

FACT SHEET  
Mrs. Ford's Office

Event STATE DINNERGroup In Honor of the French Republic and Mrs. Giscard d'EstaingDATE/TIME May 17, 1976 (Monday) 8:00 p. m.Contact Pat HowardPhone 2927Number of guests: Total 160 - Dinner Women x Men x Children --Place State FloorPrincipals involved President and Mrs. FordParticipation by Principal yes (Receiving line) yesRemarks required yesBackground --

REQUIREMENTS

Social: Guest list yes (Social Entertainments' Office will distribute.)  
 Invitations yes Programs yes Menus yes  
 Refreshments State Dinner Format  
 Entertainment yes  
 Decorations/flowers yes  
 Music yes  
 Social Aides yes  
 Dress White 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 SW Gate - DRR)  
 Parking South Grounds  
 Housing --  
 Other -- (Risers, stage, platforms) yes

Project Co-ordinator Pat HowardPhone 2927

Site diagrams should be attached if technical support is heavy.