

RUSSELL H. ARMENTROUT FILES, (1973) 1974-77

Collection Type

White House Office Files

Extent

30 linear feet (ca. 60,000 pages)

Record Type

Textual

Access

Open. Some items may be 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). Advance consultation is required so that archivists may complete review for items requiring restriction.

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Processed by

Brooke L. Clement, February 2006

Biography

Russell H. Armentrout

September 14, 1929 Born, Takoma Park, Maryland

August 1948 - August 1949 U.S. Navy

May 1950 - November 1957 Cartographic draftsman

November 1957 - January 1961 Graphics illustrator

January 1961 - August 1965 Assistant Chief, Social Entertainments Office at the White House

August 1965 - May 1966 Illustrator with the U.S. Post Office

May 1966 - June 1971 Visual Information Specialist with the Office of Economic Opportunity

June 1971 - March 1975 Visual Information Officer with ACTION, a federal agency for volunteer work

March 30, 1975 Appointed Director of the Social Entertainments Office, First Lady's Staff

Scope and Content Note

The collection encompasses the Ford White House files of Social Entertainments Office directors Sanford L. Fox and his March 1975 successor, Russell H. Armentrout. Supervised by Maria Downs, Mrs. Ford's Social Secretary, Fox and Armentrout oversaw two assistant chiefs (William T. Gemmell for calligraphy, and Janice M. Ingersoll for arrangements), one calligrapher/graphic designer (John J.

Scarfone), two illustrators (Kathleen S. McCann and Alexander B. Schiavoni), and one clerical employee (Barbara A. Besednik). All of whom had been appointed to the White House Staff prior to the Ford Administration.

The Social Entertainments Office worked with Mrs. Ford and others to coordinate menu planning, guest lists, seating arrangements, and entertainment programs for social events at the White House, Camp David, aboard the Presidential yacht, and occasionally during State visits abroad. The Office also kept a card index of all individuals invited to White House events. A major portion of this collection consists of all things Christmas, from parties and candlelight tours to Christmas card lists, indexes, and mailings. The rest of this collection is made up of forms and handouts, such as booklets and photos, acknowledgement cards ranging from birthdays to Eagle Scout congratulations, and requests made by the general public for items like Christmas cards and commencement acknowledgment cards. While this collection will be useful for researchers interested in Social Entertainments events and mailings, researchers will not learn much about Fox or Armentrout or their specific administrative activities.

Much of this collection came to the Ford Library from the White House in January 1977. Since 1977, the Ford Office in California has found and sent small additions. Due to the abundance of duplicative material in this collection, Library staff removed all but two copies of each duplicate item during processing and arrangement. Documents considered especially valuable have been removed and replaced with photocopies.

Related Materials (February 2006)

Related open materials on White House social affairs can be found in: the papers of Betty Ford; the files and/or papers of Maria Downs (First Lady's Staff); the files of Sheila R. Weidenfeld (First Lady's Staff); the files of Frances K. Pullen (White House Editorial Office; First Lady's Staff); the files of Susan Porter (First Lady's Staff); the files of Ron Nessen (Press Secretary's Office); the files of Max L. Friedersdorf (Congressional Relations Office); Presidential Speeches: Reading Copies; the files of Paul Theis and Robert Orben (Editorial and Speechwriting Staff); and the White House Central Files Subject File categories PR 14-4 (Entertainments) and SO (Social Affairs), SO 2 (Breakfasts), SO 3 (Dinners), SO 4 (Luncheons), SO 6 (Receptions), and SO 7 (Teas - Garden Parties - Concerts).

Related open materials on holidays at the White House can be found in: the papers of Betty Ford; the files and/or papers of Maria Downs (First Lady's Staff); the files of Sheila R. Weidenfeld (First Lady's Staff); the files of Ron Nessen (Press Secretary's Office); Presidential Speeches: Reading Copies; the files of Paul Theis and Robert Orben (Editorial and Speechwriting Staff); and the White House Central Files Subject File category HO 12 (Christmas - New Year).

Last Modified Date

2024-06-03

Event Case File, 1973-1977.

(Boxes 1-30, 11.7 linear feet)

Invitations, enclosures and miscellaneous inserts, menus, entertainment programs, guest lists, and seating arrangements for all of the Ford Administration's breakfasts, brunches, luncheons, receptions, dinners, and after-dinner entertainment programs. Background information for most events, such as memos, correspondence, and RSVPs, is also included.

Arranged chronologically by date and event.

Box 1 - Event Case File

Status	Title
OPEN	8/16/74 - Dinner (Jordan); King Hussein and Queen Alia (1)-(2)
OPEN	8/16/74 - Dinner (Jordan); King Hussein and Queen Alia - Extra Guest List
OPEN	8/16/74 - Entertainment (Jordan); King Hussein and Queen Alia
OPEN	8/22/74 - Dinner
OPEN	8/23/74 - Reception; Vice Presidential Staff
OPEN	8/28/74 - Dinner; Cabinet and Senior White House Staff
OPEN	8/28/74 - Dinner; Cabinet and Senior White House Staff - Extra Guest List
OPEN	9/11/74 - Luncheon; Labor Leaders

Status	Title
OPEN	9/12/74 - Dinner (Israel); Prime Minister and Mrs. Rabin (1)-(2)
OPEN	9/12/74 - Dinner (Israel); Prime Minister and Mrs. Rabin - Extra Guest Lists
OPEN	9/12/74 - Entertainment (Israel); Prime Minister Rabin (1)-(2)
OPEN	9/16/74 - Breakfast; Republican National Committee Nominating Committee
OPEN	9/17/74 - Dinner; Bipartisan Senate Leaders (Budget Discussion)
OPEN	9/19/74 - Breakfast
OPEN	9/23/74 - Dinner; House Members (Budget Discussion)
OPEN	9/24/74 - Reception; Congressional Staff Members
OPEN	9/25/74 - Dinner (Italy); President and Mrs. Leone (1)

Box 2 - Event Case File

Status	Title
OPEN	9/25/74 - Dinner (Italy); President and Mrs. Leone (2)-(3)
OPEN	9/25/74 - Dinner (Italy); President and Mrs. Leone - Extra Guest List
OPEN	9/25/74 - Entertainment (Italy); President and Mrs. Leone (1)-(2)
OPEN	9/26/74 - Breakfast
OPEN	9/27/74 - Reception; Economic Summit Conference (1)-(2)
OPEN	9/27/74 - Reception; Economic Summit Conference - Extra Guest List
OPEN	10/2/74 - Dinner
OPEN	10/3/74 - Dinner; Congressional Retirees (1)-(2)
OPEN	10/5/74 - Reception; Diplomatic Corps (1)

Box 3 - Event Case File

Status	Title
OPEN	10/5/74 - Reception; Diplomatic Corps (2)
OPEN	10/5/74 - Reception; Diplomatic Corps - Extra Guest List

Status	Title
OPEN	10/8/74 - Dinner (Poland); H.E. and Mrs. Edward Gierek (1)-(2)
OPEN	10/8/74 - Dinner (Poland); H.E. and Mrs. Edward Gierek - Extra Guest Lists
OPEN	10/8/74 - Entertainment (Poland); H.E. and Mrs. Edward Gierek (1)-(2)
OPEN	10/21/74 - Luncheon; Honoring the President of Mexico at the Tubac Valley Country Club, Tubac , Arizona
OPEN	10/23/74 - Dinner; General and Mrs. Haig
OPEN	10/23/74 - Dinner; General and Mrs. Haig - Extra Guest List
OPEN	11/12/74 - Dinner (Austria); Chancellor and Mrs. Kreisky (1)-(2)
OPEN	11/12/74 - Dinner (Austria); Chancellor and Mrs. Kreisky - Extra Guest Lists

Box 4 - Event Case File

Status	Title
OPEN	11/12/74 - Entertainment (Austria); Chancellor and Mrs. Kreisky
OPEN	11/20/74 - Dinner; In Tokyo , Japan
OPEN	11/28/74 - Brunch; 30-30 Club (The President's High School Football Team)
OPEN	11/28/74 - Brunch; 30-30 Club - Extra Guest List
OPEN	12/74 - Christmas Cards (1)-(2)
OPEN	12/2/74 - Brunch; Get Well Mail Volunteers
OPEN	12/4/74 - Dinner (Canada); Prime Minister Trudeau
OPEN	12/4/74 - Dinner (Canada); Prime Minister Trudeau - Extra Guest List
OPEN	12/5/74 - Breakfast
OPEN	12/5/74 - Dinner (Germany); Chancellor Helmut Schmidt (1)-(2)

Box 5 - Event Case File

Status	Title
OPEN	12/5/74 - Dinner (Germany); Chancellor Helmut Schmidt (3)
OPEN	12/5/74 - Dinner (Germany); Chancellor Helmut Schmidt - Extra Guest List
OPEN	12/5/74 - Entertainment (Germany); Chancellor Helmut Schmidt (1)-(3)
OPEN	12/9/74 - Dinner
OPEN	12/11/74 - Diplomatic Children's Christmas Party
OPEN	12/13/74 - Reception; Residence Staff
OPEN	12/15/74 - Dinner (France); President and Mrs. Giscard d'Estaing in Martinique
OPEN	12/17/74 - Congressional Christmas Ball (1)-(2)

Box 6 - Event Case File

Status	Title
OPEN	12/19/74 - Christmas Party; Members of the Press Corps (1)-(2)
OPEN	12/20/74 - Candlelight Tour; White House Staff and Families
OPEN	1/11/75 - Luncheon
OPEN	1/13/75 - Dinner; Mrs. Ford's Portrait Unveiling
OPEN	1/16/75 - Breakfast
OPEN	1/16/75 - Luncheon
OPEN	1/21/75 - Breakfast
OPEN	1/27/75 - Breakfast
OPEN	1/30/75 - Dinner (Great Britain); Prime Minister and Mrs. Wilson (1)-(3)
OPEN	1/30/75 - Dinner (Great Britain); Prime Minister and Mrs. Wilson - Extra Guest List
OPEN	1/30/75 - Entertainment (Great Britain); Prime Minister and Mrs. Wilson (1)

Box 7 - Event Case File

Status	Title
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OPEN	1/30/75 - Entertainment (Great Britain); Prime Minister and Mrs. Wilson (2)
OPEN	1/31/75 - Dinner
OPEN	2/3/75 - Breakfast
OPEN	2/4/75 - Dinner
OPEN	2/5/75 - Breakfast
OPEN	2/5/75 - Dinner (Pakistan); Prime Minister and Mrs. Bhutto (1)-(3)
OPEN	2/5/75 - Dinner (Pakistan); Prime Minister and Mrs. Bhutto - Extra Guest List
OPEN	2/5/75 - Entertainment (Pakistan); Prime Minister and Mrs. Bhutto
OPEN	2/17/75 - Dinner; Senate Republicans Steering Committee
OPEN	2/18/75 - Breakfast; Republican Leaders (House and Senate)
OPEN	2/18/75 - Dinner; Senate Wednesday Club
OPEN	2/19/75 - Breakfast; Southern Senators
OPEN	2/20/75 - Breakfast; Bipartisan Leaders (House and Senate)

Box 8 - Event Case File

Status	Title
OPEN	2/20/75 - Dinner and Entertainment; Governors (1)-(2)
OPEN	2/20/75 - Dinner; Governors - Extra Guest List
OPEN	2/24/75 - Reception; National Bicentennial Conference (1)-(2)
OPEN	2/28/75 - Reception; Young Republican Leadership Conference
OPEN	3/4/75 - Breakfast; Freshman Democrats (House)
OPEN	3/7/75 - Swearing-In Ceremony (William T. Coleman, Jr./ Secretary of Transportation)
OPEN	3/10/75 - Swearing-In Ceremony (Carla Hills/Secretary of Housing and Urban Development)

Status	Title
OPEN	3/11/75 - Luncheon; Committee for the Preservation of the White House - Cancelled
OPEN	3/18/75 - Swearing-In Ceremony (John Dunlop/Secretary of Labor)
OPEN	3/19/75 - Luncheon (Yugoslavia); President Dzemal Bijedic
OPEN	3/19/75 - Luncheon (Yugoslavia); President Dzemal Bijedic - Extra Guest Lists

Box 9 - Event Case File

Status	Title
OPEN	3/21/75 - Dinner; Coal Related Industries Meeting
OPEN	4/1/75 - Dinner; In Rancho Mirage, California
OPEN	4/3/75 - Breakfast; In San Diego , California
OPEN	4/3/75 - Dinner, In San Diego , California
OPEN	4/8/75 - Reception; National Alliance of Businessmen
OPEN	4/19/75 - Dinner (Zambia); President and Mrs. Kaunda (1)-(3)
OPEN	4/19/75 - Dinner (Zambia); President and Mrs. Kaunda - Extra Guest Lists
OPEN	4/19/75 - Entertainment (Zambia); President and Mrs. Kaunda (1)

Box 10 - Event Case File

Status	Title
OPEN	4/19/75 - Entertainment (Zambia); President and Mrs. Kaunda (2)
OPEN	4/22/75 - Dinner (Morocco); King Hassan II - Cancelled (1)-(3)
OPEN	4/29/75 - Dinner (Jordan); King Hussein
OPEN	4/29/75 - Dinner (Jordan); King Hussein - Extra Guest List
OPEN	5/1/75 - Dinner (Tunisia); Prime Minister Nouira
OPEN	5/1/75 - Dinner (Tunisia); Prime Minister Nouira - Extra Guest List
OPEN	5/5/75 - Luncheon; Senate Ladies (1)-(2)

Status	Title
OPEN	5/8/75 - Dinner (Singapore); Prime Minister and Mrs. Lee (1)

Box 11 - Event Case File

Status	Title
OPEN	5/8/75 - Dinner (Singapore); Prime Minister and Mrs. Lee (2)-(3)
OPEN	5/8/75 - Dinner (Singapore); Prime Minister and Mrs. Lee - Extra Guest List
OPEN	5/8/75 - Entertainment (Singapore); Prime Minister and Mrs. Lee (1)-(2)
OPEN	5/10/75 - Reception; OAS General Assembly (1)-(3)
OPEN	5/14/75 - Dinner (Netherlands); Prime Minister den Uyl
OPEN	5/14/75 - Dinner (Netherlands); Prime Minister den Uyl - Extra Guest List
OPEN	5/15/75 - Dinner (Iran); Shahansha and Empress of Iran (1)

Box 12 - Event Case File

Status	Title
OPEN	5/15/75 - Dinner (Iran); Shahansha and Empress of Iran (2)-(4)
OPEN	5/15/75 - Dinner (Iran); Shahanshah and Empress of Iran - Extra Guest List
OPEN	5/15/75 - Entertainment (Iran); Shahansha and Empress of Iran (1)-(2)
OPEN	5/20/75 - Dinner; Congressional
OPEN	5/22/75 - Luncheon (Senegal); President Senghor
OPEN	5/22/75 - Luncheon (Senegal); President Senghor - Extra Guest List
OPEN	5/31/75 - Luncheon; In Madrid , Spain
OPEN	5/31/75 - Prom; Holton-Arms School

Box 13 - Event Case File

Status	Title
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OPEN	6/2/75 - Luncheon; In Austria
OPEN	6/11/75 - Luncheon; American Newspaper Publishers Association
OPEN	6/11/75 - Dinner (Israel); Prime Minister Rabin
OPEN	6/11/75 - Dinner (Israel); Prime Minister Rabin - Extra Guest Lists
OPEN	6/16/75 - Dinner (Germany); President and Mrs. Scheel (1)-(4)
OPEN	6/16/75 - Dinner (Germany); President and Mrs. Scheel - Extra Guest List
OPEN	6/16/75 - Entertainment (Germany); President and Mrs. Scheel (1)-(2)
OPEN	6/18/75 - Breakfast; Members of Congress
OPEN	6/18/75 - Picnic Lunch; Brown Bag for Republican Congressional Wives
OPEN	6/25/75 - Tea; Honoring Mary Edith Wilroy at Blair House
OPEN	7/5/75 - Luncheon (Indonesia); President Suharto at Camp David

Box 14 - Event Case File

Status	Title
OPEN	7/5/75 - Party; Susan Ford's 18th Birthday
OPEN	7/9/75 - Luncheon (Iran); Empress of Iran
OPEN	7/28/75 - Dinner; In Warsaw , Poland (1)-(2)
OPEN	8/5/75 - Dinner (Japan); Prime Minister Miki (1)-(2)
OPEN	8/5/75 - Dinner (Japan); Prime Minister Miki - Extra Guest List
OPEN	8/6/75 - Tea (Japan); Mrs. Miki
OPEN	8/8/75 - Tea (Peru); Mrs. Velasco
OPEN	8/9/75 - Luncheon; Apollo-Soyuz Astronauts
OPEN	9/25/75 - Dinner (Colombia); President and Mrs. Lopez (1)-(3)
OPEN	9/25/75 - Dinner (Colombia); President and Mrs. Lopez - Extra Guest List

Box 15 - Event Case File

Status	Title
OPEN	9/25/75 - Entertainment (Colombia); President and Mrs. Lopez (1)-(2)
OPEN	10/2/75 - Dinner (Japan); Emperor and Empress of Japan (1)-(3)
OPEN	10/2/75 - Dinner (Japan); Emperor and Empress of Japan - Extra Guest Lists
OPEN	10/2/75 - Entertainment (Japan); Emperor and Empress of Japan
OPEN	10/3/75 - Luncheon (Germany); Chancellor Helmut Schmidt
OPEN	10/7/75 - Reception; US-USSR Trade and Economic Council
OPEN	10/27/75 - Dinner (Egypt); President and Mrs. al-Sadat (1)

Box 16 - Event Case File

Status	Title
OPEN	10/27/75 - Dinner (Egypt); President and Mrs. al-Sadat (2)
OPEN	10/27/75 - Dinner (Egypt); President and Mrs. al-Sadat - Extra Guest List
OPEN	10/27/75 - Entertainment (Egypt); President and Mrs. al-Sadat
OPEN	11/6/75 - Dinner; Cabinet Members
OPEN	11/12/75 - Dinner (Luxembourg); Prime Minister Thom
OPEN	11/12/75 - Dinner (Luxembourg); Prime Minister Thom - Extra Guest List
OPEN	11/20/75 - Dinner; Older Americans
OPEN	11/24/75 - Dinner; Federal Judiciary (1)-(2)
OPEN	11/24/75 - Dinner; Federal Judiciary - Extra Guest List
OPEN	12/75 - Christmas Cards/Prints (1)-(2)
OPEN	12/16/75 - Diplomatic Children's Christmas Party
OPEN	12/17/75 - Congressional Christmas Ball (1)

Box 17 - Event Case File

Status	Title
OPEN	12/17/75 - Congressional Christmas Ball (2)
OPEN	12/19/75 - Christmas Party; Press Corps (1)-(3)
OPEN	12/22-23/75 - Candlelight Tour; White House Staff and Families
OPEN	1/20/76 - Luncheon; Governors/Mayors
OPEN	1/27/76 - Dinner (Israel); Prime Minister and Mrs. Rabin (1)-(2)

Box 18 - Event Case File

Status	Title
OPEN	1/27/76 - Dinner (Israel); Prime Minister and Mrs. Rabin (3)
OPEN	1/27/76 - Dinner (Israel); Prime Minister and Mrs. Rabin - Extra Guest List
OPEN	1/27/76 - Entertainment (Israel); Prime Minister and Mrs. Rabin
OPEN	1/28/76 - Tea (Israel); Mrs. Rabin
OPEN	2/15/76 - Brunch; Professional Athletes Prayer (1)-(3)
OPEN	2/15/76 - Brunch; Professional Athletes Prayer - Extra Guest Lists
OPEN	2/23/76 - Dinner; Governors (1)

Box 19 - Event Case File

Status	Title
OPEN	2/23/76 - Dinner; Governors (2)
OPEN	2/23/76 - Dinner; Governors - Extra Guest Lists
OPEN	2/23/76 - Entertainment; Governors (1)-(2)
OPEN	3/17/76 - Dinner (Ireland); Prime Minister and Mrs. Cosgrave (1)-(3)
OPEN	3/17/76 - Dinner (Ireland); Prime Minister and Mrs. Cosgrave - Extra Guest List
OPEN	3/17/76 - Entertainment (Ireland); Prime Minister and Mrs. Cosgrave (1)-(2)

Box 20 - Event Case File

Status	Title
OPEN	3/22/76 - Luncheon; Committee for the Preservation of the White House
OPEN	3/30/76 - Dinner (Jordan); King Hussein and Queen Alia (1)-(3)
OPEN	3/30/76 - Dinner (Jordan); King Hussein and Queen Alia - Extra Guest List
OPEN	3/30/76 - Entertainment (Jordan); King Hussein and Queen Alia (1)-(2)
OPEN	4/1/76 - Reception and Luncheon; Presidential Medal of Freedom to Arthur Rubinstein
OPEN	4/1/76 - Reception; Presidential Medal of Freedom to Arthur Rubinstein - Extra Guest List
OPEN	4/6/76 - Reception; National Alliance of Businessmen (1)

Box 21 - Event Case File

Status	Title
OPEN	4/6/76 - Reception; National Alliance of Businessmen (2)
OPEN	4/7/76 - Luncheon; Newspaper Executives
OPEN	5/3/76 - Luncheon; Senate Ladies (1)-(2)
OPEN	5/5/76 - Luncheon; Class of 1949 "Jaycees Ten Outstanding Young Men of America "
OPEN	5/8/76 - Luncheon and Bridal Shower; In Honor of Bay Anderson
OPEN	5/11/76 - Luncheon (Denmark); Queen Margarethe II and Prince Henrik (1)-(2)
OPEN	5/11/76 - Luncheon (Denmark); Queen Margarethe II and Prince Henrik - Extra Guest List
OPEN	5/17/76 - Dinner (France); President and Mrs. d'Estaing (1)

Box 22 - Event Case File

Status	Title
OPEN	5/17/76 - Dinner (France); President and Mrs. d'Estaing (2)

Status	Title
OPEN	5/17/76 - Dinner (France); President and Mrs. d'Estaing - Extra Guest List
OPEN	5/17/76 - Entertainment (France); President and Mrs. d'Estaing (1)-(2)
OPEN	6/2/76 - Dinner (Spain); King Juan Carlos and Queen Sofia (1)-(3)

Box 23 - Event Case File

Status	Title
OPEN	6/2/76 - Dinner (Spain); King Juan Carlos and Queen Sofia (4)
OPEN	6/2/76 - Dinner (Spain); King Juan Carlos and Queen Sofia - Extra Guest List
OPEN	6/2/76 - Entertainment (Spain); King Juan Carlos and Queen Sofia (1)-(2)
OPEN	6/9/76 - Dinner; Aboard Sequoia for Mrs. Rockefeller
OPEN	6/11/76 - Dance; In Honor of Presidential Appointees (1)-(5)

Box 24 - Event Case File

Status	Title
OPEN	6/16/76 - Dinner (Canada); Aboard Sequoia with Prime Minister Trudeau
OPEN	6/21/76 - Dinner
OPEN	6/25/76 - Luncheon; West Virginia Delegates-At-Large
OPEN	6/27/76 - Dinner; International Economic Summit in Puerto Rico
OPEN	6/30/76 - Luncheon (Japan); Prime Minister Miki (1)-(2)
OPEN	6/30/76 - Luncheon (Japan); Prime Minister Miki - Extra Guest List
OPEN	7/7/76 - Dinner (Great Britain); Queen Elizabeth II (1)-(3)
OPEN	7/7/76 - Dinner (Great Britain); Queen Elizabeth II - Extra Guest List

Status	Title
OPEN	7/7/76 - Dinner (Great Britain); Queen Elizabeth II - Responses

Box 25 - Event Case File

Status	Title
OPEN	7/7/76 - Entertainment (Great Britain); Queen Elizabeth II
OPEN	7/15/76 - Dinner (Germany); Chancellor and Mrs. Schmidt (1)-(4)
OPEN	7/15/76 - Dinner (Germany); Chancellor and Mrs. Schmidt - Extra Guest List
OPEN	7/15/76 - Entertainment (Germany); Chancellor and Mrs. Schmidt
OPEN	7/20/76 - Reception and Concert; Bicentennial (1)-(2)

Box 26 - Event Case File

Status	Title
OPEN	7/20/76 - Reception and Concert; Bicentennial - Extra Guest List
OPEN	7/27/76 - Dinner (Australia); Prime Minister and Mrs. Frazer (1)-(3)
OPEN	7/27/76 - Dinner (Australia); Prime Minister and Mrs. Frazer - Extra Guest List
OPEN	7/27/76 - Entertainment (Australia); Prime Minister and Mrs. Frazer (1)-(2)
OPEN	7/31/76 - Luncheon; Yale Law School/Corbey Court Reunion
OPEN	8/3/76 - Dinner (Finland); President Kekkonen (1)-(2)

Box 27 - Event Case File

Status	Title
OPEN	8/3/76 - Dinner (Finland); President Kekkonen (3)
OPEN	8/3/76 - Dinner (Finland); President Kekkonen - Extra Guest List
OPEN	8/3/76 - Entertainment (Finland); President Kekkonen
OPEN	9/1/76 - Dinner; Campaign Committee

Status	Title
OPEN	9/21/76 - Dinner (Liberia); President and Mrs. Tolbert (1)-(3)

Box 28 - Event Case File

Status	Title
OPEN	9/21/76 - Dinner (Liberia); President and Mrs. Tolbert (4)
OPEN	9/21/76 - Dinner (Liberia); President and Mrs. Tolbert - Extra Guest List
OPEN	9/21/76 - Entertainment (Liberia); President and Mrs. Tolbert
OPEN	9/24/76 - Dinner (Mexico); President-Elect Portillo
OPEN	10/14/76 - Dinner; Presidential Medal of Freedom to Martha Graham (1)-(2)
OPEN	10/14/76 - Dinner; Martha Graham - Extra Guest List
OPEN	12/76 - Christmas
OPEN	12/6/76 - Dinner (Italy); Prime Minister Andreotti (1)-(2)

Box 29 - Event Case File

Status	Title
OPEN	12/6/76 - Dinner (Italy); Prime Minister Andreotti (3)
OPEN	12/6/76 - Dinner (Italy); Prime Minister Andreotti - Extra Guest List
OPEN	12/6/76 - Entertainment (Italy); Prime Minister Andreotti
OPEN	12/9/76 - Congressional Christmas Ball (1)-(2)
OPEN	12/10/76 - Christmas Party; White House Volunteers
OPEN	12/11/76 - Dinner; Military
OPEN	12/14/76 - Diplomatic Children's Christmas Party
OPEN	12/15/76 - Christmas Party; Press Corps (1)-(2)
OPEN	12/17/76 - Christmas Party; White House Staff
OPEN	12/21/76 - Candlelight Tour; White House Staff and Families
OPEN	1/7/77 - Dinner; SOS and Chowder and Marching Clubs

Box 30 - Event Case File

Status	Title
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OPEN	1/10/77 - Luncheon and Ceremony; Medals of Freedom
OPEN	1/10/77 - Luncheon and Ceremony; Medals of Freedom - Extra Guest List
OPEN	Miscellaneous
OPEN	Miscellaneous re Guests to State Dinners (1)-(2)

Event Invitee Cards, 1974-1977.

(Boxes 31-38, 2.9 linear feet)

To keep track of all guests invited to each event, the Social Entertainments Office created these cards which list the date(s) and event(s) the guest was invited to, and whether the invitee accepted or regretted. The entire series is made up of 5x8 inch index cards, separated into seven groups: Cabinet Ranking Officials, Diplomatic Corps, General (which includes members of the press), Governors, Senators, Supreme Court Justices, and Representatives.

Arranged alphabetically by group and alphabetically by name thereunder.

Box 31 - Event Invitee Cards

Status	Title
OPEN	Cabinet Ranking Officials, B - U
OPEN	Diplomatic Corps, A - Z
OPEN	General, A - Bar

Box 32 - Event Invitee Cards

Status	Title
OPEN	General, Bas - C

Box 33 - Event Invitee Cards

Status	Title
OPEN	General, D - Hal

Box 34 - Event Invitee Cards

Status	Title
OPEN	General, Ham - Lev

Box 35 - Event Invitee Cards

Status	Title
OPEN	General, Lew - Pag

Box 36 - Event Invitee Cards

Status	Title
OPEN	General, Pai - Smy

Box 37 - Event Invitee Cards

Status	Title
OPEN	General, Sne - Y

Box 38 - Event Invitee Cards

Status	Title
OPEN	General, Z
OPEN	Governors, A - W
OPEN	Representatives, A - Z
OPEN	Senators, A - Y
OPEN	Supreme Court Justices, B - W
OPEN	Supreme Court Justices - Retired, C - R

Stationery, Forms, and Handouts File, 1973-1977.

(Box 39, 0.3 linear feet)

Samples retained from stocks of blank invitations, Presidential certificates for law enforcement officers, calling cards for both President and Mrs. Ford, memento cards, and envelopes. Also included are booklets, Presidential proclamations, White House passes, and photographs of the President, First Lady, and the First Family.

Arranged alphabetically by subject and chronologically thereunder.

Box 39 - Stationery, Forms, and Handouts File

Status	Title
OPEN	Blank Invitation; Mrs. Ford
OPEN	Blank Invitation; President and Mrs. Ford
OPEN	Blank Invitation - At Home; Mrs. Ford
OPEN	Blank Invitation - Luncheon; Mrs. Ford
OPEN	Blank Invitation - Luncheon; President and Mrs. Ford
OPEN	Blank Invitation - Luncheon; President of the United States of America and Mrs. Ford

Status	Title
OPEN	Blank Invitation – Luncheon; President of the United States of America and Mrs. Ford (No Time Line)
OPEN	Blank Invitation – Reception; Mrs. Ford
OPEN	Blank Invitation – Reception; President and Mrs. Ford
OPEN	Blank Invitation – Reception; President and Mrs. Ford (No Time Line)
OPEN	Blank Invitation – Dinner; Mrs. Ford
OPEN	Blank Invitation – Dinner; President and Mrs. Ford
OPEN	Blank Invitation – Dinner; President and Mrs. Ford (No Time Line)
OPEN	Blank Invitation – Dinner; President of the United States of America and Mrs. Ford
OPEN	Blank Invitation – Dinner; President of the United States of America and Mrs. Ford (No Time Line)
OPEN	Blank Invitation – Music; President and Mrs. Ford
OPEN	Booklet – “The President’s House”
OPEN	Booklet – “Remarks of President Gerald R. Ford in the East Room of the White House on August 9, 1974”
OPEN	Calling Card Envelopes and Holders (Vice Presidential Term)
OPEN	Calling Card – Mrs. Ford
OPEN	Calling Card – Mrs. Gerald R. Ford (Vice Presidential Term)
OPEN	Calling Card – The President and Mrs. Ford
OPEN	Calling Card – The President of the United States of America and Mrs. Ford
OPEN	Calling Card – The Vice President (Vice Presidential Term)
OPEN	Calling Card – The Vice President and Mrs. Ford (Vice Presidential Term)
OPEN	Invitation Insert – Christmas Party/Parties
OPEN	Invitation Insert – Dress; Business Suit
OPEN	Kennedy Center Ticket Envelopes
OPEN	Memento Card

Status	Title
OPEN	Photo – Ford Family
OPEN	Photos – Mrs. Ford (Official)
OPEN	Photos – President Ford (Official)
OPEN	Presidential Certificate – Exceptional Service
OPEN	Presidential Certificate – Exceptional Service by a Law Enforcement Officer
OPEN	Presidential Certificate – Outstanding Performance on President’s Visit
OPEN	Presidential Certificate – Outstanding Performance on President’s Visit (No Presidential Seal)
OPEN	Presidential Proclamation – Ceremonial Copy; Citizenship Day and Constitution Week, 1974
OPEN	Presidential Signature Cards and Envelopes
OPEN	White House Passes

Christmas Cards (Outgoing), 1974-1976.

(Box 39, 0.1 linear feet)

Samples retained from stocks of unused White House Christmas cards and envelopes sent out by the Social Entertainments Office. Also included is a 1975 mailer with instructions on how to make ornaments similar to the ones used for the White House Christmas tree.

Arranged alphabetically by subject and chronologically thereunder.

Box 39 (Continued) - Christmas Cards (Outgoing)

Status	Title
OPEN	1974 Christmas Card – “The President’s House, Washington”
OPEN	1975 Christmas Card – “Farmyard in Winter”
OPEN / DIGITIZED	1975 Christmas Mailer/Ornament Instructions
OPEN	1976 Christmas Card – “Going to Church”
OPEN	Christmas Envelopes – Return Address Rancho Mirage, California

Status	Title
OPEN	Christmas Envelopes – The White House

Christmas Gift Prints, 1974-1976.

(Box 40, 0.05 linear feet)

Samples retained from stocks of unused large gift prints of winter scenes that were given to staff members and government officials.

Arranged chronologically.

Box 40 - Christmas Gift Prints

Status	Title
OPEN	1974 Christmas Gift Print Card
OPEN	1974 Christmas Gift Prints
OPEN	1975 Christmas Gift Print Card with Green Envelope
OPEN	1976 Christmas Gift Print Card with Red Envelope

1976 Christmas Card Index, 1974-1976.

(Boxes 41-82, 10.5 linear feet)

Received by the Ford Library under the title “1976 Christmas Card Index,” the staff presumes that the series was built up over the three Christmases the Fords were in the White House. Made up of 3x5 inch index cards, the series lists the addresses of everyone to receive an official Christmas card.

Arranged alphabetically by state/country/territory and alphabetically thereunder by name of recipient.

Box 41 - 1976 Christmas Card Index

Status	Title
OPEN	Alabama, A - Z
OPEN	Alaska, A - Z
OPEN	Arizona, A - Z
OPEN	Arkansas, A - Z
OPEN	California, A - B

Box 42 - 1976 Christmas Card Index

Status	Title
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OPEN California, C - Mc

Box 43 - 1976 Christmas Card Index

Status Title

OPEN California, M - Z

OPEN Colorado, A - L

Box 44 - 1976 Christmas Card Index

Status Title

OPEN Colorado, Mc - Z

OPEN Connecticut, A - M

Box 45 - 1976 Christmas Card Index

Status Title

OPEN Connecticut, N - Z

OPEN Delaware, A - Z

OPEN District of Columbia, A - Be

Box 46 - 1976 Christmas Card Index

Status Title

OPEN District of Columbia, Bi - Fo

Box 47 - 1976 Christmas Card Index

Status Title

OPEN District of Columbia, Fr - Le

Box 48 - 1976 Christmas Card Index

Status Title

OPEN District of Columbia, Li - Sch

Box 49 - 1976 Christmas Card Index

Status Title

OPEN District of Columbia, Sco - Z

OPEN Florida, A - C

Box 50 - 1976 Christmas Card Index

Status Title

OPEN Florida, D - Z

OPEN Georgia, A - K

Box 51 - 1976 Christmas Card Index

Status	Title
OPEN	Georgia, L - Z
OPEN	Hawaii, A - Z
OPEN	Idaho, A - Z
OPEN	Illinois, A - Ba

Box 52 - 1976 Christmas Card Index

Status	Title
OPEN	Illinois, Be - P

Box 53 - 1976 Christmas Card Index

Status	Title
OPEN	Illinois, Q - Z
OPEN	Indiana, A - Z

Box 54 - 1976 Christmas Card Index

Status	Title
OPEN	Iowa, A - Z
OPEN	Kansas, A - Z

Box 55 - 1976 Christmas Card Index

Status	Title
OPEN	Kentucky, A - Z
OPEN	Louisiana, A - Z
OPEN	Maine, A - O

Box 56 - 1976 Christmas Card Index

Status	Title
OPEN	Maine, P - Z
OPEN	Maryland, A - Ha

Box 57 - 1976 Christmas Card Index

Status	Title
OPEN	Maryland, He - Q

Box 58 - 1976 Christmas Card Index

Status	Title
OPEN	Maryland, R - Z
OPEN	Massachusetts, A - D

Box 59 - 1976 Christmas Card Index

Status	Title
OPEN	Massachusetts, E - S

Box 60 - 1976 Christmas Card Index

Status	Title
OPEN	Massachusetts, T - Z
OPEN	Michigan, A - H

Box 61 - 1976 Christmas Card Index

Status	Title
OPEN	Michigan, I - T

Box 62 - 1976 Christmas Card Index

Status	Title
OPEN	Michigan, U - Z
OPEN	Minnesota, A - Z
OPEN	Mississippi, A - I

Box 63 - 1976 Christmas Card Index

Status	Title
OPEN	Mississippi, J - Z
OPEN	Missouri, A - Z
OPEN	Montana, A - B

Box 64 - 1976 Christmas Card Index

Status	Title
OPEN	Montana, C - Z
OPEN	Nebraska, A - Z
OPEN	Nevada, A - Z
OPEN	New Hampshire, A - Z
OPEN	New Jersey, A - B

Box 65 - 1976 Christmas Card Index

Status	Title
OPEN	New Jersey, C - Z
OPEN	New Mexico, A - M

Box 66 - 1976 Christmas Card Index

Status	Title
OPEN	New Mexico, N - Z
OPEN	New York, A - Gra

Box 67 - 1976 Christmas Card Index

Status	Title
OPEN	New York, Gre - Q

Box 68 - 1976 Christmas Card Index

Status	Title
OPEN	New York, R - Z
OPEN	North Carolina, A - Mc

Box 69 - 1976 Christmas Card Index

Status	Title
OPEN	North Carolina, M - Z
OPEN	North Dakota, A - Z
OPEN	Ohio, A - P

Box 70 - 1976 Christmas Card Index

Status	Title
OPEN	Ohio, Q - Z
OPEN	Oklahoma, A - Z
OPEN	Oregon, A - Z
OPEN	Pennsylvania, A

Box 71 - 1976 Christmas Card Index

Status	Title
OPEN	Pennsylvania, B - S

Box 72 - 1976 Christmas Card Index

Status	Title
OPEN	Pennsylvania, T - Z
OPEN	Rhode Island, A - Z
OPEN	South Carolina, A - Z
OPEN	South Dakota, A - Z

Box 73 - 1976 Christmas Card Index

Status	Title
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OPEN Tennessee, A - Z

OPEN Texas, A

Box 74 - 1976 Christmas Card Index

Status Title

OPEN Texas, B - Miller

Box 75 - 1976 Christmas Card Index

Status Title

OPEN Texas, Mills - Z

OPEN Utah, A - S

Box 76 - 1976 Christmas Card Index

Status Title

OPEN Utah, T - Z

OPEN Vermont, A - Z

OPEN Virginia, A - Co

Box 77 - 1976 Christmas Card Index

Status Title

OPEN Virginia, Cr - Ki

Box 78 - 1976 Christmas Card Index

Status Title

OPEN Virginia, Kl - Re

Box 79 - 1976 Christmas Card Index

Status Title

OPEN Virginia, Rh - Z

Box 80 - 1976 Christmas Card Index

Status Title

OPEN Washington, A - Z

OPEN West Virginia, A - Z

OPEN Wisconsin, A - F

Box 81 - 1976 Christmas Card Index

Status Title

OPEN Wisconsin, G - Z

OPEN Wyoming, A - Z

Status	Title
OPEN	Foreign Countries, Embassies, and U.S. Territories, A - I

Box 82 - 1976 Christmas Card Index

Status	Title
OPEN	Foreign Countries, Embassies, and U.S. Territories, J - Z

Christmas Card Lists, 1975-1976.

(Box 83, 0.4 linear feet)

Lists of proposed Christmas card recipients sent to the Social Entertainments Office by various White House staffers. (Note: Review of this series for opening is not yet complete, but if you contact the Library in advance of your visit, we may be able to open specific individual folders for research use.)

Arranged chronologically and alphabetically by subject thereunder.

Box 83 - Christmas Card Lists

Status	Title
OPEN	1975 Christmas Card Lists (1) - (3)
OPEN	1976 Christmas Card Lists - 95th Congress New Republicans
OPEN	1976 Christmas Card Lists - Congress
OPEN	1976 Christmas Card Lists - Miscellaneous
OPEN	1976 Christmas Card Lists - Newspapers by State (Missing Pages 1-4 and 8-11)
OPEN	1976 Christmas Card Lists - President's Commission on White House Fellows/Fellowships
OPEN	1976 Christmas Card Lists - President Ford Committee
OPEN	1976 Christmas Card Lists - Technical Security Division
OPEN	1976 Christmas Card Lists - White House Press

Christmas Cards Returned to White House, 1976.

(Boxes 84-87, 2.9 linear feet)

Christmas card envelopes returned to the White House due to insufficient addresses in 1976. (The Christmas cards were removed from the envelopes by White House Staff.) Attached to most of the envelopes are Christmas card index

cards.

Arranged alphabetically by last name of addressee.

Box 84 - Christmas Cards Returned to White House

Status	Title
OPEN	1976 Christmas Cards Returned due to Insufficient Address, A - E

Box 85 - Christmas Cards Returned to White House

Status	Title
OPEN	1976 Christmas Cards Returned due to Insufficient Address, F - K

Box 86 - Christmas Cards Returned to White House

Status	Title
OPEN	1976 Christmas Cards Returned due to Insufficient Address, L - R

Box 87 - Christmas Cards Returned to White House

Status	Title
OPEN	1976 Christmas Cards Returned due to Insufficient Address, S - Z

Acknowledgement Cards File, 1974-1977.

(Box 88, 0.35 linear feet)

Acknowledgement cards were sent to the general public usually upon receipt of a letter or request. This series includes sample acknowledgement cards for events such as births, weddings, anniversaries, confirmations, birthdays, Eagle Scouts, and graduations.

Arranged alphabetically by subject.

Box 88 - Acknowledgement Cards File

Status	Title
OPEN	Acknowledgement from Roland C. Elliot
OPEN	Bar Mitzvah
OPEN	Bas Mitzvah

Status	Title
OPEN	Birth Announcement
OPEN	Birthday (Style 1 of 3)
OPEN	Birthday (Style 2 of 3)
OPEN	Birthday (Style 3 of 3)
OPEN	Birthday - 85th
OPEN	Birthday - 90th
OPEN	Birthday - 95th
OPEN	Birthday - 100th
OPEN	Eagle Scout
OPEN	Envelope with Miscellaneous Acknowledgement Cards Made Out to Rae Zeeman
OPEN	Envelopes
OPEN	First Communion
OPEN	Graduation (Style 1 of 2)
OPEN	Graduation (Style 2 of 2)
OPEN	Hospitalization
OPEN	Illness
OPEN	Marriage Announcement
OPEN	Service to Young Americans
OPEN	Sympathy
OPEN	Thank You - Encouraging Message re Southeast Asian Goals from President Nixon
OPEN	Thank You - Prayerful Concern and Friendship
OPEN	Thank You - Spiritual Remembrance/Response to Public Request for Prayers
OPEN	Thank You - Thoughtful Concern for Mrs. Ford During Time of Illness
OPEN	Thank You - Thoughtful Message of Congratulations
OPEN	Thank You - Thoughtful Remembrance and Message/Pledge Anew to Basic Values of the Nation
OPEN	Wedding Anniversary (Style 1 of 3)

Status	Title
OPEN	Wedding Anniversary (Style 2 of 3)
OPEN	Wedding Anniversary (Style 3 of 3)
OPEN	Wedding Anniversary - 50th

Requests File, 1976-1977.

(Boxes 88-90, 0.9 linear feet)

Public requests for birthday greetings, Christmas cards or mailers in 1976, and commencement announcements from 1976 and 1977. (Note: Review of this series for opening is not yet complete, but if you contact the Library in advance of your visit, we may be able to open specific individual folders for research use.)

Arranged alphabetically by subject and chronologically thereunder.

Box 88 (Continued) - Requests File

Status	Title
CLOSED	1976 Christmas Cards (Answered) - Miscellaneous
CLOSED	1976 Christmas Cards (Answered) - Undated
CLOSED	1976 Christmas Cards (Answered) - February - September, 1976

Box 89 - Requests File

Status	Title
CLOSED	1976 Christmas Cards (Answered) - October 1976
CLOSED	1976 Christmas Cards (Answered) - November 1-8, 1976
CLOSED	1976 Christmas Cards (Answered) - November 9-13, 1976
CLOSED	1976 Christmas Cards (Answered) - November 14-17, 1976
CLOSED	1976 Christmas Cards (Answered) - November 18-24, 1976
CLOSED	1976 Christmas Cards (Answered) - November 25-28, 1976
CLOSED	1976 Christmas Cards (Answered) - November 29-30, 1976
CLOSED	1976 Christmas Cards (Answered) - December 1-2, 1976
CLOSED	1976 Christmas Cards (Answered) - December 3-8, 1976
CLOSED	1976 Christmas Cards (Answered) - December 9-14, 1976
CLOSED	1976 Christmas Cards (Answered) - December 15, 1976
CLOSED	1976 Christmas Cards (Answered) - December 16-17, 1976

Status	Title
CLOSED	1976 Christmas Cards (Answered) - December 18-19, 1976
CLOSED	1976 Christmas Cards (Answered) - December 20, 1976

Box 90 - Requests File

Status	Title
CLOSED	1976 Christmas Cards (Answered) - December 21-23, 1976
CLOSED	1976 Christmas Cards (Answered) - December 24-27, 1976
CLOSED	1976 Christmas Cards (Answered) - December 28-29, 1976
CLOSED	1976 Christmas Cards (Answered) - December 30-31, 1976
CLOSED	1976 Christmas Cards (Answered) - January 1-3, 1977
CLOSED	1976 Christmas Cards (Answered) - January 4-8, 1977
CLOSED	1976 Christmas Cards (Answered) - January 9-14, 1977
CLOSED	1976 Commencement Announcements - Baylor University, School of Law
CLOSED	1976 Commencement Announcements - Clemson University
CLOSED	1976 Commencement Announcements - Harding College
CLOSED	1976 Commencement Announcements - Louisiana State University
CLOSED	1976 Commencement Announcements - Louisiana Tech University
CLOSED	1976 Commencement Announcements - Middle Tennessee State University
CLOSED	1976 Commencement Announcements - Palmer College of Chiropractic
CLOSED	1976 Commencement Announcements - PREP (Pre- Discharge Education Program)
CLOSED	1976 Commencement Announcements - School of Practical Nursing of Columbus Public Schools
CLOSED	1976 Commencement Announcements - Southwest Missouri State University
CLOSED	1976 Commencement Announcements - University of Colorado, School of Nursing

Status	Title
CLOSED	1976 Commencement Announcements - University of Michigan
CLOSED	1976 Commencement Announcements - University of St. Thomas
CLOSED	1976 Commencement Announcements - University of Utah
CLOSED	1977 Commencement Announcements - Dixie Hollins High School - Miscellaneous
CLOSED	1977 Commencement Announcements - Miscellaneous
CLOSED	1977 Inauguration Ceremony Tickets
CLOSED	Birthday Greetings