

**The original documents are located in Box 6, folder “4/13/76 - American Society of Newspaper Editors” of the Betty Ford White House Papers, 1973-1977 at the Gerald R. Ford Presidential Library.**

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Date Issued 4/9/76

By P. Howard

Revised \_\_\_\_\_

FACT SHEET  
Mrs. Ford's Office

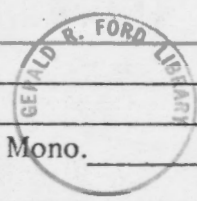
Event Press Conference and Reception  
Group American Society of Newspaper Editors  
DATE/TIME April 13, 1976 Press Conference - 5:00p. m. Reception - 5:20 p. m.  
Contact Margita White (Carolyn Wimmer) Phone 2977  
Number of guests: Total approx. 900 Women x Men x Children --  
Place South Lawn - Press Conference State Floor- Reception  
Principals involved Pres. and Mrs. Ford  
Participation by Principal yes (Receiving line) no  
Remarks required yes  
Background The guests are in Washington, D. C. to attend the American Society of Newspaper Editors Convention.

REQUIREMENTS

Social: Guest list yes (Margita White's Office will distribute.)  
Invitations no Programs no Menus no  
Refreshments cocktails and hors d'oeuvres  
Entertainment no  
Decorations/flowers yes  
Music yes  
Social Aides yes  
Dress Business Suits - short and long dresses for the ladies Coat check yes (DRR)  
Other --

Press: Reporters yes  
Photographers yes  
TV Crews yes  
White House Photographers yes Color yes Mono. \_\_\_\_\_  
Other --

Technical Support: Microphones yes PA Other Rooms no  
Recording yes  
Lights no  
Transportation Buses (18) and some cars - buses shld. arv. at SW Gate by  
Parking 4:40 p. m. - departing from the Shoreham South Drive  
Housing --  
Other --- (Risers, stage, platforms) yes



Project Co-ordinator PAT HOWARD Phone 2927

Site diagrams should be attached if technical support is heavy.