

**The original documents are located in Box 8, folder “12/10/76 - White House Volunteers Christmas Party” of the Betty Ford White House Papers, 1973-1977 at the Gerald R. Ford Presidential Library.**

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Date Issued 11/30/76By P. Howard

Revised \_\_\_\_\_

# FACT SHEET Mrs. Ford's Office

Event CHRISTMAS PARTY  
 Group White House Volunteers  
 DATE/TIME Friday, Dec. 10, 1976 3:00 p.m.  
 Contact Pat Howard Phone 2927  
 Number of guests: Total approx. 250 Women x Men (a few) Children --  
 Place State Floor  
 Principals involved Mrs. Ford  
 Participation by Principal yes (Receiving line) no - mingle informally  
 Remarks required no  
 Background Mrs. Ford is hosting a Christmas Party for the White House Volunteers.

## REQUIREMENTS

Social: Guest list yes - Anne Higgins' office will distribute  
 Invitations yes - by Anne Higgins Programs no Menus no  
 Refreshments yes - coffee, tea, eggnog and pastries  
 Entertainment no  
 Decorations/flowers yes  
 Music yes  
 Social Aides yes  
 Dress Bus. Suits - Short Dresses for the Ladies Coat check yes  
 Other --

Press: Reporters NO PRESS COVERAGE  
 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 - enter through the SW Gate  
 Parking South Drive  
 Housing --  
 Other -- (Risers, stage, platforms) no

Project Co-ordinator Pat Howard Phone 2927

Site diagrams should be attached if technical support is heavy.

THE WHITE HOUSE

WASHINGTON

December 9, 1976

FOR: MRS. FORD

FROM: MARIA DOWNS

SUBJECT: Christmas Party for the White House  
Volunteers - December 10, 1976 - 3:00 p.m.

Attached for your review and approval is the proposed scenario for your Christmas Party for the White House Volunteers.

Thank you.



**THE WHITE HOUSE**  
**WASHINGTON**

MRS. FORD:

Event: Christmas Party for the White House Volunteers

Date/Time: Friday, December 10, 1976 3:00 p. m.

Place: State Dining Room

Number of  
Attendees: 200 guests

Schedule of  
Events: 3:00 p. m. Your guests will arrive through the Diplomatic Reception Room and will be escorted to the State Dining Room where refreshments will be served.

3:10 p. m. Maria Downs will escort you via elevator to the State Dining Room where you will join your guests for refreshments and mingle informally.

3:30 p. m. You will bid farewell to your guests and return to the Family Quarters.

NOTES:

Marine String Ensemble will be playing in the Grand Hall.

Military Social Aides will be present.

A White House photographer will be present.

There will be no press coverage.

Pat Howard

