

**The original documents are located in Box 10, folder “7/29/76 - White House Spouses Briefing” of the Sheila Weidenfeld Files at the Gerald R. Ford Presidential Library.**

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THE WHITE HOUSE  
WASHINGTON

Date 7-28-76

MEMO TO:

*Sheila Weidenfeld*

FROM:

ZORA BROWN

For appropriate handling \_\_\_\_\_

For your information ✓

Per your request \_\_\_\_\_

Remarks:

THE WHITE HOUSE  
WASHINGTON

SPOUSES BRIEFING

THURSDAY, JULY 29, 1976

THE EAST ROOM

2:30 P.M.	OPENING REMARKS	JEANNE HOLM Special Assistant to the President
2:40 P.M.	WELCOME	MRS. FORD
2:45 P.M.	EVERYTHING YOU NEED TO KNOW	ELLY PETERSON, Deputy Chairman President Ford Committee
3:00 P.M.	THE OPEN ADMINISTRATION	WILLIAM BAROODY Assistant to the President
3:10 P.M.	STATE OF THE ECONOMY	ALAN GREENSPAN, Chairman Council of Economic Advisors
3:30 P.M.	FOREIGN POLICY OVERVIEW	HENRY KISSINGER Secretary of State
3:45 P.M.	DEFENSE OVERVIEW	DONALD RUMSFELD Secretary of Defense
4:00 P.M.	CLOSING REMARKS	MRS. FORD
4:00-5:00	RECEPTION	THE STATE DINING ROOM

FACT SHEET  
Mrs. Ford's Office

Event Briefing and Reception  
 Group Spouses of Presidential Appointees and White House Staff  
 DATE/TIME July 29, 1976 2:30 p. m. (Briefing) Approx. 3:30 p. m. (Reception)  
 Contact Jeanne Holm (Karen Keesling and Zora Brown) Phone 2715  
 Number of guests: Total 225-250 Women x Men x Children --  
 Place State Floor  
 Principals involved Mrs. Ford  
 Participation by Principal yes (Receiving line) no  
 Remarks required yes  
 Background --

REQUIREMENTS

Social: Guest list yes (Jeanne Holm's office will distribute guest list.)  
 Invitations no Programs no Menus no  
 Refreshments yes (coffee, iced tea and tea pastries)  
 Entertainment no  
 Decorations/flowers yes  
 Music no  
 Social Aides yes  
 Dress Short Afternoon Dresses for the Ladies & Bus. Suit check? (DRR)  
 Other --

Press: Reporters NONE  
 Photographers \_\_\_\_\_  
 TV Crews \_\_\_\_\_  
 White House Photographers yes Color yes Mono. \_\_\_\_\_  
 Other --

Technical Support: Microphones yes PA Other Rooms no  
 Recording yes  
 Lights no  
 Transportation cars (enter through the SW Gate)  
 Parking South Lawn  
 Housing --  
 Other -- (Risers, stage, platforms) platform

Project Co-ordinator Pat Howard Phone 2927

Site diagrams should be attached if technical support is heavy.