

The original documents are located in Box 1, folder “8/22/74 - Signing Ceremony - Better Communities Act” of the Sheila Weidenfeld Files at the Gerald R. Ford Presidential Library.

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FACT SHEET

Event: Signing Ceremony
 Group: Better Communities Act
 Contact: Tod Hullin Phone: 2383
 Number of guests: Total 200 Women _____ Men _____ Children _____
 Date/Time: Thursday, August 22, 1974 2:00 p.m. (arrival 1:40 p.m.)
 Place: East Room Entrance SW Gate
 Principals involved: President and Mrs. Ford and Vice President designate and Mrs. Rockefeller
 Participation by Principal: _____ (Receiving line) _____
 Receiving Line in Blue Room (Indiv. photos)
 Remarks required: yes
 Background: Tod Hullin

REQUIREMENTS

Social: Guest list: Tod Hullin handling
 Invitations: no Programs: no Menus: no
 Refreshments: coffee, iced tea, sandwiches, pastries
 Entertainment: no
 Decorations/flowers: yes
 Music: Marine Orchestra
 Social Aides: yes
 Dress: afternoon dress Coat check: if raining
 Other: _____

Press: Reporters: FULL PRESS COVERAGE
 Photographers: _____
 TV Crews: _____
 White House Photographers: _____ Color: _____ Mono: _____
 Other: _____

Technical Support: Microphones: platform, podium, mike along East Wall
 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

SIGNING CEREMONY - HOUSING AND COMMUNITY
DEVELOPMENT ACT OF 1974

Thursday - August 22, 1974

2:00 P.M.

The East Room

From: Terry O'Donnell ¹⁰⁰

BACKGROUND:

You will sign the Housing and Community Development Act of 1974 in the East Room before a group of approximately 200 invited guests including Senate and House Leadership, Senate and House Banking and Currency Committees, Members of the Senate and House HUD Subcommittees on Appropriations, Congressional staff members, Governors, Mayors, County Officials, special interest groups, and officials from HUD.

Your participation will involve first a meeting in the Red Room with Secretary Lynn and Under Secretary Mitchell and their wives, then the signing of the Bill followed by your remarks in the East Room, then a reception line through the Blue Room. There will be a reception for the guests in the State Dining Room.

Suggested remarks at TAB A.

List of platform guests and other invitees at TAB B.

Additional background information on the Bill at TAB C.

SEQUENCE OF EVENTS:

1:55 p.m.

You join Mrs. Ford on the second floor of the Residence.

2:00 p.m.

You and Mrs. Ford proceed to the ground floor by elevator to the Red Room where you will greet Secretary James Lynn and Mrs. Lynn (Joan) and Under Secretary James Mitchell and Mrs. Mitchell (Ann) to thank

Signing Ceremony - Housing and
2. Community Development Act of 1974
Thursday - August 22, 1974

them for their work in producing this historic legislation.

2:05 p.m.

You and Mrs. Ford, followed by Secretary and Mrs. Lynn and Under Secretary and Mrs. Mitchell, depart the Red Room and proceed to the East Room where you will be announced.

2:06 p.m.

You and Secretary Lynn proceed to the platform along the East wall where you will shake hands with the platform guests who will be standing.

NOTE: As you and Secretary Lynn proceed to the podium, Mrs. Ford, Mrs. Lynn and Mrs. Mitchell will be seated in the first row in front of the platform.

You then proceed to the table to sign the legislation using one pen.

You then stand and present the single signing pen to Jim Lynn who will be standing directly behind the table, and then move to the podium to deliver your remarks.

FULL PRESS COVERAGE

2:15 p.m.

Your remarks conclude.

You should move off the platform, join Mrs. Ford, then proceed out the East Room to the Blue Room where you and Mrs. Ford will greet the guests in a reception line.

NOTE: The guests will file out the East Room through the Green Room,

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Community Development Act of 1974
Thursday - August 22, 1974

the Blue Room, the Red Room,
and back to the State Dining Room
for the reception.

2:45 p.m.

Reception line concludes.

Your participation is completed.

PRESS PLAN:

Full Press Coverage.

THE WHITE HOUSE

WASHINGTON

SUBJECT: Instructions for Social Aides

EVENT: Signing Ceremony - Better Communities Act

Date/Time: August 22, 1974 (2:00)

No. of Guests: 200

Uniform: Service Dress

Parking: North Grounds

In-Place Time for Aides: 1:00 p.m. (Library)

In-Place Time for OIC: 12:45 p.m. (Duty Aide)

Duty Aide: LCDR T. S. Todd, USN

First Family Participation: The President &

The following Social Aides will attend:

*LCDR Andrew J. Combe, USN
Lt(jg) Joseph R. Cherry, USCG
Major Duncan D. Briggs, USA
Capt Stephen M. Bauer, USA
Major David Van Poznak, USAF
Capt John E. Harris, USMC
1stLt Steven S. Reinemund, USMC
1stLt Bowen F. Rose, USMC

* Officer in Charge

Music: USMC Orchestra in the Lobby (1:30) (East Gate)

Remarks:

macoll
for T. STEPHEN TODD
Lieutenant Commander, U. S. Navy
Naval Aide to the President

DISTRIBUTION:

Brig Gen Lawson
LtCol Sardo
LCDR Todd
LtCol Blake
Major Barrett

Mrs. Winchester
Mrs. Smith
Secret Service
Visitor's Office
Band

Usher's Office
White House Garage
White House Staff Mess
Mr. O'Donnell
White House Police (7)