

The original documents are located in Box 1, folder “8/23/74 - Reception for the Vice Presidential Staff” of the Sheila Weidenfeld Files at the Gerald R. Ford Presidential Library.

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August 21, 1974

By S. Dolibois

Revised _____

FACT SHEET

Event Reception
 Group President's Vice Presidential Staff
 Contact Terry O'Donnell Phone _____
 Number of guests: Total 150? Women _____ Men _____ Children _____
 Date/Time Friday, August 23, 1974 6:00 - 8:00 p.m.
 Place State Dining Room Entrance SW Gate
 Principals involved President and Mrs. Ford
 Participation by Principal _____ (Receiving line) outside door of State Dining Room
 Remarks required _____
 Background _____

REQUIREMENTS



Social: Guest list office of Mr. Fox
 Invitations by phone Programs no Menus no
 Refreshments cocktails and hors d'oeuvres
 Entertainment no
 Decorations/flowers yes
 Music Marine Combo
 Social Aides no
 Dress business suit-long casual dress for ladies yes
 Other _____

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

Technical
 Support: Microphones no requirements 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'S
RECEPTION FOR THE VICE PRESIDENTIAL STAFF

Friday, August 23, 1974
6:00 p. m.

from: Lucy Winchester

attire: Business suits and long casual
dresses

5:55 p. m. You will join Mrs. Ford in the Residence

6:00 p. m. You and Mrs. Ford will be escorted to a position near the door of the State Dining Room. As your 145 guests (guest list attached) pass through the receiving line, individual photographs will be taken.

Cocktails and hors d'oeuvres will be served in the State Dining Room and the Marine Corps Combo will be positioned in the Grand Hall.

The Second Floor of the Residence will be open to your guests during the reception.

8:00 p. m. You and Mrs. Ford will be escorted to the Family Quarters.

NOTES: There will not be press coverage.

A White House photographer will be present.