

FACT SHEET
Mrs. Ford's Office

Event STATE DINNER
 Group In Honor of King Hussein and Queen Alia
 DATE/TIME March 30, 1976 8:00 p.m.
 Contact Pat Howard Phone 2927
 Number of guests: Total 130 Dinner 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 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 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 SW Gate - DRR)
 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.