

The original documents are located in Box 10, folder “6/23/76 - Republican Congressional Candidates” of the Sheila Weidenfeld Files at the Gerald R. Ford Presidential Library.

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Date Issued 6/14/76By P. Howard

Revised _____

FACT SHEET
Mrs. Ford's Office

Event Reception
 Group Republican Congressional Candidates
 DATE/TIME June 23, 1976 5:00 p. m.
 Contact Wilma Goldstein OR Janet Gardner Phone 225-1816
 Number of guests: Total approx. 240 Women x Men x Children --
 Place State Floor
 Principals involved President and Mrs. Ford
 Participation by Principal yes (Receiving line) yes ?
 Remarks required yes - President will make brief remarks.
 Background The Republican Congressional Candidates will be attending a Conference in Washington from June 20 thru June 24, 1976.

REQUIREMENTS

Social: Guest list yes (Pat Howard will distribute guest list.)
 Invitations no Programs no Menus no
 Refreshments cocktails and hors d'oeuvres
 Entertainment no
 Decorations/flowers yes
 Music yes
 Social Aides yes
 Dress Business Suits - Short Dresses for the Ladies Coat check DRR (if needed)
 Other --

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

Technical Support: Microphones yes PA Other Rooms no
 Recording yes
 Lights no
 Transportation Group will arrive by buses (5) thru SE Gate @ approx. 4:50 p. m.
 Parking South Grounds
 Housing --
 Other -- (Risers, stage, platforms) platform

Project Co-ordinator Pat Howard Phone 2927

Site diagrams should be attached if technical support is heavy.