

The original documents are located in Box 66, folder “White House - Christmas List” of the Philip Buchen Files at the Gerald R. Ford Presidential Library.

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MEMORANDUM

THE WHITE HOUSE

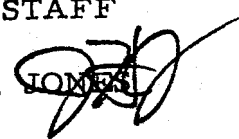
WASHINGTON

WASHINGTON

November 25, 1974

MEMORANDUM FOR THE WHITE HOUSE STAFF

FROM:

JERRY H. JONES 

SUBJECT:

White House Christmas List

It has been the practice each year at Christmastime to prepare a list of names and addresses of all employees at the White House to be used in preparing Christmas card lists, sending invitations, and providing information for similar activities during the holiday season. The Administrative Office compiles the information in looseleaf notebooks which are made available to each of the staff offices.

We will need an alphabetical list of each person in your office, along with a complete home address. The list should be typed on plain white bond paper as shown in the sample below.

Send the list to Mr. Wilbur Jenkins, Administrative Officer, Room 8, Executive Office Building, not later than December 1, 1974.

SAMPLE LISTING

OFFICE OF THE PRESIDENT

ABEL, John W. (Mr.)
1234 Connecticut Avenue, NW.
Washington, D. C. 20015

BAKER, John W. (The Honorable and Mrs.) (Wife's name)
Address

CAREY, John W. (Mr. and Mrs.) (Wife's name)
Address

DOE, Jane E. (Miss)
Address

EDSON, Jane E. (Mr. and Mrs. John W.)
Address

