

**The original documents are located in Box 6, folder “5/14/76 - Azalea Festival Committee” 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 Reception and Tour  
Group Azalea Festival Committee  
DATE/TIME May 14, 1976 3:30 p. m.  
Contact Mr. Michael McCabe Phone 804/490-2791  
Number of guests: Total approx. 80 Women x Men x Children \_\_\_\_\_  
Place State Floor  
Principals involved Susan Ford  
Participation by Principal yes (Receiving line) no  
Remarks required no  
Background Susan would like to receive members of the Azalea Festival Committee who worked on arrangements for her participation as Queen of the Azalea Festival and who worked on the Festival as a whole.

REQUIREMENTS

Social: Guest list yes (Pat Howard will distribute list.)  
Invitations no Programs no Menus no  
Refreshments yes - coffee, iced tea, soft drinks and tea pastries  
Entertainment no  
Decorations/flowers yes  
Music yes  
Social Aides yes  
Dress Business Suits - Short Dresses for the Ladies Coat check yes, if inclement weather - DRR  
Other --  
Press: Reporters TO BE RESOLVED  
Photographers \_\_\_\_\_  
TV Crews \_\_\_\_\_  
White House Photographers yes Color yes Mono. \_\_\_\_\_  
Other --  
Technical Support: Microphones no PA Other Rooms no  
Recording no  
Lights no  
Transportation cars, taxi cabs (enter thru SE Gate)  
Parking South Grounds  
Housing --  
Other -- (Risers, stage, platforms) no

Project Co-ordinator Pat Howard Phone 2927

Site diagrams should be attached if technical support is heavy.

*Mrs. Ford  
J. G. L.*

May 13, 1976

FOR: SUSAN FORD  
FROM: MARIA DOWNS  
SUBJECT: Reception for the Azalea Festival  
Committee - May 14, 1976 - 3:30 p. m.

Attached for your review and information is the scenario  
for your Reception for the Azalea Festival Committee.

Also, attached you will find a breakdown of those attending  
the Reception.


Thank you.



THE WHITE HOUSE  
WASHINGTON

May 13, 1976

FOR: MRS. FORD

FROM: MARIA DOWNS 

SUBJECT: Reception for the Azalea Festival  
Committee - May 14, 1976 - 3:30 p.m.

Attached for your review and approval is the proposed scenario for your Reception for the Azalea Festival Committee.

Thank you.



# THE WHITE HOUSE

WASHINGTON

May 13, 1976

MRS. FORD:

Event: Reception for the Azalea Festival Committee

Date/Time: Friday, May 14, 1976 3:30 p. m.

Place: State Dining Room

Number of Attendees: Approximately 80 guests

Principals: Mr. and Mrs. Michael McCabe  
(Mr. McCabe was the Chairman of the Azalea Festival)

Schedule of Events:

3:30 p. m.	Your guests will arrive through the Southeast Gate and will enter the White House through the Diplomatic Reception Room. They will be escorted to the State Dining Room.
3:40 p. m.	After your guests have arrived, Maria Downs will escort you and Susan to the Grand Hall via elevator where you will meet Mr. and Mrs. McCabe. You and Susan will pause for a photograph with them.
	You and Susan will then proceed with Mr. and Mrs. McCabe into the State Dining Room where you will mingle informally with your guests and join them for refreshments.



NOTE: Coffee, iced tea and tea pastries  
will be served.

4:15 p. m.

You and Susan will bid farewell to your  
guests and return to the Family Quarters.

NOTES:

Following the Reception, your guests will  
be taken on a special tour arranged by  
Mike Farrell. The tour will include the  
Second Floor, as well as the Ground and  
First Floors; the Oval Office and Cabinet  
Room; and the grounds and gardens.

The U. S. Army String Ensemble will be  
positioned in the Grand Hall.

Social Aides will be present.

A White House photographer will be present.

Guest list is attached.

Pat Howard



## WITHDRAWAL SHEET (PRESIDENTIAL LIBRARIES)

FORM OF DOCUMENT	CORRESPONDENTS OR TITLE	DATE	RESTRICTION
List	"White House Reception Guest List" (2 pages)	5/14/1976	C

File Location:

Betty Ford Papers, Box 6, "5-14-76 Azalea Festival" JNN-6/28/2018

## RESTRICTION CODES

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WASHINGTON

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