

**The original documents are located in Box 45, folder “Special Tours” of the Betty Ford White House Papers, 1973-1977 at the Gerald R. Ford Presidential Library.**

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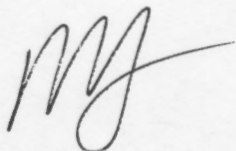
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THE WHITE HOUSE

WASHINGTON

October 17, 1974

MEMORANDUM FOR: NANCY HOWE

FROM: MIKE FARRELL 

SUBJECT: Special Tour-Holton Arms School  
Saturday, November 2, 1974, 2:00 p.m.

Please tell Susan that I have received a call from Mrs. Cole and have scheduled a special tour of the White House for approximately 80 students from Holton Arms on Saturday, November 2, 1974 at 2:00 p.m.

They will park on the South Drive and we will take them on the tour in small groups. Mrs. Cole indicated Susan was planning for them to see the Queen's Bedroom and other rooms on the 2nd floor. We would be happy to show them as much as Susan would like including rooms on the 2nd floor and she can join her group when she wishes.

Thank you.



July 11, 1975

MEMORANDUM FOR: SUSAN PORTER  
FROM: MIKE FARRELL  
SUBJECT: Tour for Mrs. Joseph Joyce, Jr.  
July 19, 1975

Mrs. Joyce is the President's cousin and will be visiting her son and daughter-in-law who live in Lancaster, Pennsylvania.

Tom Ford wrote to Marba Perrott and I have set up a special tour on Saturday, July 19, 1975 at 3:00 p. m. for the following:

Mrs. Joseph Joyce - the President's cousin  
Mr. and Mrs. James Joyce - Mrs. Joyce's son and daughter-in-law  
Miss Pannisse Joyce and Miss Susan Joyce - grandchildren of Mrs. Joyce

Will you please let Mrs. Ford know that they are coming and ask if she would like to say hello while they are here.

cc: Carolyn Porembka ✓



THE WHITE HOUSE

WASHINGTON

September 24, 1975

MEMORANDUM FOR:

✓ CAROLYN POREMBKA  
NANCY CHIRDON

FROM:

MIKE FARRELL *mf*

SUBJECT:

Tour and Refreshments  
for Hill Offices

Several months ago Mrs. Ford approved our inviting the individual who handles tours from the office of each Member of Congress for a special tour and punch and cookies. The original plan was to do this in late summer. However, it was postponed to enable us to also provide them with information regarding the new visitors waiting area which is being established on the Ellipse for the spring and summer of 1976. It is scheduled for September 29 and 30.

Please tell Mrs. Ford that the trial period for the new waiting area will be October 7 through November 1. I will give her a report during the second or third week of October once we have determined how it is proceeding.

Thank you.

