

The original documents are located in Box 8, folder “12/12/75 - International Club #2 and International Neighbors Club #1” of the Sheila Weidenfeld Files at the Gerald R. Ford Presidential Library.

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FACT SHEET
Mrs. Ford's Office

Event Christmas Tea
 Group The International Club #2 and the International Neighbors Club #1
 DATE/TIME Friday, December 12, 1975 3:00 p.m.
 Contact Linda Baker Phone 2927
 Number of guests: Total 107 Women X Men - - Children - -
 Place State Floor
 Principals involved Mrs. Ford
 Participation by Principal yes - greet informally (Receiving line) no
 Remarks required no
 Background Mrs. Ford has long been a member of the International Club #2; as First Lady she is an Honorary Member of International Neighbors Club #1. She is inviting both clubs to the White House for a special Christmas tea.

REQUIREMENTS

Social: Guest list yes (IC-2 and INC-1 to Linda Baker)
 Invitations yes (by IC-2 and INC-1) Programs no Menus no
 Refreshments yes - coffee, tea, and pastries
 Entertainment no
 Decorations/flowers yes
 Music yes
 Social Aides yes
 Dress Business Suit (afternoon dresses for the ladies) Coat check yes
 Other - -

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

Technical Support: Microphones no PA Other Rooms no
 Recording no
 Lights no
 Transportation cars -- Southwest Gate
 Parking South Drive
 Housing - -
 Other - - (Risers, stage, platforms) no

Project Co-ordinator Linda Baker Phone 2927

Site diagrams should be attached if technical support is heavy.

THE WHITE HOUSE

WASHINGTON

December 11, 1975

MRS. FORD:

Event: Christmas Tea for the International Club #2 and the
International Neighbors Club #1

Date/Time: Friday, December 12, 1975 3:00 p.m.

Place: State Floor

Number of
Attendees: 107 ladies

Principals: Mrs. Lee Hamilton, President of the International Club #2
Mrs. Warren Burger, President of the International Neighbors
Club #1

Schedule of
Events:

3:00 p.m. Your guests will arrive through the Diplomatic
Reception Room and will be escorted to the
State Floor.

They will be given the opportunity to view the
Christmas decorations in all of the rooms.

NOTE: Tour officers will be available throughout
the State Floor to answer questions regarding
the decor.

After your guests have seen the decor, they will
be invited into the State Dining Room for
refreshments.

3:20 p.m. Maria Downs will escort you via elevator to the
State Floor Hall where you will greet Mrs.
Hamilton and Mrs. Burger.

Maria Downs will then escort you, Mrs. Hamilton,
and Mrs. Burger to the State Dining Room where

you will join your guests for refreshments and
mingle informally.

3:50 p.m.

You will bid farewell to your guests and return
to the Family Quarters.

NOTES:

Marine String Ensemble will be positioned in
the Grand Hall.

Military Social Aides will be present.

A White House photographer will be present.

There will be no press coverage.

A guest list is attached.

Linda Baker

