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THE WHITE HOUSE
WASHINGTON

Jim -

I will keep this in

Presidential Handwriting ---

But wonder ---

is the President saying he wants to
see the list earlier in the plan?

Should this be sent to someone?

Trudy

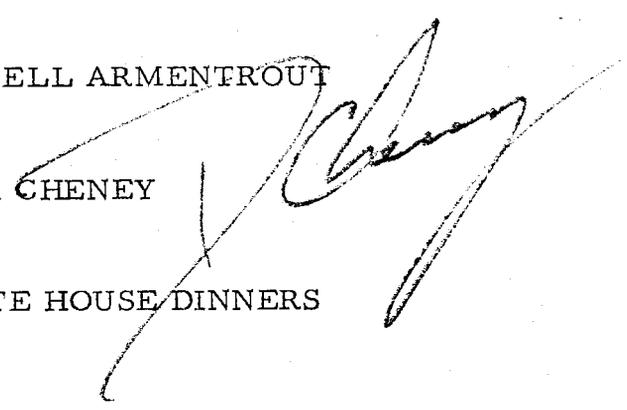
MEMORANDUM

THE WHITE HOUSE

WASHINGTON

September 30, 1975

FOR: RUSSELL ARMENTROUT
FROM: DICK CHENEY
SUBJECT: WHITE HOUSE DINNERS



As you know, we have been reviewing the input procedure from the West Wing and Executive Office Building, and the Presidential approval process for White House dinners and/or other social functions. In the hope of not making this burdensome to your staff, we have outlined on the attached sheets a procedure that we would like to try, starting with the Sadat dinner in October. Your suggestions will be welcome.

We get opportunity to approve original list of invitees & any substitutions.
GRR

WHITE HOUSE FORMAL DINNERS

A. CONCEPT

Determine emphasis for events, where special emphasis is desired

B. GROUPS TO INCLUDE

SOURCES

1. Congressional	Marsh, Friedersdorf
2. Political	Hartmann, Jones
3. Media	Nessen, Hartmann
4. Arts/Entertainment/Sports	Social Office and others
5. Academic	Goldwin
6. Labor	Baroody
7. Minorities	Baroody
8. Outside Groups	Baroody
9. Business	Various
10. Staff--White House/Executive Offices	Connor
11. State and Local Elected Officials	Cannon
12. Executive Branch	Bennett, Connor
13. Other	East-West Wings
14. State Department	
15. Foreign Embassy	

C. TIMING TARGETS

1. days prior to event Advise Social Office (SO) emphasis for guest list, if any
2. SO requests dinner and after dinner guest list suggestions from appropriate WH offices
3. Jones requests lists
4. State Department provides proposed guest list to SO
5. WH offices provide guest lists to SO
6. SO adds past WH social history info on Jones list, but does not make selections from that list
7. SO provides following to Goodell:
 - (a) Proposed guest list 20 people under possible full invitation list strength
 - (b) Jones list with added info

- | | | |
|-----|---------------------|--|
| 7. | days prior to event | (c) Total number to be accommodated at both dinner and after dinner events
(d) Lists of names suggested by input offices, but not used
(e) Include past WH social history of individuals on both proposed and input lists in convenient form (hand notes on lists is sufficient) |
| 8. | " | Jones review |
| 9. | " | Cheney/Jones/Goodell review lists and bring proposed list up to full strength |
| 10. | " | Rumsfeld/Cheney/Goodell - review |
| 11. | " | Rumsfeld or Cheney review with President |
| 12. | " | Send list to Mrs. Ford |
| 13. | 24 | Guest list to Social Office for invitation preparation, follow up, and other processing |
| 14. | 21 | Invitations mailed |

NOTE: Social Office follow up should include:

- | | | |
|----|------------------------|---|
| 1. | 14 days prior to event | Advise staff input offices which individuals from their lists were invited |
| 2. | | Advise input offices who actually attended (can be done by providing them with a guest list, or by initially using a form for #1 above with an extra column to be filled in with acceptance info) |
| 3. | | If additional names are needed over those shown on final list as principals and alternates, they should be checked with Goodell (Rumsfeld or Cheney to get Presidential approval) before invitations are extended |
| 4. | 1 | Provide Goodell with list of expected attendees |

ALLOCATION RECOMMENDATIONS

<u>NAME</u>	<u>DINNER</u>	<u>AFTER DINNER</u>
Marsh & Friedersdorf	6 couples	10 couples
Nessen	4	4
Hartmann	4	4
Goldwin	4	6
Baroody (DeBaca, Lindh, Scott, Marrs)	12	10
Bennett & Connor (Executive Branch)	2	20
Connor (White House Staff)		10
Cannon (State and Local Elected Officials)	2	2
East Wing	4	6