

**The original documents are located in Box 11, folder “12/10/76 - White House Volunteers Christmas Party” of the Sheila Weidenfeld Files at the Gerald R. Ford Presidential Library.**

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FACT SHEET  
Mrs. Ford's Office

Event CHRISTMAS PARTY  
Group White House Volunteers  
DATE/TIME Friday, Dec. 10, 1976 3:00 p.m.  
Contact Pat Howard Phone 2927  
Number of guests: Total approx. 250 Women x Men (a few) Children --  
Place State Floor  
Principals involved Mrs. Ford  
Participation by Principal yes (Receiving line) no - mingle informally  
Remarks required no  
Background Mrs. Ford is hosting a Christmas Party for the White House Volunteers.

REQUIREMENTS

Social: Guest list yes - Anne Higgins' office will distribute  
Invitations yes - by Anne Higgins Programs no Menus no  
Refreshments yes - coffee, tea, eggnog and pastries  
Entertainment no  
Decorations/flowers yes  
Music yes  
Social Aides yes  
Dress Bus. Suits - Short Dresses for the Ladies Coat check yes  
Other --

Press: Reporters NO PRESS COVERAGE  
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 - enter through the SW Gate  
Parking South Drive  
Housing --  
Other -- (Risers, stage, platforms) no

Project Co-ordinator Pat Howard Phone 2927

Site diagrams should be attached if technical support is heavy.

THE WHITE HOUSE

WASHINGTON

MRS. FORD:

Event: Christmas Party for the White House Volunteers

Date/Time: Friday, December 10, 1976 3:00 p. m.

Place: State Dining Room

Number of  
Attendees: 200 guests

Schedule of  
Events: 3:00 p. m. Your guests will arrive through the Diplomatic Reception Room and will be escorted to the State Dining Room where refreshments will be served.

Your guests will be given the opportunity to view the Christmas decorations in all of the rooms.

3:10 p. m. Maria Downs will escort you via elevator to the State Dining Room where you will join your guests for refreshments and mingle informally.

3:30 p. m. You will bid farewell to your guests and return to the Family Quarters.

NOTES:

Marine String Ensemble will be playing in the Grand Hall.

Military Social Aides will be present.

A White House photographer will be present.

There will be no press coverage.