

The original documents are located in Box 32, folder “Candlelight Christmas Tours” of the Betty Ford White House Papers, 1973-1977 at the Gerald R. Ford Presidential Library.

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THE WHITE HOUSE

WASHINGTON

December 17, 1975

MEMORANDUM FOR:

CAPTAIN KOLLMORGEN

FROM:

MIKE FARRELL

SUBJECT:

String Ensembles
Holiday Tours
Addition

Confirming my recent telephone conversation with your office, we have scheduled an Open House Tour for Members of the Congress to bring their families by to see the decorations for Tuesday, December 23, 1975, from 2:00 to 5:00 p.m. I would very much appreciate your arranging for a string ensemble to play holiday music in the North Lobby of the State Floor during that time. It would be helpful if they could be in place at 1:30 p.m.

In addition I have a new request to make -- on Monday, December 29, 1975, from 1:00 to 3:00 p.m. the White House will be open for members of the press and their families to view the decorations. It would be helpful if a string ensemble could play holiday music in the North Lobby of the State Floor during that time. They should be in place at 12:30 p.m.

Thank you.

cc: James Connor
Rex Scouten
Bill Nicholson
Chief Earl Drescher
Maria Downs
Susan Porter
Nancy Chiridon
Carolyn Porembka



MEMORANDUM

THE WHITE HOUSE
WASHINGTON

December 3, 1975

MEMORANDUM FOR: CAPTAIN KOLLMORGEN
FROM: MIKE FARRELL *mfj*
SUBJECT: String Ensembles
Holiday Tours

I would very much appreciate it if you would arrange for string ensembles of the Armed Services to play holiday music in the North Lobby of the State Floor during the following special holiday tours:

1. Thursday, December 11, 1975 - Candlelight Tour for the Elderly, 6:00 p.m. - 8:00 p.m. (in place, 5:30 p.m.)
2. Thursday, December 18, 1975 - Christmas Tour in cooperation with the President's Committee on Mental Retardation, 1:30 p.m. - 3:30 p.m. (in place, 1:15 p.m.)
3. Monday, December 22, 1975 and Tuesday, December 23, 1975 - Candlelight Tour for White House Staff and Families, 7:00 p.m. - 9:00 p.m. (in place, 6:30 p.m.)
4. Monday, December 29, 1975 and Tuesday, December 30, 1975 - Candlelight Tours for the Public, 6:30 p.m. - 9:00 p.m. (in place, 6:00 p.m.)

Thank you very much for your help.

cc: Nancy Chirton ✓
James Connor, f.y.i.
Maria Downs
Chief Earl Drescher
Carolyn Porembka
Susan Porter
Rex Scouten



THE WHITE HOUSE
WASHINGTON

December 9, 1974

MEMORANDUM FOR MRS. FORD

Attached is an informal invitation which Sandy Fox has prepared to invite the White House staff and their families to view the Christmas decorations.

The candelabra, bow, and greenery are taken from the Christmas decorations - the sconces in the State Dining Room. I think it looks very nice and if you approve, we will go ahead with the printing.

Thank you.

Mike Farrell
Mike Farrell

*Very nice o.k.
Mrs. F.*



THE WHITE HOUSE
WASHINGTON

Jan 26th - on the

MEMORANDUM FOR MRS. FORD

Attached is an informal invitation which Sandy Fox has prepared to invite the White House staff and their families to view the Christmas decorations.

The candelabra, bow, and greenery are taken from the Christmas decorations - the sconces in the State Dining Room. I think it looks very nice and if you approve, we will go ahead with the printing.

Thank you.

Mike Farrell
Mike Farrell

*Very nice
M. F.*



THE WHITE HOUSE

WASHINGTON

December 6, 1974

MEMORANDUM FOR MRS. FORD

SUBJECT: Special Tours and Candlelight Tours
During the Holidays

I have outlined below for your approval a schedule of candlelight and special tours during the holidays:

- (1) Candlelight Tour for Senior Citizens, Monday, December 16, 1974, 7:00 - 9:00 p.m.

Yes No

Recommend background music by one of the small Armed Service string ensembles.

Yes No

- (2) Special Tour for White House Volunteers (Anne Higgins) and their Children, Wednesday, December 18, 1974, 2:00 p.m.

This would be a conducted tour and I understand that you have approved this. **YES**

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

Yes No

Recommend small Armed Service string ensemble.

Yes No



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Mrs. Ford
December 6, 1974

If you wish, Sandy Fox could prepare an informal invitation to send to each staff member. (I would send to you for approval) OK.

OR

I could send a memorandum to the staff indicating that "the President and Mrs. Ford would like for you and your families to have an opportunity to see the Christmas decorations, etc." _____

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

Sheila Weidenfeld and Ron Nessen would like to have a special tour for White House Press who will not be invited to the Christmas Party. This would be an open house format with the Officers stationed in the rooms to answer questions and would provide a special time to bring families to see the decorations.

Yes No _____

- (5) Would you like me to explore through appropriate organizations the possibility of inviting retarded children from this area for a special tour on the afternoon of Friday, December 20, 1974? As it stands now, there is space on the calendar that afternoon for this to be done. If it should prove workable it would be an especially nice time of the year for the children to see the White House. If you would like to consider this I will do some tentative checking and be back in touch with additional information.

Yes No _____

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

Recommend small Armed Service string ensemble.

Yes No _____



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Mrs. Ford
December 6, 1974

I would appreciate any additional thoughts or comments you
might have.

Thank you.

Mike Farrell

Mike Farrell

