

Date Issued 4/25/75By P. Howard

Revised _____



FACT SHEET
Mrs. Ford's Office

Event Working Stag Dinner Honoring Prime Minister Nouira of Tunisia
 Group --
 DATE/TIME May 1, 1975 7:30 p. m.
 Contact Pat Howard Phone 2927
 Number of guests: Total 31 Women _____ Men x Children _____
 Place State Floor
 Principals involved President
 Participation by Principal yes (Receiving line) ?
 Remarks required yes
 Background The President will be receiving Prime Minister Nouira in an office meeting and will host a working stag dinner in the Prime Minister's honor on 5/1/75

REQUIREMENTS

Social: Guest list yes
 Invitations yes Programs no Menus yes
 Refreshments Dinner Format
 Entertainment no
 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 no
 Transportation cars
 Parking South Grounds
 Housing --
 Other -- (Risers, stage, platforms) no

Project Co-ordinator Pat Howard Phone 2927

Site diagrams should be attached if technical support is heavy.