

FACT SHEET
Mrs. Ford's Office

Event State Dinner
 Group In Honor of President and Mrs. Tolbert of Liberia
 DATE/TIME September 21, 1976 8:00 p. m.
 Contact Pat Howard Phone 2927
 Number of guests: Total 160 - Dinner Women x Men x Children --
70 A-Dinner
 Place State Floor
 Principals involved President and Mrs. Ford
 Participation by Principal yes (Receiving line) yes
 Remarks required yes
 Background --

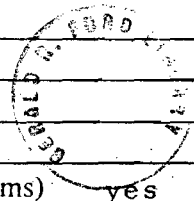
REQUIREMENTS

Social: Guest list yes (Social Entertainments Office will distribute list.)
 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 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 (Southwest 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.