

Date Issued 7/25/75By P. Howard

Revised _____

FACT SHEET
Mrs. Ford's Office

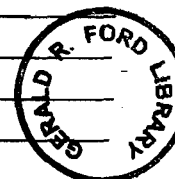
Event WORKING DINNER (STAG)
 Group IN HONOR OF PRIME MINISTER MIKI OF JAPAN
 DATE/TIME Aug. 5, 1975 7:30 p. m.
 Contact Pat Howard Phone 2927
 Number of guests: Total 35 Women _____ Men x Children _____
 Place State Floor
 Principals involved President
 Participation by Principal yes (Receiving line) no (mingle informally)
 Remarks required yes
 Background --

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 x
 Other --

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

Technical Support: Microphones yes PA Other Rooms ?
 Recording yes - Presidential Archives
 Lights no
 Transportation cars
 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.