

The original documents are located in Box 11, folder “12/17/76 - White House Staff Christmas Party” of the Sheila Weidenfeld Files at the Gerald R. Ford Presidential Library.

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Date Issued 12/14/76By P. Howard

Revised _____

FACT SHEET
Mrs. Ford's Office

Event Christmas Party
 Group White House Staff Members
 DATE/TIME Friday, December 17, 1976 5:00 p. m.
 Contact Pat Howard Phone 2927
 Number of guests: Total 1000-1200 Women x Men x Children no
 Place State Floor
 Principals involved The President and Mrs. Ford
 Participation by Principal yes (Receiving line) no- mingle informally
 Remarks required yes
 Background --

1
REQUIREMENTS

Social: Guest list yes (Social Entertainments Office)
 Invitations yes Programs no Menus no
 Refreshments yes - Buffet
 Entertainment yes - dancing
 Decorations/flowers yes
 Music yes
 Social Aides yes
 Dress Business Suit - Afternoon Dresses for the Ladies Coat check coat racks
 Other -- available in Theater for self-check

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

Technical Support: Microphones yes PA Other Rooms ?
 Recording yes
 Lights --
 Transportation on foot
 Parking none
 Housing --
 Other -- (Risers, stage, platforms) yes

Project Co-ordinator Pat Howard Phone 2927

Site diagrams should be attached if technical support is heavy.

