

Date Issued 6/11/76By P. Howard

Revised \_\_\_\_\_

FACT SHEET  
Mrs. Ford's Office

Event Stag Working Dinner  
 Group Honoring Prime Minister Trudeau  
 DATE/TIME June 16, 1976 7:00 p. m.  
 Contact Pat Howard Phone 2927  
 Number of guests: Total approx. 10 Women -- Men x Children --  
 Place Family Dining Room Sequoia  
 Principals involved President  
 Participation by Principal yes (Receiving line) no  
 Remarks required yes  
 Background --

REQUIREMENTS

Social: Guest list yes (Social Entertainments Office will distribute list)  
 Invitations yes Programs no Menus yes  
 Refreshments Dinner Format  
 Entertainment no  
 Decorations/flowers yes  
 Music yes  
 Social Aides yes  
 Dress Business Suit Coat check if needed  
 Other -- DRR

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

Technical Support: Microphones yes (for recording only) PA Other Rooms ?  
 Recording yes  
 Lights no  
 Transportation cars - Southeast  
 Parking South Grounds  
 Housing --  
 Other -- (Risers, stage, platforms) no

Project Co-ordinator Pat Howard Phone 2927

Site diagrams should be attached if technical support is heavy.