

**The original documents are located in Box 4, folder “2/24/75 - National Bicentennial Conference” 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 National Bicentennial Conference

DATE/TIME Monday, February 24, 1975 4:30 p.m.

Contact Richard Lukstat Phone 2800

Number of guests: Total approx. 450 Women X Men X Children \_\_\_\_\_

Place State Floor

Principals involved President and Mrs. Ford

Participation by Principal yes - greet informally (Receiving line) no

Remarks required yes (?)

Background The National Bicentennial Conference, a two-day conference to be held in Washington, D. C., is sponsored by the American Revolution Bicentennial Administration. Pres. and Mrs. Ford are hosting a reception for some of the Conference participants, including the Chairman of the Bicen. Commission, members of the Bicen. Advisory Council, and Bicen. Bd. members.

Social: Guest list Richard Lukstat to Nancy Ruwe's office \_\_\_\_\_ ers.

Invitations (telegrams) Programs no Menus no

Refreshments yes

Entertainment no

Decorations/flowers yes

Music yes

Social Aides yes

Dress Business Suit Coat check yes

Other - -

Press: Reporters yes (to be resolved)

Photographers

TV Crews

White House Photographers Color \_\_\_\_\_ Mono \_\_\_\_\_

Other

Technical Support: Microphones yes (?) PA Other Rooms - -

Recording yes (?)

Lights no

Transportation by buses (Southeast Gate)

Parking South Grounds

Housing - -

Other - - (Risers, stage, platforms) ?

Project Co-ordinator L. Baker Phone 2927

Site diagrams should be attached if technical support is heavy.

Revised  
2/24/75  
10:15 a.m.

THE WHITE HOUSE

WASHINGTON

RECEPTION FOR PARTICIPANTS  
OF THE NATIONAL BICENTENNIAL CONFERENCE

Monday, February 24, 1975  
4:30 p.m.

Dress: Business suit ... afternoon dresses for the ladies

Sequence of  
Events:

4:30 p.m. Approximately 500 guests will be assembled in the State Dining Room and Grand Hall.

Cocktails and hors d'oeuvres will be served in the State Dining Room ... cocktails will also be served in the Grand Foyer.

5:00 p.m. You and Mrs. Ford will be escorted via elevator to the State Floor where you will mingle informally with your guests.

5:15 p.m. You and Mrs. Ford will bid farewell to your guests and return to the Family Quarters.

NOTES:

There will be press coverage.

A White House photographer will be present.

A small group from the Marine Orchestra will be positioned in the Grand Hall.

A partial guest list is attached (Tab A).

Nancy Ruwe