

Date Issued 10/29/75By P. Howard

Revised _____

FACT SHEET
Mrs. Ford's Office

Event Working Dinner (Stag)
 Group In Honor Of Prime Minister Thorn of Luxembourg
 DATE/TIME November 12, 1975 7:30 p. m.
 Contact Pat Howard Phone 2927
 Number of guests: Total 30 approx. Women _____ Men x Children _____
 Place State Floor
 Principals involved President
 Participation by Principal yes (Receiving line) no (mingle informally)
 Remarks required yes
 Background --

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 ?
 Other --

Press: Reporters TO BE RESOLVED
 Photographers --
 TV Crews --
 White House Photographers yes Color yes Mono. _____
 Other --

Technical Support: Microphones yes (recording) PA Other Rooms yes
 Recording yes
 Lights no
 Transportation cars
 Parking South Grounds
 Housing --
 Other -- (Risers, stage, platforms) no

Project Coordinator Pat Howard Phone 2927

Site diagrams should be attached if technical support is heavy.