

**The original documents are located in Box 35, folder “Christmas, 1974 - White House Tours” of the Sheila Weidenfeld Files at the Gerald R. Ford Presidential Library.**

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THE WHITE HOUSE

WASHINGTON

SUBJECT: Instructions for Social Aides

EVENT: Tour for White House Press Corps and Families

Date/Time: December 21, 1974 (1:30)

No. of Guests: \_\_\_\_\_

Uniform: \_\_\_\_\_

Parking: \_\_\_\_\_

In-Place Time for Aides: \_\_\_\_\_

In-Place Time for OIC: \_\_\_\_\_

Duty Aide: \_\_\_\_\_

First Family Participation: \_\_\_\_\_

The following Social Aides will attend:

\*Officer in Charge

Music: USMC String Ensemble w/piano in the Lobby (1:15) (East Gate)

Remarks:

*for MacCormac*  
T. STEPHEN TODD  
Lieutenant Commander, U. S. Navy  
Naval Aide to the President

DISTRIBUTION:

MGen Lawson  
LtCol Sardo  
LCDR Todd  
LtCol Blake  
Major Barrett

Mrs. Lammerding  
Mrs. Weidenfeld  
Secret Service  
Visitor's Office  
Band

Usher's Office  
White House Garage  
White House Staff Mess  
Mr. O'Donnell  
White House Police (7)

THE WHITE HOUSE

WASHINGTON

SUBJECT: Instructions for Social Aides

EVENT: White House Christmas Tour

Date/Time: December 20, 1974 (1:30)

No. of Guests: \_\_\_\_\_

Uniform: \_\_\_\_\_

Parking: \_\_\_\_\_

In-Place Time for Aides: \_\_\_\_\_

In-Place Time for OIC: \_\_\_\_\_

Duty Aide: \_\_\_\_\_

First Family Participation: \_\_\_\_\_

The following Social Aides will attend:

\*Officer in Charge

Music: USMC String Ensemble w/piano in the Lobby (1-15) (East Gate)

Remarks:

*for Mr. Collier*  
T. STEPHEN TODD  
Lieutenant Commander, U. S. Navy  
Naval Aide to the President

DISTRIBUTION:

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White House Garage  
White House Staff Mess  
Mr. O'Donnell  
White House Police (7)

Date Issued 12/11/74

By P. Howard

Revised \_\_\_\_\_

FACT SHEET  
Mrs. Ford's Office

Event Christmas Party

Group Residence Staff and their Families

DATE/TIME Dec. 13, 1974 - 4:00 p. m.

Contact Rex Scouten

Phone 2650

Number of guests: Total 150

Women x

Men x

Children x

Place SDR and Blue Room

Principals involved Mrs. Ford

Participation by Principal yes

(Receiving line) no

Remarks required no

Background Mrs. Ford's Christmas Party for the staff of the Residence and their families.

REQUIREMENTS

Social: Guest list Rex Scouten

Invitations yes

Programs no

Menus no

Refreshments yes

Entertainment no

Decorations/flowers yes

Music yes

Social Aides yes

Dress Business Suit - Afternoon Dress

Coat check yes

Other --

Press: Reporters NO PRESS COVERAGE

Photographers \_\_\_\_\_

TV Crews \_\_\_\_\_

White House Photographers \_\_\_\_\_

Color \_\_\_\_\_

Mono. \_\_\_\_\_

Other \_\_\_\_\_

Technical Support: NONE

Microphones \_\_\_\_\_

PA Other Rooms \_\_\_\_\_

Recording \_\_\_\_\_

Lights \_\_\_\_\_

Transportation cars

Parking South Grounds

Housing \_\_\_\_\_

Other \_\_\_\_\_ (Risers, stage, platforms)

Project Co-ordinator Pat Howard

Phone 2927

Site diagrams should be attached if technical support is heavy.

THE WHITE HOUSE

WASHINGTON

SUBJECT: Instructions for Social Aides

EVENT: Candlelight Tour for the Public

Date/Time: December 27, 1974 (7:00) No. of Guests: \_\_\_\_\_

Uniform: \_\_\_\_\_ Parking: \_\_\_\_\_

In-Place Time for Aides: \_\_\_\_\_

In-Place Time for OIC: \_\_\_\_\_

Duty Aide: \_\_\_\_\_

First Family Participation: \_\_\_\_\_

The following Social Aides will attend:

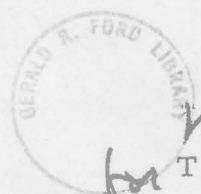
The Pres. & Mrs. Ford have asked if the WH be opened to the public for C. Tours of the evening, of Thurs. Dec. 26 & Fri. Dec. 27, from 6:30. to 9:00. P.M. Visitors who wish to participate should come to the E. Gate on East Executive Avenue. Reservations are not required

\*Officer in Charge

Music: USMC String Ensemble in the Lobby (6:00) (East Gate) and

admission is free. There will be five in the five place and "armed" service. *String Ensemble will play during the tour*

Remarks:



*for MacCallister*  
 T. STEPHEN TODD  
 Lieutenant Commander, U. S. Navy  
 Naval Aide to the President

DISTRIBUTION:

- |               |                  |                        |
|---------------|------------------|------------------------|
| MGen Lawson   | Mrs. Lammerding  | Usher's Office         |
| LtCol Sardo   | Mrs. Weidenfeld  | White House Garage     |
| LCDR Todd     | Secret Service   | White House Staff Mess |
| LtCol Blake   | Visitor's Office | Mr. O'Donnell          |
| Major Barrett | Band             | White House Police (7) |

THE WHITE HOUSE

WASHINGTON

SUBJECT: Instructions for Social Aides

EVENT: Candlelight Tour for White House Staff and Families

Date/Time: December 20, 1974 (7:00) No. of Guests: \_\_\_\_\_

Uniform: \_\_\_\_\_ Parking: \_\_\_\_\_

In-Place Time for Aides: \_\_\_\_\_

In-Place Time for OIC: \_\_\_\_\_

Duty Aide: \_\_\_\_\_

First Family Participation: \_\_\_\_\_

The following Social Aides will attend:

\*Officer in Charge

Music: US Army String Ensemble w/piano in the Lobby (6:30) (East Gate)

Remarks:

*for MacCall*  
T. STEPHEN TODD  
Lieutenant Commander, U. S. Navy  
Naval Aide to the President



DISTRIBUTION:

MGen Lawson  
LtCol Sardo  
LCDR Todd  
LtCol Blake  
Major Barrett

Mrs. Lammerding  
Mrs. Weidenfeld  
Secret Service  
Visitor's Office  
Band

Usher's Office  
White House Garage  
White House Staff Mess  
Mr. O'Donnell  
White House Police (7)

THE WHITE HOUSE

WASHINGTON

SUBJECT: Instructions for Social Aides

EVENT: Christmas Party for Residence Staff and Families

Date/Time: December 13, 1974 (4:00) No. of Guests: 150

Uniform: \_\_\_\_\_ Parking: \_\_\_\_\_

In-Place Time for Aides: \_\_\_\_\_

In-Place Time for OIC: \_\_\_\_\_

Duty Aide: \_\_\_\_\_

First Family Participation: The First Lady

The following Social Aides will attend:

\*Officer in Charge

Music: USMC String Ensemble w/piano in the Lobby (3:30) (East Gate)

Remarks:

*for MacCall*  
T. STEPHEN TODD  
Lieutenant Commander, U. S. Navy  
Naval Aide to the President

DISTRIBUTION:

MGen Lawson  
LtCol Sardo  
LCDR Todd  
LtCol Blake  
Major Barrett

Mrs. Lammerding  
Mrs. Weidenfeld  
Secret Service  
Visitor's Office  
Band

Usher's Office  
White House Garage  
White House Staff Mess  
Mr. O'Donnell  
White House Police (7)

THE WHITE HOUSE

WASHINGTON

SUBJECT: Instructions for Social Aides

EVENT: Candlelight Tour for the Public

Date/Time: December 26, 1974 (7:00)

No. of Guests: \_\_\_\_\_

Uniform: \_\_\_\_\_

Parking: \_\_\_\_\_

In-Place Time for Aides: \_\_\_\_\_

In-Place Time for OIC: \_\_\_\_\_

Duty Aide: \_\_\_\_\_

First Family Participation: \_\_\_\_\_

The following Social Aides will attend:

\*Officer in Charge

Music: US Army String Ensemble w/piano in the Lobby (6:00) (East Gate)

Remarks:

*for MacCall*  
T. STEPHEN TODD  
Lieutenant Commander, U. S. Navy  
Naval Aide to the President

DISTRIBUTION:

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White House Garage  
White House Staff Mess  
Mr. O'Donnell  
White House Police (7)



TO: MIKE FARRELL  
FROM: PATTI MATSON  
RE: TOUR FOR MEMBERS OF THE PRESS AND THEIR  
FAMILIES - SATURDAY, DEC. 21, 1974

note: Helen Collins is authorized to call and add names  
as is Nancy Chirdon and Sheila Weidenfeld

The following people should be placed on the access list for the  
press tour from 1:30-3 p.m. Most will be accompanied by families.

|                                |                      |
|--------------------------------|----------------------|
| Bailey, William A.             | Jenkinson, Pamela    |
| Blalock, Mrs. Kenneth (Deanne) | Krush, Christopher   |
| Berjoar, Jack                  | Leclaire, Roger      |
| Brinkmoeller, Helen            | Leffort, Jean Pierre |
| Clark, Evert                   | Levy, Lillian        |
| Cohen, Ron                     | Lewis, Paul          |
| Coppel, Ted                    | Lieb, John           |
| DeShelter, Paul T.             | Lupo, Carol Rivers   |
| Etheridge, Claire              | Menzel, Rolf         |
| Eury, Del                      | Nuell, David         |
| Faber, Holgar                  | ONEil, Peggy         |
| Ferrara, Robert A.             | Perlaky, Bela        |
| Fitzpatrick, Francis X.        | Pelletier, Gerd      |
| Foy, Elizabeth                 | Richards, Clay       |
| Fraedrich, Juergen             | Richards, Carol      |
| Franke, Erhard                 | Robertson, Joseph E. |
| Kirtv, Earl J.                 | Rosemar, Jeffrey     |



Sandman, Jeff

Serensits, Joseph

Smith, Roger

Tiziov, Jacques

Tolchin, Martin

Vanardos, Lane

Yates, William




MEMORANDUM

THE WHITE HOUSE

WASHINGTON

December 7, 1974

MEMORANDUM FOR: SHEILA WEIDENFELD  
FROM: MIKE FARRELL   
SUBJECT: Holiday Tours

Mrs. Ford has approved the following Candlelight Tours (evening) and special tours during the holidays:

- (1) Monday, December 16, 1974 - 7:00 - 9:00 p. m.  
Candlelight Tour for Senior Citizens by reservation.  
An Armed Service string ensemble will play during the tour.

Special Note: I would appreciate your not releasing anything to the press about the Candlelight Tour for Senior Citizens until we get to talk on Monday, December 9. I want to make sure that we have formally invited the Senior Citizens' organizations before we announce it to the press.

- (2) Friday, December 20, 1974 - 7:00 - 9:00 p. m.  
Candlelight Tour for White House Staff and Families

Special Note: Sandy Fox will prepare a special invitation to send to each staff member. An Armed Service string ensemble will play during the tour.

- (3) Saturday, December 21, 1974 - 1:30 - 3:00 p. m.  
Afternoon Tour for White House Press Corps and Families

This would be an open house format with tour officers stationed in the rooms to answer questions and would provide a special time for White House Press Corps who are not invited to the party to see the White House decorations.

Continued...

Page Two  
Sheila Weidenfeld

I think you and Ron and I should get together to determine the best way to extend this invitation. You might simply post an announcement which would state "the President and Mrs. Ford would like for you and your families to have an opportunity to view the Christmas decorations. The White House will be open to members of the White House Press Corps and their families on Saturday, December 21, 1974 from 1:30 to 3:00 p. m. White House press pass holders and their guests will be admitted through the East Gate on East Executive Avenue from 1:30 to 3:00 p. m. "

(4) Thursday, December 26 and Friday, December 27, 1974 -  
6:30 - 9:00 p. m.  
Candlelight Tours for the Public

At the request of the President and Mrs. Ford the White House will be open to the public on the evenings of Thursday, December 26 and Friday, December 27 from 6:30 to 9:00 p. m. There will be fires in the fireplaces and a string ensemble of the Armed Service playing holiday music. Reservations are not required and the tour begins at the East Gate on East Executive Avenue.

Thank you.

cc: Sandy Fox - f. y. i.  
Nancy Howe - f. y. i.  
Nancy Lammerding - f. y. i.  
Ron Nessen - f. y. i.  
Susan Porter - f. y. i.  
Warren Rustand - f. y. i.  
Rex Scouten - f. y. i.

The President and Mrs. Ford

Would like the White House press corps to have an opportunity to show their families the White House Christmas decorations.

The White House will be open on Saturday, December 21st from 1:30-3:00 p.m.

You and your families will be admitted through the East Entrance on East Executive Avenue by showing your White House press pass. Those who are on the White House access list but are without a White House pass, please call 456-2164.

Happy Holidays

Ron Nessen  
Sheila Weidenfeld



Please file

THE WHITE HOUSE  
WASHINGTON

Sheila -

This is a nice  
thank you letter that  
came to Mrs. Ford that  
I wanted you to see -  
I'll take care of answering  
it but thought you'd  
like to see it.

Margaret E.

B.F.

Mrs. Fredricka B. Hussey  
Apt. 501  
2475 Virginia Avenue, N. W.  
Washington, D. C. 20037

January 12, 1975

Mrs. Gerald R. Ford  
The White House  
Washington, D.C. 20500

Dear Mrs. Ford:

Although it has been two and a half weeks since the Candlelight Tours of the White House, I still feel impelled to thank you for the beautiful experience you provided to so many grateful people the two nights following Christmas.

As I stood in line three blocks from the White House, with the line stretching in back of me as well, I foresaw a crowded and hurried tour, but an amazing thing happened when one was inside the White House and through the lower hall. The crowd seemed to melt away and one felt like a guest enjoying the beauty of each room. The "trees" of poinsettias, the quilted red bows, the lovely angels in such perfect places, the exquisite creche, and the breathtaking Christmas tree with its hundreds of lights and charming decorations were all beautiful beyond words -- and to have Christmas music played by members of the Army Band in the upstairs entrance hall made it an evening never-to-be-forgotten. And it was made more special because there was no sense of hurry or of being urged forward. One could linger (I'm sure I looked at the Christmas tree for half an hour!) and savor everything to one's heart's content.

Since moving to Washington from California in July,

Mrs. Fredricka B. Hussey  
Apt. 501  
2475 Virginia Avenue, N. W.  
Washington, D. C. 20037



I have felt that "my cup runneth over." I have a most interesting job as Executive Secretary to Gene E. Bradley, President of International Management and Development Institute which brings corporate executives and government officials together at monthly meetings (President Ford spoke at one of our meetings when he was Vice President), and I am enjoying many lovely musical evenings at the Kennedy Center, and frequent weekends spent exploring the surrounding countryside -- but the Candlelight Tour of the White House the night after Christmas was the capstone of all my happy experiences in Washington.

My appreciation for your sharing the White House in its Christmas beauty on those two nights is truly heartfelt.

Sincerely,

*Fredricka B. Hussey*

Dedember 12, 1974

FOR: JACK HUSHEN  
FROM: Sheila Weidenfeld  
SUBJECT: Christmas Activities

December 13th  
4:00 p.m.

Mrs. Ford will host a party for  
the Residence Staff children (private)

December 16th  
6:00 p.m.

Candlelite tour of the White House  
for senior citizens

December 17th  
5:00 p.m.

President and Mrs. Ford will light  
the national Christmas tree on the  
Ellipse

9:00 p.m.

President and Mrs. Ford will host  
Christmas Ball for Members of Congress

December 19th  
7:00 p.m.

President and Mrs. Ford will host  
Christmas party for members of the  
White House press corps

December 21st  
1:30-3:00 p.m.

Tour of the White House for the  
White House press corps and families.

December 26th  
7:00 P.M.

Candlelite tour of the White House  
for the public

December 27th  
7:00 p.m.

Candlelite tour of the White House  
for the public

SRW:ncc





Dedember 12, 1974

FOR: JACK HUSHEN  
FROM: Sheila Weidenfeld  
SUBJECT: Christmas Activities

December 13th  
4:00 p.m.

Mrs. Ford will host a party for  
the Residence Staff children (private)

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Candlelite tour of the White House  
for the public

December 27th  
7:00 p.m.

Candlelite tour of the White House  
for the public

SRW:ncc

