

The original documents are located in Box 1, folder “9/15/74 - Reception for the Republican National Committee” of the Sheila Weidenfeld Files at the Gerald R. Ford Presidential Library.

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FACT SHEET
Mrs. Ford's Office

Event Reception
 Group Republican National Committee and Republican National Finance Comm.
 DATE/TIME SUNDAY, SEPTEMBER 15, 1974 6:30 p. m.
 Contact Miss Jo Good Phone _____
 Number of guests: Total 200 Women _____ Men _____ Children _____
 Place State Floor ENTRANCE: Southwest Gate
 Principals involved President and Mrs. Ford
 Participation by Principal yes (Receiving line) NO
 Remarks required yes
 Background _____

REQUIREMENTS

Social: Guest list Miss Good to L. Winchester
 Invitations no Programs no Menus no
 Refreshments cocktails and hors d'oeuvres
 Entertainment no
 Decorations/flowers yes
 Music Marine Orchestra
 Social Aides yes
 Dress business suit Coat check yes
 Other _____

Press: Reporters NO PRESS COVERAGE
 Photographers _____
 TV Crews _____
 White House Photographers yes Color yes Mono. _____
 Other _____

Technical Support: platform and podium in East Room
 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

RECEPTION FOR THE
REPUBLICAN NATIONAL COMMITTEE
AND THE
REPUBLICAN NATIONAL FINANCE COMMITTEE

Sunday, September 15, 1974
6:30 p. m.

from: Lucy Winchester
attire: Business suit

6:25 p. m. You will join Mrs. Ford in the Residence.

6:30 p. m. Your 200 guests will be assembled in the East Room. You and Mrs. Ford will be escorted to the East Room and proceed to the platform and podium that will be located along the east wall.

Following your remarks, cocktails and hors d'oeuvres will be served in the State Dining Room.

You and Mrs. Ford will be escorted to the State Dining Room where you will mingle informally with your guests. George Bush and Dean Burch will introduce you to specific individuals.

7:30 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.

The Marine Orchestra will be positioned in the Grand Hall.