

The original documents are located in Box 1, folder “10/03/74 - Congressional Retirees Dinner” of the Betty Ford White House Papers, 1973-1977 at the Gerald R. Ford Presidential Library.

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FACT SHEET
Mrs. Ford's Office

Event Dinner for Congressional Retirees
Group _____
DATE/TIME 10/3/74 8:00 p. m.
Contact Bill Timmons Phone 2706
Number of guests: Total 120 Women x Men x Children _____
Place State Floor
Principals involved President and Mrs. Ford
Participation by Principal yes (Receiving line) Yes
Remarks required yes
Background _____

REQUIREMENTS

Social: Guest list yes
Invitations yes Programs no Menus yes
Refreshments Dinner Format
Entertainment no
Decorations/flowers yes
Music yes (Dance Combo)
Social Aides yes
Dress Black Tie Coat check yes
Other _____

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

Technical Support: Microphones yes PA Other Rooms _____
Recording _____
Lights _____
Transportation By car
Parking South Grounds
Housing _____
Other _____ (Risers, stage, platforms) _____

Project Co-ordinator Pat Howard Phone 2927

Site diagrams should be attached if technical support is heavy.