

The original documents are located in Box 8, folder “1/5/76 - State Chairmen and Advisory Committee of the President Ford Committee” of the Sheila Weidenfeld Files at the Gerald R. Ford Presidential Library.

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Date Issued 1/5/76By Pat Howard

Revised _____

FACT SHEET
Mrs. Ford's Office

Event Reception

Group State Chairmen and Advisory Committee of the President Ford Committee
 DATE/TIME January 9, 1976 5:30 p. m.
 Contact Judy Harbaugh Phone 457-6428
 Number of guests: Total 65 Women x Men x Children _____
 Place State Floor (Blue Room)
 Principals involved President and Mrs. Ford
 Participation by Principal yes (Receiving line) no (mingle informally)
 Remarks required yes (informal)
 Background --

REQUIREMENTS

Social: Guest list yes (Judy Harbaugh to Pat Howard)
 Invitations no Programs no Menus no
 Refreshments cocktails and hors d'oeuvres
 Entertainment no
 Decorations/flowers yes
 Music yes
 Social Aides yes
 Dress Business Suit (afternoon dresses for the ladies) Coat check yes
 Other --

Press: Reporters TO BE RESOLVED
 Photographers _____
 TV Crews _____
 White House Photographers YES Color yes Mono. _____
 Other --

Technical Support: Microphones no PA Other Rooms no
 Recording no
 Lights no
 Transportation 1 buss - Southeast Gate
 Parking South Grounds
 Housing --
 Other -- (Risers, stage, platforms) no

Project Co-ordinator Pat Howard Phone 2927

Site diagrams should be attached if technical support is heavy.

FACT SHEET
Mrs. Ford's Office

Event State Dinner
 Group IN HONOR OF PRIME MINISTER AND MRS. RABIN OF ISRAEL
 DATE/TIME January 27, 1976 8:00 pm
 Contact Pat Howard Phone 2927
 Number of guests: Total ^{D-120} AD-100 Women x Men x Children _____
 Place State Floor
 Principals involved President and Mrs. Ford
 Participation by Principal yes (Receiving line) yes
 Remarks required yes
 Background --

REQUIREMENTS

Social: Guest list yes
 Invitations yes Programs yes Menus yes
 Refreshments State Dinner Format
 Entertainment yes
 Decorations/flowers yes
 Music yes
 Social Aides yes
 Dress Black Tie Coat check yes
 Other --

Press: Reporters (TO BE RESOLVED)
 Photographers _____
 TV Crews _____
 White House Photographers yes Color yes Mono. _____
 Other --

Technical Support: Microphones yes PA Other Rooms yes
 Recording yes
 Lights yes
 Transportation cars
 Parking South Grounds
 Housing --
 Other -- (Risers, stage, platforms) yes

Project Co-ordinator Pat Howard Phone 2927

Site diagrams should be attached if technical support is heavy.