

Date Issued 10/8/75  
By P. Howard  
Revised \_\_\_\_\_FACT SHEET  
Mrs. Ford's Office

Event STATE DINNER  
 Group In Honor of the President of the Arab Republic of Egypt & Mrs. al-Sadat  
 DATE/TIME October 27, 1975 8:00 p. m.  
 Contact Pat Howard Phone 2927  
 Number of guests: Total 120 <sup>Dinner</sup> ~~A-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 (Social Entertainments Office)  
 Invitations yes Programs yes Menus yes  
 Refreshments State Dinner Format  
 Entertainment yes  
 Decorations/flowers yes  
 Music yes  
 Social Aides yes  
 Dress Business Suit Coat check yes  
 Other --

Press: Reporters TO BE RESOLVED  
 Photographers yes  
 TV Crews --  
 White House Photographers yes Color yes Mono. \_\_\_\_\_  
 Other --

Technical Support: Microphones yes PA Other Rooms yes  
 Recording yes  
 Lights yes  
 Transportation cars - Southwest Gate Entrance  
 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.