

The original documents are located in Box 3, folder “12/13/74 - Christmas Party for the Residence Staff” of the Sheila Weidenfeld Files at the Gerald R. Ford Presidential Library.

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THE WHITE HOUSE

WASHINGTON

MRS. FORD

Event: Christmas Party for the Residence Staff and Families

Date/Time: Friday, December 13, 1974 4:00 p. m.

Place: State Floor

Number of Attendees: Approximately 150 guests

Schedule of Events: 4:00 p. m. After your guests have arrived, you will be escorted to the State Floor by Nancy Lammerding.

Santa Claus will greet you at the entrance of the State Dining Room and walk into the State Dining Room with you.

You will mingle informally with your guests.

NOTE: Refreshments will be served in the State Dining Room.

4:30 p. m. You may wish to invite the children into the Blue Room where Santa Claus will have a surprise for each of them.

You may assist Santa Claus with the gifts or you may wish to return to the Family Quarters.

NOTES: A string ensemble will be playing in the Grand Hall.

A White House photographer will be present.

There will be no press coverage.

Pat Howard
December 12, 1974

FACT SHEET
Mrs. Ford's Office

Event Christmas Party
 Group Residence Staff and their Families
 DATE/TIME Dec. 13, 1974 - 4:00 p. m.
 Contact Rex Scouten Phone 2650
 Number of guests: Total 150 Women x Men x Children x
 Place SDR and Blue Room
 Principals involved Mrs. Ford
 Participation by Principal yes (Receiving line) no
 Remarks required no
 Background Mrs. Ford's Christmas Party for the staff of the Residence and their families.

REQUIREMENTS

Social: Guest list Rex Scouten
 Invitations yes Programs no Menus no
 Refreshments yes
 Entertainment no
 Decorations/flowers yes
 Music yes
 Social Aides yes
 Dress Business Suit - Afternoon Dress Coat check yes
 Other --

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

Technical Support: NONE
 Microphones _____ PA Other Rooms _____
 Recording _____
 Lights _____
 Transportation cars
 Parking South Grounds
 Housing _____
 Other _____ (Risers, stage, platforms)

Project Co-ordinator Pat Howard Phone 2927

Site diagrams should be attached if technical support is heavy.