

The original documents are located in Box 5, folder “12/15/75 - White House Staff Christmas Party” of the Betty Ford White House Papers, 1973-1977 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. Betty Ford donated to the United States of America her copyrights in all of her unpublished writings in National Archives collections.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.

THE WHITE HOUSE

WASHINGTON

December 13, 1975

PRESIDENT FORD:

Event: Christmas Party for the White House Staff

Date/Time: Monday, December 15, 1975 5:00 to 7:00 p.m.

Place: State Floor

Number of
Attendees: Approximately 1000 guests

Schedule of
Events: 5:00 p.m. Your guests will arrive through the Ground
Floor Hall and will be escorted to the State Floor.

They will be given the opportunity to view the
Christmas decorations in all of the rooms.

5:25 p.m. The U. S. Naval Academy Glee Club directed
by John Talley will commence with their program
of Christmas carols in the East Room.

5:40 p.m. You and Mrs. Ford will be escorted to the State
Floor and will proceed to the East Room to the
small platform in front of the Midshipmen from
which you and Mrs. Ford will welcome your
guests.

After remarks you and Mrs. Ford will join the
staff and listen to the three carols which will
conclude the program.

NOTE: Buffet, punch, and eggnog will be served
to your guests in the State Dining Room and in
the East Room. A Marine Dance Combo will
provide music for dancing.



NOTES:

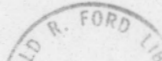
The Marine Brass Choir will be playing in the Grand Hall when your guests arrive.

Military Social Aides will be present.

A White House photographer will be present.

There will be no press coverage.

Maria Downs



FACT SHEET
Mrs. Ford's Office

Event Christmas Party
 Group White House Staff Members
 DATE/TIME Monday, December 15, 1975 - 5:00 p.m.
 Contact Linda Baker Phone 2927
 Number of guests: Total 1000-1200 Women X Men X Children - -
 Place State Floor
 Principals involved The President and Mrs. Ford
 Participation by Principal yes - mingle informally (Receiving line) no
 Remarks required yes
 Background The President and Mrs. Ford are hosting a Christmas Party for members of the White House Staff.

REQUIREMENTS

Social: Guest list yes - Jim Connor's office to the Social Entertainments Office
 Invitations yes Programs no Menus no
 Refreshments yes - Buffet
 Entertainment yes
 Decorations/flowers yes
 Music yes
 Social Aides yes
 Dress Business Suit - Afternoon Dresses for the Ladies Coat check coat racks
 Other - - available in Theater for self-check
 Press: Reporters NO PRESS COVERAGE
 Photographers _____
 TV Crews _____
 White House Photographers yes Color yes Mono. - -
 Other - -
 Technical Support: Microphones yes PA Other Rooms yes
 Recording yes
 Lights ?
 Transportation on foot
 Parking - -
 Housing - -
 Other - - (Risers, stage, platforms) yes

Project Co-ordinator Linda Baker

Phone 2927

Site diagrams should be attached if technical support is heavy.

