

FACT SHEET
Mrs. Ford's Office

Event Working Stag Dinner Honoring Canadian Prime Minister Trudeau
 Group ----
 DATE/TIME Dec. 4, 1974 - 7:30 p. m.
 Contact Pat Howard Phone 2927
 Number of guests: Total 28 Women _____ Men x Children _____
 Place State Floor
 Principals involved President
 Participation by Principal yes (Receiving line) yes
 Remarks required yes
 Background The President will be receiving Prime Minister Trudeau in an office meeting and working stag dinner on Dec. 4, 1974.

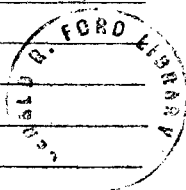
REQUIREMENTS

Social: Guest list yes
 Invitations yes Programs no Menus yes
 Refreshments Dinner Format
 Entertainment no
 Decorations/flowers yes
 Music yes
 Social Aides yes
 Dress Black Tie Coat check yes
 Other --

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

Technical Support: Microphones yes (recording purpose) PA Other Rooms no
 Recording yes
 Lights no
 Transportation by cars
 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.