

**The original documents are located in Box 1, folder “8/19/74 - Reception for V.P. Protective Division” of the Sheila Weidenfeld Files at the Gerald R. Ford Presidential Library.**

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Revised

### FACT SHEET

Event: Reception  
 Group: President's Vice Presidential Secret Service Detail and Wives  
 Contact: Nancy Howe Phone \_\_\_\_\_  
 Number of guests: Total 120 Women x Men x Children \_\_\_\_\_  
 Date/Time: Monday, August 19, 1974 7:00 - 8:30 p.m.  
 Place: State Dining Room Entrance: Southwest Gate  
 Principals involved: President and Mrs. Ford  
 Participation by Principal: yes (Receiving line) outside State Dining Room door  
 Remarks required: informal  
 Background: \_\_\_\_\_

### REQUIREMENTS

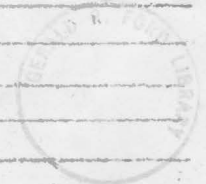
Social: Guest list Nancy Howe to S. Dolibois  
 Invitations no Programs no Menus no  
 Refreshments cocktails and hors d'oeuvres  
 Entertainment no  
 Decorations/flowers yes  
 Music Marine Corps Combo  
 Social Aides no  
 Dress business suit and long casual dresses yes  
 Other \_\_\_\_\_

Press: Reporters WHITE HOUSE PHOTOGRAPHER ONLY  
 Photographers \_\_\_\_\_  
 TV Crews \_\_\_\_\_  
 White House Photographers \_\_\_\_\_ Color \_\_\_\_\_ Mono \_\_\_\_\_  
 Other \_\_\_\_\_

Technical Support: Microphones \_\_\_\_\_ PA Other Rooms: \_\_\_\_\_  
 Recording \_\_\_\_\_  
 Lights \_\_\_\_\_  
 Transportation cars  
 Parking south grounds  
 Housing \_\_\_\_\_  
 Other \_\_\_\_\_ (Risers, stage, platforms)

Project Co-ordinator Susan Dolibois Phone 2927

Site diagrams should be attached if technical support is heavy.



THE WHITE HOUSE

WASHINGTON

PRESIDENT AND MRS. FORD:

Event: Reception for the Vice Presidential Protective Division

Date/Time: Monday, August 19, 1974 7:00 p.m. - 8:30 p.m.

Place: State Dining Room

Number of Attendees: 120 persons

Schedule of Events: 7:00 p.m. After your guests have arrived, you will be escorted to a position near the door of the State Dining Room. As your guests pass through the receiving line they will proceed to the State Dining Room where cocktails and hors d'oeuvres will be served.

NOTES:

A guest list is attached.

There will not be press coverage.

A White House photographer will be present.

The Marine Corps Combo will be positioned in the Grand Hall.

Your guests will be given a tour of the Second Floor of the Residence.

Lucy Winchester