

The original documents are located in Box 8, folder “12/22/75 - Christmas Party for White House Volunteers” of the Sheila Weidenfeld Files at the Gerald R. Ford Presidential Library.

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FACT SHEET
Mrs. Ford's Office

Event Christmas Party
 Group White House Volunteers
 DATE/TIME Monday, December 22, 1975 3:00 p.m.
 Contact Linda Baker Phone 2927
 Number of guests: Total approx. 300 Women X Men (a few) Children --
 Place State Floor
 Principals involved Mrs. Ford
 Participation by Principal yes - mingle informally (Receiving line) no
 Remarks required no
 Background Mrs. Ford is hosting a Christmas party for the White House Volunteers.

REQUIREMENTS

Social: Guest list yes - Anne Higgins' office
 Invitations yes - by Anne Higgins Programs no Menus no
 Refreshments yes - coffee, tea, eggnog, and pastries
 Entertainment no
 Decorations/flowers yes
 Music yes
 Social Aides yes
 Dress Business Suit - Afternoon Dresses for the Ladies Coat check yes
 Other --

Press: Reporters NO PRESS COVERAGE
 Photographers _____
 TV Crews _____
 White House Photographers yes Color yes Mono. --
 Other --

Technical Support: Microphones no PA Other Rooms no
 Recording no
 Lights no
 Transportation cars -- through the Southwest Gate
 Parking South Drive
 Housing --
 Other -- (Risers, stage, platforms) no

Project Co-ordinator Linda Baker Phone 2927

Site diagrams should be attached if technical support is heavy.



FROM THE DESK OF

Sally Quenneville

Private

- W.H. Volunteers

- 3:00

- approx. 300

- assemble

- coffee, pastries, etc

99 duty



THE WHITE HOUSE

WASHINGTON

December 19, 1975

MRS. FORD:

Event: Christmas Party for the White House Volunteers

Date/Time: Monday, December 22, 1975 3:00 p.m.

Place: State Dining Room

Number of
Attendees: 207 guests

Schedule of

Events: 3:00 p.m. Your guests will arrive through the Diplomatic Reception Room and will be escorted to the State Dining Room where refreshments will be served.

Your guests will be given the opportunity to view the Christmas decorations in all of the rooms.

3:10 p.m. Maria Downs will escort you via elevator to the State Dining Room where you will join your guests for refreshments and mingle informally.

3:30 p.m. You will bid farewell to your guests and return to the Family Quarters.

NOTES:

Marine String Ensemble will be positioned in the Grand Hall.

Marine Harpist will be playing in the Diplomatic Reception Room as your guests arrive.

Military Social Aides will be present.

- 2 - White House Volunteers Christmas
Party

A White House photographer will be present.

There will be no press coverage.

Linda Baker

