

Date Issued 7/2/76By P. Howard

Revised \_\_\_\_\_

**FACT SHEET**  
Mrs. Ford's Office

Event STATE DINNER  
 Group In Honor of Her Majesty Queen Elizabeth II & His Royal Highness The Prince  
 DATE/TIME July 7, 1976 8:00 p. m. Philip, Duke of Edinburgh  
 Contact Pat Howard Phone 2927  
 Number of guests: Total 200 Women x Men x Children --  
 Place East Garden, South Lawn, Rose Garden and State Floor  
 Principals involved President and Mrs. Ford  
 Participation by Principal yes (Receiving line) yes  
 Remarks required yes  
 Background --

**REQUIREMENTS**

Social: Guest list yes (Social Entertainments Office will distribute)  
 Invitations yes Programs yes Menus yes  
 Refreshments STATE DINNER FORMAT  
 Entertainment yes  
 Decorations/flowers yes  
 Music yes  
 Social Aides yes  
 Dress White Tie Coat check yes - Theatre  
 Other --

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 cars -  
 Parking East Executive Avenue  
 Housing --  
 Other -- (Risers, stage, platforms) yes

Project Co-ordinator Pat Howard Phone 2927

Site diagrams should be attached if technical support is heavy.