

Image not found or type unknown



MARIA A. DOWNS FILES, 1974-77

Collection Type

White House Central Files

Extent

12 linear feet (ca. 9,600 pages)

Record Type

Textual

Access

Open. Some items are temporarily restricted under terms of the donor's deed of gift, a copy of which is available on request, or under National Archives and Records Administration general restrictions (36 CFR 1256).

Copyright

Gerald Ford donated to the United States of America his copyrights in all of his unpublished writings in National Archives collections. The copyrights to materials written by other individuals or organizations are presumed to remain with them. Works prepared by U.S. Government employees as part of their official duties are in the public domain.

Processed by

Leesa Tobin, April 1989

Biography

Maria A. Downs

1931 - Born, Chicago, IL

1956 - 63 - Professional Model in Chicago

1956 - Attended the Art Institute of Chicago

1958 - Attended DePaul University

1961 - Married John Edward Downs

1964 - Staff assistant for the Goldwater for President Committee

1964 - 69 - Various positions at the Republican National Committee including Director of Women's Programs

1970 - 71 - Executive director of the Women's National Press Club

1971 - 73 - Special assistant to Anne Armstrong, co - chairman of the Republican National Committee

1973 - 74 - Special assistant to Anne Armstrong, Counsellor to the President

Feb. - Oct. 1975 - Executive assistant in the White House Bicentennial Liaison Office

Oct. 1975 - Jan. 1977 - White House Social Secretary

Scope and Content Note

Maria Downs joined Mrs. Ford's staff as Social Secretary in October 1975, replacing Nancy Lammerding Ruwe who had held the position for one year. Lucy Winchester, formerly Mrs. Nixon's Social Secretary had remained in the White House as assistant to Mrs. Ford until October 1975. Most of the material in the Downs Files was generated during her own tenure as Social Secretary but portions document Social Office activities under Winchester's and Ruwe's leadership.

Prior to becoming White House Social Secretary, Downs worked in the White House Office of Bicentennial Liaison and earlier as staff assistant to Anne Armstrong, Counsellor to the President. She was involved for many years in Republican politics and had been on the staff of the Republican National Committee.

The file documents nearly three hundred social events held in the White House during the Ford administration. Documentation on planning and preparation is particularly complete for state dinners held to honor visiting heads of state and special dinners honoring Congress, the Judiciary, state governors, and the Medal of Freedom recipients. The record is less complete for the more numerous and routine breakfasts, brunches, luncheons, and receptions hosted by the President or the First Lady. The file for a small portion of these events occasionally includes only a

guest list.

The White House Social Secretary worked closely with the First Lady and the West Wing Staff in the overall planning, arrangements, coordination and direction of all official and private social events hosted by the President and his family. Downs supervised a staff of nine which included the Social Entertainments Office and the White House calligraphers and illustrators. Additionally, she oversaw dozens of volunteers who assisted with preparations for many of the more elaborate affairs.

After the form and date of a White House function were determined, the White House Social Secretary coordinated all arrangements. Guest lists were compiled in consultation with various White House offices and the State Department when planning for a state dinner. President Ford and the First Lady were more actively involved in overseeing this procedure than many of their predecessors had been. The Social Secretary worked closely with the State Department Chief of Protocol to determine proper procedure in forms of address, religious and societal prohibitions, dress and seating arrangements.

The Social Secretary planned the menu in consultation with the White House chef and Mrs. Ford, briefed military aides and music support, made arrangements for entertainment, coordinated staff and volunteers for set - up and decoration of the Residence, and made arrangements with lending institutions and individuals for objects used as dinner table centerpieces. Following an event, the Social Secretary coordinated letters of thanks to those involved.

Downs worked most closely with three assistants: Pat Howard, Linda Baker, and Ann Watwood, a full - time volunteer. Documents created by all three appear in Downs' files.

This collection documents all of the Social Secretary's activities and responsibilities listed above. Many of the materials also illustrate how the First Lady worked closely with the Secretary when planning for particularly important events, especially state dinners. Mrs. Ford's attitudes about White House entertaining developed over many years while attending events at the Residence as the wife of a congressman. As First Lady she paid careful attention to the interests and preferences of the visiting dignitary or honored guest. Menus, entertainment, and decor were then selected in line with an appropriate theme and often highlighted some aspect of American

culture. For example, knowing of Egyptian President Anwar Sadat's interest in the American West, centerpieces were created around Remington and Russell bronzes, and country music was selected for after dinner entertainment.

Related Materials (April 1989)

A closely related collection is the files of Sheila Weidenfeld, the First Lady's Press Secretary, which include considerable information on White House social events, particularly press coverage. The Betty Ford Papers' Events File also includes material on social affairs; much of this is duplicated in the Downs Files, but there are unique memoranda between the Social Secretary and the First Lady. Additionally, the White House Central Files Subject File PP 5 - 1 (Betty Ford) and SO (Social Affairs) include related material.

Audiovisual holdings about White House social events are plentiful and include thousands of still photographs and video tapes of state dinners and other selected events.

Last Modified Date

2025-03-06

Photographs, 1974-77.

photographs related to Downs' role as First Lady Betty Ford's Social Secretary. Subjects include White House entertainment, state dinners, and Christmas decorations.

Arranged in parallel to the textual materials.

Photographs, 1974-77.

Status	Title
OPEN	View container list for this series

Social Events File, 1974-77.

(Boxes 1 - 12, 4.8 linear feet)

Memoranda, correspondence, briefing papers, talking points, and guest lists concerning most social events hosted by the President and his family. Events

include public and selected private breakfasts, brunches, luncheons, dinners and receptions. Also included are diplomatic affairs, holiday balls, Susan Ford's high school prom and special dinners held to honor individuals, outstanding events and achievements.

Arranged chronologically by date of the event.

Box 1 - Social Events File

Status	Title
OPEN	1974/08/13 - Luncheon; Egyptian Foreign Minister Ismail Fahmy
OPEN	1974/08/13 - Reception; Presidential Appointees
OPEN	1974/08/13 - Reception; Vice President's Secret Service
OPEN	1974/08/22 - Reception; Housing and Community Development Act of 1974 Signing Ceremony
OPEN	1974/08/22 - Reception; Better Communities Act Signing Ceremony
OPEN	1974/08/23 - Reception; Vice President's Staff
OPEN	1974/08/28 - Dinner; Cabinet
OPEN	1974/09/02 - Reception; Pension Reform Signing Act
OPEN	1974/09/05 - Reception; Manuscript Society
OPEN	1974/09/15 - Reception; Republican National Committee
OPEN	1974/09/16 - Breakfast; Republican National Committee
OPEN	1974/09/17 - Dinner; Senate Leaders
OPEN	1974/09/17 - Reception; General Federation of Women's Clubs
OPEN	1974/09/09 - Luncheon; White House Staff Picnic
OPEN	1974/09/19 - Reception; National Federation of Republican Women
OPEN	1974/09/23 - Dinner; Bipartisan House Leaders
OPEN	1974/09/24 - Reception; Congressional Staff
OPEN	1974/09/27 - Reception; Economic Summit
OPEN	1974/10/03 - Dinner; Congressional Retirees
OPEN	1974/10/05 - Reception; Diplomatic Corps

Status	Title
OPEN	1974/10/14 - Dinner; Salute to Americans (Canceled)
OPEN	1974/10/23 - Dinner; General and Mrs. Alexander Haig
OPEN	1974/10/18 - Dinner; Federal Judiciary (Canceled)
OPEN	1974/10/31 - Reception; Halloween Party for Big Brothers
OPEN	1974/11/08 - Breakfast; Senator Hugh Scott
OPEN	1974/11/08 - Reception; National Alliance of Businessmen
OPEN	1974/11/11 - Reception; Republican Southern State Chairmen
OPEN	1974/11/16 - Breakfast; Saudi Arabian Minister of State for Foreign Affairs Omar Saqqat
OPEN	1974/11/28 - Breakfast; 30 - 30 Club (Thanksgiving)

Box 2 - Social Events File

Status	Title
OPEN	1974/12/02 - Brunch; Mrs. Ford's Get Well Volunteers
OPEN	1974/12/05 - Breakfast; Defeated Congressional Members
OPEN	1974/12/06 - Reception; Michigan Vice Presidential Staff
OPEN	1974/12/11 - Reception; Diplomatic Children's Party
OPEN	1974/12/12 - Reception; Medal of Honor Presentation
OPEN	1974/12/13 - Reception; White House Staff
OPEN	1974/12/17 - Reception; Ball for Members of Congress
OPEN	1974/12/18 - Luncheon; Television Network Executives
OPEN	1974/12/19 - Reception; Press Corps
OPEN	1975/01/03 - Luncheon; Presidential Advisers
OPEN	1975/01/13 - Dinner; Mrs. Ford's Portrait Unveiling
OPEN	1975/01/14 - Reception; Spouses of the Association of American Colleges
OPEN	1975/01/21 - Breakfast; Republican Leaders
OPEN	1975/01/23 - Reception; New Congressmen and Spouses
OPEN	1975/02/11 - Reception; Women's Committee of the National Symphony
OPEN	1975/02/17 - Dinner; Senate Steering Committee

Status	Title
OPEN	1975/02/18 - Dinner; Wednesday Club
OPEN	1975/02/19 - Reception; 94th Congress Club
OPEN	1975/02/20 - Dinner; Governors
OPEN	1975/02/24 - Reception; National Bicentennial Conference
OPEN	1975/02/28 - Reception; Young Republican Leadership Conference

Box 3 - Social Events File

Status	Title
OPEN	1975/03/06 - Reception; Key Industry Associations Council of American Society
OPEN	1975/03/07 - Reception; Swearing - in Ceremony of William T. Coleman as Secretary of Transportation
OPEN	1975/03/10 - Reception; Swearing - in Ceremony of Carla Hills as Secretary of Housing and Urban Development
OPEN	1975/03/11 - Luncheon; Committee for the Preservation of the White House
OPEN	1975/03/12 - Reception; Broadcast Executives
OPEN	1975/03/14 - Reception; National Newspaper Association Government Affairs Conference
OPEN	1975/03/18 - Reception; Swearing - in Ceremony of John Dunlop as Secretary of Labor
OPEN	1975/03/19 - Luncheon; Prime Minister Dzemal Bijedic
OPEN	1975/03/21 - Dinner; Coal Industry Representatives
OPEN	1975/03/26 - Reception; Republican National Committee, Congress Campaign Committees, Republican Governors Association
OPEN	1975/03/31 - Reception; Easter Egg Roll
OPEN	1975/04/01 - Dinner; Friends in Palm Springs (out of house)
OPEN	1975/04/08 - Reception; National Alliance of Business
OPEN	1975/04/11 - Reception; Visiting Nurses Association

Status	Title
OPEN	1975/04/14 - Reception; International Women's Year Commission
OPEN	1975/04/16 - Reception; American Society of Newspaper Editors
OPEN	1975/04/23 - Reception; Valery Giscard d'Estaing with Mrs. Ford and Susan
OPEN	1975/04/24 - Reception; National Volunteer Award Winners
OPEN	1975/04/24 - Reception; Ad Council
OPEN	1975/04/30 - Reception; Chowder and Marching Club
OPEN	1975/05/05 - Luncheon; Senate Ladies
OPEN	1975/05/09 - Reception; International Student Day
OPEN	1975/05/10 - Reception; Organization of American States

Box 4 - Social Events File

Status	Title
OPEN	1975/05/15 - Reception; Mrs. Valery Giscard d'Estaing
OPEN	1975/05/16 - Reception; National Republican Heritage Groups
OPEN	1975/05/19 - Reception; President's Advisory Committee on Refugees
OPEN	1975/05/20 - Dinner; Congressional Leaders
OPEN	1975/05/22 - Luncheon; President Leopold Senghor of Senegal
OPEN	1975/05/22 - Reception; Former Member of Congress
OPEN	1975/06/10 - Reception; National Industrial Council
OPEN	1975/06/11 - Luncheon; American Newspaper Publishers Association
OPEN	1975/06/12 - Reception; Mrs. Yitzhak Rabin
OPEN	1975/06/18 - Reception; National Association of Broadcasters
OPEN	1975/06/24 - Reception; Republican National Associates
OPEN	1975/06/25 - Tea; In Honor of Mrs. Mary Edith Wilroy

Status	Title
OPEN	1975/06/18 - Luncheon; Republican Wives Brown Bag Luncheon
OPEN	1975/06/23 - Brunch; Republican Women's Federal Forum
OPEN	1975/06/25 - Reception; Regional Media Representatives
OPEN	1975/07/01 - Reception; 1975 Presidential Scholars
OPEN	1975/07/05 - Luncheon; General Suharto of Indonesia
OPEN	1975/07/06 - Reception; Susan Ford's Birthday Party
OPEN	1975/07/09 - Luncheon; Shahbanon of Iran
OPEN	1975/07/10 - Reception; City Mayors
OPEN	1975/07/23 - Reception; Congressional Summer Interns
OPEN	1975/08/06 - Reception; Mrs. Mutsuko Miki
OPEN	1975/08/08 - Reception; Mrs. Juan Velasco
OPEN	1975/08/09 - Luncheon; Apollo - Soyuz Astronauts
OPEN	1975/08/09 - Dinner; Ford Administration 1st Anniversary
OPEN	1975/09/04 - Reception; Wives of Delegates of the International Monetary Fund and World Bank Annual Meeting
OPEN	1975/09/08 - Reception; Republican National Committee
OPEN	1975/09/08 - Reception; Treemonisha Company

Box 5 - Social Events File

Status	Title
OPEN	1975/09/18 - Reception; Medal of Science Award Presentation
OPEN	1975/09/24 - Reception; American Chamber of Commerce Executives
OPEN	1975/09/26 - Reception; Homemaker Conference
OPEN	1975/10/03 - Luncheon; Chancellor Helmut Schmidt of West Germany
OPEN	1975/10/07 - Reception; U.S. - U.S.S.R. Trade and Economic Council
OPEN	1975/10/15 - Dinner; Wedding Anniversary

Status	Title
OPEN	1975/10/17 - Reception; Swearing in of Thomas Kleppe as Secretary of Interior
OPEN	1975/10/21 - Reception; Association of American Universities
OPEN	1975/11/05 - Reception; Collectors Committee of the National Gallery of Art
OPEN	1975/11/05 - Reception; American Business Press Group, Inc.
OPEN	1975/11/06 - Dinner; Cabinet Members
OPEN	1975/11/11 - Reception; Ford's Theatre Board of Governors
OPEN	1975/11/12 - Reception; Magazine Publishers Association
OPEN	1975/11/13 - Reception; National Council of Negro Women
OPEN	1975/11/13 - Reception; Republican National Finance Committee
OPEN	1975/11/14 - Reception; Presentation of White House Books
OPEN	1975/11/20 - Dinner; Senior Citizens
OPEN	1975/11/23 - Dinner; Ford Family Thanksgiving
OPEN	1975/11/24 - Dinner; Judiciary
OPEN	1975/11/24 - Reception; President Ford Finance Committee

Box 6 - Social Events File

Status	Title
OPEN	1975/12/09 - Dinner; Presidential Advisors
OPEN	1975/12/12 - Reception; International Neighbors Club
OPEN	1975/12/13 - Dinner; Ford Family and Friends
OPEN	1975/12/15 - Reception; White House Christmas Volunteers
OPEN	1975/12/15 - Reception; White House Staff
OPEN	1975/12/16 - Reception - Diplomatic Children's Christmas Party
OPEN	1975/12/17 - Reception; Ball for Members of Congress

Status	Title
OPEN	1975/12/22 - Reception; White House Christmas Volunteers
OPEN	1976/01/09 - Reception; President Ford Committee - State Chairman and Advisory Committees
OPEN	1976/01/14 - Reception; Western State Chairman of the Republican Party
OPEN	1976/01/20 - Luncheon; Governors and Mayors
OPEN	1976/01/27 - Reception; Administration Spouses
OPEN	1976/01/23 - Reception; U.S. Industrial Payroll Savings Committee
OPEN	1976/01/28 - Reception; Mrs. Yitzhak Rabin
OPEN	1976/01/29 - Reception; Annual Young Republican Leadership Conference
OPEN	1976/01/30 - Reception; Radio and Television News Directors Association

Box 7 - Social Events File

Status	Title
OPEN	1976/02/02 - Reception; Swearing in of Elliot Richardson as Secretary of Commerce
OPEN	1976/02/05 - Reception; Railroad Bill Signing Ceremony
OPEN	1976/02/10 - Breakfast; Godfrey Sperling Breakfast Group
OPEN	1976/02/10 - Reception; Swearing in Ceremony of William Usery as Secretary of Labor
OPEN	1976/02/10 - Reception; Military - Oriented Organizations
OPEN	1976/02/12 - Reception; Swearing in Ceremony of Mitchell P. Kobelinski as Administrator of the Small Business Administration
OPEN	1976/02/15 - Brunch; Professional Athletes Prayer Breakfast
OPEN	1976/02/18 - PTA National Legislative Conference
OPEN	1976/02/18 - Reception; Business Council
OPEN	1976/02/23 - Dinner; Governors

Status	Title
OPEN	1976/02/25 - Reception; Inland Daily Press Association
OPEN	1976/02/25 - Reception; U.S. Interparliamentary Conference
OPEN	1976/02/26 - Reception; Republican National Committee
OPEN	1976/02/26 - Reception; Republican National Committee
OPEN	1976/03/02 - Reception; Southeastern Seaboard Republican Members of Congress
OPEN	1976/03/03 - Reception; President Ford Committee Staff
OPEN	1976/03/04 - Reception; Medal of Honor Award Ceremony
OPEN	1976/03/09 - Reception; B'nai B'rith Women (1) - (2)
OPEN	1976/03/09 - Reception; Midwest Republican Members of Congress

Box 8 - Social Events File

Status	Title
OPEN	1976/03/10 - Reception; Finance Chairman and Sponsors, President Ford Committee
OPEN	1976/03/14 - Brunch; Dr. and Mrs. John Craighead
OPEN	1976/03/15 - Reception; Swearing - in Ceremony for William Scranton as United Nations Ambassador
OPEN	1976/03/18 - Reception; New York, Ohio, New Jersey, Congressional Members
OPEN	1976/03/19 - Reception; National Newspaper Association
OPEN	1976/03/22 - Reception; Committee for the Preservation of the White House
OPEN	1976/03/23 - Reception; Congressional Republican Western Members
OPEN	1976/03/24 - Reception; Signing Ceremony for the Marianas Covenant Bill
OPEN	1976/04/01 - Reception; Advertising Council
OPEN	1976/04/01 - Luncheon; Medal of Freedom Presentation
OPEN	1976/04/06 - Reception; National Alliance of Businessmen
OPEN	1976/04/07 - Luncheon; Nashville Banner Newsmen

Status	Title
OPEN	1976/04/07 - Reception; Midwest and Mountain States Republican Congressional Members
OPEN	1976/04/12 - Reception; President Ford Committee Staff
OPEN	1976/04/13 - Reception; American Society of Newspaper Editors

Box 9 - Social Events File

Status	Title
OPEN	1976/04/26 - Reception; Midwest State G.O.P. Chairmen
OPEN	1976/05/03 - Luncheon; Senate Ladies
OPEN	1976/05/05 - Luncheon; Class of 1949 of "The Jaycee's Ten Outstanding Young Men of America"
OPEN	1976/05/06 - Reception; Editorial Cartoonists
OPEN	1976/05/08 - Luncheon; Bridal Shower for Bay Anderson
OPEN	1976/05/11 - Luncheon; Queen Margrethe and the Prince of Denmark
OPEN	1976/05/11 - Reception; Republican Heritage Leaders
OPEN	1976/05/13 - Reception; Scholastic Achievement Awards - Recording for the Blind
OPEN	1976/05/13 - Reception; White House Fellows Alumni
OPEN	1976/05/14 - Reception; Azalea Festival Committee
OPEN	1976/05/20 - Luncheon; Economist
OPEN	1976/05/20 - Reception; Kentucky and Tennessee Media
OPEN	1976/05/21 - Reception; Former Members of Congress Auxiliary
OPEN	1976/05/28 - Reception; Signing Ceremony for PNE Treaty
OPEN	1976/05/31 - Reception; Holton Arms Senior Prom
OPEN	1976/06/04 - Breakfast; Los Angeles Times
OPEN	1976/06/09 - Happy Rockefeller's Birthday
OPEN	1976/06/09 - Reception; National Broadcast Editorial Association

Box 10 - Social Events File

Status	Title
---------------	--------------

OPEN	1976/06/10 - Reception; Business Committee for the Arts (1) - (2)
OPEN	1976/06/11 - Dinner; Presidential Appointees (1) - (2)
OPEN	1976/06/12 - Luncheon; Presidential Advisors
OPEN	1976/06/13 - Reception; Women United for the President
OPEN	1976/06/21 - Dinner; Presidential Advisors
OPEN	1976/06/23 - Reception; Republican Candidates for Congress
OPEN	1976/06/25 - Luncheon; West Virginia Delegation
OPEN	1976/06/25 - Reception; Republican National Committee
OPEN	1976/06/30 - Luncheon; Prime Minister Miki of Japan
OPEN	1976/06/30 - Reception; Republican National Committee Finance Group
OPEN	1976/07/01 - Reception; National Commission on the Observation of International Women's Year
OPEN	1976/07/01 - Reception; Delaware Delegates
OPEN	1976/07/13 - Reception; American Field Service Students
OPEN	1976/07/16 - Reception; American Indian Leaders
OPEN	1976/07/19 - Reception; New Jersey Delegates
OPEN	1976/07/20 - Reception; Diplomatic Corps Bicentennial Celebration

Box 11 - Social Events File

Status	Title
OPEN	1976/07/22 - Reception; New York Delegates
OPEN	1976/07/23 - Luncheon; Virgin Island's Delegation
OPEN	1976/07/26 - Reception; Maryland Delegates
OPEN	1976/07/26 - Reception; Spouses of Presidential Appointees and White House Staff
OPEN	1976/07/29 - Reception; Pennsylvania Delegates
OPEN	1976/07/31 - Luncheon; Phi Delta Phi Yale Law School Fraternity
OPEN	1976/08/04 - Reception; Virginia Delegates
OPEN	1976/08/05 - Reception; U.S. Olympic Team

Status	Title
OPEN	1976/08/12 - Reception; Hadassah National Board
OPEN	1976/09/01 - Dinner; President Ford Committee
OPEN	1976/09/07 - Reception; Mrs. Giovanni Leone
OPEN	1976/09/13 - Reception; Women Members of the Hispanic Community
OPEN	1976/09/14 - Reception; American Business Volunteers for Ford
OPEN	1976/09/16 - Reception; Young Presidents Organization
OPEN	1976/09/17 - Reception; National Federation of Republican Women
OPEN	1976/09/20 - Reception; Jewish Community Leaders
OPEN	1976/09/22 - Reception; Signing Ceremony for Defense Appropriations
OPEN	1976/09/24 - Dinner; President - Elect of Mexico, Lopez Portillo
OPEN	1976/09/24 - Reception; National Issues Conference of Black Women
OPEN	1976/09/29 - Reception; Business Leaders
OPEN	1976/09/30 - Reception; Singing Ceremony for Veterans and Survivors Pension Adjustment Act
OPEN	1976/10/13 - Reception; "Citizen of the Americas Award"
OPEN	1976/10/14 - Dinner; Medal of Freedom to Martha Graham
OPEN	1976/10/18 - Reception; National Medals of Science Presentation
OPEN	1976/11/16 - Reception; Republican Eagles

Box 12 - Social Events File

Status	Title
OPEN	1976/11/29 - Reception; Republican Governors
OPEN	1976/12/09 - Reception; Ball for Members of Congress
OPEN	1976/12/10 - Reception; White House Christmas Volunteers
OPEN	1976/12/10 - Dinner; Mrs. Charles Engelhard

Status	Title
OPEN	1976/12/11 - Dinner; Joint Chiefs of Staff
OPEN	1976/12/14 - Reception; Diplomatic Children's Christmas Party
OPEN	1976/12/14 - Reception; Press Corps
OPEN	1976/12/17 - Reception; White House Staff
OPEN	1977/01/05 - Luncheon; Vice President, Ronald Reagan, John Connally
OPEN	1977/01/07 - Dinner; Chowder and Marching Society and S.O.S.
OPEN	1977/01/10 - Luncheon; Presidential Medal of Freedom Presentation
OPEN	1977/01/14 - Reception; Republican National Committee
OPEN	1977/01/18 - Reception; Surprise Party for Mrs. Ford

State Dinners File, 1974-77.

(Boxes 13 - 18, 2.4 linear feet)

Memoranda, correspondence, briefing papers, guest lists, menus and press releases for state dinners at the residence and elsewhere. Included are dinners that the Fords hosted for heads of state during trips abroad, at Camp David, and aboard the U.S.S. Sequoia.

Arranged chronologically by date of the event.

Box 13 - State Dinners File

Status	Title
OPEN	1974/08/16 - Jordan
OPEN	1974/09/12 - Israel (1) - (2)
OPEN	1974/09/25 - Italy
OPEN	1974/10/08 - Poland (1) - (2)
OPEN	1974/11/12 - Austria (1) - (2)
OPEN	1974/11/20 - Japan (Out of House)
OPEN	1974/12/04 - Canada
OPEN	1974/12/05 - Federal Republic of Germany (1) - (2)

Status	Title
OPEN	1974/12/15 - Martinique (Out of House)

Box 14 - State Dinners File

Status	Title
OPEN	1975/01/30 - Great Britain
OPEN	1975/02/05 - Pakistan
OPEN	1975/02/15 - Saudi Arabia
OPEN	1975/04/19 - Zambia
OPEN	1975/04/22 - Morocco (Canceled)
OPEN	1975/04/29 - Jordan
OPEN	1975/05/10 - Tunisia
OPEN	1975/05/08 - Singapore
OPEN	1975/05/14 - Netherlands
OPEN	1975/05/15 - Iran
OPEN	1975/05/28 - 1975/06/03 - European Trip (Out of House) (1) - (2)

Box 15 - State Dinners File

Status	Title
OPEN	1975/05/28 - 1975/06/03 - European Trip (Out of House) (3) - (4)
OPEN	1975/06/11 - Israel
OPEN	1975/06/16 - West Germany (1) - (2)
OPEN	1975/07/28 - Poland (Out of House)
OPEN	1975/08/05 - Japan (1) - (2)
OPEN	1975/09/23 - Luxembourg (Canceled)
OPEN	1975/09/25 - Colombia (1) - (2)

Box 16 - State Dinners File

Status	Title
OPEN	1975/10/02 - Japan (1) - (2)
OPEN	1975/10/27 - Egypt (1) - (2)
OPEN	1975/11/12 - Luxembourg
OPEN	1976/01/27 - Israel (1) - (3)

Status	Title
OPEN	1976/03/17 - Ireland (1) - (2)
OPEN	1976/03/30 - Jordan (1) - (2)

Box 17 - State Dinners File

Status	Title
OPEN	1976/05/17 - France (1) - (2)
OPEN	1976/06/02 - Spain (1) - (2)
OPEN / DIGITIZED	1976/06/16 - Canada (Aboard the Sequoia)
OPEN	1976/07/05 - Indonesia (Out of House)
OPEN	1976/07/07 - Great Britain (1) - (2)

Box 18 - State Dinners File

Status	Title
OPEN	1976/07/15 - West Germany (1) - (2)
OPEN	1976/07/27 - Australia
OPEN	1976/08/03 - Finland
OPEN	1976/09/22 - Liberia (1) - (2)
OPEN	1976/12/06 - Italy

Entertainment File, 1974-77.

(Boxes 19 - 24, 2.4 linear feet)

Memoranda, correspondence, photographs, biographies, press releases, news clippings, and printed programs concerning entertainment at White House events. In addition to folders for each event there is an extensive performer index arranged by agent and a compilation of offers and suggestions for acts willing to perform at the White House.

Arranged alphabetically with a subseries arranged chronologically by date of event.

Box 19 - Entertainment File

Status	Title
OPEN	Agent Index (1) - (9)
OPEN	Agents and Contacts (Misc.)
OPEN	Ballet (1) - (2)
OPEN	Broadway Plays, Road Shows, Etc.

Status	Title
OPEN	Celebrities
OPEN	College Singing Groups
OPEN	Easter

Box 20 - Entertainment File

Status	Title
OPEN	Events: 1974/08/16 - Howard Devron Orchestra
OPEN	Events: 1974/09/12 - Eugene Fodor
OPEN	Events: 1974/09/25 - New England Conservatory of Music
OPEN	Events: 1974/10/05 - Meyers Davis Orchestra
OPEN	Events: 1974/10/08 - Claude Kipris
OPEN	Events: 1974/10/23 - Headliners of the West Point Glee Club
OPEN	Events: 1974/11/12 - Vikki Carr (1) - (2)
OPEN	Events: 1974/12/05 - Joel Grey
OPEN	Events: 1974/12/11 - Amazing Randi
OPEN	Events: 1974/12/15 - Sarah Vaughn

Box 21 - Entertainment File

Status	Title
OPEN	Events: 1974/12/17 - Michael Carney and Orchestra
OPEN	Events: 1975/01/30 - Beverly Sills
OPEN	Events: 1975/02/05 - Billy Taylor
OPEN	Events: 1975/02/20 - Mike Carney and Orchestra
OPEN	Events: 1975/04/19 - James Tocco and Gilan Akbar
OPEN	Events: 1975/05/05 - Colonial Singers and Players
OPEN	Events: 1975/05/08 - Edward Villella and Violette Verdy
OPEN	Events: 1975/05/15 - Ann - Margret and Company
OPEN	Events: 1975/06/16 - Tennessee Ernie Ford and Opryland
OPEN	Events: 1975/10/02 - Van Cliburn
OPEN	Events: 1975/09/27 - Roberta Peters

Box 22 - Entertainment File

Status	Title
---------------	--------------

OPEN	Events: 1975/10/27 - Pearl Bailey
OPEN	Events: 1975/12/15 - U.S. Naval Academy Glee Club
OPEN	Events: 1975/12/16 - Kukla, Fran and Ollie
OPEN	Events: 1975/12/17 - Mike Carney Orchestra, "The Travelers" of Mount Vernon College
OPEN	Events: 1975/12/19 - Howard University Choir, Howard Devron Orchestra, Cathedral Boys Choir
OPEN	Events: 1976/01/27 - Carol Burnett and Helen Reddy
OPEN	Events: 1976/02/15 - Dave Boyer
OPEN	Events: 1976/02/23 - Tony Bennett
OPEN	Events: 1976/03/17 - Ben Vereen
OPEN	Events: 1976/03/30 - Charlie Byrd
OPEN	Events: 1976/05/26 - Earl Hines
OPEN	Events: 1976/06/02 - Gil Morgenstern
OPEN	Events: 1976/07/07 - Bob Hope, The Captain and Tennille
OPEN	Events: 1976/07/15 - Phyllis Curtin

Box 23 - Entertainment File

Status	Title
OPEN	Events: 1976/07/20 - A Salute to American Music - Tammy Wynette, Roger Miller, Ella Fitzgerald, The World's Greatest Jazz Band
OPEN	Events: 1976/07/27 - Sherrill Milnes
OPEN	Events: 1976/08/03 - George Shearing
OPEN	Events: 1976/09/21 - Wayne Newton
OPEN	Events: 1976/10/14 - Martha Graham
OPEN	Events: 1976/12/06 - Tony Orlando and Dawn
OPEN	Events: 1976/12/09 - University of Maryland Chamber Singers, Mike Carney Orchestra, Immanuel Church - on - the - Hill Choir
OPEN	Events: 1976/12/14 - Big Bird
OPEN	Events: 1976/12/15 - Mike Carney Orchestra, Catholic A Cappella Choir, Partially Informed Sources
OPEN	Events: 1976/12/17 - Cast of "All Night Strut"

Status	Title
OPEN	Events: 1976/01/07 - Cast of "All Night Strut"
OPEN	Forms
OPEN	Holton Arms Prom (Susan Ford)
OPEN	Kennedy Center
OPEN	Offers and Suggestions, 1973 - 74

Box 24 - Entertainment File

Status	Title
OPEN	Offers and Suggestions, 1975 - 76
OPEN	Policy - Nixon Administration
OPEN	White House Entertainers List

Decor File, 1974-77.

(Boxes 25 - 27, 1.2 linear feet)

Memoranda, correspondence, press releases, photographs, clippings and printed material concerning decor used for state dinners and selected events where more elaborate decorations were deemed appropriate. Included are detailed descriptions of artifacts and works of art borrowed from various public and private collections to be used as centerpieces. Descriptions are also included of flowers, fabrics and other materials used to decorate the Residence. At the end of the file is a compilation of ideas considered but not used.

Arranged alphabetically with a subseries of events arranged chronologically.

Box 25 - Decor File

Status	Title
OPEN	Events: 1974/11/14 - State Dinner for Austria
OPEN	Events: 1974/12/05 - State Dinner for West Germany
OPEN	Events: 1975/01/30 - State Dinner for Great Britain
OPEN	Events: 1975/04/19 - State Dinner for Zambia (1) - (3)
OPEN	Events: 1975/05/15 - State Dinner for Iran
OPEN	Events: 1975/06/16 - State Dinner for West Germany
OPEN	Events: 1975/09/25 - State Dinner for Colombia
OPEN	Events: 1975/10/02 - State Dinner for Japan

Status	Title
OPEN	Events: 1975/10/27 - State Dinner for Egypt

Box 26 - Decor File

Status	Title
OPEN	Events: 1975/11/24 - Dinner for the Federal Judiciary
OPEN	Events: 1976/01/27 - State Dinner for Israel
OPEN	Events: 1976/02/23 - Dinner for Governors
OPEN	Events: 1976/03/17 - State Dinner for Ireland
OPEN	Events: 1976/03/30 - State Dinner for Jordan
OPEN	Events: 1976/05/03 - Luncheon for Senate Ladies
OPEN	Events: 1976/05/11 - Luncheon for Queen Margrethe of Denmark
OPEN	Events: 1976/05/17 - State Dinner for France
OPEN	Events: 1976/06/02 - State Dinner for Spain
OPEN	Events: 1976/07/07 - State Dinner for Great Britain
OPEN	Events: 1976/07/15 - State Dinner for West Germany (1) - (2)
OPEN	Events: 1976/07/27 - State Dinner for Australia
OPEN	Events: 1976/08/03 - State Dinner for Finland
OPEN	Events: 1976/09/21 - State Dinner for Liberia

Box 27 - Decor File

Status	Title
OPEN	Events: 1976/10/14 - Dinner for Martha Graham
OPEN	Events: 1976/12/02 - State Dinner for Italy
OPEN	Events: 1977/01/07 - Dinner for Chowder and Marching Society
OPEN	Ideas (1) - (5)

Administrative Subject File, 1974-77.

(Boxes 28 - 30, 1.2 linear feet)

Memoranda, correspondence, press releases, personnel material, and clippings concerning miscellaneous responsibilities of the Social Secretary's office. Subjects include Christmas activities and decorations, procedures for head of state dinners

and gift selection, presidential acknowledgments for services rendered at White House events and inquiries concerning jobs in the Social Secretary's office.

Arranged alphabetically by subject.

Box 28 - Administrative Subject File

Status	Title
OPEN	Bicentennial
OPEN	Christmas - Entertainment Ideas
OPEN	Christmas - White House Creche
OPEN	Christmas - 1974 - Candlelight Tours
OPEN	Christmas - 1974 - Decorations (1) - (2)
OPEN	Christmas - 1975 - Candlelight Tours
OPEN	Christmas - 1975 - Decorations (1) - (2)
OPEN	Christmas - 1976 - Candlelight Tours
OPEN	Christmas - 1976 - Decorations (1) - (2)
OPEN	Christmas - 1976 - Ideas Not Used

Box 29 - Administrative Subject File

Status	Title
OPEN	East Wing - Staff Meeting Minutes
OPEN	Florists
OPEN	Head of State Dinner - Procedures
OPEN	Head of State Gifts - Ideas, Policy and Procedures
OPEN	Head of State Gifts - Selection Memoranda
OPEN	Head of State Visits - NSC Memoranda
OPEN	The Hospitality and Information Service (THIS)
OPEN	House and Garden Magazine Article - June 1975 (1) - (2)
OPEN	Policy and Procedures Information
OPEN	Press Contacts
OPEN	Resumes (1) - (2)

Box 30 - Administrative Subject File

Status	Title
OPEN	Shelbourne Museum

Status	Title
OPEN	Thank You Letters and Photograph Requests - 1974
OPEN	Thank You Letters and Photograph Requests - 1975 (1) - (2)
OPEN	Thank You Letters and Photograph Requests - 1976 (1) - (6)
OPEN	White House Events - Attendance of Staff and Congress
OPEN	White House Furnishings
OPEN	White House Garden Tours
OPEN	Wine Served at the White House