The original documents are located in Box 1, folder "9/15/74 - Reception for the Republican National Committee" of the Sheila Weidenfeld Files at the Gerald R. Ford Presidential Library.

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FACT SHEET Mrs. Ford's Office

DATE/TIME SUNDAY, SEPTEMBER 15, 1974 6:30 p.m. Contact Miss Jo Good Phone Number of guests: Total 200 Women Men Children Place State Floor ENTRANCE: Southwest Gate Principals involved President and Mrs. Ford Participation by Principal yes (Receiving line) NO Remarks required Yes Background REQUIREMENTS Social: Guest list Miss Good to L. Winchester Invitations no Programs no Menus no Refreshments cocktails and hors d'oeuvres Entertainment no Decorations/flowers Yes Music Marine Orchestra Social Aides yes Dress business suit Coat check yes Other Press: Reporters NO PRESS COVERAGE Photographers TV Crews White House Photographers yes Color yes Mono. Other Technical Support: Microphones Parking south grounds Housing Other (Risers, stage, platforms) Project Co-ordinator Susan Dolibois Phone 2927	Event	Describition Notice		o and Donublica	- Natio	1 Finance	C
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THE WHITE HOUSE

WASHINGTON

RECEPTION FOR THE REPUBLICAN NATIONAL COMMITTEE AND THE REPUBLICAN NATIONAL FINANCE COMMITTEE

Sunday, September 15, 1974 6:30 p.m.

from:

Lucy Winchester

attire:

Business suit

6:25 p.m.

You will join Mrs. Ford in the Residence.

6:30 p.m.

Your 200 guests will be assembled in the East Room. You and Mrs. Ford will be escorted to the East Room and proceed to the platform and podium that will be located along the east wall.

Following your remarks, cocktails and hors d'oeuvres will be served in the State Dining Room.

You and Mrs. Ford will be escorted to the State Dining Room where you will mingle informally with your guests. George Bush and Dean Burch will introduce you to specific individuals.

7:30 p.m.

You and Mrs. Ford will be escorted to the Family Quarters.

NOTES:

There will not be press coverage.

A White House photographer will be present.

The Marine Orchestra will be positioned in the Grand Hall.