

The original documents are located in Box 10, folder “5/21/76 - Former Members of Congress Auxiliary” of the Sheila Weidenfeld Files at the Gerald R. Ford Presidential Library.

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FACT SHEET
Mrs. Ford's Office

Event Reception
Group Former Members of Congress Auxiliary
DATE/TIME Friday, May 21, 1976 3:00 p. m.
Contact Mrs. Henry Talle Phone 656-4612
Number of guests: Total 60-90 Women x Men -- Children --
Place State Floor
Principals involved Mrs. Ford
Participation by Principal yes (Receiving line) yes (?)
Remarks required yes
Background This Reception is being held the day following the Congressional Club Breakfast for the First Lady. The Auxiliary will be presenting Mrs. Ford with an Honorary Life Certificate at the Reception.

REQUIREMENTS

Social: Guest list yes (Pat Howard will distribute)
Invitations no Programs no Menus no
Refreshments yes (coffee, tea, tea pastries and tea sandwiches)
Entertainment no
Decorations/flowers yes
Music yes
Social Aides yes
Dress Short dresses for the ladies Coat check ?
Other --
Press: Reporters TO BE RESOLVED
Photographers _____
TV Crews _____
White House Photographers yes Color yes Mono. _____
Other --
Technical Support: Microphones yes PA Other Rooms no
Recording yes
Lights no
Transportation cars - enter thru SW Gate DRR _____
Parking South Grounds
Housing --
Other -- (Risers, stage, platforms) platform
Project Co-ordinator Pat Howard Phone 2927

Site diagrams should be attached if technical support is heavy.

THE WHITE HOUSE

WASHINGTON

May 20, 1976

MRS. FORD:

Event: Reception for the Former Members of Congress Auxiliary

Date/Time: May 21, 1976 3:00 p. m.

Place: State Dining Room

Number of Attendees: Approximately 120 guests

Principals: Mrs. Henry O. Talle, President, Former Members of Congress Auxiliary
Mrs. Laurie Battle, Treasurer, Former Members of Congress Auxiliary
Mrs. Charles B. Brownson, Secretary, Former Members of Congress Auxiliary

Schedule of Events: 3:00 p. m. Your guests will arrive through the Southeast Gate and will enter the White House through the Diplomatic Reception Room. They will be escorted to the State Dining Room where they will be served refreshments.

NOTE: Coffee, iced tea, tea sandwiches and pastries will be served.

3:05 p. m. After your guests have arrived, Maria Downs will escort you to the Grand Hall via elevator where you will meet the principals, Gladyce Talle, Janis Battle, and Anna Brownson. You will pause for a photograph with them.

You will then proceed with the principals into the State Dining Room to the small platform which will be located along the center of the south end wall. You will make brief welcoming remarks. At the conclusion of your remarks, Mrs. Talle will present on behalf of the Former Members of Congress Auxiliary an Honorary Life Membership in the Auxiliary to you.

NOTE: The presentation will include a certificate in a leather folder.

You will express appreciation for the Honorary Life Membership in the Auxiliary and then mingle informally with your guests.

NOTE: Your guests will be wearing name tags.

3:40 p. m.

You will bid farewell to your guests and return to the Family Quarters.

NOTES:

Marine Corps String Ensemble will be positioned in the Grand Hall.

Social Aides will be present.

There will be full press coverage.

A White House photographer will be present.

Background information is attached.

Guest list is attached.

Pat Howard



Patti

MRS. FORD AND SUSAN FORD
1976 Congressional Club Annual Luncheon

Thursday, May 20, 1976:

- 11:30 a.m. Arrive Shoreham Americana Hotel
Met by: Mrs. Emily Preyer, President-Congressional Club
Mrs. Ellen Armstrong, Luncheon Chairman
- 11:35 a.m. Congressional Club Luncheon Reception
Ambassador Room, Shoreham Americana Hotel
- 11:45 a.m. Photo Session during reception
Ambassador Room, Shoreham Americana Hotel
Photographs with the following groups:
1. Congressional Club Luncheon Committee (35)
2. C.C. Board of Directors (10)
3. C.C. Past Presidents (10)
4. C.C. Donors (10)
5. New Kingston Trio (Entertainment) (6)
- 12:00 noon Head Table Assembly
Each person at the head table will be introduced
individually and escorted to the ballroom by members
of the U.S. Marine Honor Guard.
- 12:20 p.m. Mrs. Ford is introduced; escorted by Marine Colonel
Jack T. Kline - Conductor, U.S. Marine Corps Band
- 12:30 p.m. Congressional Club Luncheon
Regency Ballroom, Shoreham Americana Hotel
Mrs. Armstrong introduces Mrs. Preyer
National Anthem and Invocation by Mrs. Robert McClory
- 1:15 p.m. Mrs. Preyer commences luncheon program
Mrs. Ford is called forward to officially present
three \$1,000.00 checks to the representatives of
the following charities:
1. Washington Chapter of Recording for the Blind
Representative: Mrs. Malcolm Price
2. Family Center for Child Abuse
Representative: Miss Mary Margaret Kerr
3. Children's Hospital Fund
Representative: Dr. Kathleen Hammock

(continued)

1:20 p.m. Mrs. Emily Preyer: Greeting remarks
Mrs. Preyer then introduces The First Lady

1:25 p.m. Mrs. Ford - Remarks

Upon conclusion of Mrs. Ford's remarks:

Mrs. Brown introduces the luncheon entertainment:
The New Kingston Trio (1/2 hour program)

2:00 p.m. Luncheon Program concludes
Mrs. Ford is escorted from the ballroom by Mrs. Preyer.

2:05 p.m. Depart Shoreham Americana Hotel

NOTE: Guests of Mrs. Ford are seated at Table # 19
10 seats
Guests are asked to depart the ballroom as Mrs. Ford
exits.

Advanceman: Mike Scanlon

✓ UPI
AP
✓ Post no
✓ Star - no
✓ NBC
✓ CBS
✓ ABC

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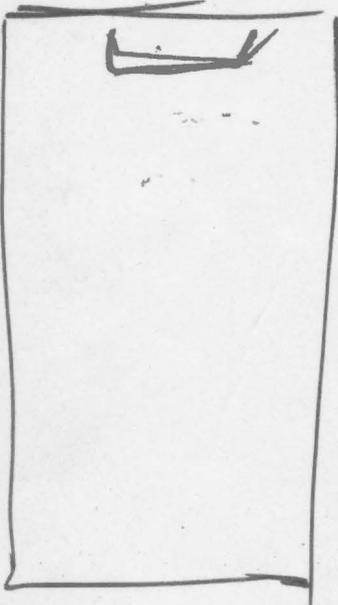
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