

FACT SHEET
Mrs. Ford's Office

Event Working Dinner (Stag)
~~CONF~~ In Honor of Prime Minister Rabin of Israel
 DATE/TIME Wed., June 11, 1975 7:30 p.m.
 Contact Pat Howard Phone 2927
 Number of guests: Total 32 Women _____ Men x Children _____
 Place State Floor
 Principals involved President
 Participation by Principal yes (Receiving line) no
 Remarks required yes
 Background --

REQUIREMENTS

Social: Guest list yes
 Invitations yes Programs yes Menus yes
 Refreshments Dinner Format
 Entertainment no
 Decorations/flowers yes
 Music yes
 Social Aides yes
 Dress Black Tie Coat check ?
 Other --

Press: Reporters yes
 Photographers yes
 TV Crews ?
 White House Photographers yes Color yes Mono. _____
 Other --

Technical Support: Microphones yes PA Other Rooms no
 Recording yes
 Lights no
 Transportation cars
 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.

