

The original documents are located in Box 10, folder “5/8/76 - Azalea 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: Reception - Azalea Festival CommitteeDate/Time: May 14, 1976 (3:30) No. of Guests: 85Uniform: Service Dress Parking: North GroundsIn-Place Time for Aides: 2:30 pm (Library)In-Place Time for OIC: 2:15 pm (Social Office)Duty Aide: Major Robert E. Barrett, USAFirst Family Participation: Susan Ford

The following Social Aides will attend:

Lt Cynthia T. Atwell, USN
 Major Sherian G. Cadoria, USA
 1Lt Julia A. Dean, USA
 * Capt John D. Power, USAF
 Capt Charles I. Arms, USAF
 Capt Teryl L. Peterson, USMC

*Officer in Charge

Music: US Army String Ensemble w/piano in the Lobby (3:00) (East Gate)

Remarks:

macColl
 ROBERT E. BARRETT
for Major, U. S. Army
 Army Aide to the President

DISTRIBUTION:

Capt Kollmorgen
 Maj Barrett
 Capt Domina
 Capt Mead

Social Office
 Mrs. Weidenfeld
 Secret Service
 Visitor's Office
 Band

Usher's Office
 White House Garage
 White House Staff Mess
 Mr. O'Donnell
 White House Police

FACT SHEET
Mrs. Ford's Office

Event Reception and Tour
Group Azalea Festival Committee
DATE/TIME May 14, 1976 3:30 p. m.
Contact Mr. Michael McCabe Phone 804/490-2791
Number of guests: Total approx. 80 Women x Men x Children _____
Place State Floor
Principals involved Susan Ford
Participation by Principal yes (Receiving line) no
Remarks required no
Background Susan would like to receive members of the Azalea Festival Committee who worked on arrangements for her participation as Queen of the Azalea Festival and who worked on the Festival as a whole.

REQUIREMENTS

Social: Guest list yes (Pat Howard will distribute list.)
Invitations no Programs no Menus no
Refreshments yes - coffee, iced tea, soft drinks and tea pastries
Entertainment no
Decorations/flowers yes
Music yes
Social Aides yes
Dress Business Suits - Short Dresses for the Ladies Coat check yes, if inclement weather - DRR
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 cars, taxi cabs (enter thru SE 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.

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THE WHITE HOUSE

WASHINGTON

May 13, 1976

MRS. FORD:

Event: Reception for the Azalea Festival Committee

Date/Time: Friday, May 14, 1976 3:30 p. m.

Place: State Dining Room

Number of Attendees: Approximately 80 guests

Principals: Mr. and Mrs. Michael McCabe
(Mr. McCabe was the Chairman of the Azalea Festival)

Schedule of Events:

3:30 p. m.

Your guests will arrive through the Southeast Gate and will enter the White House through the Diplomatic Reception Room. They will be escorted to the State Dining Room.

3:40 p. m.

After your guests have arrived, Maria Downs will escort you and Susan to the Grand Hall via elevator where you will meet Mr. and Mrs. McCabe. You and Susan will pause for a photograph with them.

You and Susan will then proceed with Mr. and Mrs. McCabe into the State Dining Room where you will mingle informally with your guests and join them for refreshments.



NOTE: Coffee, iced tea and tea pastries
will be served.

4:15 p. m.

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

NOTES:

Following the Reception, your guests will
be taken on a special tour arranged by
Mike Farrell. The tour will include the
Second Floor, as well as the Ground and
First Floors; the Oval Office and Cabinet
Room; and the grounds and gardens.

The U. S. Army String Ensemble will be
positioned in the Grand Hall.

Social Aides will be present.

A White House photographer will be present.

Guest list is attached.

Pat Howard

