Digitized from the Russell H.	Armontrout Files	(Day E) at the	Carold D	Ford Dragidantial Library
Jourzea from the Russell of	Annennour Files i	BOX STALINE	GERMOR	FOIO Presidential Library
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Date Issued	11/25/74
P.	? Howard
Revised	

FACT SHEET Mrs. Ford's Office

Event Sta	te Dinner honoring Chancellor Helmi	it Schmidt of Germa	ny		
Group					
	Dec. 5, 1974 8:00 p.m.				
Contact Par	t Howard	·	Phone 2927		
Number of gr	uests: Total 00- A-D Women x	Men x	Children .		
Place State	e Floor				
Principals inv	olved President and Mrs. Ford	,			
		eceiving line) yes			
	iired yes				
_					
-					
	REQUIREMENTS				
Social:	Guest list yes.				
Social.	Invitations yes	Programs yes	Menus yes		
	Refreshments State Dinner Format				
	Entertainment VC3				
	Dayorations/flowers Ves				
	Music yes				
	Social Aides yes		M. Carlotte and M. Carlotte an		
	Dress Black Tie	Q. FORD	coat check yes		
	Other		00		
Press:	Reporters yes				
	Photographers yes				
	TV Crows yes				
	White House Photographers yes		Mono.		
	Other				
Technical	Microphones yes	DA Othan Da	oms yes		
Support:	interophonos -	ra Omer Ko	PA Other Rooms yes		
	Recording yes Lights yes	· · · · · · · · · · · · · · · · · · ·			
	Transportation by cars Parking South Grounds				
		, , , , , , , , , , , , , , , , , , ,			
	Housing	(Risers, stage, platfor	mo) Ves		
	Other	(Misers, Stage, pratient	1115) /		
Project Co-or	dinator_Pat Howard		Phone 2927		
Site diagrams	should be attached if technical support is heavy	V.			