

FACT SHEET  
Mrs. Ford's Office

Event State Dinner  
 Group In Honor of His Excellency, Giulio Andreotti, President of the Council of Ministers of the Italian Republic  
 DATE/TIME 12-6-76 8:00 p. m.  
 Contact Pat Howard Phone 2927  
 Number of guests: Total Dinner - 160 Women x Men x Children --  
 A-Dinner-80  
 Place 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 guest list)  
 Invitations yes Programs yes Menus yes  
 Refreshments State Dinner Format  
 Entertainment yes  
 Decorations/flowers yes  
 Music yes  
 Social Aides yes  
 Dress Black Tie Coat check yes - DRR  
 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 - enter thru SW Gate  
 Parking South Grounds  
 Housing --  
 Other -- (Risers, stage, platforms) stage

Project Co-ordinator Pat Howard Phone 2927

Site diagrams should be attached if technical support is heavy.