



FACT SHEET  
Mrs. Ford's Office

Event State Dinner honoring Chancellor and Mrs. Kreisky of Austria  
 Group ---  
 DATE/TIME Nov. 12, 1974 - 8:00 p. m.  
 Contact Pat Howard Phone 2927  
 Number of guests: Total Dinner - 120 Women x Men x Children ---  
A-D - 100  
 Place State Floor  
 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  
 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 yes Mono. \_\_\_\_\_  
 Other \_\_\_\_\_

Technical Support: Microphones yes PA Other Rooms yes  
 Recording yes  
 Lights yes  
 Transportation by cars  
 Parking South Grounds  
 Housing --  
 Other -- (Risers, stage, platforms) yes (to be decided)

Project Co-ordinator Pat Howard Phone 2927

Site diagrams should be attached if technical support is heavy.