

The original documents are located in Box 8, folder “12/15/75 - Christmas Volunteer Party” of the Sheila Weidenfeld Files at the Gerald R. Ford Presidential Library.

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THE WHITE HOUSE

WASHINGTON

SUBJECT: Instructions for Social Aides

EVENT: Christmas Party for Christmas Volunteers

Date/Time: December 15, 1975 (1:30) No. of Guests: 186

Uniform: Service Dress Parking: North Grounds

In-Place Time for Aides: 12:30 pm (Library)

In-Place Time for OIC: 12:15 pm (Social Office)

Duty Aide: Captain Charles H. Mead, USAF

First Family Participation: Mrs. Ford

The following Social Aides will attend:

- Lt Cynthia T. Atwell, USN
- Major Thomas M. Montgomery, USA
- * Capt Charles I. Arms, USAF
- 1stLt Scott W. McKenzie, USMC

*Officer in Charge

Music: USA String Ensemble w/piano in the Lobby (1:00) (East Gate)
 USMC Harp in the Diplomatic Reception Room (1:00) (East Gate)

Remarks:

macCall
 ROBERT E. BARRETT
for Major, U. S. Army
 Army Aide to the President



DISTRIBUTION:

Capt Kollmorgen
 Maj Barrett
 Capt Domina
 Capt Mead

Social Office
 Mrs. Weidenfeld
 Secret Service
 Visitor's Office
 Band

Usher's Office
 White House Garage
 White House Staff Mess
 Mr. O'Donnell
 White House Police

FACT SHEET
Mrs. Ford's Office

Event Christmas Party
Group Christmas Volunteers
DATE/TIME Monday, December 15, 1975 1:30 p.m.
Contact Rex Scouten/Linda Baker Phone 2650/2927
Number of guests: Total 186 Women X Men X 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 those volunteers who aided with the White House Christmas decorations and who assisted with White House decor throughout the year.

REQUIREMENTS

Social: Guest list yes - Rex Scouten's office
Invitations yes - Rex Scouten's office Programs no Menus no
Refreshments yes
Entertainment no
Decorations/flowers yes
Music yes
Social Aides yes
Dress Business Suit - Afternoon Dresses for the Ladies Coat check yes
Other - -

Press: Reporters Electronic press and photographers in East Room and
Photographers Blue Room with Mrs. Ford; pencil press in State Dining
TV Crews Room with volunteers and Mrs. Ford.
White House Photographers yes Color yes Mono. - -
Other - -

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

Project Co-ordinator Linda Baker Phone 2927

Site diagrams should be attached if technical support is heavy.

THE WHITE HOUSE
WASHINGTON

76

December 13, 1975

MRS. FORD:

Event: Reception for Volunteer Groups who assisted in the Christmas decorations

Date/Time: Monday, December 15, 1975 1:30 p.m.

Place: State Floor

Number of Attendees: 186 guests

Schedule of Events:

1:30 p.m. Your guests will arrive through the Diplomatic Reception Room and will be invited to view the Ground Floor rooms.

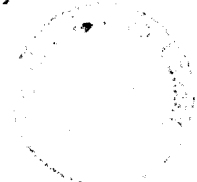
1:30 p.m. Sheila Weidenfeld will escort you via elevator to the Blue Room where the members of the press will be awaiting to take pictures and ask questions about the Christmas decorations.

1:40 p.m. Your guests will be escorted to the State Dining Room where they will be served refreshments.

1:45 p.m. From the Blue Room you will be escorted to the East Room where some of the Williamsburg volunteers will be making ornaments similar to the ones they made for the White House Christmas Tree.

NOTE: Press will accompany you.

2:00 p.m. Maria Downs will escort you to the State Dining Room where you will join your guests for refreshments and mingle informally.



- 2 - Volunteer Groups who assisted in
the Christmas decorations Reception

2:30 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.

Military Social Aides will be present.

A White House photographer will be present.

There will be heavy press coverage.

Guest list is attached.

Background information is attached.

Maria Downs

For Immediate Release
Monday, December 15, 1975

THE WHITE HOUSE
Office of the Press Secretary to Mrs. Ford

Mrs. Ford will host a reception at the White House today at 1:30 P.M. for the volunteers who assisted in making the handcrafted Christmas decorations for the White House and the florists who helped with the designs. Also included are Mr. and Mrs. Guy Cockburn and their family. Mr. Cockburn is this year's National Champion of the National Christmas Tree Growers Association.


Approximately 150 guests are invited. They will be served Christmas cookies, fruit cake, egg nog, and Christmas punch made with cranberries.

The following volunteers will be demonstrating Christmas crafts to Mrs. Ford:

- Don Watts, Security Guard at Colonial Williamsburg
demonstrating making carved wooden Christmas tree ornaments
- Jerry Carr (age 10)
demonstrating making ornaments from odds and ends he finds on the farm where he lives in Smithfield, Virginia
- Gail Andrews, Museum Intern, Colonial Williamsburg
demonstrating paper cutout (scherenchnitte) and pizzelle cookies
- Barbara Hansford, Hostess at Colonial Williamsburg
demonstrating clothespin hostess doll ornaments
- Osborne Taylor, Preparator, Abby Aldrich Rockefeller Folk Art Collection
demonstrating nut people and cut-out wood ornaments
- Adamantia Notaras, Costume Shop at Colonial Williamsburg
demonstrating leather ornaments
- Mrs. Corrie Stalen, Costume Shop at Colonial Williamsburg
demonstrating stuffed animal ornaments
- Viola Simms, Conservator at Colonial Williamsburg
demonstrating stuffed felt birds, crocheted stars

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Pick-up for: Photographers--12:30 P.M.
Writers--1:00 P.M.



For Immediate Release
Monday, December 15, 1975

THE WHITE HOUSE
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Mrs. Ford will host a reception at the White House today at 1:30 PM for the volunteers who assisted in making the handcrafted Christmas decorations for the White House and the florists who helped with the designs. Also included are Mr. and Mrs. Guy Cockburn and their family. Mr. Cockburn is this year's National Champion of the National Christmas Tree Growers Association.

Approximately 150 guests are invited. They will be served Christmas cookies, fruit cake, egg nog and Christmas punch made with cranberries.

The following people will be demonstrating Christmas crafts to Mrs. Ford:

- Barbara Hansford, Hostess at Colonial Williamsburg
demonstrating hostess clothespin dolls
- Osborne Taylor, Preparator, Abby Aldrich Rockefeller Folk Art Collection
demonstrating nut people and cut-out wood ornaments
- Gail Andrews, Museum Intern, Colonial Williamsburg
demonstrating paper cutouts (scherenchnitte) and pizzelle cookies
- Adamantia Notaras, Costume Shop at Colonial Williamsburg
demonstrating leather ornaments
- Mrs. Corie Stalen, Costume Shop at Colonial Williamsburg
demonstrating stuffed ornaments
- Jerry Carr (age 10)
demonstrating making ornaments from odds and ends he finds
the farm where he lives in Smithfield, Virginia
- Judy Blood, Project Assistant with the Abby Aldrich Rockefeller Folk Art Collection
making feathered stars, felt ornaments based on old quilt patterns,
cookie cutter ornaments

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Pick-up for: photographers, 12:30 PM
 writers, 1:00 PM

For Immediate Release
Monday, December 15, 1975

*Prob Cranberry
Tree
Structure
Chestnutown*

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demonstrating making carved wooden Christmas tree ornaments
- Jerry Carr (age 10)
demonstrating making ornaments from odds and ends he finds on the farm where he lives in Smithfield, Virginia
- Gail Andrews, Museum Intern, Colonial Williamsburg
demonstrating paper cutout (scherenchnitte) and pizzelle cookies
- Barbara Hansford, Hostess at Colonial Williamsburg
demonstrating clothespin hostess doll ornaments
- Osborne Taylor, Preparator, Abby Aldrich Rockefeller Folk Art Collection
demonstrating nut people and cut-out wood ornaments
- Adamantia Notaras, Costume Shop at Colonial Williamsburg
demonstrating leather ornaments
- Mrs. Corrie Stalen, Costume Shop at Colonial Williamsburg
demonstrating stuffed animal ornaments
- Viola Simms, Conservator at Colonial Williamsburg
demonstrating stuffed felt birds, crocheted stars



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Pick-up for: Photographers--12:30 P.M.
Writers--1:00 P.M.

MENU FOR
VOLUNTEER CHRISTMAS
PARTY - MONDAY, DEC. 15

Christmas Cookies

Fruit Cake

Egg Nog

Christmas Punch

(made with strawberries)



Handwritten notes: *Two crafts → Mrs F.*
Handwritten scribbles: *(demon)*

Barbara Hansford, Hostess at Colonial Williamsburg
Demonstrating hostess clothespin dolls

Osborne Taylor,
Demonstrating nut people and cut-out wood ornaments

Gail Andrews, Museum Intern, Colonial Williamsburg
Demonstrating Paper cutouts (or Scherenchnitte)
and Piscelle cookies

Adamantia Notaras, (Costume Shop and Colonial Williamsburg (Greek))
Demonstrating leather ornaments

Mrs. Corie Stalen, Costume Shop at Colonial Williamsburg (Indonesian)
Demonstrating stuffed ornaments

~~Edna Pennell~~
~~Lawson Carr~~ tv

Jerry Carr - age 10
Demonstrating making ornaments from stuff he finds around the farm

Judy Blood, feathered stars, felt ornaments based on old guild
patterns, cookie cutter ornaments.



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