



FACT SHEET
Mrs. Ford's Office

Event STATE DINNER honoring First Secretary Gierek of Poland (Black Tie)
 Group _____
 DATE/TIME October 8, 1974 8:00 p.m.
 Contact Pat Howard Phone 2927
 Number of guests: Total 110 Women x Men x Children _____
 Place State Floor
 Principals involved President and Mrs. Ford
 Participation by Principal yes (Receiving line) yes
 Remarks required yes
 Background This will be the first visit to the US of a Polish official of Gierek's rank.

REQUIREMENTS

Social: Guest list yes
 Invitations yes Programs yes Menus yes
 Refreshments 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 yes
 Transportation By Car
 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.