

The original documents are located in Box 5, folder “Ford, Betty” of the Richard B. Cheney Files at the Gerald R. Ford Presidential Library.

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RBC:

SUSAN PORTER called concerning the conversation she had with you last night.

Susan said that Mrs. Ford would like to go to the Symphony Ball. That The President and Mrs. Ford would be the guests of the Kiplingers. The Whites are going and will also be the guests of the Kiplingers.

If you see any complications with this, please call.

11:39
11/30/76

Dick Cheney
*Mrs. Ford apparently has accepted
& 2 concave.
Please make necessary arrangements.*

oh

Fri.

Train Th. 12:30

THE WHITE HOUSE
WASHINGTON

Dick Cheney

Mrs. F. is not
going to Philly. She
has Thurs. P.M. + Fri.
A.M. commitments.

Thinks she might
be the way out, also.

Susan said she might
want to go but with her
that travelling, she can avoid this &
stay in school.

THE WHITE HOUSE
WASHINGTON

Dick Cheney

see about Betty's
trip - what kind of
plane etc.

Calif.

DC-9

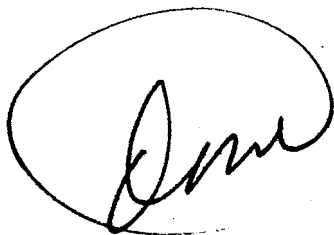
Memo to
Bill Colley
4/25/75

THE WHITE HOUSE
WASHINGTON

Dick Cheney

1st Mrs Calif trip.

2 Stewards in per conversation.
No military a/c. the only
= want one in D.C. when she
attends functions alone.



ORIGINAL RETIRED TO
SPECIAL DOCUMENTS FILE

Mrs. F.

SOCIAL SECRETARY

(1) Individual should have the full confidence of Mrs. Ford, projecting the image of warmth and openness consistent with the First Family and the White House.

(2) She should be a person of sound judgment with executive ability and the potential to assume the role of First Lady staff director/coordinator. There is some disagreement on this as too "heavy" an individual could bring about co-operation difficulties within the White House.

(3) Individual should work closely with the various elements of the White House as a team player and should have all understanding of the West Wing.

(4) She should possess a good social background, knowledge of etiquette and protocol, knowledge of food and wines, a natural talent with decorating and flowers and have had previous experience with formal and informal entertaining in both large and small groups.

(5) She should be politically savvy and capable of meshing East Wing and West Wing considerations.

(6) She should be prepared to assume a low public profile and not seek publicity as a reward for the post.

RESPONSIBILITIES

(1) All social functions including preparation of guest lists, dinner arrangements, table decorations and entertainment.

(2) Consideration should be given also to arranging overseas dinners in conjunction with Ron Jackson and the State Department.

