

FACT SHEET  
Mrs. Ford's Office

Event State Dinner honoring Chancellor Helmut Schmidt of Germany  
 Group -----  
 DATE/TIME Dec. 5, 1974 8:00 p. m.  
 Contact Pat Howard Phone 2927  
 Number of guests: Total 120 - Dinner 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 ---

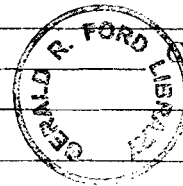
REQUIREMENTS

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  
 Other -- Coat check yes

Press: Reporters yes  
 Photographers yes  
 TV Crews yes  
 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

Project Co-ordinator Pat Howard Phone 2927



Site diagrams should be attached if technical support is heavy.