

The original documents are located in Box 48, folder “General - Guest Lists - General Info” of the Betty Ford White House Papers, 1973-1977 at the Gerald R. Ford Presidential Library.

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WHITE HOUSE FORMAL DINNERS

*Japanese dinner -
increasing size
Does P want to look
at new names*

A. CONCEPT

Determine emphasis for events, where special emphasis is desired

B. GROUPS TO INCLUDE

SOURCES

- | | |
|---|---|
| 1. Congressional | Marsh & Friedersdorf (PFC) |
| 2. Political | Hartmann |
| | PFC & RNC, both including
financial (thru Jones) |
| 3. Media | Nessen & Hartmann |
| 4. Arts/Entertainment/Sports | Social Office and others |
| 5. Academic | Goldwin |
| 6. Labor | Baroody & Dunlop |
| 7. Minorities | Baroody/Scott/DeBaca/Lindh |
| 8. Outside Groups | Baroody |
| 9. Business | Various |
| 10. Staff - White House/Executive Offices | Connor |
| 11. State and Local Elected Officials | Cannon |
| 12. Executive Branch | Bennett & Connor |
| 13. Other | East-West Wings |
| 14. State Department | |
| 15. Foreign Embassy | |

C. TIMING TARGETS

- | | |
|---------------------------|--|
| 1. 55 days prior to event | Advise Social Office (SO) emphasis for
guest list, if any |
| 2. | SO requests dinner and after dinner guest
list suggestions from appropriate
WH offices |
| 3. 55 " | Jones requests lists from RNC & PFC |
| 4. 45 " | State Department provides proposed guest
list to SO |
| 5. 45 " | WH offices provide guest lists to SO |
| 6. | SO adds past WH social history info on
Jones list, but does not make selections
from that list |
| 7. 35 " | SO provides following to Goodell:
(a) Proposed guest list 20 people under
possible full invitation list strength
(b) Jones list with added info |



7. 35 days prior to event
(c) Total number to be accommodated at both dinner and after dinner events
(d) Lists of names suggested by input offices, but not used
(e) Include past WH social history of individuals on both proposed and input lists in convenient form (hand notes on lists is sufficient)
8. 35 "
Jones check over names omitted from original input lists
9. 33 "
Cheney/Jones/Goodell review lists and bring proposed list up to full strength
10. 30 "
Rumsfeld/Cheney/Goodell - final review
11. 27 "
Rumsfeld or Cheney review with President
12. 25 "
Send list to Mrs. Ford
13. 24 "
Guest list to Social Office for invitation preparation, follow up, and other processing
14. 21 "
Invitations mailed

NOTE: Social Office follow up should include:

1. 14 days prior to event Advise staff input offices which individuals from their lists were invited
2. Advise input offices who actually attended (can be done by providing them with a guest list, or by initially using a form for #1 above with an extra column to be filled in with acceptance info)
3. If additional names are needed over those shown on final list as principals and alternates, they should be checked with Goodell (Rumsfeld or Cheney to get Presidential approval) before invitations are extended
4. 1 Provide Goodell with list of expected attendees



ALLOCATION RECOMMENDATIONS

<u>NAME</u>	<u>DINNER</u>	<u>AFTER DINNER</u>
Marsh & Friedersdorf	6 couples	10 couples
Nessen	4	4
Hartmann	4	4
Goldwin	4	6
Baroody (DeBaca, Lindh, Scott, Marrs)	12	10
Bennett & Connor (Executive Branch)	2	20
Connor (White House Staff)		10
Cannon (State and Local Elected Officials)	2	2
East Wing	4	6



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| 5. Academic | Goldwin |
| 6. Labor | Barody & Dunlop |
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DINNERS

file

Robert Hartman

Foreign Dinners

- 8-16-74 - Jordan
- 9-12-74 - Israel
- 9-25-74 - Italy
- 12-15-74 - in Martinique for
French President

Others

- 8-28-74 - Cabinet, Senior White House
Staff
- 10-3-74 - Congressional Retirees
- 12-9-74 - Small, Private Dinner
- 2-4-75 - House Republicans
- 1-3-75 - Congressional Dinner
- 2-20-75 - Governors Dinner
- 2-17-75 - Senate Republican Steering
Committee
- 2-18-75 - Senate Wednesday Club

Donald Rumsfeld

Foreign Dinners

- 10-8-74 - Poland (regret)
- 11-12-74 - Austria (regret)
- 12-5-74 - Germany

Others

- 10-2-74 - Congressional Dinner
- 10-23-74 - General Haig
- 12-9-74 - Small, Private Dinner
- 2-4-75 - House Republicans (regret)
- 1-31-75 - Congressional Dinner
- 2-20-75 - Governors Dinner
- 2-17-75 - Senate Republican Steering
Committee
- 2-18-75 - Senate Wednesday Club



THE WHITE HOUSE
WASHINGTON

December 2, 1974

Dear Mrs. Ford,

The attached is for your information.

Thank you.

Nancy L.



Donald Rumsfeld , Assistant to the President

Dinners - 10-2-74 (small - Congressional)

10-8-74 reg (Poland)

10-23-74 (Gen. Haig)

11-12-74 reg (Austria)



Robert Hartmann - Counsellor to the President

Dinners - 8-16-74 (Jordan)

8-28-74 (Cabinet, Sr. WH staff)

9-12-74 (Israel)

9-25-74 (Italy)

10-3-74 (Congressional retirees)

Reception - 10-23-74 (fmr V.P. staff)



John Marsh- Counsellor to the President

Dinners = 8-16-74 (Jordan)

8-28-74 (Cabinet, Sr. WH staff)

9-12-74 (Israel)

9-17-74 (Senators - budget discussion)

9-23-74 (Representatives - budget discussion)

10-3-74 ((Congressional retirees)

10-23-74 (Gen. Haig)

Reception - 8-23-74 (fmr V.P. staff)



Dean Burch - Counsellor to the President

Dinners - 8-16-74 (Jordan)
8-28-74 (Cabinet, Sr. WH staff)
9-12-74 (Israel)
10-3-74 (Congressional retirees)
10-23-74 (Gen. Haig)

ABRU

Roy Ash - As sistant to the President and Dir., OMB

Dinners - 8-28-74 (Cabinet, Sr. WH staff)

9-17-74 (Senators - budget discussion)

9-23-74 (Representatives - budget discussion)

10-23-74 (Gen. Haig)



Philip Buchen - Counsel to the President

Dinners - 8-28-74 (Cabinet, Sr. WH staff)

9-25-74 (Italy)

10-23-74 (Gen. Haig)

Reception - 8-23-74 (fmr V.P. staff)



Anne Armstrong - Counsellor to the President

Dinners - 8-28-74 (Cabinet, Sr. WH staff)

9-12-74 (Israel)

10-3-74 (Congressional retirees)

10-23-74 (Gen. Haig)



THE WHITE HOUSE
WASHINGTON

December 19, 1974

Dear Mrs. Ford,

Re: Guest Lists for State Dinners

Donald Rumsfeld's office requested information regarding the compilation of guest lists for State Dinners. For your information, I am sending you a copy of what was sent to Mr. Rumsfeld's office.

Thank you.

Nancy L.



Official party -	12 dinner (total persons) 6 after-dinner
William Timmons	18 couples (total=36) dinner 12 couples (total=24) after-dinner
Ron Nessen	5 couples (total=10) dinner 5 couples (total=10) after-dinner
Sheila Weidenfeld	2 couples (total=4) dinner 2 couples (total=4) after-dinner
Anne Armstrong) Dean Burch) RNC	4 couples (total=8) dinner 4 couples (total=8) after-dinner
Donald Rumsfeld	4 couples (total=8) dinner 4 couples (total=8) after-dinner
John Marsh	4 couples (total=8) dinner 4 couples (total=8) after-dinner
Robert Hartmann	4 couples (total=8) dinner 4 couples (total=8) after-dinner
Stanley Scott	4 couples (total=8) dinner 4 couples (total=8) after-dinner
Bill Baroody	4 couples (total=8) dinner 4 couples (total=8) after-dinner
JCS	1 couple (total=2) dinner
Supreme Court	1 couple (total=2) dinner
Cabinet	2 couples (total=4) dinner
White House staff	4 couples (total=8) dinner 4 couples (total=8) after-dinner
Arts/celebrities	8 couples (total=16) dinner 4 couples (total=8) after-dinner
Independent agency head	1 couple (total=2) dinner
Military Service	1 couple (total=2) dinner



Mrs. Ford

3 couples (total=6) dinner

Suggestions from State Department list:

Business leaders	9 couples (total=18) dinner
Labor leaders	3 couples (total=6) dinner
Private sector	4 couples (total=8) dinner 4 couples (total=8) after-dinner
Other Govt officials	3 couples (total=6) dinner 3 couples (total=6) after-dinner

This totals 200 for dinner possibilities. It is normally safe to invite 150 to a dinner, the balance as alternates. This is to assume the seating capacity is 120.

After-dinner only

NSC	2 couples (total=4)
Embassy	3 couples (total=6)
State Dept. personnel	7 couples (total=14)
Others	5 couples (total=10)



After-dinner invitees average 150 total. Capacity is 100; therefore, inviting 120 is about right with the others as alternates.

THE WHITE HOUSE

WASHINGTON

10/8/75

Mrs. Ford,

Attached is the list I used as a
guideline only.

Jan Ingersoll



DINNER

Pres & Mrs. Ford	1 couple	2
Official party	12 persons	12
Supreme Court Justice	1 couple	2
JCS/Service Secretary	1 couple	2
Gen. Scowcroft	1 couple	2
White House	1 couple	2
Cabinet	2 couples	4
Entertainer	1 couple	2
Centerpiece donor	1 couple	2
Foreign press	2 couples	4
Labor leader	1 couple	2
Fm the President	2 couples	4
Fm Mrs. Ford	3 couples	6
Fm Max Friedersdorf	14 couples	28
Fm Ron Nessen (includes 1 publisher)	4 couples	8
Fm Jack Marsh	3 couples	6
Fm Bob Hartmann	3 couples	6
Fm Stan Scott	3 couples	6
Fm Bob Goldwin	3 couples	6
Fm Bill Baroody	3 couples	6
Arts/Celebrities/Sports	10 couples	20
Fm Sheila Weidenfeld	1 couple	2
<u>Fm State list:</u>		
Business leaders	9 couples	18
Private sector	4 couples	8
Other Govt officials	5 couples	10
		<hr/> 170
Fm Don Rumsfeld	4 couples	8
		<hr/> 178

(Note: For the Colombia and Japan dinners Mr. Rumsfeld submitted more names than the four couples)



AFTER-DINNER

Unofficial party	10 persons	10
Embassy	3 couples	6
NSC	2 couples	4
State Dept. personnel	7 couples	14
White House	5 couples	10
Fm Max Friedersdorf	10 couples	20
Fm Ron Nessen	4 couples	8
Fm Jack Marsh	3 couples	6
Fm Bob Hartmann	3 couples	6
Fm Stan Scott	3 couples	6
From Bob Goldwin	3 couples	6
Fm Bill Baroody	3 couples	6
Arts/Celebrities/sports	4 couples	8
Fm Sheila Weidenfeld	2 couples	4
Private sector	4 couples	8
Other Govt officials	3 couples	6
Fm Mr. Rumsfeld	4 couples	8
		<hr/> 128
		8
		<hr/> 136

(Note: For the Colombia and Japan dinners we included suggestions from Jack Stiles (Pool Donors) and also 3 from the Vice President's office)

