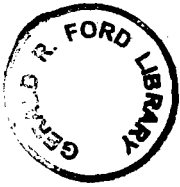


Date Issued 9/3/75By P. Howard

Revised _____



FACT SHEET
Mrs. Ford's Office

Event State Dinner
 Group In Honor Of President and Mrs. Lopez of Colombia
 DATE/TIME September 25, 1975 8:00 p. m.
 Contact Pat Howard Phone 2927
 Number of guests: Total 120 - Dinner Women x Men x Children _____
 Place State Floor
 Principals involved President and Mrs. Ford
 Participation by Principal yes (Receiving line) yes
 Remarks required yes
 Background --

REQUIREMENTS

Social: Guest list yes
 Invitations yes Programs yes Menus yes
 Refreshments State Dinner Format
 Entertainment yes
 Decorations/flowers yes
 Music yes
 Social Aides yes
 Dress Black Tie Coat check yes
 Other --

Press: Reporters yes
 Photographers yes
 TV Crews yes
 White House Photographers yes Color yes Mono. _____
 Other --

Technical Support: Microphones yes PA Other Rooms yes
 Recording yes
 Lights yes
 Transportation cars
 Parking South Grounds
 Housing --
 Other -- (Risers, stage, platforms) yes

Project Co-ordinator Pat Howard Phone 2927

Site diagrams should be attached if technical support is heavy.