

The original documents are located in Box 5, folder “5/10/75 - OAS Reception” of the Sheila Weidenfeld Files at the Gerald R. Ford Presidential Library.

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THE WHITE HOUSE

WASHINGTON

SUBJECT: Instructions for Social Aides

EVENT: OAS ReceptionDate/Time: May 10, 1975 (7:00) No. of Guests: 500Uniform: Service Dress Parking: North GroundsIn-Place Time for Aides: 6:00 p.m. (Library)In-Place Time for OIC: 5:45 p.m. (Duty Aide)Duty Aide: LCDR Stephen Todd, USNFirst Family Participation: The President and Mrs. Ford

The following Social Aides will attend:

Lt F. Taney Heil, USN

Lt Michael F. Martus, USN

Capt Thomas L. Groppel, USA

Capt Carl E. Linke, USA

1stLt Mark R. Lewis, USA

Capt John D. Power, USAF

Capt James M. Roberts, USAF

1stLt Robert J. Harig, USAF

* Major Henry W. Buse, USMC

1stLt Bowen F. Rose, USMC

1stLt John B. Sollis, USMC

*Officer in Charge

Music: USMC Harp in Diplomatic Reception Room (6:15) (East Gate)

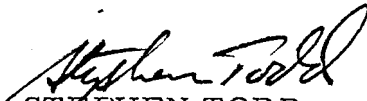
USMC Orchestra in the Lobby (6:30) (East Gate)

Remarks:

2 Doormen from MDW

1 Doorman from Garage

Call system in effect


 STEPHEN TODD

Lieutenant Commander, U. S. Navy

Naval Aide to the President

DISTRIBUTION:

Capt Kollmorgen

LtCol Sardo

LCDR Todd

LtCol Blake

Major Barrett

Mrs. Ruwe

Mrs. Weidenfeld

Secret Service

Visitor's Office

Band

Usher's Office

White House Garage

White House Staff Mess

Mr. O'Donnell

White House Police (7)

FACT SHEET
Mrs. Ford's Office

Event O. A. S. Reception (in honor of the Latin American Foreign Ministers who will
Group be meeting in Washington for the O. A. S. General Assembly)
DATE/TIME Saturday, May 10, 1975 7:00 p.m.
Contact Linda Baker Phone 2927
Number of guests: Total 500 Women X Men X Children - -
Place State Floor
Principals involved President and Mrs. Ford
Participation by Principal yes (Receiving line) (to be resolved)
Remarks required (to be resolved)
Background The President and Mrs. Ford are hosting a reception in honor of the
Foreign Ministers of the 23 O. A. S. member countries. They will be
meeting in Washington for the O. A. S. General Assembly.

REQUIREMENTS

Social: Guest list yes (Social Secretary's Office; Social Entertainments Office)
Invitations yes Programs no Menus no
Refreshments yes - cocktails and hors d'oeuvres
Entertainment no
Decorations/flowers yes
Music yes
Social Aides yes
Dress Business Suit Coat check if inclement
Other - - weather
Press: Reporters (TO BE RESOLVED)
Photographers _____
TV Crews _____
White House Photographers yes Color yes Mono. - -
Other - -
Technical Support: Microphones yes (if remarks) PA Other Rooms no
Recording yes (if remarks)
Lights yes (if press coverage)
Transportation cars -- Southwest Gate
Parking South Drive and East Executive Avenue (overflow - North Drive)
Housing - -
Other - - (Risers, stage, platforms) yes (if remarks)

Project Co-ordinator Linda Baker Phone 2927

Site diagrams should be attached if technical support is heavy.

FACT SHEET
Mrs. Ford's Office

Event O. A. S. Reception (in honor of the Latin American Foreign Ministers
Group attending the O. A. S. General Assembly)
DATE/TIME Saturday, May 10, 1975 7:00 p.m.
Contact Linda Baker Phone 2927
Number of guests: Total 500 Women X Men X Children - -
Place State Floor
Principals involved President and Mrs. Ford
Participation by Principal yes (Receiving line) yes (President and Mrs. Ford)
Remarks required yes (the President)
Background The President and Mrs. Ford are hosting a reception in honor of the
Foreign Ministers of the 23 O. A. S. member countries. They will be
meeting in Washington for the O. A. S. General Assembly.

REQUIREMENTS

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Music yes
Social Aides yes
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Other - - weather
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Photographers yes
TV Crews yes
White House Photographers yes Color yes Mono. - -
Other - -
Technical Support: Microphones yes PA Other Rooms yes
Recording yes
Lights yes
Transportation cars -- Southwest Gate
Parking South Drive and East Executive Avenue (overflow - North Drive)
Housing - -
Other - - (Risers, stage, platforms) yes

Project Co-ordinator Linda Baker Phone 2927

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THE WHITE HOUSE

WASHINGTON

RECEPTION IN HONOR OF
THE LATIN AMERICAN FOREIGN MINISTERS
ATTENDING THE O. A. S. GENERAL ASSEMBLY

Saturday, May 10, 1975

7:00 p.m.

Dress: Business Suit

Sequence of
Events:

7:00 p.m. As your guests arrive, they will be escorted to the East Room ... cocktails will be served in the East Room.

7:15 p.m. You and Mrs. Ford will be escorted via elevator to the East Room and will be announced by a Social Aide positioned at the center doors to the room. You and Mrs. Ford will proceed to the platform that will be located along the center of the east wall where the hour-glass podium will be placed. You will make brief welcoming remarks. Dr. Indalecio Lievano, Colombian Foreign Minister and this session's President of the O.A.S. General Assembly, will respond.

NOTE: Photo coverage of remarks.

Following remarks, you and Mrs. Ford will be escorted via the Green Room to the Blue Room. You and Mrs. Ford will take a position in front of the windows along the south wall for the receiving line ... Ambassador Catto will present your guests.

NOTE: Photo coverage of the first five minutes of the receiving line.

As your guests pass through the line, they will proceed via the Red Room into the State Dining Room. Cocktails and hors d'oeuvres will be served in the State Dining Room.

At the conclusion of the receiving line, you and Mrs. Ford may wish to join your guests for refreshments and mingle informally in the State Dining Room or return to the Family Quarters.

NOTE: Mrs. Ford may wish to leave the receiving line temporarily or retire from the line before its conclusion to either have refreshments, mingle with the guests, or return to the Family Quarters.

NOTES:

There will be press coverage.

A White House photographer will be present.

Military Social Aides will be present.

A Marine Corps harpist will be playing as your guests arrive, first in the Diplomatic Reception Room and then in the East Wing colonnade (due to special entrance arrangements for the guests that evening).

The Marine Orchestra will be positioned in the Grand Hall.

Suggested remarks are attached (Tab A).

Guest list is attached (Tab B).

Nancy Ruwe

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WASHINGTON ADD U.S.-LATIN AMERICA (N50)

THE WHITE HOUSE ANNOUNCED THAT PRESIDENT AND MRS. FORD WILL HOLD A
RECEPTION SATURDAY EVENING AT THE WHITE HOUSE FOR CHIEFS OF
DELEGATIONS OF THE OAS.

05-08-75 13:51EDT