

Date Issued 3/1/76By P. Howard

Revised \_\_\_\_\_

FACT SHEET  
Mrs. Ford's Office

Event STATE DINNER  
 Group IN HONOR OF PRIME MINISTER OF IRELAND AND MRS. COSGRAVE  
 DATE/TIME Wednesday, March 17, 1976 8:00 p. m.  
 Contact Pat Howard Phone 2927  
 Number of guests: Total Dinner - 120 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 Entertainment's Office will distribute)  
 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- DRR  
 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 (enter thru S W Gate)  
 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.