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THE WHITE HOUSE

WASHINGTON

May 19, 1975

MEMORANDUM FOR: TERRY O'DONNELL
FROM: DICK CHENEY 
SUBJECT: Tuesday Evening Reception

Terry, attached is your note on the Tuesday evening reception.

The President decided that he wants to have the group for drinks in the West Hall on the Second Floor, and then go downstairs to the Family Dining Room on the First Floor for dinner.

The event will start about 6:30 PM, you should probably plan on dinner by 7:15 or 7:30 PM.

Attachment

THE PRESIDENT HAS SEEN...^{dy}

THE WHITE HOUSE
WASHINGTON

May 17, 1975

Terry

MEMORANDUM FOR: MR. RICHARD B. CHENEY
FROM: TERRY O'DONNELLY^{dy}
SUBJECT: Tuesday Evening Reception

Dick, regarding the President's reception for 20 at 6:30 p.m. Tuesday, May 20, in the Residence, I would recommend the West Hall as the most intimate and impressive room for this type of function.

The solarium is a little too small and I don't believe the President particularly cares for the Yellow Oval Room for a function like this. Of course, if the President would prefer not to use the second floor, the Red Room would also be appropriate.

APPROVE WEST HALL *ROD*

APPROVE RED ROOM _____

OTHER _____