

State Dinners—Press Pools

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Trudeau

TIGHT POOL

AP
UP
Post
Star
Time
Newsweek
U.S. News
Knight Ridder
Women's Wear
Canadian Press
LeDevoir

Fran Lewine
Wes Pippert
Donnie Radcliffe/J. Trescott
Joy Billington
Bonnie Angelo
Henry McGee
Tish Avery
Vera Glaser
Susan Watters
Garry Fairbairn
Lise Vissonnette

OTHER

NY Daily News
NANA
McClendon News Service
Scripps-Howard
Family Circle
Dossier
Ridder Newspapers
United Features
(X) Nover News Service
Cox Newspapers
U.S. News Agency
Vogue
AP
(X) N.Y. Post
(X) Storer Broadcasting
(X) Voice of America
Le Soleil
Globe & Mail

Ann Wood
Malvina Stephenson
Sarah McClendon
Ann McFeatters
Lillian Levy
Sonia Adler
Marie Ridder
Trude Feldman
Naomi Nover
Nancy Lewis
Julie Moon
Sandra McElwaine
Saul Pett
Judy Michaelson
Fay Wells

Jean-Marc Poliquin
Hugh Winsor

STILL PHOTOGRAPHERS

AP
UP
W.H.
Canadian - official
Star
Post

Charles Tasnadi

Libby Joy
Ray Lustig
John Allen

Women's Wear
Time
Newsweek
U.S. News
Canadian Pool

Guy Delort
Wally Bennett
Wally McNamee
Fred Chartrand

Who was heavy set man with
aunt ^{Warren Christopher} Cissy & Keith? — Jamieson — ^{canal} see

Has Trudeau been for here
before state dinner? —

fur coat
dress

He gave her coat
= white
= pink
= miss
= green suede

Mar 24 '69 - white tee
Dec 6 - '71 - Stag
Dec 4 - '74 - Stag

First dinner for Mrs. T. - together.
Mrs T's dress?

Necklace - Mrs. C's

penfold ^{artigue} ^{used}
watch that
he gave her while
in your maximum
gift

Abraham Lincoln + another

Mr Jamieson - Mrs + Mrs Stapleton
Christopher - Mrs. Dolvin -

STATE DINNER IN HONOR OF PRIME MINISTER CALLAGHAN
AND MRS. CALLAGHAN OF THE UNITED KINGDOM 3/10/77

TIGHT POOL

AP	Peg Simpson
UP	Helen Thomas
Washington Post	Donnie Radcliffe/Karen DeWitt
Washington Star	Joy Billington
Newsweek	Jane Whitmore
U.S. News	Tish Avery
Women's Wear	Sue Watters
Syndicate	Betty Beale
1 British	
2 Wild Cards	

REGULAR POOL

Scripps-Howard	Ann McFeatters	Helen Smith
United Features	Trude Feldman	
Nover News Service	Naomi Nover	
Storer Broadcasting	Fay Wells	
Voice of America	Phyl Jurey	
U.S. News Agency	Julie Moon	
	Lillian Levy	
Reuters	Peter Gregson	
Evening Standard	Jreomie Campbell	
Evening News	John Dickenson	
Daily Telegraph	Stephen Barber	
The Gardian	Jonathan Steele	
The Sun	Roger Carroll	

PHOTOGRAPHERS

UP	John Full
AP	Jeff Taylor
Newsweek	Susan McElhinney
Post	Elsworth Davis
Star	Walter Oates
News Photo News	Nour
W.H. photographer	
Star	Brian Striar (arrival only)

NBC - pool

TIGHT POOL

9:30 photos
9:45 pool

Walter Mears
Helen Thomas
Donnie Radcliffe/
Nancy Collins
Joy Billington
Jane Whitmore
Tish Avery
Ann Wood
2 Wild Cards

AP
UPI
Post
Star
Newsweek
U.S. News
NY Daily News

Malvina Stephenson?
Sarah McClendon?
Ann McFeatters?
Lillian Levy
— Naomi Nover
— Fay Wells
Julie Moon?
Trude Feldman?
— Judy Michaelson
Sue Watters?
— Phyl Jurey
Jesse Stearns
Mary Lou Abbott

NANA
McClendon News Service
Scripps-Howard
Family Circle
Nover News Service
Storer Broadcasting
U.S. News Agency
United Features
N.Y. Post
WWD
VofA
Stearns News
Houston Chronicle

PHOTOGRAPHERS

Charles Bennett
John Full
Arnold Sachs
Bob Burchette
Warren Leffer
Guy DeLort
Ricardo Thomas
Walter Dater

AP
UP
Consolidated
Post
U.S. News
WWD - No toasts
White House
Star

978-4330

Monica
Malina
Judy

5:00 Guest Lists, seating - W.W.
7:00 Wild cards - briefing
7:10 Corridor
7:25 Pickup for North Portico
7:45 Staircase shot
7:50 Back to W.W.
8:50 WW to theater, corridor
9:10 Official toasts -photo
9:15-9:30 Toasts
9:40 Pool upstairs
9:50 All upstairs
10:00 Entertainment
11:00 Toasts Texts

7:30 Arrival
7:45 Staircase
9:25 Toasts
9:40 m + m
10:00 Entertainment

I could have danced all night
I concentrate on you U.S. Army Strings
Fiddle Fiddle

Major W. D. Rusinak - Marine Band
Retire after 20 years.

writers

Aileen
Gracie
Betty B
Garnett Stockley
Sue W
Naomi
Trude
Judy / Ronnie
Lillian

Joy

Faye Wells

+ 2 Venezuelans

photos

8 {
last photo
Venezuela
Post - Harry
Newmark ^{Washington}
Stan - Ken
W P
A P
George Ortiz in Norm
Guy de Lant

7:40 - low for N ~~Portico~~ guests

7:45 - to N. Portico (fair)

{ Ann
Cristo
Chris }

9:25 (or earlier)

9:50 (writers)

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

TO: Mary F. Hoyt

FROM: Barbara T.H.

RE: STATE DINNERS EAST WING PRESS PROCEDURES

I visited several offices and individuals for their input on how State Dinners have been orchestrated in the past. Following is a summary of past rolls and their and my suggestions for future State Dinners.

Walt Wurfel's Office: EOB Press Office

This office sometimes suggests editors and persons from special press services (not the regulars) to be added to the guest lists. contacts: Patricia Burio, Linda Pek

PHOTOGRAPHY

Their major function for the White House is to keep a documented pictorial history of all events taking place in and/or connected with the WH. The four White HOuse photographers are:

Bill Fitzpatrick
Ricardo Thomas
Karl Schumacher
Jack Kightlinger

It is important that they receive a scenario to those events and functions where Mrs. Carter will be present. I informed Bill Shaddix our contact of Mrs. Carter's dial line.

For visiting Heads of State they are concerned with State Arrivals and State Dinners.

VISITORS OFFICE

There is a receptionist and five others who schedule tours through the White House. Their concern with State Dinners is only to ticket people (schools, associations, ethnic groups, etc.) for South lawn passes for the arrival of Heads of State.

THE FOUR PRESS SHOTS:

1. North Porteco:...this shot is out-of-doors and the press is usually stanchioned off at the left. see diagram.
2. Grand Stairway...this shot is taken of four principals as they descend the staircase. The press are stanchioned off in Grand Hall for this shot.
3. State Dining Room for "Toast" shot*..This will probably involve using two entrances. The "pooled" mini cam in doorway of red room, and the north entrance door for stills.
4. East Room "Entertainment"-shot...This procedure has varied among recent Presidents.
 - a) To the best of Connie Garrard's memory, Nixon did not allow any press into East Room during entertainment. Shots could be gotten of entertainer in afternoon during the rehearsal.
 - b) Ford allowed press to cover first and last numbers. Two exceptions were the first State Dinner and for Queen Elizabeth's visit they were allowed to cover first five minutes.

TRANSCRIBERS must be notified to transcribe the toasts. Mary Hoyt's office must inform Raleigh Milton in charge of REporter Office X 2690 . This is usually completed early next morning as actual toasts take place around 11:00 p.m.-midnight, after deadlines.

* Writers for the "toast" are usually escorted downstairs to family room where toast is piped in.

THE AFTERNOON ARRIVAL:

The Head of State and his wife are usually greeted at South Lawn main entrance. The Press have open coverage at this time.

F.Y.I.

Rex is concerned that the driver to the visiting wife is instructed that she will be picked up at North Main porteco (although she arrived at South entrance). This should carefully be worked out with her companion from the State Department. It must be advanced!

An obvious problem that will have to be decided with each State Dinner is the removal of the press after the 3rd (toast) shot. This could be very cumbersome.

Rex also mentioned how carefree the former administration was with the press during its final months, at these occasions.

As the mini cam will probably be housed in the red room, there will be little room for guests to mingle. Thus they may spill out into the Grand Hall area. Will the press be immediately escorted into the bull pen for this occasion? This is while they have coffee and the other after dinner guests are arriving for coffee and entertainment.

The other constant bone of contention is the final entertainment shot.

To what extent will it be covered? If the press is inside the East Room at the conclusion of the evening, they must not collide with departing guests. One solution could be to allow the press at that point (providing they are still in the room), to use the staircase on opposite end of Grand Hall (near pantry) to return through the inside lower level.

In any case, I strongly recommend that we meet with press prior to first State Dinner and brief them of our procedures...inform them as to when and what they will be allowed to cover, and kindly ask their cooperation in moving swiftly from one spot to another when necessary.

Barbara

STATE DINNER COVERAGE POOLS

Open coverage of arrivals and staircase shot

Photo pool only for dinner toasts:

AP

UPI

U Washing ton Post photo

Washington Star photo

Magazine photo (Newsweek and time rotate)_

Mini-cam crew 2

2 2 stills and camera crew from other country's media

Writers (8-12) go to the Family Theatre to listen to toasts piped-in. These are to be chosen by First Lady's Press Secretary.

Writers and photographers go into East Room for entertainment. Photographers will shoot first and last numbers or as otherwise assigned. (Two exceptions: First State Dinner and Queen Elizabeth's dinner - first five minutes)

Afternoon and Early Evening REceptions:

In the past they have had no photographers

4 writers

AP

UPI

Newspapers

Magazines

Can observe, but not ask questions.

NORTH.

PENN. AVE.

Limo

Grand Hall

Bull Pen?
3A

press

Grand Stairway
1A 2

Press?
4th.

East Rm.

mini Cam.

EMERGENCY

STATE Dining Rm.

mini Cam

Red Rm

Coffee
Blue Rm



POOL
14

Fran Lewine
Helen Thomas
~~Ranjit de Silva~~
Donnie Radcliffe/Judy Martin
Joy Billington/Pat Lewis
Bonnie Angelo
Richard Steele
Tish Avery
Ann Wood
Marlene Cimonis
Betty Beale (late arrival)
2 - random selection
1 - Mexican correspondent

AP
UPI
Reuters
Post
Star
Time
Newsweek
US News
NY Daily News
L.A. Times
syndicate

OTHERS
19

Sue Watters
Malvina Stephenson
Kandy Stroud (late arrival)
Sarah McClendon
Vera Glaser
Ann McFeatters
Laura Foreman
Lillian Levy
Garnett Stackelberg (late arrival)
Sonia Adler
Marie Ridder
Trude Feldman
Naomi Nover
Andy Glas
Julie Moon
+ Fay Wells
Clare Crawford
Kitty Kelley
+ Rachel Bail Baumel

Women's Wear
NANA
NY Times Magazine
McClendon News Service
Knight Newspapers
Scripps-Howard
New York Times
Family Circle
Palm Beach Life
Dossier
Ridder Newspapers
United Features
Nover News Service
Cox Newspapers
U.S. News Agency
Storer Broadcasting
People Magazine
Redbook Magazine
Voice of America

MEXICAN
6

Maria Delapaz Muoz
Armando Rojas Arevalo
Enrique Perez Amhed
Angel Vivieros
Mary Mazzarini

El Dia
Unicersal
Channel 13
No Time

*Wild
Cards*
①
②

STILL PHOTOGRAPHERS

13

Perry Arthur (arrival only)

Nicholas Pergola

Robert McElroy

Craig Herndon

Walter Oates

Dan Farrell

Benito Pliego, Thomas Navarrete

Ramon Guzman

Warren Leffler

People Magazine

AP

UPI

White House

Time

Newsweek

Post

Star

NY Daily News

Mexican photographers

official Mexican photo.

US News

TO: East Wing Press Staff

FROM: Mary Hoyt

Please study this carefully -- we will have a staff meeting at 11:30 to go over details and make necessary changes.

May I suggest a few -- probably not that necessary but maybe helpful -- rules for our staff.

1. Each of you will be totally responsible for your part of the scenario. A 2-3 minute delay can mean disaster for all of us.
2. We are not guests.
3. We should not stand around and be visible to guests, but we must somehow always be available to the Press.
4. If there is a problem -- and there will be -- do not flap. Rather say you will find someone to solve it. Do not waste any time in finding me or Ann. We will be the heavies for the night. Do not, repeat do not, get into arguments with the Press.
5. Never change the scenario. If it is wrong, we will have to take the flak. We will get lots of flak. Make note of possible improvements for a debriefing session.
6. Read the scenario carefully so that you know who is responsible for what. Do not move out of your own territory or change positions.
7. Remember that any observation, comment, reaction that you may make may be the lead for tomorrow's story. Repeat, the Press will be judging the professionalism of the Press Staff as well as the attire of the guests. I cannot stress this too strongly. Keep a low profile. Don't speculate, talk about other East Wing activities, or comment about the party or the guests. Never answer a question unless you are positive you are right. The best answer always is, "I do not know, but I will try to find out for you".
8. I will have the following kinds of information if you are asked. I will give out this information during dinner:
 - a. A sampling of guests, where they come from, who they are.
 - b. A roundup of a few of the minor changes in entertaining style of President and Mrs. Carter.

Please note -- we should all confer briefly before this period to exchange any information that might be useful for the Press. Please use your eyes and ears to our advantage.

Responsibilities in Advance of the Dinner

1. East Wing Theater set up

Responsibility for setup, champagne, glasses, mechanical procedures for piping in the toast (call Usher's Office, other) Faith Collins

2. Guest List

Responsibility for obtaining, duplicating, distributing, no later than 5:00 p.m., guest list to West Wing Press Office, Washington Post, Washington Star and others (call local papers and ask how best to expedite). Luraner Little

3. Gate List

Responsibility for keeping accurate count and names of all who need to be cleared and/or admitted on grounds. Faith Collins

4. Roped Areas to Contain Press

(Late afternoon?) Check with Usher's Office about roped areas in lower corridor, main lobby, North Portico, and any others. Remember that writers and photographers need assigned areas that are equally prime. Barbara Heineback

5. Brief Biographies on President and Mrs. Lopez Portillo

Responsibility for writing, duplicating and distributing in theater during dinner (see me for State Department info). Coates Redmon

6. Transcribers for Toast

Responsibility for contacting transcribers and making arrangements for distribution of toast -- where, when, how? Barbara Heineback

7. Toast Text

Responsibility for obtaining, duplicating and distributing in theatre during dinner (Jim Fallow's office). Luraner Little

8. Fact Sheet

Responsibility for distributing in theater during dinner. Luraner

Other: Ann and Mary

1. Will float throughout the evening.
2. Will brief Press in theater during dinner.
3. Will be sure stills and writers have grand staircase shot.
4. Handle still photographers at doorway to State Dining Room.
5. Be sure lights are "up" for shots of entertainment.
6. Be sure Press is moved out quickly but gently at end of party.

7. Be available in West Wing for Q&A after party, if necessary.

LURANER LITTLE

1. Figure out how staff can get something to eat.
2. Check all staff to see if we need to have cars to get people home.
3. Be sure there is someone available after dinner for typing, Xeroxing, etc.

BARBARA HEINEBACK

1. Call Ed Fouhy, 229-3651, early Monday morning and ask which network is pooling for the dinner, and request that all lights in the house be done between 11 and 12 noon. The Usher's Office wishes the lighting to be completed by noon, and electricians can get in as soon as the Lopez Portillos depart the Residence.

COATES REDMON

Please check with the State Department and/or Madeline regarding the gifts to be exchanged. Please note attached memo, which should be returned to Gretchen. Check to be sure the National Gallery of Art book will be presented. Please write a brief paragraph about the gifts as added information on the biographical sketches on the Lopez Portillos.

THE WHITE HOUSE
WASHINGTON

* Butcher	P
Joy - Rotate	P
Bonnie - Karen Duont	P
Sue Walters	P
Betty Bruce	P
* Phil Jurey -	
Reg Simpson	P
Helin Thomas	P
* Fay Wells -	
* Ann McElattus -	
* Naomi Noce -	
Irude Feldman	P
* Lillian Levy -	
Jane Whitmore -	P
Tisha Avery	P
* Portachi - 5	

PRESS COVERAGE OF THE STATE DINNER FOR PRIME MINISTER PIERRE ELIOT TRUDEAU AND MRS. TRUDEAU

Monday, February 21, 1977

11:00 - 11:20 a.m. Rehearsal for entertainment; view table decorations.
Pickup in West Wing Press Room at 10:55 a.m.

FACT SHEETS AND BIOS OF HEAD OF STATE AVAILABLE AT
11:00 a.m., WEST WING PRESS OFFICE

5:00 p.m. GUEST LISTS FOR DINNER, ENTERTAINMENT, SEATING
AVAILABLE IN WEST WING PRESS OFFICE.

7:00 p.m. Briefing, wild-card draw, West Wing Press Office.

7:10 p.m. Coverage begins in diplomatic entrance, lower
corridor. *Ann*

7:25 p.m. Pickup in West Wing for North Portico to cover the
arrival of Head of State for stragglers.

7:45 p.m. Staircase shot

8:50 p.m. Pickup in West Wing Press Office for all who wish
to hear toast, view arrival of guests for enter-
tainment. *Ann*
9 pm - guests start to arrive

9:40 p.m. Pool only upstairs to mix and mingle. *Ann*

9:50 p.m. Others escorted to East Room for entertainment.

10:00 p.m. Entertainment

11:00 p.m. Text of toasts available in West Wing Press Office.

PHOTOGRAPHERS: Official coverage only of toasts.
Long lens for entertainment.

WRITERS: Please note the "wild card" draw at 7:00 p.m. for
two writers to be added to the pool.

POOL: Please call Faith Collins in the East Wing Press
Office (456-2164) if you need information.

TIGHT POOL

AP	Fran Lewine
UP	Wes Pippert
Post	Donnie Radcliffe/J. Trescot
Star	Joy Billington
Time	Bonnie Angelo
Newsweek	Henry McGee
U.S. News	Tish Avery
Knight Ridder	Vera Glaser
Women's Wear	Susan Watters
Canadian Press	Garry Faribairn
Le Devoir	Lise Vissonnette

OTHER

NY Daily News	Ann Wood
NANA	Malvina Stephenson
McClendon News Service	Sarah McClendon
Scripps-Howard	Ann McFeatters
Family Circle	Lillian Levy
Dossier	Sonia Adler
Ridder Newspapers	Marie Ridder
United Features	Trude Feldman
Nover News Service	Naomi Nover
Cox Newspapers	Nancy Lewis
U.S. News Agency	Julie Moon
Vogue	Sandra McElwaine
AP	Saul Pett
N.Y. Post	Judy Michaelson
Storer Broadcasting	Fay Wells
Voice of America	
Le Soleil	Jean-Marc Poliquin
Globe & Mail	Hugh Winsor
FP Publications	<i>Paul Whitelaw</i>

STILL PHOTOGRAPHERS

AP	Charles Tasnadi
UP	
WH	
Candaian-official	Libby Joy
Star	Ray Lustig
Post	John Allen
Women's Wear	Guy Delort
Time	Wally Bennett

*2 wires
1 mag
1 local paper
1 independent
1 foreign
6*

Newsweek
U.S. News
Canadian Pool

Wally McNamee
Fred Chartrand

THE WHITE HOUSE
WASHINGTON

Mary:

Nour, the lady photographer of News Photo News, and several other photographers want to meet with us to talk about State dinner coverage. I told her we would try to set something up for tomorrow. Besides Nour, it would probably involve AP, UP, and the magazines.

Ann

^{Photos}
4-6 feet - flanked from
red carpet down out

Stop at top of steps - chat
chat - influence for 30 sec.
chief of protocol out of picture
(tape on area)

[✓]
~~Restricted~~ Coverage - Photos

7-10

2 time - 3

~~toast~~ — ~~pull out down~~

Alert press from East Room
to N. Portico —

THE WHITE HOUSE
WASHINGTON

Case photographs re

1) Keeser

2) end of dinner

3) Monday morning

USA re post.

PHOTOGRAPHERS

Governor's Dinner

Mar. 1

Wires:

AP

Charles Bennett

UP

John Full

Ind:

Consolidated

Arnold Sachs

Loc. Paper

Bob Burchette

Post

Magazine

Warren Leffer

U.S. News

White House

Ricardo Thomas

Woman's Wear or

Guy DeLort-W.W.D.

Foreign

Foreign Official
