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December 6, 1974

MEMORANDUM FOR MR. DONALD RUSFELD

FROM: The First Lady

In reference to our conversation this morning regarding a replacement for Mrs. Shelly Buchanan as the West Wing receptionist, I would like to recommend Mrs. Sally Quenneville.

Mrs. Quenneville is an employee from the President's former Vice Presidential staff and is currently working for Mr. Warren Rustand. I have heard nothing but excellent reports on her. She not only types quite well but takes shorthand which are two excellent assets for this job. I am sure Mrs. Quenneville would be willing to put in many long hours. She is currently making \$12,979, and I recommend that her salary be in the \$14,000 to \$15,000 range.

NMH/ep



February 3, 1975

MEMORANDUM FOR NANCY LAMMERDING

FROM: *The First Lady*

It is our desire that in the future we have the seven-piece combo playing more lively music as the President and I found the music with the three-piece combo too dull last Thursday evening. Another suggestion I have is that there be a few less tables in the North Foyer.

Thank you.



May 19, 1975

FOR: DICK CHENEY
FROM: THE PRESIDENT

I would like to have Jim Merson, Mrs. Ford's hairdresser who will be accompanying us to Europe, brought on the staff on a temporary basis to qualify for per diem during that trip.

Jim should also be manifested aboard Air Force One for purposes of the trip.

GF:ncc



August 8, 1975

MEMORANDUM FOR: EAST WING STAFF
FROM: Mrs. Ford

As you know, the President and I will be in Vail, Colorado for a couple of weeks starting on August 10th. During my stay in Vail, there may be matters you wish to bring to my attention that cannot wait until my return to Washington.

I do expect to be in almost daily contact with Carolyn and Nancy while I am away from Washington. If anything comes up that you think I should be aware of immediately, please relay the information to them, and they will pass it on to me.



September 19, 1975

FOR: COLONEL L. J. RILEY
WHITE HOUSE COMMUNICATIONS AGENCY

FROM: Mrs. Ford

It is my understanding that the President requests a playback of the news during each work day. If at all possible I would like to be notified when the news is played back for the President so I can avail myself of this service.

Thank you.

BF:ncc



September 29, 1975

FOR: JAN INGERSOLL
FROM: Nancy Chirton
SUBJECT: Guest List Suggestions for Future State Dinners

Mrs. Ford has requested that the following people be invited to upcoming State Dinners:

Mr. and Mrs. Peter Grace
"Gracefield"
Shelter Rock Road
Manhasset, Long Island

Mr. and Mrs. William Coombs
Villanova, Pennsylvania

Mr. Ronald Van Ruychevelt
Monterey, California

(Keep in mind if the President of Mexico
is given a State Dinner)



October 3, 1975

MEMORANDUM FOR CLEM CONGER

FROM: Betty Ford

As you may know, I have requested your office to submit background information on the "Queen's Room" project as well as its progress to date. Naturally facts must be the basis of my decisions concerning these White House projects, and I do not feel I have been able to satisfactorily obtain all this necessary information during the course of our meetings. At this time, what I specifically need to know in writing is when this project was initiated, when it was approved, by whom, as well as when it was begun. I also need to know what was paid for prior to our administration and what will be charged to our administration on your Report of the Committee for the Preservation of the White House. Both the President and I are concerned with all aspects of these projects since we must approve them and are held responsible.

I would also like to request that in the future all pertinent information be submitted to me in writing prior to our meetings so that I can spend more time reviewing these projects.

cp



October 29, 1975

MEMORANDUM TO DR. JAMES CONNOR

FROM: Carolyn Porembka

Attached is information regarding Book Digest Magazine which the First Lady would like to obtain for official use. If there are any additional requirements necessary to subscribe to this publication, please let me know.



November 5, 1975

FOR: DONALD RUMSFELD
FROM: *The First Lady*

I would like to have Marylou Sheils from State Department Protocol accompany Pete Sorum and work co-jointly with him on my China schedule. Please arrange this so that I can talk to both Marylou and Pete prior to the advance team leaving.



November 6, 1975

FOR: PAM POWELL
FROM: Nancy Chirton
SUBJECT: Information on the Summer Intern Program

As you may recall, I spoke with you by phone about two weeks ago in reference to Nanette Fabray, the actress, inquiring about the possibility of her 19-year old son Jamie working in the White House.

Miss Fabray has asked me to look into the matter further and provide her with information on the summer intern program. I, of course, did not promise her anything, but would like to look into the matter for her.

Thank you.



December 3, 1975

MEMORANDUM FOR DR. JAMES E. CONNOR

FROM: *Carolyn Porembka*

Mrs. Ford would like to request the purchase of a photo album which is approximately 24x16 inches for official use. If you have any questions, please give me a call.

Thank you.



December 9, 1975

MEMORANDUM FOR DR. JAMES E. CONNOR

FROM: Carolyn Porembka

We would like your approval to request a Rolodex File,
Model #V524 for the First Lady's official use.

Thank you.



December 16, 1975

FOR: MILDRED LEONARD
FROM: Nancy Chirton
SUBJECT: Wedding Gift

The attached invitation was mailed to the President and Mrs. Ford on the 11th of December and was just received. Mrs. Ford has noted that she would like a crystal bowl sent to the Barbers and I have attached their address.

Thanks, Mildred.



December 30, 1975

FOR: PHOTO OFFICE
FROM: Nancy Chirton

Mrs. Ford has indicated that she would like to send out the new official photograph that has just been released. Because of the number of people she has promised the picture to, I would like to have 50 copies to start out with.

Thanks.



January 13, 1976

FOR: MARGE WICKLEIN
FROM: Nancy Chirton
SUBJECT: Baby Gift

Mrs. Ford would like a Jefferson cup sent to:

*Bradley Ford Hastings
Arrowhead Mobile Park - Lot 55
RR #4 State Road 295
Swanton, Ohio 43558*

Bradley is the Ford's newest nephew. Son of Mr. and Mrs. Terry Hastings (James Ford's daughter).



January 6, 1975

FOR: MARGE WICKLEIN
FROM: Nancy Chirton
SUBJECT: Gifts Received for the First Lady

1. Book given by Aaron and Lillian Levy.
2. ~~Ladies pin presented to the President from Arnold Palmer during a White House meeting to be given to the First Lady.~~
3. Petaskey(sp?) stone which can be worn as a necklace or pin sent via Tom Ford.



December 15, 1975

FOR: MARGE WICMLEIN
FROM: Nancy Chirton
SUBJECT: Gifts Received By Mrs. Ford on Trip to
Pacific Basin, November 29 to December 10, 1975

Mrs. Ford received the following gifts during her recent visit overseas:

Jakarta, Indonesia

- Books, note paper, calendar, photos from American Women's Association of Jakarta, Indonesia

Hawaii

- Chocolate covered macadamia nuts from Tatsu J. Ogawa
- Bouquet of white orchids from S. Chang
- Basket of Hawaiian fruit from Judy Parrish
- Christmas ornament from Emgee Christmas Shop
- Kukui nut lei from Jack Baker

Marge, I am almost certain there will be more. I am sending this list because I am sure you will want to get as many gifts acknowledged as possible before she leaves for Vail.



December 15, 1975

FOR: MARGE WICKLEIN
FROM: Nancy Chirton

The enclosed book, Doris Day Her Own Story, is a gift to Mrs. Ford from the author. The book was sent via Karl Schumacher who is Mr. Hotchner's brother-in-law.



December 15, 1975

FOR: MARGE WICKLEIN

FROM: Nancy Chirton

The enclosed book, Doris Day Her Own Story, is a gift to Mrs. Ford from the author. The book was sent via Karl Schumacher who is Mr. Hatchner's brother-in-law.



May 19, 1975

FOR: MARGE WICKLEIN

FROM: Nancy Chirton

This memo is for the purpose of explaining the items received last week for the President and Mrs. Ford which accompany this memo.

1. On Thursday, May 15th Mrs. Ford entertained Mrs. Giscard d'Estaing for tea. At that time Mrs. Giscard d'Estaing presented her with a Christian Dior scarf. Mrs. Ford later sent the Gorham flower gift to the French Embassy for Mrs. Giscard. (NOTE: The arrangement selected was the wild rose.)
2. On Thursday, May 15th the President and Mrs. Ford were presented with the Iranian medals by the Shah and Empress of Iran in conjunction with their State visit. Prior agreement had been reached between our respective Ambassadors that no official gifts would be exchanged. These medals are apparently an honor that is bestowed by the Shah, and State Department feels there is no way the President and Mrs. Ford could reciprocate except with a very nice letter of thanks. We are not certain what these medals represent and, if possible, Mrs. Ford would like a detailed description of them.

After thank you letters have been prepared for the above gifts, she would like them returned to the Residence.

ncc



September 10, 1974

Dear Mrs. Wicklein:

Thank you ever so much for your most helpful suggestions on appropriate personal gifts to be given for weddings and other special occasions.

The President and I are interested in pursuing gifts by Fostoria. We have a very good relationship with Fostoria, and perhaps they could design a special plate for our use with the President's engraved signature and the Presidential seal.

We would very much appreciate any of your suggestions on this gift. If you would like to discuss this matter further, I will be more than happy to meet with you at my earliest convenience.

Betty Ford

SAQ



January 14, 1976

FOR: MARGE WICKLEIN

FROM: Nancy Chirton

The attached book was given to Mrs. Ford by Mrs. Holbrook, cousin to Mr. Fitzhugh Scott (close friend of President and Mrs. Ford). This gift was given in Vail. Mrs. Ford does not know the lady.



January 15, 1976

NOTE TO MILDRED LEONARD

FROM: Carolyn Porembka

SUBJECT: Fostoria Bowl

Mr. Harold J. Weisblut called Mrs. Ford yesterday to tell her that he was recently remarried. She has requested that he be sent the Fostoria bowl as a wedding gift. His address is:

Presto Valet
1623 Quaker Lane
Alexandria, Virginia 22302

Thanks.



January 23, 1976

NOTE TO MARGE WICKLEIN

FROM: Carolyn Porembka

Mrs. Ford would like the Dion cuff links and tie bar sent to Mr. Milton Hoffman. Although he previously received a set, he has used them so often that they became worn and he had to borrow his sons. Also Mrs. Ford would like Mrs. Ella Weed, Mrs. Marion Steketez, and Mrs. Cal Goebel to receive a Dion Chatelaine pin. Our stock of these items on the Second Floor is currently low so could you send five Dion Presidential cuff links and tie bars as well as 4 Dion Chatelaine pins. For your records, Mrs. Ford gave Mrs. Terry Symans a Dion Chatelaine pin yesterday. The addresses are as follows:

Mr. Milton Hoffman
Wilton Caterers, Incorporated
710 South Main Street
Spring Valley, New York 10977

Mrs. Paul Goebel, Sr.
2310 Jefferson Drive, SE
Grand Rapids, Michigan 49507

Mrs. Marion C. Steketez
2311 Wealthy, SE
Grand Rapids, Michigan 49506

Mrs. Ella Weed
8 Koeze Cream Nut Bar
1263 Burton, SW
Wyoming, Michigan 49509

Thanks.



February 10, 1976

FOR: MARTA DOWNS
FROM: Nancy Chirton
SUBJECT: *Guest List Suggestions for the State Dinner
 In Honor of President of Ireland*

*Mrs. Ford would like the following invited to the above
State Dinner:*

- Mr. Luis Estevez
 Designer
 122 East 7th Street
 Los Angeles, California
 213/627-1741

- Mr. Claude Akins
 Co-Star, "Movin'-On"
 NBC Television

- Mr. Frank Converse
 Co-Star, "Movin'-On"
 NBC Television



February 10, 1976

FOR: MARGE WICKLEIN
FROM: Nancy Chirton
SUBJECT: Fostoria Bowl

Mrs. Ford would like a Fostoria Bowl with the Presidential seal and signature gift wrapped for Mrs. Alice Roosevelt Longworth. The President and Mrs. Ford will take the gift with them to her birthday celebration on the evening of February 12th.

cc: Mildred Leonard
Dorothy Downton



February 13, 1976

FOR: MARGE WICKLEIN

FROM: Nancy Chirton

On February 11th Mrs. Ford greeted a tour of National War College Wives on the State Floor. She and the President were given a wine decanter and tie on behalf of the wives. The thank you should be addressed to: Mrs. James S. Murphy
Quarters 14
Ft. McNair
Washington, D.C. 20319

On February 12th Mrs. Ford attended the Heart Association Luncheon at the Sheraton Park Hotel. She was given the tin container from Eleni Epstein of the Washington Star. The address of the Washington Star is 225 Virginia Avenue, SE, Washington, D.C. 20003.



February 20, 1976

NOTE TO MARGE WICKLEIN

FROM: Carolyn Porembka

Could you please acknowledge the attached gifts. Mrs. Sylvia Weisblut sent them a large glass jar (shaped like a bell) filled with delicious glazed pecans via the Usher's Office. Judith Hope gave her The Budget Gourmet book via Susan Porter. The note about the flowers was sent via Nell Yates. Susan Ford brought the record and tape of "Song For The President" as well as the attached letter to the President.

Thanks.



March 5, 1976

NOTE TO MARGE WICKLEIN

FROM: Carolyn Porembka

Miss Anne Hall and Mr. Robert Whittle, II
will be married on Saturday, May 29.
Could you please send a Fostoria bowl
from the President and Mrs. Ford. The
address is 304, Skyhill Road, Alexandria,
Virginia 22314. I have regretted the
invitation.

Thanks.



March 15, 1976

FOR: MARGE WICKLEIN
FROM: Nancy Chirton
SUBJECT: Gifts for Mrs. Ford

Following are gifts for Mrs. Ford

1. Books from Mrs. Cohen.
2. Snowshoe charm from the PFC staff during President and Mrs. Ford's visit to a PFC Volunteer reception in Keene, New Hampshire on 2/20/76
3. Knitted red, white, and blue cap and slippers given to Mrs. Ford in Los Angeles, California at a small reception prior to the Thirty-Eighth Assembly District Republican Central Committee Luncheon honoring Mrs. Ford on March 11, 1976
4. California flag presented to Mrs. Ford by Girl Scout Troop 501 at her arrival in Los Angeles on March 9, 1976
5. Cactus pin given to Mrs. Ford by Mr. Ted Wright, General Manager of the Camelback Inn, Scottsdale, Arizona on behalf of the Camelback Inn staff on the day of her departure from the inn on March 9, 1976.



May 9, 1976

NOTE TO MARGE WICKLEIN

FROM: Carolyn Porembka

The President and Mrs. Ford would like to send the Jefferson cup with Presidential seal to:

Albin Walter Norblad
(Baby's name)
3550 Elderberry Drive, South
Salem, Oregon 97302

Thanks.



May 28, 1976

NOTE TO MARGE WICKLEIN

FROM: Carolyn Porembka

Mrs. Ford would like the Jefferson Cup with the Presidential seal sent to Peter Jacob Brockett who was born on April 28. He is the son of Bill and Germaine Brockett and their address is:

Post Office Box 2317
Evergreen, Colorado 80439

Thank you.



June 1, 1976

NOTE TO THE FLOWER SHOP

FROM: Carolyn Porembka

Could you please send a bouquet of flowers to Mrs. Jouett Shouse in honor of her birthday. We would like them delivered on June 5th to:

1916 F Street
Washington, D. C. 20006

They would be from the President and Mrs. Ford with the following inscription:

Wishing you happiness on your special day and always.

With admiration and affection,

Thank you.



June 1, 1976

NOTE FOR MARGE WICKLEIN

FROM: Carolyn Porembka

Mrs. Ford has requested that the Fostoria bowl with the Presidential seal be sent to Mr. and Mrs. Carl F. Schulz per the attached wedding invitation. Their address is:

57 Roundtree - Route 9 A
Piermont, New York 10968

Thank you.



June 7, 1976

FOR: MILDRED LEONARD
FROM: Nancy Chardon
SUBJECT: Wedding Invitations

The wedding invitations are just pouring in. The four enclosed should be regretted (if necessary) and a Fostoria Bowl with the Presidential seal sent.

cc: Dorothy Downton



June 7, 1976

FOR: MARTA DOWNS
FROM: Nancy Chirton
SUBJECT: State Dinner List Suggestions

Mrs. Ford would like the following invited to upcoming State Dinners:

Mr. and Mrs. Paul Mellon
Oak Spring
Upperville, Virginia 22176
(703/592-3211)

Mr. and Mrs. Lang Washburn
1017 Saville Lane
McLean, Virginia 22101

Mr. and Mrs. William Cafritz
5334 Goldsboro Road
Bethesda, Maryland 20034
(301-3062)



June 7, 1976

Barge,

Mrs. Ford would like a Jefferson
Cup sent as a baby gift to:

Hope Alexander Neely
3226 South Stafford Street
Arlington, Virginia 22206

(The mother, Lee Mason Neely is
a personal friend)

Nancy Chardon



June 7, 19786

FOR: MARGE WICKLEIN
FROM: Nancy Chirton

1. Per attached letter, Mrs. Ford was sent a navy blue and white cotton dress with an elephant print. The dress came with a matching scarf.
2. Mrs. Ford was handed the attached gift during a reception on her last visit to Ohio (5/28). She does not recall which city she was visiting.
3. Could you give me a call regarding the trip to New Jersey and Ohio to discuss what thank-yous you will do?



June 18, 1976

MEMORANDUM FOR: David C. Hoopes

FROM: Carolyn Porembka

*It is requested that delivery of Time,
Newsweek and U.S. News and World Report
commence for our office in the East Wing.*

Thank you.



June 22, 1976

Marge,

Per our telephone conversation of this morning Mrs. Ford would like a Fostoria Bowl with the Presidential seal sent to:

Honorable and Mrs. George Jay Feldman
One Sutton Place, South
Apartment 3A
New York, New York 10022

The attached letter is to be enclosed with the bowl.

Thank you.

Nancy Chirton

cc: Dorothy Downton



July 20, 1976

MEMORANDUM FOR: MARGE WICKLEIN

FROM: Nancy Chirton

1. Mrs. Ford would like a Jefferson Cup sent as a baby gift to:

Chancellor Devinian Melvin
3876 Havenwood Place
Alexandria, Virginia 22309

Randy Melvin is one of Susan Ford's USSS agents.

2. Mrs. Ford has requested that the Fosterla bowl with the Presidential seal be sent to Mr. and Mrs. William Baugher per the attached wedding invitation. Their address is:

304 Skyhill Road
Alexandria, Virginia

3. On Sunday, July 18th Mrs. Ford was given a long red skirt with white/gold embroidery work down the front of the skirt and along the entire hem by Mr. Frank Jameson. Mr. Jameson was a dinner guest of the President and Mrs. Ford. This skirt was bought by Mrs. Jameson (Eva Gabor) in Portugal where the Jameson's have a home. In the thank you response, please mention that the Fords were sorry Eva could not be with them for dinner. (Eva is currently performing on the road.)

c.c. Dorothy Downton



August 12, 1976

MEMORANDUM FOR: MARGE WICKLEIN
FROM: Nancy Chirton
SUBJECT: Fosteria Bowl

The President and Mrs. Ford have requested that the Fosteria Bowl with the Presidential seal be sent as a wedding gift per attached McCormick/Gregory wedding invitation.

cc: Dorothy Downton
Mildred Leonard



August 12, 1976

MEMORANDUM FOR: MARGE WICKLEIN
FROM: Nancy Childon
SUBJECT: Washington Camp Cup

Per our telephone conversation, the President and Mrs. Ford would like the Washington Camp Cup with Presidential seal sent to:

*Mrs. Peggy Nardi
The Pillars
Dunham Road
Wayne, Illinois 60184*

Susan Ford is currently Mrs. Nardi's houseguest for a few days.

cc: Dorothy Downton



August 25, 1976

MEMORANDUM FOR: MARGE WICKLEYN
FROM: Nancy Chirton
SUBJECT: President and Mrs. Ford's Trip to
Kansas City, Missouri 8/15-20/76

Herb Oldenburgh collected most of the cards for gifts and flowers received during the above trip. The following were gathered by Carolyn and myself.

- Two tins of Iranian caviar from Ambassador Ardeshir Zahedi (note attached)
- White orchid corsage for Mrs. Ford. from Joseph Krall (note attached)
- Flower arrangement of white daisies, yellow daisies, and pink roses from Rev. and Mrs. Sharp (note attached)
- Orchid corsages for Mrs. Ford, Susan, and Gayle; red carnation boutonnieres for Mike, Steve, and Jack. from Elaine McGinley. Mrs. Ford and the children wore their flowers the night of the President's acceptance speech at Kemper Arena.
- Creme Perfume from Bessie Horral at Macy's.



August 25, 1976

MEMORANDUM FOR: MARGE WICKLEIN
FROM: Nancy Chardon
SUBJECT: Baby Cups

Mrs. Ford would like a Jefferson Cup sent as a baby gift to:

*Robert Stephen Rason
9564 Cherry Oak Court
Burke, Virginia 22015*

Robert Stephen was born August 8, 1976 and is the son of Bob Rason, USSS.



September 23, 1976

MEMORANDUM FOR: MARGE WICKLEIN
FROM: Nancy Chirton
SUBJECT: Fostoria Bowl

Mrs. Ford has requested that the Fostoria Bowl with the Presidential Seal be sent to:

Mrs. Clifton R. Wharton, Jr. (Dalores)
Cowles House
Michigan State University
Lansing, Michigan 48824

Mrs. Ford was a houseguest of Mrs. Wharton when she remained overnight at the Michigan State University. Attached is a letter from Mrs. Ford to Mrs. Wharton she would like sent with the bowl.

cc: Dorothy Downton
Mildred Leonard



September 27, 1976

MEMORANDUM FOR: MARGE WICKLEIN
FROM: Nancy Childon

on Monday, September 20th, the President and Mrs. Ford hosted a reception for Jewish Leaders. At this reception Mrs. Ford was given an 18 kt. gold miniature nutcracker on a gold chain. It is called a "peanut cracker" to counter the peanut necklaces the Carter supporters are wearing. This was given to Mrs. Ford by Mrs. Sydney Rosenberg (see attached note).

Also, could we have a box of GRF ball-point pens and a box of BF ball-point pens?



October 5, 1976

MEMORANDUM FOR: MARGE WICKLEIN
FROM: Nancy Chirton
SUBJECT: Gifts for Mrs. Ford

1. On Thursday, September 16th Mrs. Ford toured the Western Electric Plant in Columbus, Ohio. While there and shaking hands with the plant personnel, she was given the enclosed heart-shaped ring by Mrs. Zenobia Barton, 6700 Deerfield Court, Reynoldsburg, Ohio 43068. Mrs. Barton took the ring off her finger and gave it to Mrs. Ford.
2. Dave Kennerly brought to Mrs. Ford sometime last week the enclosed book written and personally inscribed by Art Buchwald. As of January 1975 Mr. Buchwald's address is 1750 Pennsylvania Avenue, NW, Suite 1311, Washington, D.C. 20006. I am not sure if this is his current address.
3. Attached are 2 gift registers from Mrs. Ford's last trip to Indianapolis. You also have in your possession a box of handkerchiefs in a blue polka dot wrapping. These were given to Mrs. Ford at the airport in Pittsburg by Mayor Tullard of McKeesport, Pennsylvania. In Houston Mrs. Ford was sent a single yellow rose in a vase by Barbara Wesolek (card attached). Another gift Mrs. Ford received in Hanatan Indianapolis was a T-shirt with "Children's Museum Kaptex Helper" on the front and "First Mama" on the back. I will include this gift in a hospitality letter and send you a carbon.



October 5, 1976

MEMORANDUM FOR: MARGE WICKLEIN
FROM: Nancy Chardon
SUBJECT: Gifts for Mrs. Ford

1. On Thursday, September 16th Mrs. Ford toured the Western Electric Plant in Columbus, Ohio. While there and shaking hands with the plant personnel, she was given the enclosed heart-shaped ring by Mrs. Zenobia Barton, 6700 Deerfield Court, Reynoldsburg, Ohio 43068. Mrs. Barton took the ring off her finger and gave it to Mrs. Ford.
2. Dave Kennerly brought to Mrs. Ford sometime last week the enclosed book written and personally inscribed by Art Buchwald. As of January 1975 Mr. Buchwald's address is 1750 Pennsylvania Avenue, NW, Suite 1311, Washington, D.C. 20006. I am not sure if this is his current address.
3. Attached are 2 gift registers from Mrs. Ford's last trip to Indianapolis. You also have in your possession a box of handkerchiefs in a blue polka dot wrapping. These were given to Mrs. Ford at the airport in Pittsburgh by Mayor Tullard of McKeesport, Pennsylvania. In Houston Mrs. Ford was sent a single yellow rose in a vase by Barbara Vesolek (card attached). Another gift Mrs. Ford received in Hauxtan Indianapolis was a T-shirt with "Children's Museum K&A Helper" on the front and "First Mama" on the back. I will include this gift in a hospitality letter and send you a carbon.



October 5, 1976

MEMORANDUM FOR: FRANK LIRSOMARSA
FROM: Nancy Chirton
SUBJECT: President and Mrs. Ford's Trip to
Ann Arbor, Michigan 9/15/86

Mrs. Ford received a letter from Robert P. Ufer, dated September 27, 1976 (copy attached) requesting the President send autographed pictures to the University of Michigan football team. Do you handle requests of this type that follow a Presidential trip? If so, this office will acknowledge receipt of Mr. Ufer's letter, thank him for the cassette and newspaper clipping, and indicate that the photos will follow.

Waiting to hear from you.



October 12, 1976

MEMORANDUM FOR: BOB BARRETT
FROM: Nancy Chirton

For your information, the President and Mrs. Ford have accepted two invitations for parties during their Vail winter vacation this year.

One is during the evening of December 26th, hosted by Jim and Gloria Brown. The second is the evening of December 28th, hosted by Jim and Trudy Woolner.

Specifics as far as times, guest lists, etc. will be worked out later. If you need to get in touch with them, you can reach Jim Brown at 801/25703690 and Jim Woolner at 914/592-4444.

cc: Dorothy Downton



October 21, 1976

NOTE FOR: MARGE WICKLEIN
FROM: Nancy Chardon
SUBJECT: Baby Cup

Mrs. Ford would like a Jefferson Cup sent
as a baby gift to:

Kimberly Ford
c/o Dr. Thomas Ford, Jr.
1443 Beckwood Drive
Orlando, Florida 32806

cc: Dorothy Downton

