rooms:		
Music Marine Combo  Social Airles no Dress business suit-long casual dress for ladies yes  Other  Press: Reporters WHITE HOUSE PHOTOGRAPHER ONLY Photographers TV Crews White House Photographers Golor Mono. Other  Technical Cuppart: Microphones no requirements PA Other Rooms:		4 Secretarian and Agricultural and Agric
Social Aides no Dress business suit-long casual dress for ladies yes Other  Press: Reporters WHITE HOUSE PHOTOGRAPHER ONLY Photographers TV Crews White House Photographers Color Mono. Other  Technical Support: Microphones no requirements PA Other Rooms:		Music Marine Combo
Press: Reporters WHITE HOUSE PHOTOGRAPHER ONLY Photographers TV Crews White House Photographers Color Mono. Other  Technical Support: Microphones no requirements PA Other Rooms:		Social Airles no
Press: Reporters WHITE HOUSE PHOTOGRAPHER ONLY Photographers TV Crews White House Photographers Color Mono. Other  Technical Support: Microphones no requirements PA Other Rooms:		Dross business suit-long casual dress for ladies yes
Press: Reparters WHITE HOUSE PHOTOGRAPHER ONLY Photographers TV Crews White House Photographers Golor Mono. Other  Technical Support: Microphones no requirements PA Other Rooms:		
Photographers TV Crews White House Photographers Golor Mono. Other  Technical Support: Microphones no requirements PA Other Rooms:		pro No. (1997) and the contract of the contrac
Photographers TV Crews White House Photographers Golor Mono. Other  Technical Support: Microphones no requirements PA Other Rooms:	Press:	Reporters WHITE HOUSE PHOTOGRAPHER ONLY
TV Crews White House Photographers Golor Mono. Other  Technical Support: Microphones no requirements PA Other Rooms:		
White House Photographers Golor Mono. Other  Technical Support: Microphones no requirements PA Other Rooms:		TV Commen
Technical Support: Microphones no requirements PA Other Rooms:		
Support: Microphones no requirements PA Other Rooms:		
Support: Microphones no requirements PA Other Rooms:		
Prograding	Technica	
Recording	Support	Microphones no requirements PA Other Rooms:
		2 SELECTION OF THE PROPERTY OF
Lights		Lights
Transportation cars		
Parking south grounds		We make the section of the section o
Housing		
Other (Rivers, stage, platforms)		Other (Ricors, stage, plotforms)
Project Co-ordinator Susan Dolibois Phone 2927	Project C	o-ordinator Susan Dolibois Phone 2927

#### THE WHITE HOUSE

#### WASHINGTON

## PRESIDENT AND MRS. FORD'S RECEPTION FOR THE VICE PRESIDENTIAL STAFF

Friday, August 23, 1974 6:00 p.m.

from:

Lucy Winchester

attire:

Business suits and long casual

dresses

5:55 p.m.

You will join Mrs. Ford in the Residence

6:00 p.m.

You and Mrs. Ford will be escorted to a position near the door of the State Dining Room. As your 145 guests (guest list attached) pass through the receiving line, individual photographs will be taken.

Cocktails and hors d'oeuvres will be served in the State Dining Room and the Marine Corps Combo will be positioned in the Grand Hall.

The Second Floor of the Residence will be open to your guests during the reception.

8:00 p.m.

You and Mrs. Ford will be escorted to the Family Quarters.

NOTES:

There will not be press coverage.

A White House photographer will be present.