

The original documents are located in Box 11, folder “11/16/76 - Republican Eagles” of the Sheila Weidenfeld Files at the Gerald R. Ford Presidential Library.

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Date Issued 11/10/76By P. Howard

Revised _____

FACT SHEET
Mrs. Ford's Office

Event Reception
 Group Republican Eagles
 DATE/TIME November 16, 1976 5:00 p. m.
 Contact Diane Waltman - RNC Phone 484-6720
 Number of guests: Total approx. 100 Women x Men x Children --
 Place State Floor
 Principals involved President
 Participation by Principal yes (Receiving line) no (mingle informally)
 Remarks required no
 Background Members will be in Washington, D. C. attending an all day meeting at the Shoreham.

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 - afternoon dresses for the ladies Coat check yes - 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 Buses - enter thru the SE Gate
 Parking South Grounds
 Housing --
 Other -- (Risers, stage, platforms) --

Project Co-ordinator Pat Howard Phone 2927

Site diagrams should be attached if technical support is heavy.