

Data issued 8/27/74By Pat Howard

Revised _____

FACT SHEET

Event STATE DINNER honoring President Leone of Italy
 Group _____
 Contact Pat Howard Phone 2927
 Number of guests: Total 120 - Dinner 100 - A-Dinner x Men x Children _____
 Date/Time September 25, 1974 8:00 p.m.
 Place State Floor Entrance DRR (guests) & N. Portico (official arrival)
 Principals involved President and Mrs. Ford
 Participation by Principal yes (Receiving line) yes
 Remarks required yes
 Background _____

REQUIREMENTS

Social: Guest list yes
 Invitations yes Programs yes Menus yes
~~Refer to~~ State Dinner Format
 Entertainment yes
 Decorations/flowers yes
 Music yes
 Social Aides yes
 Dress Black Tie Coat check yes
 Other _____

Press: Reporters TO BE RESOLVED
 Photographers _____
 TV Crews _____
 White House Photographers yes Color _____ Mono _____
 Other _____

Technical
 Support: Microphones yes PA Other Rooms: yes
 Recording yes
 Lights ? (to be resolved)
 Transportation Cars
 Parking South Grounds
 Housing _____
 Other _____ (Risers, stage, platforms) ?

Project Co-ordinator Pat Howard Phone 2927

Site diagrams should be attached if technical support is heavy.