

file —  
"Events"  
(Diane's file)

THE WHITE HOUSE  
WASHINGTON

**DATE:** Thursday, September 9, 1993  
**TO:** The President  
The First Lady  
**RE:** Concert and Reception:  
Kennedy Center Donors  
**TIME:** 7:30 p.m.  
**LOCATION:** East Room  
Blue Room  
State Dining Room  
**DRESS:** Informal (Cocktail suits)  
**NO. OF GUESTS:** 200  
**FROM:** Ann Stock

---

7:30 p.m.

THE PRESIDENT and THE FIRST LADY announced into East Room.

THE PRESIDENT and THE FIRST LADY proceed to front row.

Concert begins.

THE PRESIDENT thanks Maestro Rostropovich (Slava) and Sara Wolfensohn, followed by brief remarks.

THE PRESIDENT and THE FIRST proceed to Blue Room for receiving line.

THE PRESIDENT and THE FIRST LADY depart.

THE WHITE HOUSE  
WASHINGTON

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TO: The President  
The First Lady  
RE: Concert and Reception:  
Kennedy Center Donors  
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Blue Room  
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DRESS: Informal (Cocktail suits)  
NO. OF GUESTS: 200  
FROM: Ann Stock

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THE PRESIDENT and THE FIRST LADY depart.

Revised  
9-12-93

Date: 10-Sep-1993

RESIDENCE EVENT TASK SHEET

Type of Event: COFFEE

Group: CONGRESSIONAL MBRS

Date: 14-Sep-1993

Time: 9:15am to: 10:00am

Guests: <sup>400</sup> ~~60~~

Dress: BUS

Site: ST. DR

Rain Site:

Principals: PRESIDENT

from: 9:15am to: 10:00am Remarks: Yes No \* Time:

Receiving Line: Yes No \* Time: Site:

USHERS' OFFICE: #Chairs: 3 Tables:

Platform:

Serving Time: 9:00

Location:

Coat Check: Yes No

Food/Beverage: COFFEE & JUICE

TOUR OFFICERS: Entry Gate: W. WING

Exit: SAME

Parking: Yes \* No

Location:

Comments:

CALLIGRAPHERS: Place Cards: Yes No \*  
Other:

Handouts: Yes No \*

WHITE HOUSE PHOTO: Yes \* No

Time: 9:00am

General Edit: Yes No

MILITARY OFFICE: Social Aides: 0

Carriage Call: Yes No \*

Door Openers: Yes No \*

Honors: Yes No \*

Type of Music

Site

Time

NONE

WHCA:

Podium: Yes \* No

Type: Toast LeeTern Location:

Announcer Mike: Yes No \* Other Mikes: Yes No \*

Site:

Recording: Yes \* No

Other Requirements:

PRESS: Yes No \*

Details:

WH Television: Yes No

SPECIAL INSTRUCTIONS:

3 DR chairs

POTUS will hold in Red Room 10:00-10:30

Social Office Contact: STOCK, MCCOY

Phone: x7136

Fax: x

White House Staff Contact: Doris Matsui

Phone: x 2930

Fax: x

Group contact:

Phone: ( ) -

Fax: ( ) -

Reimbursable: Yes No \* Bill: OFFICIAL

Revised  
9-12-93

Date: 10-Sep-1993

RESIDENCE EVENT TASK SHEET

Type of Event: COFFEE

Group: CONGRESSIONAL MBRS

Date: 14-Sep-1993

Time: 9:15am to: 10:00am

Guests: ~~60~~ 60

Dress: BUS

Site: ST. DR

Rain Site:

Principals: PRESIDENT

from: 9:15am to: 10:00am Remarks: Yes No \* Time:

Receiving Line: Yes No \* Time: Site:

USHERS' OFFICE: #Chairs: 3 Tables:

Platform:

Serving Time: 9:00

Location:

Coat Check: Yes No

Food/Beverage: COFFEE & JUICE

TOUR OFFICERS: Entry Gate: W. WING

Exit: SAME

Parking: Yes \* No

Location:

Comments:

CALLIGRAPHERS: Place Cards: Yes No \*

Handouts: Yes No \*

Other:

WHITE HOUSE PHOTO: Yes \* No

Time: 9:00am

General Edit: Yes No

MILITARY OFFICE: Social Aides: 0

Carriage Call: Yes No \*

Door Openers: Yes No \*

Honors: Yes No \*

Type of Music

Site

Time

NONE

WHCA:

Podium: Yes \* No

Type: Toast LeeTern Location:

Announcer Mike: Yes No \* Other Mikes: Yes No \*

Site:

Recording: Yes \* No

Other Requirements:

PRESS:

Yes No \*

Details:

WH Television: Yes No

SPECIAL INSTRUCTIONS:

3 DR chairs

POTUS will hold in Red Room 10:00-10:30

Social Office Contact: STOCK, MCCOY

Phone: x7136

Fax: x

White House Staff Contact: EDRIS MATSU

Phone: x 2930

Fax: x

Group contact:

Phone: ( ) -

Fax: ( ) -

Reimbursable: Yes No \* Bill: OFFICIAL

Date: 12-Sep-1993

# RESIDENCE EVENT TASK SHEET

Type of Event: TEA

Group: NETWORK ANCHORS

Date: 14-Sep-1993 Time: 2:00pm

Site: GARY TO DETERMINE

Principals: FIRST LADY

from: 2:00pm to: Remarks: Yes No Time:

Receiving Line: Yes No \* Time: Site:

Guests: Dress:

Rain Site:

USHERS' OFFICE: #Chairs: Tables:  
Serving Time: 2:00PM  
Coat Check: Yes No  
Food/Beverage: TEA, SWEETS

Platform:  
Location:

TOUR OFFICERS: Entry Gate: PRESS  
Parking: Yes No \*  
Comments:

Exit: SAME  
Location:

CALLIGRAPHERS: Place Cards: Yes No \*  
Other:

Handouts: Yes No \*

WHITE HOUSE PHOTO: Yes \* No Time: 1:45pm

General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 0  
Door Openers: Yes No \*  
Type of Music Site

Carriage Call: Yes No \*  
Honors: Yes No \*  
Time

WHCA: Podium: Yes No \* Type: Location:  
Announcer Mike: Yes No \* Other Mikes: Yes No  
Site:  
Recording: Yes No \* Other Requirements:

PRESS: Yes No \* Details:  
WH Television: Yes No

SPECIAL INSTRUCTIONS:

Social Office Contact: STOCK, MCCOY  
White House Staff Contact: NEEL LATTIMORE  
Group contact:

Phone: x7136 Fax: x6235  
Phone: x6266 Fax: x  
Phone: ( ) - Fax: ( ) -

Reimbursable: Yes No \* Bill: OFFICIAL

Date: 12-Sep-1993

# RESIDENCE EVENT TASK SHEET

Type of Event: TEA

Group: NETWORK ANCHORS

Date: 14-Sep-1993 Time: 2:00pm

Site: GARY TO DETERMINE

Principals: FIRST LADY

from: 2:00pm to:

Receiving Line: Yes No \* Time: Remarks: Yes No Time: Site:

Guests: Dress:

Rain Site:

USHERS' OFFICE: #Chairs: Tables:  
Serving Time: 2:00PM  
Coat Check: Yes No  
Food/Beverage: TEA, SWEETS

Platform:  
Location:

TOUR OFFICERS: Entry Gate: PRESS  
Parking: Yes No \*  
Comments:

Exit: SAME  
Location:

CALLIGRAPHERS: Place Cards: Yes No \*  
Other:

Handouts: Yes No \*

WHITE HOUSE PHOTO: Yes \* No Time: 1:45pm

General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 0  
Door Openers: Yes No \*  
Type of Music Site

Carriage Call: Yes No \*  
Honors: Yes No \*  
Time

WHCA: Podium: Yes No \* Type: Location:  
Announcer Mike: Yes No \* Other Mikes: Yes No  
Site:  
Recording: Yes No \* Other Requirements:

PRESS: Yes No \* Details:  
WH Television: Yes No

SPECIAL INSTRUCTIONS:

Social Office Contact: STOCK, MCCOY  
White House Staff Contact: NEEL LATTIMORE  
Group contact:

Phone: x7136 Fax: x6235  
Phone: x6266 Fax: x  
Phone: ( ) - Fax: ( ) -

Reimbursable: Yes No \* Bill: OFFICIAL

Date: 12-Sep-1993

# RESIDENCE EVENT TASK SHEET

Type of Event: BRIEFING

Group: CBS

Date: 14-Sep-1993

Time: 11:00am to: 12:00pm

Guests: 20

Dress: BUS

Site: DIP RM

Rain Site:

Principals: FIRST LADY

from: 11:00am to: 12:00pm

Remarks: Yes No

Time:

Receiving Line: Yes No \* Time:

Site:

USHERS' OFFICE: #Chairs: 20 Tables: FOR 20 PEOPLE

Platform:

Serving Time: 10:45AM

Location:

Coat Check: Yes No

Food/Beverage: FINGER SANDWICHES

TOUR OFFICERS: Entry Gate: NW GATE TO DIP RM

Exit: SAME

Parking: Yes No

Location:

Comments: PRESS PEOPLE

CALLIGRAPHERS: Place Cards: Yes No \*

Handouts: Yes No \*

Other:

WHITE HOUSE PHOTO: Yes \* No

Time: 10:45am

General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 0

Carriage Call: Yes No \*

Door Openers: Yes No \*

Honors: Yes No \*

Type of Music

Site

Time

WHCA:

Podium: Yes No \* Type:

Location:

Announcer Mike: Yes No \* Other Mikes: Yes No \*

Site:

Recording: Yes No \*

Other Requirements:

PRESS: Yes No \*

Details:

WH Television: Yes No \*

SPECIAL INSTRUCTIONS:

Social Office Contact: STOCK, MCCOY

Phone: x7136

Fax: x6235

White House Staff Contact: NEEL LATTIMORE

Phone: x6256

Fax: x

Group contact:

Phone: ( ) -

Fax: ( ) -

Reimbursable: Yes No \* Bill: OFFICIAL



Date: 12-Sep-1993

# RESIDENCE EVENT TASK SHEET

Type of Event: BRIEFING

Group: CBS

Date: 14-Sep-1993

Time: 11:00am to: 12:00pm

Guests: 20

Dress: BUS

Site: DIP RM

Rain Site:

Principals: FIRST LADY

from: 11:00am to: 12:00pm

Remarks: Yes No

Time:

Receiving Line: Yes No \* Time:

Site:

USHERS' OFFICE: #Chairs: 20 Tables: FOR 20 PEOPLE

Platform:

Serving Time: 10:45AM

Location:

Coat Check: Yes No

Food/Beverage: FINGER SANDWICHES

TOUR OFFICERS: Entry Gate: NW GATE TO DIP RM

Exit: SAME

Parking: Yes No

Location:

Comments: PRESS PEOPLE

CALLIGRAPHERS: Place Cards: Yes No \*

Handouts: Yes No \*

Other:

WHITE HOUSE PHOTO: Yes \* No

Time: 10:45am

General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 0

Carriage Call: Yes No \*

Door Openers: Yes No \*

Honors: Yes No \*

Type of Music

Site

Time

WHCA:

Podium: Yes No \* Type:

Location:

Announcer Mike: Yes No \* Other Mikes: Yes No \*

Site:

Recording: Yes No \*

Other Requirements:

PRESS: Yes No \*

Details:

WH Television: Yes No \*

SPECIAL INSTRUCTIONS:

Social Office Contact: STOCK, MCCOY

Phone: x7136

Fax: x6235

White House Staff Contact: NEEL LATTIMORE

Phone: x6266

Fax: x

Group contact:

Phone: ( ) -

Fax: ( ) -

Reimbursable: Yes No \* Bill: OFFICIAL

Date: 12-Sep-1993

# RESIDENCE EVENT TASK SHEET

Type of Event: *RECEPTION*

Group: *NAFTA*

Date: *14-Sep-1993* Time: *11:00am to: 12:00pm* Guests: *220* Dress: *BUS*

Site: *ST DR* Rain Site:

Principals: *PRESIDENT, VICE PRESIDENT, FIRST LADY, MRS. GORE*

from: *11:00am to:* Remarks: *Yes No \** Time:

Receiving Line: *Yes No* Time: Site:

USHERS' OFFICE: #Chairs: *0* Tables: *DR*  
Serving Time: *11:00*  
Coat Check: *Yes \* No*  
Food/Beverage: *COFFEE & DANISH*

Platform: *NO*  
Location:

TOUR OFFICERS: Entry Gate: *VISITORS, & OTHER*  
Parking: *Yes No*  
Comments: *SAME AS BILL SIGNING*

Exit: *SAME*  
Location:

CALLIGRAPHERS: Place Cards: *Yes No \**  
Other:

Handouts: *Yes No \**

WHITE HOUSE PHOTO: *Yes \* No* Time: *11:00am*

General Edit: *Yes \* No*

MILITARY OFFICE: Social Aides: *6*  
Door Openers: *Yes No \**

Carriage Call: *Yes No \**  
Honors: *Yes No \**

Type of Music Site  
*BAND WILL BE IN GRAND  
FOYER*

Time

WHCA: Podium: *Yes No \** Type: Location:  
Announcer Mike: *Yes No \** Other Mikes: *Yes No \**  
Site:  
Recording: *Yes No* Other Requirements:

PRESS: *Yes No \** Details:  
WH Television: *Yes No*

SPECIAL INSTRUCTIONS:  
*THIS RECEPTION FOLLOWS THE BILL SIGNING*

Social Office Contact: *STOCK, MCCOY*  
White House Staff Contact: *KATHY ROTH*  
Group contact:

Phone: *x7136* Fax: *x6235*  
Phone: *x7560* Fax: *x*  
Phone: ( ) - Fax: ( ) -

Reimbursable: *Yes No \** Bill: *OFFICIAL*

Date: 12-Sep-1993

# RESIDENCE EVENT TASK SHEET

Type of Event: *RECEPTION*

Group: *NAFTA*

Date: *14-Sep-1993*

Time: *11:00am to: 12:00pm*

Guests: *220*

Dress: *BUS*

Site: *ST DR*

Rain Site:

Principals: *PRESIDENT, VICE PRESIDENT, FIRST LADY, MRS. GORE*

from: *11:00am to:*

Remarks: *Yes*

*No \**

Time:

Receiving Line: *Yes*

*No*

Time:

Site:

USHERS' OFFICE: #Chairs: *0* Tables: *DR*

Serving Time: *11:00*

Coat Check: *Yes \* No*

Food/Beverage: *COFFEE & DANISH*

Platform: *NO*

Location:

TOUR OFFICERS: Entry Gate: *VISITORS, & OTHER*

Parking: *Yes No*

Comments: *SAME AS BILL SIGNING*

Exit: *SAME*

Location:

CALLIGRAPHERS: Place Cards: *Yes No \**

Other:

Handouts: *Yes No \**

WHITE HOUSE PHOTO: *Yes \* No*

Time: *11:00am*

General Edit: *Yes \* No*

MILITARY OFFICE: Social Aides: *6*

Door Openers: *Yes No \**

Type of Music

Site

*BAND WILL BE IN GRAND*

*FOYER*

Carriage Call: *Yes*

*No \**

Honors: *Yes No \**

Time

WHCA:

Podium: *Yes No \** Type:

Location:

Announcer Mike: *Yes No \**

Other Mikes: *Yes No \**

Site:

Recording: *Yes No*

Other Requirements:

PRESS:

*Yes No \**

Details:

WH Television: *Yes No*

SPECIAL INSTRUCTIONS:

*THIS RECEPTION FOLLOWS THE BILL SIGNING*

Social Office Contact: *STOCK, MCCOY*

White House Staff Contact: *KATHY ROTH*

Group contact:

Phone: *x7136*

Phone: *x7560*

Phone: ( ) -

Fax: *x6235*

Fax: *x*

Fax: ( ) -

Reimbursable: *Yes No \** Bill: *OFFICIAL*

Date: 12-Sep-1993

# RESIDENCE EVENT TASK SHEET

Type of Event: BRIEFING

Group: ABC

Date: 14-Sep-1993

Time: 9:30am to: 10:30am

Guests: 20

Dress: BUS

Site: DIP RM

Rain Site:

Principals: FIRST LADY

from: 9:30am to: 10:00am

Remarks: Yes No

Time:

Receiving Line: Yes No \* Time:

Site:

USHERS' OFFICE: #Chairs: 20 Tables: FOR 20 PEOPLE

Platform:

Serving Time: 9:15AM

Location:

Coat Check: Yes No \*

Food/Beverage: COFFEE & DANISH

TOUR OFFICERS: Entry Gate: NW GATE TO DIP RM

Exit: SAME

Parking: Yes No

Location:

Comments: PRESS PEOPLE

CALLIGRAPHERS: Place Cards: Yes No \*

Handouts: Yes No \*

Other:

WHITE HOUSE PHOTO: Yes \* No

Time: 9:15am

General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 0

Carriage Call: Yes No \*

Door Openers: Yes No \*

Honors: Yes No \*

Type of Music

Site

Time

WHCA:

Podium: Yes No \* Type:

Location:

Announcer Mike: Yes No \* Other Mikes: Yes No \*

Site:

Recording: Yes No \*

Other Requirements:

PRESS: Yes No \*

Details:

WH Television: Yes No \*

SPECIAL INSTRUCTIONS:

Social Office Contact: STOCK, MCCOY

Phone: x7136

Fax: x6235

White House Staff Contact: NEEL LATTIMORE

Phone: x6266

Fax: x

Group contact:

Phone: ( ) -

Fax: ( ) -

Reimbursable: Yes No \* Bill: OFFICIAL

Date: 12-Sep-1993

RESIDENCE EVENT TASK SHEET

Type of Event: BRIEFING

Group: ABC

Date: 14-Sep-1993

Time: 9:30am to: 10:30am

Guests: 20

Dress: BUS

Site: DIP RM

Rain Site:

Principals: FIRST LADY

from: 9:30am to: 10:00am

Remarks: Yes No

Time:

Receiving Line: Yes No \* Time:

Site:

USHERS' OFFICE: #Chairs: 20 Tables: FOR 20 PEOPLE

Platform:

Serving Time: 9:15AM

Location:

Coat Check: Yes No \*

Food/Beverage: COFFEE & DANISH

TOUR OFFICERS: Entry Gate: NW GATE TO DIP RM

Exit: SAME

Parking: Yes No

Location:

Comments: PRESS PEOPLE

CALLIGRAPHERS: Place Cards: Yes No \*

Handouts: Yes No \*

Other:

WHITE HOUSE PHOTO: Yes \* No

Time: 9:15am

General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 0

Carriage Call: Yes No \*

Door Openers: Yes No \*

Honors: Yes No \*

Type of Music

Site

Time

WHCA:

Podium: Yes No \* Type:

Location:

Announcer Mike: Yes No \*

Other Mikes: Yes No \*

Site:

Recording: Yes No \*

Other Requirements:

PRESS: Yes No \*

Details:

WH Television: Yes No \*

SPECIAL INSTRUCTIONS:

Social Office Contact: STOCK, MCCOY

Phone: x7135

Fax: x6235

White House Staff Contact: NEEL LATTIMORE

Phone: x6265

Fax: x

Group contact:

Phone: ( ) -

Fax: ( ) -

Reimbursable: Yes No \* Bill: OFFICIAL

Date: 12-Sep-1993

RESIDENCE EVENT TASK SHEET

Type of Event: BRIEFING

Group: ST. DEPT

Date: 13-Sep-1992

Time: 9:00am to: 10:00am

Guests:

Dress: BUS

Site: MAP ROOM

Rain Site:

Principals:

from:

to:

Remarks: Yes No

Time:

Receiving Line: Yes No \* Time:

Site:

USHERS' OFFICE: #Chairs: Tables:

Platform:

Serving Time: 9:00AM

Location:

Coat Check: Yes No

Food/Beverage: COFFEE, WATER

TOUR OFFICERS: Entry Gate: WEST WING

Exit:

Parking: Yes No

Location:

Comments:

CALLIGRAPHERS: Place Cards: Yes No \*

Handouts: Yes No

Other:

WHITE HOUSE PHOTO: Yes No \* Time:

General Edit: Yes No

MILITARY OFFICE: Social Aides:

Carriage Call: Yes No

Door Openers: Yes No

Honors: Yes No

Type of Music Site

Time

WHCA:

Podium: Yes No \* Type:

Location:

Announcer Mike: Yes No \* Other Mikes: Yes No

Site:

Recording: Yes No \*

Other Requirements:

PRESS: Yes No \*

Details:

WH Television: Yes No \*

SPECIAL INSTRUCTIONS:

ST. DEPT BRIEFING WITH PRESIDENT CARTER, MRS. CARTER, SAM LEWIS

Social Office Contact: STOCK, MCCOY

Phone: x7136

Fax: x6235

White House Staff Contact: NSC

Phone: x

Fax: x

Group contact:

Phone: ( ) -

Fax: ( ) -

Reimbursable: Yes No Bill:

Date: 12-Sep-1993

RESIDENCE EVENT TASK SHEET

Type of Event: BRIEFING

Group: ST. DEPT

Date: 13-Sep-1992

Time: 9:00am to: 10:00am

Guests:

Dress: BUS

Site: MAP ROOM

Rain Site:

Principals:

from: to: Remarks: Yes No Time:  
Receiving Line: Yes No \* Time: Site:

USHERS' OFFICE: #Chairs: Tables:  
Serving Time: 9:00AM  
Coat Check: Yes No  
Food/Beverage: COFFEE, WATER

Platform:  
Location:

TOUR OFFICERS: Entry Gate: WEST WING  
Parking: Yes No  
Comments:

Exit:  
Location:

CALLIGRAPHERS: Place Cards: Yes No \*  
Other:

Handouts: Yes No

WHITE HOUSE PHOTO: Yes No \* Time:

General Edit: Yes No

MILITARY OFFICE: Social Aides:  
Door Openers: Yes No  
Type of Music Site

Carriage Call: Yes No  
Honors: Yes No Time

WHCA: Podium: Yes No \* Type: Location:  
Announcer Mike: Yes No \* Other Mikes: Yes No  
Site:  
Recording: Yes No \* Other Requirements:

PRESS: Yes No \* Details:  
WH Television: Yes No \*

SPECIAL INSTRUCTIONS:  
ST. DEPT BRIEFING WITH PRESIDENT CARTER, MRS. CARTER, SAM LEWIS

Social Office Contact: STOCK, MCCOY  
White House Staff Contact: NSC  
Group contact:

Phone: x7136 Fax: x6235  
Phone: x Fax: x  
Phone: ( ) - Fax: ( ) -

Reimbursable: Yes No Bill:

Date: 12-Sep-1993

# RESIDENCE EVENT TASK SHEET

Type of Event: BRIEFING

Group: NBC

Date: 14-Sep-1993

Time: 8:00am to: 9:00am

Guests: 20

Dress: BUS

Site: DIP RM

Rain Site:

Principals: FIRST LADY

from: 8:00am to: 9:00am

Remarks: Yes No

Time:

Receiving Line: Yes No \* Time:

Site:

USHERS' OFFICE: #Chairs: 20 Tables: FOR 20 PEOPLE

Platform:

Serving Time: 7:45AM

Location:

Coat Check: Yes No

Food/Beverage: COFFEE & DANISH

TOUR OFFICERS: Entry Gate: NW, TO DIP RM

Exit: SAME

Parking: Yes No

Location:

Comments: PRESS PEOPLE

CALLIGRAPHERS: Place Cards: Yes No \*

Handouts: Yes No \*

Other:

WHITE HOUSE PHOTO: Yes \* No

Time: 7:45am

General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 0

Carriage Call: Yes No \*

Door Openers: Yes No \*

Honors: Yes No \*

Type of Music

Site

Time

WHCA:

Podium: Yes No \* Type:

Location:

Announcer Mike: Yes No \* Other Mikes: Yes No

Site:

Recording: Yes No \*

Other Requirements:

PRESS: Yes No \*

Details:

WH Television: Yes No

SPECIAL INSTRUCTIONS:

Social Office Contact: STOCK, MCCOY

Phone: x7136

Fax: x6235

White House Staff Contact: NEEL LATTIMORE

Phone: x6266

Fax: x

Group contact:

Phone: ( ) -

Fax: ( ) -

Reimbursable: Yes No \* Bill: OFFICIAL



Date: 12-Sep-1993

# RESIDENCE EVENT TASK SHEET

Type of Event: BRIEFING

Group: NBC

Date: 14-Sep-1993

Time: 8:00am to: 9:00am

Guests: 20

Dress: BUS

Site: DIP RM

Rain Site:

Principals: FIRST LADY

from: 8:00am to: 9:00am

Remarks: Yes No

Time:

Receiving Line: Yes No \* Time:

Site:

USHERS' OFFICE: #Chairs: 20 Tables: FOR 20 PEOPLE

Platform:

Serving Time: 7:45AM

Location:

Coat Check: Yes No

Food/Beverage: COFFEE & DANISH

TOUR OFFICERS: Entry Gate: NW, TO DIP RM

Exit: SAME

Parking: Yes No

Location:

Comments: PRESS PEOPLE

CALLIGRAPHERS: Place Cards: Yes No \*

Handouts: Yes No \*

Other:

WHITE HOUSE PHOTO: Yes \* No

Time: 7:45am

General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 0

Carriage Call: Yes No \*

Door Openers: Yes No \*

Honors: Yes No \*

Type of Music

Site

Time

WHCA:

Podium: Yes No \* Type:

Location:

Announcer Mike: Yes No \* Other Mikes: Yes No

Site:

Recording: Yes No \*

Other Requirements:

PRESS: Yes No \*

Details:

WH Television: Yes No

SPECIAL INSTRUCTIONS:

Social Office Contact: STOCK, MCCOY

Phone: x7136

Fax: x6235

White House Staff Contact: NEEL LATTIMORE

Phone: x6266

Fax: x

Group contact:

Phone: ( ) -

Fax: ( ) -

Reimbursable: Yes No \* Bill: OFFICIAL

Date: 15-Sep-1993

# RESIDENCE EVENT TASK SHEET

Type of Event: MEETING

Group: SOUTHERN BAPTIST MINISTERS

Date: 16-Sep-1993 Time: 5:30pm to: 6:15pm

Guests: 10

Dress: BUS

Site: YELLOW OVAL

Rain Site:

Principals: PRESIDENT

from: 5:30pm to:

Remarks: Yes No

Time:

Receiving Line: Yes No \* Time:

Site:

USHERS' OFFICE: #Chairs: Tables:  
Serving Time: 5:30PM  
Coat Check: Yes No  
Food/Beverage: COFFEE

Platform:  
Location:

TOUR OFFICERS: Entry Gate: E. APPT. GATE  
Parking: Yes No  
Comments:

Exit: SAME  
Location:

CALLIGRAPHERS: Place Cards: Yes No \*  
Other:

Handouts: Yes No \*

WHITE HOUSE PHOTO: Yes \* No Time: 5:30pm

General Edit: Yes \* No

MILITARY OFFICE: Social Aides:

Door Openers: Yes No

Carriage Call: Yes No

Type of Music

Site

Honors: Yes No

Time

WHCA: Podium: Yes No \* Type: Location:  
Announcer Mike: Yes No Other Mikes: Yes No  
Site:  
Recording: Yes No Other Requirements:

PRESS: Yes No \* Details:  
WH Television: Yes No

## SPECIAL INSTRUCTIONS:

GUESTS WILL HOLD IN MAP ROOM UNTIL THE PRESIDENT INVITES THEM  
TO THE YELLOW OVAL.

Social Office Contact: STOCK, MCCOY  
White House Staff Contact: ANN WALLEY  
Group contact:

Phone: x7136

Fax: x6235

Phone: x

Fax: x

Phone: ( ) -

Fax: ( ) -

Reimbursable: Yes No \* Bill: OFFICIAL

Date: 15-Sep-1993

# RESIDENCE EVENT TASK SHEET

Type of Event: ALL-AMERICAN CITIES CEREMONY

Group: NATIONAL CIVIC LEAGUE

Date: 16-Sep-1993

Time: 5:00pm to: 5:30pm

Guests: 100

Dress: BUS

Site: E. ROOM

Rain Site:

Principals: PRESIDENT, VICE PRESIDENT

from: 5:00am to: 5:30pm

Remarks: Yes \* No

Time: 5:00pm

Receiving Line: Yes No \* Time:

Site:

USHERS' OFFICE: #Chairs: 100 Tables:

Serving Time: N/A

Coat Check: Yes No

Food/Beverage:

Platform: TO HOLD 20 PLUS POTUS

Location:

TOUR OFFICERS: Entry Gate: VISITORS GATE

Parking: Yes No \*

Comments:

Exit: SAME

Location:

CALLIGRAPHERS: Place Cards: Yes No \*

Other:

Handouts: Yes No \*

WHITE HOUSE PHOTO: Yes \* No

Time: 4:45pm

General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 0

Door Openers: Yes No \*

Type of Music

Site

Carriage Call: Yes No \*

Honors: Yes No \*

Time

WHCA:

Podium: Yes \* No

Type: TOAST LECTERN

Location: PER RABI 7098

Announcer Mike: Yes \* No

Other Mikes: Yes No \*

Site:

Recording: Yes \* No

Other Requirements:

PRESS:

Yes \* No

Details: OPEN PRESS

WH Television: Yes \* No

SPECIAL INSTRUCTIONS:

STAGE AT S. END OF E. RM SO POTUS CAN EXIT GR. RM

Social Office Contact:

White House Staff Contact:

Group contact:

Phone: x

Fax: x

Phone: x

Fax: x

Phone: ( ) -

Fax: ( ) -

Reimbursable: Yes No Bill:

Date: 15-Sep-1993

# RESIDENCE EVENT TASK SHEET

Type of Event: MEETING/CONFERENCE

Group: MAYORS

Date: 16-Sep-1993 Time: 4:15pm to: 5:00pm

Guests: 25

Dress: BUS

Site: DIPLOMATIC RECP RM

Rain Site:

Principals: PRESIDENT VICE PRESIDENT

from: 4:15pm to: 5:00pm Remarks: Yes \* No

Time:

Receiving Line: Yes No \* Time: Site:

USHERS' OFFICE: #Chairs: 25 Tables:  
Serving Time: 4:15PM  
Coat Check: Yes \* No  
Food/Beverage: COFFEE, WATER

Platform:  
Location:

TOUR OFFICERS: Entry Gate: E. APPT. GATE  
Parking: Yes No \*  
Comments:

Exit: SAME  
Location:

CALLIGRAPHERS: Place Cards: Yes No \*  
Other:

Handouts: Yes No \*

WHITE HOUSE PHOTO: Yes \* No Time: 4:15pm

General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 0  
Door Openers: Yes No \*  
Type of Music Site

Carriage Call: Yes No \*  
Honors: Yes No \*  
Time

WHCA: Podium: Yes No \* Type: Location:  
Announcer Mike: Yes No \* Other Mikes: Yes No \*  
Site:  
Recording: Yes \* No Other Requirements:

PRESS: Yes No \* Details: CLOSED  
WH Television: Yes \* No

SPECIAL INSTRUCTIONS:  
GUESTS WILL HAVE COFFEE  
THE ROOM WILL NEED 25 CHAIRS IN SIMI-CIRCLE AND THREE CHAIRS FOR  
SPEAKERS

Social Office Contact: STOCK, MCCOY  
White House Staff Contact: LORETTA  
Group contact:

Phone: x7136 Fax: x6235  
Phone: x2896 Fax: x  
Phone: ( ) - Fax: ( ) -

Reimbursable: Yes No \* Bill: OFFICIAL

Date: 15-Sep-1993

# RESIDENCE EVENT TASK SHEET

Type of Event: HEALTH CARE BRIEFING

Group: STATE AND LOCAL ELECTED OFFICIALS

Date: 16-Sep-1993 Time: 3:30pm to: 4:15pm

Guests: 100 Dress: BUS

Site: ST DINING RM

Rain Site:

Principals: PRESIDENT, VICE PRESIDENT

from: 3:30pm to: Remarks: Yes \* No

Time:

Receiving Line: Yes No \* Time: Site:

USHERS' OFFICE: #Chairs: 100 Tables:

Platform:

Serving Time:

Location:

Coat Check: Yes No

Food/Beverage: N/A

TOUR OFFICERS: Entry Gate: E. APPT. GATE

Exit: SAME

Parking: Yes No \*

Location:

Comments:

CALLIGRAPHERS: Place Cards: Yes No \*

Handouts: Yes No \*

Other: RESERVE CARDS & NAME CHAIR CARDS

WHITE HOUSE PHOTO: Yes \* No Time: 3:15pm

General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 0

Carriage Call: Yes No \*

Door Openers: Yes No \*

Honors: Yes No \*

Type of Music Site

Time

WHCA: Podium: Yes \* No Type: TOAST LECTERN Location: FRONT OF FIREPLACE

Announcer Mike: Yes No \* Other Mikes: Yes \* No

Site: SIDE OF CIRCLE

Recording: Yes \* No Other Requirements:

PRESS: Yes \* No

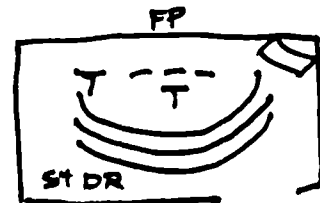
Details: POOL - FIRST 2 MINS.

WH Television: Yes No

## SPECIAL INSTRUCTIONS:

SIMI-CIRCLE OF 100 CHAIRS - STAND UP MIC FOR QUESTIONS

3 CHAIRS FOR PRESIDENT, & SPEAKERS - TOAST LECTERN



Social Office Contact: STOCK, MCCOY

Phone: x7136

Fax: x

White House Staff Contact: JOHN HART -LISHA

Phone: x2896

Fax: x

Group contact:

Phone: ( ) -

Fax: ( ) -

Reimbursable: Yes No \* Bill:

Date: 15-Sep-1993

# RESIDENCE EVENT TASK SHEET

Type of Event: PRESS STATEMENT

Group: ITALIAN PRIME MINISTER CIAMPI

Date: 16-Sep-1993 Time: 1:30pm to: 2:00pm Guests: 150 Dress: BUS

Site: E. ST. RM

Rain Site:

Principals: PRESIDENT, VICE PRESIDENT

from: 1:30pm to: 2:00pm Remarks: Yes \* No Time: 1:30pm

Receiving Line: Yes No \* Time: Site:

USHERS' OFFICE: #Chairs: 150 Tables:

Serving Time: N/A

Coat Check: Yes No

Food/Beverage:

Platform: PER RABI

Location:

TOUR OFFICERS: Entry Gate: PRESS

Parking: Yes No \*

Comments:

Exit: SAME

Location:

CALLIGRAPHERS: Place Cards: Yes No \*

Other: TOE CARDS

Handouts: Yes No \*

WHITE HOUSE PHOTO: Yes \* No Time:

General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 0

Door Openers: Yes No \*

Type of Music Site

Carriage Call: Yes No \*

Honors: Yes No \*

Time

WHCA: Podium: Yes \* No Type: TOAST LECTERNS Location: PLATFORM

Announcer Mike: Yes \* No Other Mikes: Yes No \*

Site:

Recording: Yes \* No

Other Requirements:

PRESS: Yes \* No

Details: FULL

WH Television: Yes No

SPECIAL INSTRUCTIONS:

TOE CARDS

Social Office Contact: STOCK, MCCOY

White House Staff Contact: BRENDA HILLIARD

Group contact: ST. DEPT

Phone: x7136

Phone: x6536

Phone: ( ) -

Fax: x6235

Fax: x

Fax: ( ) -

Reimbursable: Yes No Bill:

Date: 15-Sep-1993

# RESIDENCE EVENT TASK SHEET

Type of Event: LUNCH

Group: PRIME MINISTER OF ITALY

Date: 16-Sep-1993 Time: 12:20pm to: 1:20pm Guests: 10 Dress: BUS

Site: OFDR Rain Site:

Principals: PRESIDENT, VICE PRESIDENT

from: 12:20pm to: 1:20pm Remarks: Yes No \* Time:

Receiving Line: Yes No \* Time: Site:

USHERS' OFFICE: #Chairs: 10 Tables:  
Serving Time: 12:25PM  
Coat Check: Yes No \*  
Food/Beverage: LUNCH

Platform:  
Location:

TOUR OFFICERS: Entry Gate: W. WING  
Parking: Yes \* No  
Comments:

Exit: SAME  
Location:

CALLIGRAPHERS: Place Cards: Yes \* No  
Other: MENU

Handouts: Yes No \*

WHITE HOUSE PHOTO: Yes \* No Time: 12:00pm

General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 0  
Door Openers: Yes No \*

Carriage Call: Yes No \*  
Honors: Yes No \*

Type of Music Site  
HARP ST DINING RM

Time  
11:45am

WHCA: Podium: Yes No Type: Location:  
Announcer Mike: Yes No \* Other Mikes: Yes No \*  
Site:  
Recording: Yes \* No Other Requirements:

PRESS: Yes \* No Details:  
WH Television: Yes \* No

## SPECIAL INSTRUCTIONS:

GUESTS WILL BE ESCORTED TO ST DR BY ST DEPT OFFICIAL  
PRESIDENT WILL GREET GUESTS AND INVITE THEM TO OFDR FOR LUNCH  
AFTER LUNCH A PRESS STATEMENT WILL TAKE PLACE IN E. RM

Social Office Contact: STOCK, MCCOY  
White House Staff Contact: BRENDA HILLIARD  
Group contact:

Phone: x7136 Fax: x6235  
Phone: x6536 Fax: x  
Phone: ( ) - Fax: ( ) -

Reimbursable: Yes \* No Bill: STATE DEPT.

Date: 15-Sep-1993

# RESIDENCE EVENT TASK SHEET

Type of Event: HEALTH CARE "LETTERS" EVENT

Group: YOUNG PEOPLE

Date: 16-Sep-1993 Time: 8:00am to: 9:00am Guests: 125 Dress: BUS

Site: ROSE GARDEN Rain Site:

Principals: PRESIDENT, VICE PRESIDENT, FIRST LADY AND MRS. GORE

from: 8:05am to: 9:00am Remarks: Yes \* No Time: 8:05am

Receiving Line: Yes No \* Time: Site:

USHERS' OFFICE: #Chairs: 120 Tables:

Serving Time: N/A

Coat Check: Yes \* No

Food/Beverage: N/A

Platform: YES

Location: PER RABI

TOUR OFFICERS: Entry Gate: VISITORS GATE

Parking: Yes No \*

Comments:

Exit: SAME

Location:

CALLIGRAPHERS: Place Cards: Yes No \*

Other:

Handouts: Yes No \*

WHITE HOUSE PHOTO: Yes \* No Time: 7:45am

General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 3

Door Openers: Yes No \*

Type of Music Site

NONE

Carriage Call: Yes No \*

Honors: Yes No \*

Time

WHCA: Podium: Yes \* No Type: TOAST LECTERN Location: PLATFORM

Announcer Mike: Yes \* No Other Mikes: Yes No

Site:

Recording: Yes \* No

Other Requirements:

PRESS: Yes \* No

Details: OPEN PRESS

WH Television: Yes \* No

## SPECIAL INSTRUCTIONS:

30 SPECIAL GUESTS WILL BE INVITED TO THE DIPLOMATIC RECPT RM  
FOR COFFEE AND DANISH PRIOR TO 8:00AM EVENT IN ROSE GARDEN

Social Office Contact: STOCK, MCCOY

White House Staff Contact: MOFFETT, WALLY

Group contact:

Phone: x7136

Phone: x7151

Phone: ( ) -

Fax: x6235

Fax: x

Fax: ( ) -

Reimbursable: Yes No \* Bill: OFFICIAL



OFFICE OF THE SOCIAL SECRETARY

THE WHITE HOUSE  
WASHINGTON

Fax Cover Sheet



Telephone Number: (202) 456-7136

Fax Number: (202) 456-6235

Number of Pages Including This Page: 11 Date: 09/16/95

To: Diane LIMO

From: Judy Spangler

Message:

Some of these people  
have not yet replied!!

REPORT DATE 09/17/93

REPORT TIME 03:50PM

CONGRESSIONAL BLACK CAUCUS RECEPTION - Friday, September 17, 1993 - 05:30PM  
Contact Social Office X7787

THE PRESIDENT

Mr. & Mrs. Eula Adams (Janet)  
First Data Corporation  
Ms. Carolyn Aikens  
New York, NY  
Hon. Les Aspin  
Secretary of Defense, Department of Defense  
Mr. Charles Atkins  
Morgan Stanley  
Mr. & Mrs. Clarence Avant (Jacqueline)  
Tabu Productions  
Mr. Willie Baker  
United Food and Commercial Workers Union  
Ms. Edwina Baker  
Philadelphia, PA  
Mr. David Barret  
Morgan Stanley  
Mr. Bernard B. Beal  
M.R. Beal & Co.  
Hon. (Sec.) & Mrs. Lloyd Bentsen (Beryl Ann (B.A.))  
Secretary of the Treasury  
Hon. (Ms.) Mary Frances Berry  
Commissioner, U.S. Commission of Civil Rights  
Ms. J. Veronica Biggins & Mr. Franklin N. Biggins  
Nations Bank  
Hon. (Rep.) Sanford D. Bishop, Jr.  
D/Georgia, Black Caucus  
Mr. Serapis Irby  
Hon. (Rep.) & Mrs. Lucien Blackwell (Jannie L.)  
Black Caucus, House of Representatives  
Hon. Unita Blackwell  
President-Mayor of Maversville, Mississippi  
Mr. Tom Blair  
Rev. Ralph E. Blanks  
Zoar United Methodist Church  
Mr. Alan J. Blinks  
Dr. Robert L. Bowles, Jr.  
President, Chartered Health Inc.  
Ms. Geraldine Boykins  
Washington, DC  
Mr. Frank Brooks  
Brooks Sausage Company  
Hon. (Rep.) Corrine Brown  
D/Florida, Black Caucus  
Dr. Henry Lyons

REPORT DATE 09/17/93

REPORT TIME 03:50PM

CONGRESSIONAL BLACK CAUCUS RECEPTION - September 17, 1993

Hon. Irma Hunter Brown & Dr. Roosevelt Brown  
Arkansas State Rep.

Mr. Henry Brown  
Anheuser-Busch

Hon. & Mrs. Ronald H. Brown (Alma)  
Secretary of Commerce

Hon. Jesse Brown  
Secretary of Veterans Affairs

Mr. Jheryl Busby  
President, Motown

Mr. William Campbell

Mr. Demitrious Carney  
Carney & Brothers

Dr. John Cashin  
Huntsville, AL

Ms. Melinda Chateauvert  
Washington, DC

Hon. Warren M. Christopher  
Secretary of State  
Hon. Wendy Sherman

Hon. Henry Cisneros  
Secretary of Housing & Urban Development  
Hon. Emmanuel Cleaver

Hon. (Rep.) & Mrs. William L. Clay (Carol Ann)  
Black Caucus, House of Representatives

Hon. (Rep.) Eva M. Clayton  
D/North Carolina, Black Caucus

Hon. (Rep.) James E. Clyburn  
D/South Carolina, Black Caucus  
Mr. Robert Nance

Mr. Johnny Cochran

Mr. & Mrs. Johnnie L. Cochran, Jr. (Dale M.)

Hon. (Rep.) Cardiss Collins  
Black Caucus, House of Representatives  
Mr. Melvin Blackwell

Hon. (Rep.) Barbara-Rose Collins  
Black Caucus, House of Representatives  
Ms. Versa Richardson  
Mr. Eugene Pettis

Hon. (Rep.) & Mrs. John Conyers (Monica)  
Black Caucus, House of Representatives

Mr. John Cooper  
Bronx, NY  
Dr. Altha J. Stewart

Mr. Jay Cooper  
Chrysler Minority Auto Dealers Association

Mr. Sherman N. Copelin  
Health Corporation of the South, Ltd.

REPORT DATE 09/17/93

REPORT TIME 03:50PM

CONGRESSIONAL BLACK CAUCUS RECEPTION - September 17, 1993

Mr. Frank Cowan  
AFSCME

Mr. Curtis Craft  
Washington, DC

Mr. Danny Davis  
Chicago, IL

Hon. (Rep.) & Mrs. Ronald V. Dellums (Roscoe)  
Black Caucus, House of Representatives

Hon. (Rep.) & Mrs. Julian C. Dixon (Betty)  
Black Caucus, House of Representatives

Ms. Marjorie Donovan  
National Tenants' Organization

Mr. Eugene J. Duffy  
Executive Vice President, Albritton Capital Management

Ms. Hazel Dukes  
New York, NY

Hon. Michael Espy  
Secretary of Agriculture  
Ms. Lois Thomas

Mr. Thomas Farrington  
Input Output Computer Services, Inc.

Ms. Toni Faye  
Time Warner

Mrs. Laverne Feaster  
Little Rock, AR

Mr. Joel Ferguson  
F & S Development

Hon. (Rep.) (Mr.) Cleo Fields  
D/Louisiana, Black Caucus  
Ms. Essie Horton

Ms. Karen Finney  
Deputy Press Secretary to the First Lady

Mr. Edward Fitzpatrick  
Chrysler Minority Auto Dealers Association

Hon. (Rep.) & Mrs. Floyd H. Flake (M. Elaine)  
Black Caucus, House of Representatives

Hon. (Rep.) & Mrs. Harold E. Ford (Dorothy)  
Black Caucus, House of Representatives

Sen. & Mrs. John Ford (Tamara)  
Tennessee State Legislature

Hon. (Rep.) & Mrs. Cary Franks (Donna)  
House of Representatives

Ms. Jarma Frisby  
Philadelphia, PA

Mr. Michael German  
Substitute for Lawrence Jackson

Mr. James H. Gilliam  
Beneficial Corporation

REPORT DATE 09/17/93  
REPORT TIME 03:51PM

CONGRESSIONAL BLACK CAUCUS RECEPTION - September 17, 1993

Ms. Amy Goldson & Dr. Alfred L. Goldson  
Attorney-at-Law  
Mr. Berry Gordy  
The Gordy Company  
Hon. Albert Gore  
Mr. & Mrs. Ernest Green (Phyllis)  
Managing Director, Lehman Brothers  
Ms. McKenzie Green  
Mr. Harvey Caudle  
Ms. Ann Caudle  
Mr. Anthony Caudle  
Ms. Maxine Green  
National Tenants' Organization  
Mr. Jerome Green  
Little Rock, AR  
Mr. John Green  
Little Rock, AR  
Mr. Knoxville Hall  
Washington, DC  
Mr. James Hall  
Little Rock, AR  
Mr. & Mrs. Eric Hansen (Nancy)  
US Strategies  
Ms. Heidi Hanson  
Washington, DC  
Hon. (Rep.) Alcee L. Hastings  
D/Florida, Black Caucus  
Ms. Patricia Williams  
Ms. Bernatta Hayes  
Chamber of Commerce of Washington, DC  
Mr. Harold Handerson  
Executive Vice President, National Football League  
Hon. (Mayor) W.W. Herenton  
Mayor of Memphis  
Hon. (Ms.) Alexis Herman  
Assistant to the President & Director of Public Liaison  
Mr. Steve Herrell  
Chrysler Minority Auto Dealers Association  
Hon. (Judge) & Mrs. A. Leon Higginbotham  
Chapel Hill, NC  
Mr. Jesse Hill  
Chairman and CEO, Atlanta Life Insurance Co.  
Hon. (Rep.) & Mrs. Earl F. Hilliard (Mary Franklin)  
D/Alabama, Black Caucus  
Hon. Steven Hilton  
Deputy Assistant to the President & Deputy Director of Public  
Liaison

REPORT DATE 09/17/93  
REPORT TIME 03:51PM

CONGRESSIONAL BLACK CAUCUS RECEPTION - September 17, 1993

Mr. Ferlesta A. Hollingsworth  
Hollingsworth & Associates

Mr. Edgar Howard  
Philadelphia, PA

Mr. Eugene D. Jackson  
Unity Broadcasting

Hon. (Mayor) Maynard Jackson  
Mayor of Atlanta

Mr. Leon Jackson  
President, Multitac Corporation

Ms. Rosina V. Jackson  
Ellicott City, MD

Ms. Patricia Jacobs  
Washington, DC

Hon. (Rep.) William J. Jefferson & Dr. Andrea G. Jefferson  
Black Caucus, House of Representatives

Ms. Deborah H. Johns  
MTV Network

Hon. (Rep.) E.B. Johnson  
D/Texas, Black Caucus

Mr. Robert L. Johnson  
President, Black Entertainment Television

Mr. & Mrs. Robert L. Johnson (Sheila)  
President, Black Entertainment Television

Mr. Ben Johnson  
Office of Public Liaison

Mr. James A. Johnson  
Chairman & CEO, Federal National Mortgage Association

Mr. Anthony Jones  
Tonya, Inc.

Mr. Jamie Jones  
Little Rock, AR

Mr. Robert Jones  
Capitol Heights, MD

Ms. Theresa Jones  
Chrysler Minority Auto Dealers Association

Mr. Ernest P. Joshua  
President, J.M. Products, Inc.

Mr. Michael Kaiser  
Washington, DC

Mr. Randolph S. Kinder  
Commonwealth Capital Partners

Mr. Calvin King  
Marianna, AR

Mr. Quentin R. Lawson  
Executive Director, Congressional Black Caucus

Ms. Maxine Leftwich  
LS Financial Group Inc.

REPORT DATE 09/17/93

REPORT TIME 03:51PM

CONGRESSIONAL BLACK CAUCUS RECEPTION - September 17, 1993

Mr. James Mark Leggett  
Nation's Bank

Hon. (Rep.) & Mrs. John R. Lewis (Lillian)  
House of Representatives  
Ms. Pamela Pryor Fuller  
Mr. John Miles Lewis  
Mr. Harry Oliver

Mr. & Mrs. Ronald E. Lewis (Savannah C.)

Mrs. Diane Limo  
Special Assistant & Office Manager, First Lady's Staff

Mr. Larry Lucas  
Pharmaceutical Manufacturers Association

Mr. Leon Lynch  
United Steelworkers of America

Mr. Robert Maloney  
Fannie Mae

Mr. & Mrs. Richard Mays (Jennifer)  
Little Rock, AR  
Mr. Charles Scott

Ms. Flo McAfee  
Special Assistant to the President, Public Liaison

Rev. Randall McCaskill  
Philadelphia, PA

Mr. Raymond McClendon  
Chairman, National Association of Security Professionals

Mr. Cecil McDonald  
Washington, DC

Mr. Marvin McGraw  
DNC

Hon. (Rep.) Cynthia McKinney  
D/Georgia, Black Caucus  
Mr. James W. "Billy" McKinney

Hon. Thomas F. "Mack" McLarty  
Chief of Staff to the President

Ms. Ruby Burrows McZier  
National Business Services

Hon. (Rep.) Carria P. Meek  
D/Florida, Black Caucus  
Mr. Ted Davis

Mr. David Mercer  
Washington, DC

Hon. (Rep.) Kweisi Mfume  
Black Caucus, House of Representatives  
Ms. Colette C. Kelly  
Mr. Carl Swann

Mr. Bert Mitchell  
Mitchell/Titus Co.

REPORT DATE 09/17/93

REPORT TIME 03:51PM

CONGRESSIONAL BLACK CAUCUS RECEPTION - September 17, 1993

Mr. Thelonius Monk, Jr.  
performer

Dr. Frank Montique  
Philadelphia, PA

Mr. Elvin Moon  
E.W. Moon Inc.

Mrs. Minyon Moore  
DNC

Hon. (Sen.) Carol Moseley-Braun  
United States Senate  
Mr. Kgosie Matthews

Dr. Gena Newton  
Coordinated Healthcare Systems

Hon. Eleanor Holmes Norton  
Black Caucus, House of Representatives

Hon. Hazel R. O'Leary  
Secretary of Energy  
Mr. Carl Rollins

Mr. David Ormes  
Ormes Capital Markets, Inc.

Hon. (Rep.) Major R. Owens  
Black Caucus, House of Representatives

Hon. (Rep.) Donald M. Payne  
Black Caucus, House of Representatives  
Ms. Jacqueline A. Young

Hon. (Mayor) Sharon Pratt-Kelly  
Mayor of Washington, DC, City of Washington

Mr. Corbett Price  
CEO, Interface Medical Center

Ms. JoAnn H. Price  
President, National Association of Investment Corporations

Mr. Malcolm D. Pryor  
Chairman, Pryor, McClendon, Counts & Company, Inc.

Mr. Paul Purdy  
Jackson, MS

Mr. Franklin D. Raines  
Vice Chairman, Fannie Mae

Hon. (Rep.) & Mrs. Charles B. Rangel (Alma E.)  
Black Caucus, House of Representatives  
Mr. John McCall

Dr. Joe Read  
Alabama Education Association

Hon. Robert B. Reich  
Secretary of Labor

Hon. (Rep.) & Mrs. Mel Reynolds (Marisol)  
House of Representatives, Black Caucus



REPORT DATE 09/17/93  
REPORT TIME 03:51PM

CONGRESSIONAL BLACK CAUCUS RECEPTION - September 17, 1993

Mr. & Mrs. Evans Richardson (Anna)  
McDonnell Douglas

Mr. Ben Ruffin  
RJ Reynolds Tobacco

Hon. (Rep.) & Mrs. Bobby L. Rush (Carolyn)  
House of Representative, Black Caucus

Mr. Herman Russell  
CEO, H.J. Russell & Co.

Hon. (Rep.) Robert C. Scott  
House of Representatives  
Ms. Gracia Hillman

Mr. William Shack, Jr.  
Black Woods & Associates

Hon. (Ms.) Lottie Shackelford  
Former mayor of Little Rock, Democratic National Committee

Hon. Donna E. Shalala  
Secretary of Health & Human Services

Ms. Martha Crownin Shield

Ms. Cynthia M. Simon  
Elkridge, MD

Mr. Rodney Slater & Ms. Cassandra Wilkins  
Administrator, Federal Highway Administration  
Ms. Arthenia Joyner  
Mr. Joseph Washington  
Ms. Josetta E. Wilkens

Ms. Marianne Spraggins  
New York, NY

Ms. Dana Stebbins

Mr. Charles Stewart  
First Commercial Bank

Hon. (Rep.) & Mrs. Louis Stokes (Jeanette)  
Black Caucus, House of Representatives

Mr. Lori Stokes  
Rockville, MD

Mr. Pierre Sutton  
Inner City Broadcasting

Mr. Tyrone Sykes  
McDonnell Douglas

Ms. Marian B. Tasco

Mr. Sherman Tate  
ARKLE, Inc.

Mr. Charles E. Taylor  
Charles E. Taylor Associates  
Mr. Gordan Charles Taylor

Ms. Sharon Taylor  
Falls Church, VA

REPORT DATE 09/17/93

REPORT TIME 03:51PM

CONGRESSIONAL BLACK CAUCUS RECEPTION - September 17, 1993

Mr. Curtis Thomas  
Philadelphia, PA

Hon. (Rep.) Bernie Thompson & Dr. London Thompson  
(Rep/Mississippi), House of Representatives

Ms. Sharon Tolliver  
Dayton Power & Light Co. Foundation

Hon. (Rep.) & Mrs. Edolphus Towns (Gwendolyn)  
Black Caucus, House of Representatives

Mr. Monte Trammer  
Saratoga Springs, NY

Hon. (Rep.) & Mrs. Walter R. Tucker III (Robin)  
D/California, Black Caucus

Mr. John Tyson  
Tyson Foods

Mr. James Wade  
CEO, Wade Industries, Inc.

Mr. John Walker  
Little Rock, AR

Hon. Bill Walker, Jr.  
Arkansas State Rep.

Hon. (Rep.) Craig Washington & Dr. Desmar Walkes  
House of Representatives

Mr. Robert B. Washington  
Washington & Christian

Hon. (Rep.) Maxine Waters & Mr. Sidney Williams  
Black Caucus, House of Representatives

Hon. Jaffray Watson  
Deputy Assistant to the President & Deputy Director of  
Intergovernmental Affairs

Hon. (Rep.) & Mrs. Melvin L. Watt (Eulada)  
House of Representatives, Black Caucus

Mr. Ted Wells  
Lowenstein, Sandler, Kohl, Fisher & Boylin

Hon. (Rep.) & Mrs. Alan D. Wheat (Yolanda)  
Black Caucus, House of Representatives

Mr. Michael Townsend  
Mr. Brian Townsend  
Ms. Elayne Arterbery

Ms. Mary Jane Wiggins  
Philadelphia, PA

Hon. (Gov.) L. Douglas Wilder  
Governor of Virginia (D)

Mr. & Mrs. David Wilhelm (Dagee)  
Chairman, Democratic National Committee

Mr. Herbert Wilkins, Sr.  
Silver Spring, MD

Dr. Alonzo Williams  
Little Rock, AR

REPORT DATE 09/17/93  
REPORT TIME 03:52PM

CONGRESSIONAL BLACK CAUCUS RECEPTION - September 17, 1993

Mr. York Williams

Dermott, AR

Hon. Margaret Williams

Assistant to the President & Chief of Staff to the First Lady

Mr. Andrew Willis

Washington, DC

Ms. Rosa Woods

Philadelphia, PA

Mr. Don Woullard

McDonnell Douglas

Mr. Clemon Wright

Oxon Hill, MD

Hon. (Rep.) Albert Russell Wynn

House of Representatives, Black Caucus

Mr. Jessie T. Jackson

Mr. David Youngblood

Substitute for Kneeland Youngblood

Date: 17-Sep-1993

RESIDENCE EVENT TASK SHEET

Type of Event: *BILL SIGNING*

Group: *NATIONAL SERVICE BILL*

Date: *21-Sep-1993* Time: *10:30am to: 11:30am* Guests: *700* Dress: *BUS*

Site: *SOUTH LAWN*

Rain Site: *SAME*

Principals: *PRESIDENT, VICE PRESIDENT*

from: *10:30am to: 11:30am* Remarks: *Yes \* No*

Time:

Receiving Line: *Yes No \* Time: Site:*

USHERS' OFFICE: #Chairs: *700* Tables: *BILL SIGNING/CHR* Platform: *STAGE*  
Serving Time: *11:15AM* Location:  
Coat Check: *Yes No \**  
Food/Beverage: *ICED TEA, WATER*

TOUR OFFICERS: Entry Gate: *VISITORS GATE & OTHER* Exit: *SAME*  
Parking: *Yes No \** Location:  
Comments: *VISITORS OFFICE ASSISTANCE NEEDED*

CALLIGRAPHERS: Place Cards: *Yes No \** Handouts: *Yes \* No*  
Other: *RESERVE CARDS*

WHITE HOUSE PHOTO: *Yes \* No* Time: *10:15am* General Edit: *Yes \* No*

MILITARY OFFICE: Social Aides: *16* Carriage Call: *Yes No \**  
Door Openers: *Yes No \** Honors: *Yes No \**  
Type of Music Site Time  
*NOT MILITARY*

WHCA: Podium: *Yes \* No* Type: *PER RABI* Location: *STAGE*  
Announcer Mike: *Yes \* No* Other Mikes: *Yes \* No*  
Site:  
Recording: *Yes \* No* Other Requirements:

PRESS: *Yes \* No* Details: *FULL*  
WH Television: *Yes \* No*

SPECIAL INSTRUCTIONS:

*PUBLIC ARRIVE 9:00AM*

*MRS. CLINTON AND MRS. GORE WILL BE SEATED IN FRONT ROW*

*LARGE RESERVE SECTION WITH CHAIR CARDS*

*WALK-THRU 5:00PM MONDAY, SEPT. 20, 1993*

Social Office Contact: *STOCK, MCCOY*  
White House Staff Contact: *DIANE ALDRIDGE*  
Group contact:

Phone: *x7136*

Fax: *x6235*

Phone: *x6444*

Fax: *x*

Phone: ( ) -

Fax: ( ) -

Reimbursable: *Yes \* No* Bill: *NATIONAL SERVICE COMMISSION*

Date: 17-Sep-1993

# RESIDENCE EVENT TASK SHEET

Type of Event: *BILL SIGNING*

Group: *NATIONAL SERVICE BILL*

Date: *21-Sep-1993* Time: *10:30am to: 11:30am* Guests: *700* Dress: *BUS*

Site: *SOUTH LAWN*

Rain Site: *SAME*

Principals: *PRESIDENT, VICE PRESIDENT*

from: *10:30am to: 11:30am* Remarks: *Yes \* No*

Time:

Receiving Line: *Yes No \* Time: Site:*

USHERS' OFFICE: #Chairs: *700* Tables: *BILL SIGNING/CHR*

Platform: *STAGE*

Serving Time: *11:15AM*

Location:

Coat Check: *Yes No \**

Food/Beverage: *ICED TEA, WATER*

TOUR OFFICERS: Entry Gate: *VISITORS GATE & OTHER*

Exit: *SAME*

Parking: *Yes No \**

Location:

Comments: *VISITORS OFFICE ASSISTANCE NEEDED*

CALLIGRAPHERS: Place Cards: *Yes No \**

Handouts: *Yes \* No*

Other: *RESERVE CARDS*

WHITE HOUSE PHOTO: *Yes \* No*

Time: *10:15am*

General Edit: *Yes \* No*

MILITARY OFFICE: Social Aides: *16*

Carriage Call: *Yes No \**

Door Openers: *Yes No \**

Honors: *Yes No \**

Type of Music

Site

Time

*NOT MILITARY*

WHCA:

Podium: *Yes \* No* Type: *PER RABI*

Location: *STAGE*

Announcer Mike: *Yes \* No* Other Mikes: *Yes \* No*

Site:

Recording: *Yes \* No*

Other Requirements:

PRESS:

*Yes \* No*

Details: *FULL*

WH Television: *Yes \* No*

## SPECIAL INSTRUCTIONS:

*PUBLIC ARRIVE 9:00AM*

*MRS. CLINTON AND MRS. GORE WILL BE SEATED IN FRONT ROW*

*LARGE RESERVE SECTION WITH CHAIR CARDS*

*WALK-THRU 5:00PM MONDAY, SEPT. 20, 1993*

Social Office Contact: *STOCK, MCCOY*

Phone: *x7136*

Fax: *x6235*

White House Staff Contact: *DIANE ALDRIDGE*

Phone: *x6444*

Fax: *x*

Group contact:

Phone: ( ) -

Fax: ( ) -

Reimbursable: *Yes \* No*

Bill: *NATIONAL SERVICE COMMISSION*

Date: 17-Sep-1993

# RESIDENCE EVENT TASK SHEET

Type of Event: *BREAKFAST RECEPTION*

Group: *HEALTH CARE*

Date: 20-Sep-1993 Time: 8:30am to: 9:30am Guests: 175 Dress: *BUS*

Site: *ST. DINING ROOM/E.RM*

Rain Site:

Principals: *PRESIDENT, VICE PRESIDENT, FIRST LADY & MRS. GORE*

from: 8:30am to: 9:30am Remarks: Yes \* No Time: 8:30am

Receiving Line: Yes \* No Time: 8:50am Site: *BLUE ROOM*

USHERS' OFFICE: #Chairs: 175 Tables:  
Serving Time: 7:30AM  
Coat Check: Yes \* No  
Food/Beverage: *PER PIERRE*

Platform: *8X10*  
Location:

TOUR OFFICERS: Entry Gate: *VISITORS*  
Parking: Yes No \*  
Comments:

Exit: *SAME*  
Location:

CALLIGRAPHERS: Place Cards: Yes No \*  
Other:

Handouts: Yes No

WHITE HOUSE PHOTO: Yes \* No Time: 8:15am

General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 6  
Door Openers: Yes No \*  
Type of Music Site

Carriage Call: Yes No \*  
Honors: Yes No \*  
Time

WHCA: Podium: Yes \* No Type: *TOAST LECTERN* Location: *PLATFORM*  
Announcer Mike: Yes \* No Other Mikes: Yes No  
Site:  
Recording: Yes \* No Other Requirements:

PRESS: Yes \* No Details: *OPEN PRESS*  
WH Television: Yes No

## SPECIAL INSTRUCTIONS:

*UPON ARRIVAL GUESTS WILL BE SEATED IN E. RM  
THE FOUR PRINCIPALS WILL BE ANNOUNCED INTO E. RM AND MAKE REMARKS  
A RECEIVING LINE WILL BE FORMED IN THE BLUE ROOM*

Social Office Contact: *STOCK, MCCOY*  
White House Staff Contact: *JULIA MOFFETT*  
Group contact:

Phone: *x7136* Fax: *x6235*  
Phone: *x7151* Fax: *x*  
Phone: ( ) - Fax: ( ) -

Reimbursable: Yes No \* Bill: *OFFICIAL*

Date: 17-Sep-1993

RESIDENCE EVENT TASK SHEET

Type of Event: *BREAKFAST RECEPTION*

Group: *HEALTH CARE*

Date: *20-Sep-1993* Time: *8:30am to: 9:30am* Guests: *175* Dress: *BUS*

Site: *ST. DINING ROOM/E.RM*

Rain Site:

Principals: *PRESIDENT, VICE PRESIDENT, FIRST LADY & MRS. GORE*

from: *8:30am* to: *9:30am* Remarks: *Yes \* No* Time: *8:30am*

Receiving Line: *Yes \* No* Time: *8:50am* Site: *BLUE ROOM*

USHERS' OFFICE: #Chairs: *175* Tables:  
Serving Time: *7:30AM*  
Coat Check: *Yes \* No*  
Food/Beverage: *PER PIERRE*

Platform: *8X10*  
Location:

TOUR OFFICERS: Entry Gate: *VISITORS*  
Parking: *Yes No \**  
Comments:

Exit: *SAME*  
Location:

CALLIGRAPHERS: Place Cards: *Yes No \**  
Other:

Handouts: *Yes No*

WHITE HOUSE PHOTO: *Yes \* No* Time: *8:15am*

General Edit: *Yes \* No*

MILITARY OFFICE: Social Aides: *6*  
Door Openers: *Yes No \**  
Type of Music Site

Carriage Call: *Yes No \**  
Honors: *Yes No \** Time

WHCA: Podium: *Yes \* No* Type: *TOAST LECTERN* Location: *PLATFORM*  
Announcer Mike: *Yes \* No* Other Mikes: *Yes No*  
Site:  
Recording: *Yes \* No* Other Requirements:

PRESS: *Yes \* No* Details: *OPEN PRESS*  
WH Television: *Yes No*

SPECIAL INSTRUCTIONS:

*UPON ARRIVAL GUESTS WILL BE SEATED IN E. RM*  
*THE FOUR PRINCIPALS WILL BE ANNOUNCED INTO E. RM AND MAKE REMARKS*  
*A RECEIVING LINE WILL BE FORMED IN THE BLUE ROOM*

Social Office Contact: *STOCK, MCCOY*  
White House Staff Contact: *JULIA MOFFETT*  
Group contact:

Phone: *x7136* Fax: *x6235*  
Phone: *x7151* Fax: *x*  
Phone: ( ) - Fax: ( ) -

Reimbursable: *Yes No \** Bill: *OFFICIAL*

Date: 20-Sep-1993

# RESIDENCE EVENT TASK SHEET

Type of Event: HEALTH CARE ANNOUNCEMENT

Group: HEALTH CARE ADVOCATES

Date: 24-Sep-1993

Time: 2:00pm to: 3:00pm

Guests: 1000 Dress: BUS

Site: SOUTH LAWN

Rain Site:

Principals: PRESIDENT, VICE PRESIDENT, FIRST LADY, MRS. GORE

from: 2:00pm to: 3:00pm

Remarks: Yes \* No

Time: 2:00pm

Receiving Line: Yes No \* Time:

Site:

USHERS' OFFICE: #Chairs: 1000 Tables:

Platform: YES

Serving Time:

Location:

Coat Check: Yes No

Food/Beverage:

TOUR OFFICERS: Entry Gate: VISITORS GATE

Exit: SAME

Parking: Yes No \*

Location:

Comments:

CALLIGRAPHERS: Place Cards: Yes No \*

Handouts: Yes No \*

Other:

WHITE HOUSE PHOTO: Yes \* No

Time: 1:45pm

General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 18

Carriage Call: Yes No \*

Door Openers: Yes No \*

Honors: Yes \* No

Type of Music

Site

Time

WHCA:

Podium: Yes No Type:

Location:

Announcer Mike: Yes \* No

Other Mikes: Yes No \*

Site:

Recording: Yes \* No

Other Requirements:

PRESS: Yes \* No

Details: FULL

WH Television: Yes \* No

SPECIAL INSTRUCTIONS:

Social Office Contact: STOCK, MCCOY

Phone: x7136

Fax: x6235

White House Staff Contact: JULIA MOFFETT

Phone: x7151

Fax: x

Group contact:

Phone: ( ) -

Fax: ( ) -

Reimbursable: Yes No \* Bill: OFFICIAL



Date: 20-Sep-1993

RESIDENCE EVENT TASK SHEET

Type of Event: HEALTH CARE ANNOUNCEMENT

Group: HEALTH CARE ADVOCATES

Date: 24-Sep-1993 Time: 2:00pm to: 3:00pm Guests: 1000 Dress: BUS

Site: SOUTH LAWN

Rain Site:

Principals: PRESIDENT, VICE PRESIDENT, FIRST LADY, MRS. GORE

from: 2:00pm to: 3:00pm Remarks: Yes \* No Time: 2:00pm

Receiving Line: Yes No \* Time: Site:

USHERS' OFFICE: #Chairs: 1000 Tables:

Platform: YES

Serving Time:

Location:

Coat Check: Yes No

Food/Beverage:

TOUR OFFICERS: Entry Gate: VISITORS GATE

Exit: SAME

Parking: Yes No \*

Location:

Comments:

CALLIGRAPHERS: Place Cards: Yes No \*

Handouts: Yes No \*

Other:

WHITE HOUSE PHOTO: Yes \* No Time: 1:45pm

General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 18

Carriage Call: Yes No \*

Door Openers: Yes No \*

Honors: Yes \* No

Type of Music

Site

Time

WHCA:

Podium: Yes No Type:

Location:

Announcer Mike: Yes \* No

Other Mikes: Yes No \*

Site:

Recording: Yes \* No

Other Requirements:

PRESS: Yes \* No

Details: FULL

WH Television: Yes \* No

SPECIAL INSTRUCTIONS:

Social Office Contact: STOCK, MCCOY

Phone: x7136

Fax: x6235

White House Staff Contact: JULIA MOFFETT

Phone: x7151

Fax: x

Group contact:

Phone: ( ) -

Fax: ( ) -

Reimbursable: Yes No \* Bill: OFFICIAL

Date: 20-Sep-1993

# RESIDENCE EVENT TASK SHEET

Type of Event: RECEPTION

Group: HEALTH CARE ADVOCATES

Date: 23-Sep-1993 Time: 10:00pm to: 11:00pm Guests: 200 Dress: BUS

Site: ST. DR. Rain Site:

Principals: PRESIDENT, VICE PRESIDENT, FIRST LADY, MRS. GORE

from: 10:00pm to: 11:00pm Remarks: Yes No Time:

Receiving Line: Yes No \* Time: Site:

USHERS' OFFICE: #Chairs: Tables: DR  
Serving Time: 10:00PM  
Coat Check: Yes \* No  
Food/Beverage: RECEPTION

Platform:  
Location:

TOUR OFFICERS: Entry Gate: VISITORS  
Parking: Yes No \*  
Comments:

Exit: SAME  
Location:

CALLIGRAPHERS: Place Cards: Yes No \*  
Other:

Handouts: Yes No \*

WHITE HOUSE PHOTO: Yes \* No Time: 10:00pm

General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 5  
Door Openers: Yes No \*

Carriage Call: Yes No \*  
Honors: Yes No \*

Type of Music Site  
COMBO GRAND FOYER

Time  
9:30pm

WHCA: Podium: Yes \* No Type: TOAST LECTERN Location: ST. DR  
Announcer Mike: Yes No \* Other Mikes: Yes No  
Site:  
Recording: Yes \* No Other Requirements:

PRESS: Yes No \* Details:  
WH Television: Yes \* No

SPECIAL INSTRUCTIONS:  
RECEPTION FOLLOWING SPEECH WATCH IN E. RM  
BAR IN GRAND FOYER  
BAR IN ST. DR

Social Office Contact: STOCK, MCCOY or Ryan  
White House Staff Contact: MARCIA HALE  
Group contact:

Phone: x7136 Fax: x6235  
Phone: x7060 Fax: x  
Phone: ( ) - Fax: ( ) -

Reimbursable: Yes No Bill: CONTACT: CAPRICIA MARSHALL

Date: 20-Sep-1993

# RESIDENCE EVENT TASK SHEET

Type of Event: RECEPTION

Group: HEALTH CARE ADVOCATES

Date: 23-Sep-1993 Time: 10:00pm to: 11:00pm Guests: 200 Dress: BUS

Site: ST. DR. Rain Site:

Principals: PRESIDENT, VICE PRESIDENT, FIRST LADY, MRS. GORE

from: 10:00pm to: 11:00pm Remarks: Yes No Time:

Receiving Line: Yes No \* Time: Site:

USHERS' OFFICE: #Chairs: Tables: DR  
Serving Time: 10:00PM  
Coat Check: Yes \* No  
Food/Beverage: RECEPTION

Platform:  
Location:

TOUR OFFICERS: Entry Gate: VISITORS  
Parking: Yes No \*  
Comments:

Exit: SAME  
Location:

CALLIGRAPHERS: Place Cards: Yes No \*  
Other:

Handouts: Yes No \*

WHITE HOUSE PHOTO: Yes \* No Time: 10:00pm

General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 5  
Door Openers: Yes No \*

Carriage Call: Yes No \*  
Honors: Yes No \*

Type of Music Site  
COMBO GRAND FOYER

Time  
9:30pm

WHCA: Podium: Yes \* No Type: TOAST LECTERN Location: ST. DR  
Announcer Mike: Yes No \* Other Mikes: Yes No  
Site:  
Recording: Yes \* No Other Requirements:

PRESS: Yes No \* Details:  
WH Television: Yes \* No

SPECIAL INSTRUCTIONS:  
RECEPTION FOLLOWING SPEECH WATCH IN E. RM  
BAR IN GRAND FOYER  
BAR IN ST. DR

Social Office Contact: STOCK, MCCOY or Ryan  
White House Staff Contact: MARCIA HALE  
Group contact:

Phone: x7136 Fax: x6235  
Phone: x7060 Fax: x  
Phone: ( ) - Fax: ( ) -

Reimbursable: Yes No Bill: CONTACT: CAPRICIA MARSHALL

Date: 20-Sep-1993

# RESIDENCE EVENT TASK SHEET

Type of Event: *SPEECH WATCHING*

Group: *HEALTH CARE ADVOCATES*

Date: 23-Sep-1993 Time: 8:30pm to: 10:00pm Guests: Dress:

Site: *E. ROOM* Rain Site:

Principals: *FIRST LADY, VICE PRESIDENT, MRS. GORE*

from: 9:00pm to: 10:00pm Remarks: Yes No \* Time:

Receiving Line: Yes No \* Time: Site:

USHERS' OFFICE: #Chairs: 250 Tables:

Serving Time:

Coat Check: Yes \* No

Food/Beverage:

Platform:

Location:

TOUR OFFICERS: Entry Gate: *VISITORS*

Parking: Yes No \*

Comments:

Exit: *SAME*

Location:

CALLIGRAPHERS: Place Cards: Yes No \*

Other:

Handouts: Yes No \*

WHITE HOUSE PHOTO: Yes \* No Time: 8:15pm

General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 5

Door Openers: Yes No \*

Type of Music Site

Carriage Call: Yes No \*

Honors: Yes No \*

Time

WHCA: Podium: Yes \* No Type: *TOAST LECTERN* Location:

Announcer Mike: Yes No \* Other Mikes: Yes No \*

Site:

Recording: Yes \* No Other Requirements: *N*

PRESS: Yes No \*

Details:

WH Television: Yes \* No

## SPECIAL INSTRUCTIONS:

*GUESTS WILL WATCH PRESIDENT'S SPEECH*

*ATTEND A RECEPTION IN ST. DR. 10-11PM*

Social Office Contact: *STOCK, MCCOY*

White House Staff Contact:

Group contact:

Phone: *x7136*

Phone: *x*

Phone: ( ) -

Fax: *x6235*

Fax: *x*

Fax: ( ) -

Reimbursable: Yes No Bill: CONTACT: *CAPRICIA MARSHALL*

Date: 20-Sep-1993

# RESIDENCE EVENT TASK SHEET

Type of Event: *SPEECH WATCHING*

Group: *HEALTH CARE ADVOCATES*

Date: 23-Sep-1993 Time: 8:30pm to: 10:00pm Guests: Dress:

Site: *E. ROOM* Rain Site:

Principals: *FIRST LADY, VICE PRESIDENT, MRS. GORE*

from: 9:00pm to: 10:00pm Remarks: Yes No \* Time:

Receiving Line: Yes No \* Time: Site:

USHERS' OFFICE: #Chairs: 250 Tables:  
Serving Time:  
Coat Check: Yes \* No  
Food/Beverage:

Platform:  
Location:

TOUR OFFICERS: Entry Gate: *VISITORS*  
Parking: Yes No \*  
Comments:

Exit: *SAME*  
Location:

CALLIGRAPHERS: Place Cards: Yes No \*  
Other:

Handouts: Yes No \*

WHITE HOUSE PHOTO: Yes \* No Time: 8:15pm

General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 5  
Door Openers: Yes No \*  
Type of Music Site

Carriage Call: Yes No \*  
Honors: Yes No \*  
Time

WHCA: Podium: Yes \* No Type: *TOAST LECTERN* Location:  
Announcer Mike: Yes No \* Other Mikes: Yes No \*  
Site:  
Recording: Yes \* No Other Requirements: *N*

PRESS: Yes No \* Details:  
WH Television: Yes \* No

SPECIAL INSTRUCTIONS:  
*GUESTS WILL WATCH PRESIDENT'S SPEECH*  
*ATTEND A RECEPTION IN ST. DR. 10-11PM*

Social Office Contact: *STOCK, MCCOY*  
White House Staff Contact:  
Group contact:

Phone: x7136 Fax: x6235  
Phone: x Fax: x  
Phone: ( ) - Fax: ( ) -

Reimbursable: Yes No Bill: CONTACT: *CAPRICIA MARSHALL*

Date: 20-Sep-1993

# RESIDENCE EVENT TASK SHEET

Type of Event: INTERVIEWS

Group: TELEVISION

Date: 23-Sep-1993 Time: 11:00am to: 1:00pm Guests: 15 Dress: BUS

Site: RED RM, MAP RM, OFDR Rain Site:

Principals: FIRST LADY

from: 11:00am to: 1:00pm Remarks: Yes No \* Time:

Receiving Line: Yes No \* Time: Site:

USHERS' OFFICE: #Chairs: Tables: Platform:  
Serving Time: Location:  
Coat Check: Yes No \*  
Food/Beverage: N/A

TOUR OFFICERS: Entry Gate: PRESS ENTRY Exit: SAME  
Parking: Yes No \* Location:  
Comments: ENTRY WILL BE PRIOR TO 11:00AM FOR SET-UP

CALLIGRAPHERS: Place Cards: Yes No \* Handouts: Yes No \*  
Other:

WHITE HOUSE PHOTO: Yes No \* Time: General Edit: Yes No

MILITARY OFFICE: Social Aides: Carriage Call: Yes No  
Door Openers: Yes No Honors: Yes No  
Type of Music Site Time

WHCA: Podium: Yes No \* Type: Location:  
Announcer Mike: Yes No \* Other Mikes: Yes No \*  
Site:  
Recording: Yes No \* Other Requirements:

PRESS: Yes No \* Details:  
WH Television: Yes No

SPECIAL INSTRUCTIONS:  
TELEVISION STATIONS WILL NEED TO BE IN ROOMS PRIOR TO FLOTUS TIME

11:00-11:30AM RED ROOM  
11:45-12:15PM MAP ROOM  
12:30-1:00PM OFDR

Social Office Contact: STOCK, MCCOY Phone: x7136 Fax: x6235  
White House Staff Contact: NEEL LATTIMORE Phone: x6266 Fax: x  
Group contact: Phone: ( ) - Fax: ( ) -

Reimbursable: Yes No \* Bill:

Date: 20-Sep-1993

RESIDENCE EVENT TASK SHEET

Type of Event: INTERVIEWS

Group: TELEVISION

Date: 23-Sep-1993 Time: 11:00am to: 1:00pm Guests: 15 Dress: BUS

Site: RED RM, MAP RM, OFDR Rain Site:

Principals: FIRST LADY

from: 11:00am to: 1:00pm Remarks: Yes No \* Time:

Receiving Line: Yes No \* Time: Site:

USHERS' OFFICE: #Chairs: Tables:  
Serving Time:  
Coat Check: Yes No \*  
Food/Beverage: N/A

Platform:  
Location:

TOUR OFFICERS: Entry Gate: PRESS ENTRY Exit: SAME  
Parking: Yes No \* Location:  
Comments: ENTRY WILL BE PRIOR TO 11:00AM FOR SET-UP

CALLIGRAPHERS: Place Cards: Yes No \* Handouts: Yes No \*  
Other:

WHITE HOUSE PHOTO: Yes No \* Time: General Edit: Yes No

MILITARY OFFICE: Social Aides: Carriage Call: Yes No  
Door Openers: Yes No Honors: Yes No  
Type of Music Site Time

WHCA: Podium: Yes No \* Type: Location:  
Announcer Mike: Yes No \* Other Mikes: Yes No \*  
Site:  
Recording: Yes No \* Other Requirements:

PRESS: Yes No \* Details:  
WH Television: Yes No

SPECIAL INSTRUCTIONS:  
TELEVISION STATIONS WILL NEED TO BE IN ROOMS PRIOR TO FLOTUS TIME

11:00-11:30AM RED ROOM  
11:45-12:15PM MAP ROOM  
12:30-1:00PM OFDR

Social Office Contact: STOCK, MCCOY  
White House Staff Contact: NEEL LATTIMORE  
Group contact:

Phone: x7136 Fax: x6235  
Phone: x6266 Fax: x  
Phone: ( ) - Fax: ( ) -

Reimbursable: Yes No \* Bill:

Date: 20-Sep-1993

# RESIDENCE EVENT TASK SHEET

Type of Event: INTERVIEWS

Group: TELEVISION

Date: 23-Sep-1993 Time: 11:00am to: 1:00pm Guests: 15 Dress: BUS

Site: RED RM, MAP RM, OFDR Rain Site:

Principals: FIRST LADY

from: 11:00am to: 1:00pm Remarks: Yes No \* Time:

Receiving Line: Yes No \* Time: Site:

USHERS' OFFICE: #Chairs: Tables:  
Serving Time:  
Coat Check: Yes No \*  
Food/Beverage: N/A

Platform:  
Location:

TOUR OFFICERS: Entry Gate: PRESS ENTRY  
Parking: Yes No \*  
Comments: ENTRY WILL BE PRIOR TO 11:00AM FOR SET-UP

Exit: SAME  
Location:

CALLIGRAPHERS: Place Cards: Yes No \*  
Other:

Handouts: Yes No \*

WHITE HOUSE PHOTO: Yes No \* Time:

General Edit: Yes No

MILITARY OFFICE: Social Aides:  
Door Openers: Yes No  
Type of Music Site

Carriage Call: Yes No  
Honors: Yes No  
Time

WHCA: Podium: Yes No \* Type: Location:  
Announcer Mike: Yes No \* Other Mikes: Yes No \*  
Site:  
Recording: Yes No \* Other Requirements:

PRESS: Yes No \* Details:  
WH Television: Yes No

## SPECIAL INSTRUCTIONS:

TELEVISION STATIONS WILL NEED TO BE IN ROOMS PRIOR TO FLOTUS TIME

11:00-11:30AM RED ROOM  
11:45-12:15PM MAP ROOM  
12:30-1:00PM OFDR

Social Office Contact: STOCK, MCCOY  
White House Staff Contact: NEEL LATTIMORE  
Group contact:

Phone: x7136 Fax: x6235  
Phone: x6266 Fax: x  
Phone: ( ) - Fax: ( ) -

Reimbursable: Yes No \* Bill:



Date: 20-Sep-1993

# RESIDENCE EVENT TASK SHEET

Type of Event: MEETING

Group: BIPARTISAN LEADERSHIP MEETING

Date: 22-Sep-1993 Time: 10:45am to: 11:30am Guests: 40 Dress:

Site: ST. DINING RM Rain Site:

Principals: PRESIDENT, VICE PRESIDENT, FIRST LADY, MRS. GORE

from: 10:45am to: 11:30am Remarks: Yes No Time:

Receiving Line: Yes No \* Time: Site:

USHERS' OFFICE: #Chairs: 50 Tables: U-SHAPE TABLE (40) Platform: NO

Serving Time: 10:30AM

Location:

Coat Check: Yes \* No

Food/Beverage: COFFEE, WATER, DANISH

TOUR OFFICERS: Entry Gate: NW.GATE

Exit: SAME

Parking: Yes \* No

Location: NW

Comments:

CALLIGRAPHERS: Place Cards: Yes \* No

Handouts: Yes No \*

Other: PLACE CARDS

WHITE HOUSE PHOTO: Yes \* No Time: 10:30am

General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 0

Carriage Call: Yes No \*

Door Openers: Yes No \*

Honors: Yes No \*

Type of Music Site

Time

NONE

WHCA: Podium: Yes No \* Type: Location:

Announcer Mike: Yes No \* Other Mikes: Yes No

Site:

Recording: Yes \* No

Other Requirements:

PRESS: Yes \* No

Details: POOL

WH Television: Yes \* No

## SPECIAL INSTRUCTIONS:

U-SHAPE TABLE - ALL PRINCIPALS AT HEAD OF TABLE

OTHERS ON SIDE

COFFEE CUPS & WATER ALL

PAD & PENCIL - HEAD TABLE ONLY

10 EXTRA CHAIRS SW CORNER OF ROOM FOR STAFF

Social Office Contact: STOCK, MCCOY

Phone: x7136

Fax: x6235

White House Staff Contact: CASSIE

Phone: x6620

Fax: x

Group contact:

Phone: ( ) -

Fax: ( ) -

Reimbursable: Yes No \* Bill: OFFICIAL

Date: 20-Sep-1993

# RESIDENCE EVENT TASK SHEET

Type of Event: MEETING

Group: BIPARTISAN LEADERSHIP MEETING

Date: 22-Sep-1993 Time: 10:45am to: 11:30am Guests: 40 Dress:

Site: ST. DINING RM Rain Site:

Principals: PRESIDENT, VICE PRESIDENT, FIRST LADY, MRS. GORE

from: 10:45am to: 11:30am Remarks: Yes No Time:

Receiving Line: Yes No \* Time: Site:

USHERS' OFFICE: #Chairs: 50 Tables: U-SHAPE TABLE (40) Platform: NO

Serving Time: 10:30AM

Location:

Coat Check: Yes \* No

Food/Beverage: COFFEE, WATER, DANISH

TOUR OFFICERS: Entry Gate: NW.GATE

Exit: SAME

Parking: Yes \* No

Location: NW

Comments:

CALLIGRAPHERS: Place Cards: Yes \* No

Handouts: Yes No \*

Other: PLACE CARDS

WHITE HOUSE PHOTO: Yes \* No Time: 10:30am

General Edit: Yes \* No.

MILITARY OFFICE: Social Aides: 0

Carriage Call: Yes No \*

Door Openers: Yes No \*

Honors: Yes No \*

Type of Music Site

Time

NONE

WHCA: Podium: Yes No \* Type: Location:

Announcer Mike: Yes No \* Other Mikes: Yes No

Site:

Recording: Yes \* No

Other Requirements:

PRESS: Yes \* No

Details: POOL

WH Television: Yes \* No

## SPECIAL INSTRUCTIONS:

U-SHAPE TABLE - ALL PRINCIPALS AT HEAD OF TABLE

OTHERS ON SIDE

COFFEE CUPS & WATER ALL

PAD & PENCIL - HEAD TABLE ONLY

10 EXTRA CHAIRS SW CORNER OF ROOM FOR STAFF

Social Office Contact: STOCK, MCCOY

Phone: x7136

Fax: x6235

White House Staff Contact: CASSIE

Phone: x6620

Fax: x

Group contact:

Phone: ( ) -

Fax: ( ) -

Reimbursable: Yes No \* Bill: OFFICIAL

Date: 20-Sep-1993

# RESIDENCE EVENT TASK SHEET

Type of Event: LUNCH

Group: COLUMNIST

Date: 21-Sep-1993

Time: 12:00pm to: 1:00pm

Guests: 30

Dress: BUS

Site: OLD FAMILY DINING ROOM

Rain Site:

Principals: PRESIDENT, FIRST LADY

from: 12:00pm to: 1:00pm

Remarks: Yes No

Time:

Receiving Line: Yes No \* Time:

Site:

USHERS' OFFICE: #Chairs: 30 Tables: U-SHAPED TABLE

Platform:

Serving Time: 12:10PM

Location:

Coat Check: Yes No \*

Food/Beverage: LUNCH

TOUR OFFICERS: Entry Gate: PRESS

Exit: SAME

Parking: Yes No \*

Location:

Comments:

CALLIGRAPHERS: Place Cards: Yes No

Handouts: Yes No

Other:

WHITE HOUSE PHOTO: Yes \* No

Time: 11:45am

General Edit: Yes \* No

MILITARY OFFICE: Social Aides:

Carriage Call: Yes No

Door Openers: Yes No

Honors: Yes No

Type of Music

Site

Time

WHCA:

Podium: Yes No \* Type:

Location:

Announcer Mike: Yes No \* Other Mikes: Yes No \*

Site:

Recording: Yes \* No

Other Requirements:

PRESS: Yes No

Details: ?

WH Television: Yes \* No

SPECIAL INSTRUCTIONS:

NUMBER RIGHT NOW IS 25 COULD GO TO 30

Social Office Contact: STOCK, MCCOY

Phone: x7136

Fax: x6235

White House Staff Contact: MARK GEARAN - LIST

Phone: x2533

Fax: x

Group contact:

Phone: ( ) -

Fax: ( ) -

Reimbursable: Yes No \* Bill: OFFICIAL

Date: 20-Sep-1993

# RESIDENCE EVENT TASK SHEET

Type of Event: LUNCH

Group: COLUMNIST

Date: 21-Sep-1993

Time: 12:00pm to: 1:00pm

Guests: 30

Dress: BUS

Site: OLD FAMILY DINING ROOM

Rain Site:

Principals: PRESIDENT, FIRST LADY

from: 12:00pm to: 1:00pm

Remarks: Yes No

Time:

Receiving Line: Yes No \* Time:

Site:

USHERS' OFFICE: #Chairs: 30 Tables: U-SHAPED TABLE

Platform:

Serving Time: 12:10PM

Location:

Coat Check: Yes No \*

Food/Beverage: LUNCH

TOUR OFFICERS: Entry Gate: PRESS

Exit: SAME

Parking: Yes No \*

Location:

Comments:

CALLIGRAPHERS: Place Cards: Yes No

Handouts: Yes No

Other:

WHITE HOUSE PHOTO: Yes \* No

Time: 11:45am

General Edit: Yes \* No

MILITARY OFFICE: Social Aides:

Carriage Call: Yes No

Door Openers: Yes No

Honors: Yes No

Type of Music

Site

Time

WHCA:

Podium: Yes No \* Type:

Location:

Announcer Mike: Yes No \* Other Mikes: Yes No \*

Site:

Recording: Yes \* No

Other Requirements:

PRESS:

Yes No

Details: ?

WH Television: Yes \* No

SPECIAL INSTRUCTIONS:

NUMBER RIGHT NOW IS 25 COULD GO TO 30

Social Office Contact: STOCK, MCCOY

Phone: x7136

Fax: x6235

White House Staff Contact: MARK GEARAN - LIST

Phone: x2533

Fax: x

Group contact:

Phone: ( ) -

Fax: ( ) -

Reimbursable: Yes No \* Bill: OFFICIAL

Date: 21-Sep-1993

# RESIDENCE EVENT TASK SHEET

Type of Event: DINNER/MOVIE

Group: OFFICIAL DINNER

Date: 01-Oct-1993

Time: 7:30pm to: 11:30pm

Guests: 60

Dress: DINNER

Site: YELLOW OVAL, BLUE ROOM

Rain Site:

Principals: PRESIDENT, FIRST LADY

from: 7:30pm to: 11:30pm

Remarks: Yes

No \*

Time:

Receiving Line: Yes

No \*

Time:

Site:

USHERS' OFFICE: #Chairs: 60 Tables: 6

Serving Time: 8:30-45PM

Coat Check: Yes \* No

Food/Beverage: DINNER

Platform:

Location:

TOUR OFFICERS: Entry Gate: DIPLOMATIC RECEPT. RM

Parking: Yes \* No

Comments:

Exit: SAME

Location: SOUTH PORTICO DRIVE

CALLIGRAPHERS: Place Cards: Yes \* No

Other: MENU

Handouts: Yes No \*

WHITE HOUSE PHOTO: Yes \* No

Time: 7:15pm

General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 2

Door Openers: Yes No \*

Type of Music

Site

HARP & FLUTE

ENTRANCE TO YELLOW OVAL

STROLLING STRINGS

GRAND FOYER

Carriage Call: Yes

No \*

Honors: Yes No \*

Time

7:15pm

8:30pm

WHCA:

Podium: Yes No \* Type:

Location:

Announcer Mike: Yes No \*

Other Mikes: Yes No \*

Site:

Recording: Yes No \*

Other Requirements:

PRESS:

Yes No \*

Details:

WH Television: Yes No \*

## SPECIAL INSTRUCTIONS:

GUESTS ARRIVE DIP RM

ESCORTED TO YELLOW OVAL FOR REFRESHMENTS

VIEW TREATY ROOM

DINNER APPROX 8:45PM

MOVIE IN THEATRE AFTER DINNER

REFRESHMENTS AT THEATRE

Social Office Contact: STOCK, MCCOY, RYAN

White House Staff Contact:

Group contact:

Phone: x7136

Phone: x

Phone: ( ) -

Fax: x

Fax: x

Fax: ( ) -

Reimbursable: Yes No \* Bill: OFFICIAL

Date: 22-Sep-1993

# RESIDENCE EVENT TASK SHEET

Type of Event: AWARDS CEREMONY - TENT -

Group: PRESIDENTIAL ARTS MEDALS

Date: 07-Oct-1993

Time: 2:00pm to: 3:00pm

Guests: 800 Dress: BUS

Site: SOUTH LAWN

Rain Site: SAME

Principals: PRESIDENT, FIRST LADY, VICE PRESIDENT, MRS. GORE

from: 2:00pm to: 3:00pm

Remarks: Yes \* No

Time: 2:00pm

Receiving Line: Yes No \* Time:

Site:

USHERS' OFFICE: #Chairs: 800 Tables:

Serving Time: N/A

Coat Check: Yes No \*

Food/Beverage:

Platform: STAGE

Location:

TOUR OFFICERS: Entry Gate: VISITORS

Parking: Yes No

Comments: 17 WINNERS ENTER NW GATE, NEED PARKING

Exit: SAME

Location:

CALLIGRAPHERS: Place Cards: Yes No \*

Other: CHAIR CARDS, PROGRAM -TBD

Handouts: Yes No

WHITE HOUSE PHOTO: Yes \* No

Time: 1:45pm

General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 16

Door Openers: Yes No \*

Type of Music

MILITARY BAND

Site

TENT

Carriage Call: Yes No \*

Honors: Yes \* No

Time

1:00pm

WHCA:

Podium: Yes \* No

Type: BLUE GOOSE

Location: STAGE

Announcer Mike: Yes \* No

Other Mikes: Yes \* No

Site:

Recording: Yes \* No

Other Requirements:

PRESS:

Yes \* No

Details: FULL

WH Television: Yes \* No

## SPECIAL INSTRUCTIONS:

12 NEA WINNERS, 5 NEH WINNERS WILL ENTER N. PORTICO & MEET WITH THE PRESIDENT AND FIRST LADY AT APPROX. 1:30PM IN THE STATE DINING ROOM PRIOR TO THE CEREMONY IN THE TENT

Social Office Contact: STOCK, MCCOY, RYAN

White House Staff Contact:

Group contact: ROSEMARY CRIBBEN

Phone: x7136

Phone: x

Phone: (202)342-1988

Fax: x6235

Fax: x

Fax: ( ) -

Reimbursable: Yes \* No

Bill: ROSEMARY CRIBBEN, NATIONAL ENDOWMENT FOR THE ARTS, 1100 PENNSYLVANIA, NW, W.DC20506

Date: 22-Sep-1993

# RESIDENCE EVENT TASK SHEET

Type of Event: DINNER (130), ENTERTAINMENT (230), DANCING  
Group: POET LAURETTE, RITA DOVE & PRIZE WINNERS  
Date: 07-Oct-1993 Time: 7:30am to: 11:30pm Guests: 230 Dress: BLACK TIE  
Site: ST. DINING ROOM, E. ROOM Rain Site:  
Principals: PRESIDENT, FIRST LADY, VICE PRESIDENT, MRS. GORE  
from: 7:30pm to: 11:30pm Remarks: Yes \* No Time:  
Receiving Line: Yes \* No Time: 7:40pm Site: BLUE ROOM (DINNER GUESTS)

USHERS' OFFICE: #Chairs: 130 Tables: DR Platform:  
Serving Time: 8:15(APPROX.) Location:  
Coat Check: Yes \* No  
Food/Beverage: DINNER & AFTER DINNER COFFEE

TOUR OFFICERS: Entry Gate: VISITORS Exit: SAME  
Parking: Yes No \* Location:  
Comments:

CALLIGRAPHERS: Place Cards: Yes \* No Handouts: Yes No \*  
Other: INVITIATION, MENU

WHITE HOUSE PHOTO: Yes \* No Time: 7:15pm General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 8 Carriage Call: Yes No \*  
Door Openers: Yes No \* Honors: Yes \* No  
Type of Music Site Time  
HARP & FLUTE BOOK SELLERS AREA 7:00pm  
STRING QUARTET GRAND FOYER 7:00pm  
NEED TO PLAY FOR FIRST &  
SECOND WAVE OF GUESTS

WHCA: Podium: Yes \* No Type: EAGLE Location: E. ROOM  
Announcer Mike: Yes \* No Other Mikes: Yes No \*  
Site:  
Recording: Yes \* No Other Requirements:

PRESS: Yes \* No Details: POOL  
WH Television: Yes \* No

SPECIAL INSTRUCTIONS:  
DINNER GUESTS WILL ARRIVE 7:30 - RECEIVING LINE  
AFTER DINNER GUESTS WILL ARRIVE 9:15 AND HOLD IN BOOK SELLERS AREA  
THE PRINCIPALS WILL GREET GUESTS IN A RECEIVING LINE IN THE LOWER  
HALLWAY - RECEIVING LINE. ALL GUESTS ARE SEATED IN E. ROOM FOR  
ENTERTAINMENT  
DANCING IN THE GRAND FOYER

Social Office Contact: STOCK, MCCOY, RYAN Phone: x7136 Fax: x6235  
White House Staff Contact: Phone: x Fax: x  
Group contact: Phone: ( ) - Fax: ( ) -

Reimbursable: Yes \* No Bill: ROSEMARY CRIBBEN, NEA, 1100 PENNSYLVANIA,  
NW, RM519, WASHINGTON, DC 20506

THE WHITE HOUSE

WASHINGTON

DATE: Wednesday, September 22, 1993

TO: THE PRESIDENT  
THE FIRST LADY  
The Vice President  
Mrs. Gore

RE: Reception Following Joint Session Address

TIME: approximately 10:00 p.m.

LOCATION: Grand Foyer

DRESS: Business

No. OF GUESTS: 250

FROM: Ann Stock

---

10:15 pm

THE PRESIDENT, THE FIRST LADY, The Vice President and Mrs. Gore meet in the Diplomatic Reception Room.

THE PRESIDENT, THE FIRST LADY, The Vice President and Mrs. Gore proceed to second floor of residence via elevator.

THE PRESIDENT, THE FIRST LADY, The Vice President and Mrs. Gore proceed down staircase to stand up mic.

THE PRESIDENT makes remarks.

NOTE: Guests will have watched the address in the East Room and attended reception in State Dining Room.

OPTIONAL: RECEIVING LINE in the Blue Room.



THE WHITE HOUSE

WASHINGTON

DATE: Wednesday, September 22, 1993

TO: THE PRESIDENT  
THE FIRST LADY  
The Vice President  
Mrs. Gore

RE: Reception Following Joint Session Address

TIME: approximately 10:00 p.m.

LOCATION: Grand Foyer

DRESS: Business

No. OF GUESTS: 250

FROM: Ann Stock

---

10:15 pm

THE PRESIDENT, THE FIRST LADY, The Vice President and Mrs. Gore meet in the Diplomatic Reception Room.

THE PRESIDENT, THE FIRST LADY, The Vice President and Mrs. Gore proceed to second floor of residence via elevator.

THE PRESIDENT, THE FIRST LADY, The Vice President and Mrs. Gore proceed down staircase to stand up mic.

THE PRESIDENT makes remarks.

NOTE: Guests will have watched the address in the East Room and attended reception in State Dining Room.

OPTIONAL: RECEIVING LINE in the Blue Room.

THE WHITE HOUSE

WASHINGTON

DATE: Wednesday, September 22, 1993

TO: THE PRESIDENT  
THE FIRST LADY  
The Vice President  
Mrs. Gore

RE: Bipartisan Leadership Meeting

TIME: 10:45 am - 11:45 am

LOCATION: State Dining Room

DRESS: Business

No. OF GUESTS: 41

FROM: Ann Stock

---

10:45 am THE PRESIDENT, THE FIRST LADY, The Vice President  
and Mrs. Gore arrive at the State Dining Room.

THE PRESIDENT MAKES WELCOMING REMARKS.

Open discussion begins.

NOTE: THE PRESIDENT, THE FIRST LADY, The Vice  
President and Mrs. Gore will be seated with guests  
at a U-shaped table.

NOTE: Pool spray.

THE WHITE HOUSE

WASHINGTON

DATE: Wednesday, September 22, 1993

TO: THE PRESIDENT  
THE FIRST LADY  
The Vice President  
Mrs. Gore

RE: Bipartisan Leadership Meeting

TIME: 10:45 am - 11:45 am

LOCATION: State Dining Room

DRESS: Business

No. OF GUESTS: 41

FROM: Ann Stock

---

10:45 am THE PRESIDENT, THE FIRST LADY, The Vice President  
and Mrs. Gore arrive at the State Dining Room.

THE PRESIDENT MAKES WELCOMING REMARKS.

Open discussion begins.

NOTE: THE PRESIDENT, THE FIRST LADY, The Vice  
President and Mrs. Gore will be seated with guests  
at a U-shaped table.

NOTE: Pool spray.

Date: 23-Sep-1993

# RESIDENCE EVENT TASK SHEET

Type of Event: *RECEPTION*

Group: *DNC TRUSTEES*

Date: *14-Oct-1993* Time: *5:30pm to: 7:00pm* Guests: *600* Dress: *BUS*

Site: *TENT* Rain Site: *E. ROOM*

Principals: *PRESIDENT, FIRST LADY, VICE PRESIDENT, MRS. GORE*

from: *6:00pm* to: Remarks: *Yes \* No* Time: *6:00pm*

Receiving Line: *Yes \* No* Time: Site:

USHERS' OFFICE: #Chairs: Tables: *FOR FOOD* Platform: *YES*  
Serving Time: *5:30PM* Location:  
Coat Check: *Yes \* No*  
Food/Beverage: *RECEPTION*

TOUR OFFICERS: Entry Gate: *VISITORS* Exit: *SAME*  
Parking: *Yes No \** Location:  
Comments: *VISITORS OFFICE ASSISTANCE NEEDED*

CALLIGRAPHERS: Place Cards: *Yes No \** Handouts: *Yes No \**  
Other:

WHITE HOUSE PHOTO: *Yes \* No* Time: *5:15pm* General Edit: *Yes \* No*

MILITARY OFFICE: Social Aides: *12* Carriage Call: *Yes No \**  
Door Openers: *Yes No \** Honors: *Yes No*  
Type of Music Site Time  
*COMBO TENT OR GRAND FOYER 5:00pm*

WHCA: Podium: *Yes \* No* Type: *TOAST LECTERN* Location: *PLATFORM*  
Announcer Mike: *Yes \* No* Other Mikes: *Yes No \**  
Site:  
Recording: *Yes \* No* Other Requirements:

PRESS: *Yes No \** Details:  
WH Television: *Yes \* No*

SPECIAL INSTRUCTIONS:  
*WATER FOR PRESIDENT*

Social Office Contact: *STOCK, MCCOY, RYAN*  
White House Staff Contact: *JOAN BAGGETT*  
Group contact: *LAURA HARDIGAN*

Phone: *x7136* Fax: *x6235*  
Phone: *x6257* Fax: *x*  
Phone: *(202)737-3500* Fax: *( ) -*

Reimbursable: *Yes \* No* Bill: *DNC 1455 F STREET, WASH, DC 20005*

Revised  
10-4-93

Date: 24-Sep-1993

RESIDENCE EVENT TASK SHEET

Type of Event: RECOGNITION CEREMONY

Group: WHITE HOUSE FELLOWS

Date: 06-Oct-1993

Time: 5:00pm to: 6:00pm

Guests: <sup>135</sup>~~100~~

Dress:

Site: ~~ROSE GARDEN~~ ST Dining Rm

Rain Site: ST. DINING RM

Principals: PRESIDENT, VICE PRESIDENT, FIRST LADY, MRS. GORE

from: 5:30 to:

Remarks: Yes \* No

Time: 5:30

Receiving Line: Yes No \* Time:

Site:

USHERS' OFFICE: #Chairs: <sup>135</sup>~~80~~ Tables:

Platform: YES

Serving Time:

Location:

Coat Check: Yes No

Food/Beverage: NONE

TOUR OFFICERS: Entry Gate: VISITORS

Exit: SAME

Parking: Yes No \*

Location:

Comments:

CALLIGRAPHERS: Place Cards: Yes No \*

Handouts: Yes No \*

Other: TOE CARDS, CHAIR CARDS, RESERVE

WHITE HOUSE PHOTO: Yes \* No

Time: 4:45pm

General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 5

Carriage Call: Yes No \*

Door Openers: Yes No \*

Honors: Yes No \*

Type of Music

Site

Time

WHCA:

Podium: Yes \* No Type: TOAST LECTERN

Location: PLATFORM

Announcer Mike: Yes \* No Other Mikes: Yes No \*

Site:

Recording: Yes \* No

Other Requirements:

PRESS:

Yes \* No

Details: POOL

WH Television: Yes \* No

SPECIAL INSTRUCTIONS:

~~Blue Rm~~

17 AWARD WINNERS - PIC/EACH IN ~~OVAL~~ PRIOR TO CEREMONY

VIPS -LIST/SEQ.

CHR WILL MAKE RMKS.

Social Office Contact: STOCK, MCCOY, RYAN

Phone: x7136

Fax: x6235

White House Staff Contact: BROOKE SHEARER

Phone: x4522

Fax: x

Group contact: BROOKE SHEARER

Phone: ( ) -

Fax: ( ) -

Reimbursable: Yes \* No

Bill: BROOKE SHEARER, WHITE HOUSE FELLOWS

712 JACKSON PL., WASH, DC 20503

Revised  
10-4-93

Date: 24-Sep-1993

# RESIDENCE EVENT TASK SHEET

Type of Event: RECOGNITION CEREMONY

Group: WHITE HOUSE FELLOWS

Date: 06-Oct-1993 Time: 5:00pm to: 6:00pm

Guests: <sup>135</sup>100 Dress:  
Rain Site: ST. DINING RM

Site: ~~ROSE GARDEN~~ ST. DINING RM

Principals: PRESIDENT, VICE PRESIDENT, FIRST LADY, MRS. GORE

from: 5:30 to: Remarks: Yes \* No Time: 5:30

Receiving Line: Yes No \* Time: Site:

USHERS' OFFICE: #Chairs: <sup>135</sup>80 Tables:  
Serving Time:  
Coat Check: Yes No  
Food/Beverage: NONE

Platform: YES  
Location:

TOUR OFFICERS: Entry Gate: VISITORS  
Parking: Yes No \*  
Comments:

Exit: SAME  
Location:

CALLIGRAPHERS: Place Cards: Yes No \*  
Other: TOE CARDS, CHAIR CARDS, RESERVE

Handouts: Yes No \*

WHITE HOUSE PHOTO: Yes \* No Time: 4:45pm

General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 5  
Door Openers: Yes No \*  
Type of Music Site

Carriage Call: Yes No \*  
Honors: Yes No \*  
Time

WHCA: Podium: Yes \* No Type: TOAST LECTERN Location: PLATFORM  
Announcer Mike: Yes \* No Other Mikes: Yes No \*  
Site:  
Recording: Yes \* No Other Requirements:

PRESS: Yes \* No Details: POOL  
WH Television: Yes \* No

SPECIAL INSTRUCTIONS: <sup>Blue Rm</sup>  
17 AWARD WINNERS - PIC/EACH IN ~~OVAL~~ PRIOR TO CEREMONY  
VIPS -LIST/SEQ,  
CHR WILL MAKE RMKS.

Social Office Contact: STOCK, MCCOY, RYAN  
White House Staff Contact: BROOKE SHEARER  
Group contact: BROOKE SHEARER

Phone: x7136 Fax: x6235  
Phone: x4522 Fax: x  
Phone: ( ) - Fax: ( ) -

Reimbursable: Yes \* No Bill: BROOKE SHEARER, WHITE HOUSE FELLOWS  
712 JACKSON PL., WASH, DC 20503

Date: 24-Sep-1993

RESIDENCE EVENT TASK SHEET

Type of Event: TEA

Group: INTERNATIONAL WOMEN'S FORUM

Date: 30-Sep-1993 Time: ~~3:30pm~~ to: ~~4:30pm~~

Guests: 400 Dress: BUS

Site: STATE FLOOR ~~2:30~~ ~~3:30~~

Rain Site:

Principals: FIRST LADY, MRS GORE

from: ~~3:35pm~~ to:

Remarks: Yes \* No

Time:

Receiving Line: Yes No

Time:

Site:

USHERS' OFFICE: #Chairs: 0 Tables: DINING ROOM

Platform: YES

Serving Time: 3:15PM ST. DINING RM

Location: E. RM

Coat Check: Yes \* No

Food/Beverage: TEA, COFFEE, SWEETS

TOUR OFFICERS: Entry Gate: VISITORS GATE

Exit: SAME

Parking: Yes No \*

Location:

Comments: VISITORS OFFICE ASSISTANCE NEEDED

CALLIGRAPHERS: Place Cards: Yes No \*

Handouts: Yes No \*

Other:

WHITE HOUSE PHOTO: Yes \* No

Time: 3:15pm

General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 8

Carriage Call: Yes No \*

Door Openers: Yes No \*

Honors: Yes No \*

Type of Music

Site

COMBO

GRAND FOYER

17 MBR. MUSICAL GROUP

E. RM

Time

~~2:00~~ ~~3:00pm~~  
~~2:15~~ ~~3:15pm~~

WHCA: Podium: Yes \* No Type: TOAST LECTERN Location: PLATFORM

Announcer Mike: Yes \* No Other Mikes: Yes No \*

Site: E. ROOM

Recording: Yes No \*

Other Requirements:

PRESS: Yes No \*

Details:

WH Television: Yes No \*

SPECIAL INSTRUCTIONS:

GUESTS WILL GATHER IN E. RM FOR REMARKS FROM THE FIRST LADY AND MRS. GORE.

AFTER REMARKS THE GUESTS PROCEED TO ST. DR. FOR TEA

Social Office Contact: STOCK, MCCOY, RYAN

Phone: x7136

Fax: x6235

White House Staff Contact:

Phone: x

Fax: x

Group contact: SUSAN DAVIS

Phone: (202)775-8881

Fax: ( ) -

Reimbursable: Yes \* No

Bill: INTERNATIONAL WOMEN'S FORUM, 1146 19TH ST., NW, WASH, DC. 20036

Date: 24-Sep-1993

# RESIDENCE EVENT TASK SHEET

Type of Event: TEA

Group: INTERNATIONAL WOMEN'S FORUM

Date: 30-Sep-1993 Time: ~~3:30pm~~ to: ~~4:30pm~~

Guests: 400 Dress: BUS

Site: STATE FLOOR ~~2:30~~ ~~3:30~~

Rain Site:

Principals: FIRST LADY, MRS GORE

from: ~~3:35pm~~ to:

Remarks: Yes \* No

Time:

Receiving Line: Yes No

Time:

Site:

USHERS' OFFICE: #Chairs: 0 Tables: DINING ROOM  
Serving Time: 3:15PM ST. DINING RM  
Coat Check: Yes \* No  
Food/Beverage: TEA, COFFEE, SWEETS

Platform: YES  
Location: E. RM

TOUR OFFICERS: Entry Gate: VISITORS GATE  
Parking: Yes No \*  
Comments: VISITORS OFFICE ASSISTANCE NEEDED

Exit: SAME  
Location:

CALLIGRAPHERS: Place Cards: Yes No \*  
Other:

Handouts: Yes No \*

WHITE HOUSE PHOTO: Yes \* No Time: 3:15pm

General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 8  
Door Openers: Yes No \*

Carriage Call: Yes No \*  
Honors: Yes No \*

Type of Music Site  
COMBO GRAND FOYER  
17 MBR. MUSICAL GROUP E. RM

Time  
~~2:00~~ ~~3:00pm~~  
~~2:15~~ ~~3:15pm~~

WHCA: Podium: Yes \* No Type: TOAST LECTERN Location: PLATFORM  
Announcer Mike: Yes \* No Other Mikes: Yes No \*  
Site: E. ROOM  
Recording: Yes No \* Other Requirements:

PRESS: Yes No \* Details:  
WH Television: Yes No \*

## SPECIAL INSTRUCTIONS:

GUESTS WILL GATHER IN E. RM FOR REMARKS FROM THE FIRST LADY AND MRS. GORE.

AFTER REMARKS THE GUESTS PROCEED TO ST. DR. FOR TEA

Social Office Contact: STOCK, MCCOY, RYAN  
White House Staff Contact:  
Group contact: SUSAN DAVIS

Phone: x7136 Fax: x6235  
Phone: x Fax: x  
Phone: (202)775-8881 Fax: ( ) -

Reimbursable: Yes \* No Bill: INTERNATIONAL WOMEN'S FORUM, 1146 19TH  
ST., NW, WASH, DC. 20036



Date: 24-Sep-1993

# RESIDENCE EVENT TASK SHEET

Type of Event: *RECOGNITION CEREMONY*

Group: *WHITE HOUSE FELLOWS*

Date: *06-Oct-1993* Time: *5:00pm to: 6:00pm* Guests: *100* Dress:  
Site: *ROSE GARDEN* Rain Site: *ST. DINING RM*

Principals: *PRESIDENT, VICE PRESIDENT, FIRST LADY, MRS. GORE*

from: to: Remarks: Yes No Time:  
Receiving Line: Yes No \* Time: Site:

USHERS' OFFICE: #Chairs: *80* Tables:  
Serving Time:  
Coat Check: Yes No  
Food/Beverage: *NONE*

Platform: *YES*  
Location:

TOUR OFFICERS: Entry Gate: *VISITORS*  
Parking: Yes No \*  
Comments:

Exit: *SAME*  
Location:

CALLIGRAPHERS: Place Cards: Yes No \*  
Other: *TOE CARDS, CHAIR CARDS, RESERVE*

Handouts: Yes No \*

WHITE HOUSE PHOTO: Yes \* No Time: *4:45pm*

General Edit: Yes \* No

MILITARY OFFICE: Social Aides: *5*  
Door Openers: Yes No \*  
Type of Music Site

Carriage Call: Yes No \*  
Honors: Yes No \*  
Time

WHCA: Podium: Yes \* No Type: *TOAST LECTERN* Location: *PLATFORM*  
Announcer Mike: Yes \* No Other Mikes: Yes No \*  
Site:  
Recording: Yes \* No Other Requirements:

PRESS: Yes \* No Details: *POOL*  
WH Television: Yes \* No

SPECIAL INSTRUCTIONS:  
*17 AWARD WINNERS - PIC/EACH IN OVAL PRIOR TO CEREMONY*  
*VIPS -LIST/SEQ*  
*CHR WILL MAKE RMKS.*

Social Office Contact: *STOCK, MCCOY, RYAN*  
White House Staff Contact: *BROOKE SHEARER*  
Group contact: *BROOKE SHEARER*

Phone: *x7136* Fax: *x6235*  
Phone: *x4522* Fax: *x*  
Phone: ( ) - Fax: ( ) -

Reimbursable: Yes \* No Bill: *BROOKE SHEARER, WHITE HOUSE FELLOWS*  
*712 JACKSON PL., WASH, DC 20503*

Date: 24-Sep-1993

# RESIDENCE EVENT TASK SHEET

Type of Event: TEA

Group: INTERNATIONAL WOMEN'S FORUM

Date: 30-Sep-1993 Time: 3:30pm to: 4:30pm

Guests: 400 Dress: BUS

Site: STATE FLOOR

Rain Site:

Principals: FIRST LADY, MRS GORE

from: 3:35pm to:

Remarks: Yes \* No

Time:

Receiving Line: Yes No

Time:

Site:

USHERS' OFFICE: #Chairs: 0 Tables: DINING ROOM

Platform: YES

Serving Time: 3:15PM ST. DINING RM

Location: E. RM

Coat Check: Yes \* No

Food/Beverage: TEA, COFFEE, SWEETS

TOUR OFFICERS: Entry Gate: VISITORS GATE

Exit: SAME

Parking: Yes No \*

Location:

Comments: VISITORS OFFICE ASSISTANCE NEEDED

CALLIGRAPHERS: Place Cards: Yes No \*

Handouts: Yes No \*

Other:

WHITE HOUSE PHOTO: Yes \* No

Time: 3:15pm

General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 8

Carriage Call: Yes No \*

Door Openers: Yes No \*

Honors: Yes No \*

Type of Music

Site

Time

COMBO

GRAND FOYER

3:00pm

17 MBR. MUSICAL GROUP

E. RM

3:15pm

WHCA:

Podium: Yes \* No Type: TOAST LECTERN Location: PLATFORM

Announcer Mike: Yes \* No Other Mikes: Yes No \*

Site: E. ROOM

Recording: Yes No \*

Other Requirements:

PRESS: Yes No \*

Details:

WH Television: Yes No \*

## SPECIAL INSTRUCTIONS:

GUESTS WILL GATHER IN E. RM FOR REMARKS FROM THE FIRST LADY AND MRS. GORE.

AFTER REMARKS THE GUESTS PROCEED TO ST. DR. FOR TEA

Social Office Contact: STOCK, MCCOY, RYAN

Phone: x7136

Fax: x6235

White House Staff Contact:

Phone: x

Fax: x

Group contact: SUSAN DAVIS

Phone: (202)775-8881

Fax: ( ) -

Reimbursable: Yes \* No

Bill: INTERNATIONAL WOMEN'S FORUM, 1146 19TH ST., NW, WASH, DC. 20036

Date: 24-Sep-1993

RESIDENCE EVENT TASK SHEET

Type of Event: AWARD CEREMONY

Group: PRESIDENTIAL MEDAL OF SCIENCE & MEDAL OF TECHNOLOGY

Date: 30-Sep-1993 Time: 3:00pm to: 4:00pm Guests: 250 Dress: BUS

Site: ROSE GARDEN

Rain Site: 450 OEGB

Principals: PRESIDENT

from: 3:10pm to: 4:00pm Remarks: Yes \* No

Time:

Receiving Line: Yes No \* Time: Site:

USHERS' OFFICE: #Chairs: 250 Tables:

Platform: YES

Serving Time: N/A

Location:

Coat Check: Yes No

Food/Beverage:

TOUR OFFICERS: Entry Gate: VISITORS

Exit: SAME

Parking: Yes No \*

Location:

Comments: VISITORS OFFICE ASSISTANCE NEEDED

CALLIGRAPHERS: Place Cards: Yes No \*

Handouts: Yes \* No

Other: CHRIS CLARY WILL PROVIDE

WHITE HOUSE PHOTO: Yes \* No

Time: 2:45pm

General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 6

Carriage Call: Yes No

Door Openers: Yes No

Honors: Yes No

Type of Music

Site

Time

WHCA:

Podium: Yes \* No Type: TOAST LECTERN Location: PLATFORM

Announcer Mike: Yes \* No Other Mikes: Yes No \*

Site:

Recording: Yes \* No

Other Requirements:

PRESS:

Yes \* No

Details:

WH Television: Yes \* No

SPECIAL INSTRUCTIONS:

18 AWARD WINNERS

SARA RYAN - 7136 WILL ADVANCE

WATER FOR PRESIDENT

SOCIAL AID TO HAND MEDAL TO POTUS

SOCIAL AID TO HELP WINNERS ONTO PLATFORM

Social Office Contact: STOCK, MCCOY

Phone: x7136

Fax: x6235

White House Staff Contact: CHRIS CLARY

Phone: x7116

Fax: x

Group contact:

Phone: ( ) -

Fax: ( ) -

Reimbursable: Yes No \* Bill:

Date: 24-Sep-1993

# RESIDENCE EVENT TASK SHEET

Type of Event: RECEPTION

Group: RESTORATION DONORS

Date: 29-Sep-1993 Time: 7:00pm to: 10:00pm Guests: 250 Dress: DINNER DRESS

Site: ST.FLOOR, RESIDENCE & OVAL

Rain Site:

Principals: PRESIDENT, FIRST LADY

from: 7:00pm to: 10:00pm Remarks: Yes \* No Time:

Receiving Line: Yes \* No Time: 7:15pm Site: BLUE ROOM

USHERS' OFFICE: #Chairs: Tables: Platform:  
Serving Time: 7:00PM ST. DINING RM Location:  
Coat Check: Yes \* No  
Food/Beverage: RECEPTION

TOUR OFFICERS: Entry Gate: VISITORS GATE Exit: SAME  
Parking: Yes No \* Location:  
Comments:

CALLIGRAPHERS: Place Cards: Yes No \* Handouts: Yes No \*  
Other: PROGRAM

WHITE HOUSE PHOTO: Yes \* No Time: 7:00pm General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 12 Carriage Call: Yes No \*  
Door Openers: Yes No \* Honors: Yes No \*  
Type of Music Site Time  
HARP & FLUTE PRIVATE RESIDENCE 7:00pm  
JAZZ COMBO GRAND FOYER 6:45pm

WHCA: Podium: Yes \* No Type: TOAST LECTERN Location: TBD  
Announcer Mike: Yes No Other Mikes: Yes No  
Site:  
Recording: Yes \* No Other Requirements:

PRESS: Yes \* No Details:  
WH Television: Yes No \*

SPECIAL INSTRUCTIONS:  
GUESTS WILL VIEW OVAL OFFICE AND TREATY RM & LINCOLN BR, SITTING RM  
USHERS AND CURATORS WILL BE ASK TO ESCORT AND INFORM GUESTS -PRIVATE  
RESIDENCE AND OVAL OFFICE

Social Office Contact: STOCK, MCCOY, RYAN  
White House Staff Contact:  
Group contact: KAKI HOCKERSMITH

Phone: x7236 Fax: x6235  
Phone: x Fax: x  
Phone: ( ) - Fax: ( ) -

Reimbursable: Yes No \* Bill:

Revised  
9-28-93

Date: 28-Sep-1993

RESIDENCE EVENT TASK SHEET

Type of Event: ANNOUNCEMENT

Group: AUTO MAKERS

Date: 29-Sep-1993

Time: 10:00am to: 11:00am

Guests: 150 Dress: BUS

Site: S.W.LAWN

Rain Site: 450 OE0B

Principals: PRESIDENT, VICE PRESIDENT

from: 10:00am to: 11:00am

Remarks: Yes \* No

Time: 10:05am

Receiving Line: Yes No \* Time:

Site:

USHERS' OFFICE: #Chairs: 150 Tables:

Serving Time: N/A

Coat Check: Yes No \*

Food/Beverage:

Platform: TBD

Location:

TOUR OFFICERS: Entry Gate: W. WING & EAST VISITORS

Parking: Yes No \*

Comments:

Exit: SAME

Location:

CALLIGRAPHERS: Place Cards: Yes \* No

Other: RESERVE CARDS, TOE CARDS

Handouts: Yes No \*

WHITE HOUSE PHOTO: Yes \* No

Time: 10:00am

General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 0

Door Openers: Yes No \*

Type of Music

Site

Carriage Call: Yes No \*

Honors: Yes No \*

Time

WHCA:

Podium: Yes \* No

Type: TOAST LECTERN

Location: PLATFORM

Announcer Mike: Yes \* No

Other Mikes: Yes \* No

Site:

Recording: Yes \* No

Other Requirements: WHCA - AWARE

PRESS:

Yes \* No

Details: TBD

WH Television: Yes \* No

SPECIAL INSTRUCTIONS:

SET UP 9-28-93

5 CHAIRS ON STAGE

Social Office Contact: STOCK, MCCOY, RYAN

White House Staff Contact: MARLA ROMASH

Group contact:

Phone: x7136

Phone: x7035

Phone: ( ) -

Fax: x6235

Fax: x

Fax: ( ) -

Reimbursable: Yes No \* Bill:

Revised  
9-28-93

Date: 28-Sep-1993

RESIDENCE EVENT TASK SHEET

Type of Event: LUNCH

Group: CONGRESS, CEO, AGENCY

Date: 29-Sep-1993

Time: 12:45pm to: 2:00pm

Guests: 75

Dress: BUS

Site: ST. DINING RM

Rain Site:

Principals: PRESIDENT, VICE PRESIDENT

from: 12:50pm to: 2:00pm

Remarks: Yes

No

Time:

Receiving Line: Yes

No \*

Time:

Site:

USHERS' OFFICE: #Chairs: 75 Tables: 7-8

Serving Time: 1:00PM ✓

Coat Check: Yes \* No

Food/Beverage: LUNCH

Platform:

Location:

TOUR OFFICERS: Entry Gate: EAST APPT, NW

Parking: Yes \* No

Comments:

Exit: SAME

Location: CONGRESS, NW DRIVE

CALLIGRAPHERS: Place Cards: Yes \* No

Other:

Handouts: Yes No

WHITE HOUSE PHOTO: Yes \* No

Time: 12:00pm

General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 2

Door Openers: Yes No \*

Type of Music

HARP

Site

CROSS HALL

Carriage Call: Yes No \*

Honors: Yes No \*

Time

12:30am

WHCA:

Podium: Yes \* No Type: TOAST LECTERN

Location: S. SIDE OF FIRE PLACE

Announcer Mike: Yes \* No

Other Mikes: Yes No \*

Site:

Recording: Yes \* No

Other Requirements:

PRESS:

Yes \* No

Details: POOL

WH Television: Yes \* No

SPECIAL INSTRUCTIONS:

GUESTS WILL GATHER IN RED ROOM, & CROSS HALL

THE PRESIDENT AND VICE PRESIDENT WILL GREET GUESTS AND INVITE THEM  
TO BE SEATED IN ST. DR.

STATEMENT - PRESS POOL

Social Office Contact: STOCK, MCCOY, RYAN

White House Staff Contact: ALEXIS, FLO

Group contact:

Phone: x7136

Phone: x2930

Phone: ( ) -

Fax: x6235

Fax: x

Fax: ( ) -

Reimbursable: Yes \* No

Bill: COMMERCE

Revised  
9-28-99

Date: 28-Sep-1993

RESIDENCE EVENT TASK SHEET

Type of Event: LUNCH

Group: CONGRESS, CEO, AGENCY

Date: 29-Sep-1993

Time: 12:45pm to: 2:00pm

Guests: 75

Dress: BUS

Site: ST. DINING RM

Rain Site:

Principals: PRESIDENT, VICE PRESIDENT

from: 12:50pm to: 2:00pm

Remarks: Yes

No

Time:

Receiving Line: Yes No \* Time:

Site:

USHERS' OFFICE: #Chairs: 75 Tables: 7-8

Serving Time: 1:00PM ✓

Coat Check: Yes \* No

Food/Beverage: LUNCH

Platform:

Location:

TOUR OFFICERS: Entry Gate: EAST APPT, NW

Parking: Yes \* No

Comments:

Exit: SAME

Location: CONGRESS, NW DRIVE

CALLIGRAPHERS: Place Cards: Yes \* No

Other:

Handouts: Yes No

WHITE HOUSE PHOTO: Yes \* No

Time: 12:00pm

General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 2

Door Openers: Yes No \*

Carriage Call: Yes No \*

Honors: Yes No \*

Type of Music

Site

HARP

CROSS HALL

Time

12:30am

WHCA:

Podium: Yes \* No Type: TOAST LECTERN

Location: S. SIDE OF FIRE PLACE

Announcer Mike: Yes \* No Other Mikes: Yes No \*

Site:

Recording: Yes \* No

Other Requirements:

PRESS:

Yes \* No

Details: POOL

WH Television: Yes \* No

SPECIAL INSTRUCTIONS:

GUESTS WILL GATHER IN RED ROOM, & CROSS HALL

THE PRESIDENT AND VICE PRESIDENT WILL GREET GUESTS AND INVITE THEM  
TO BE SEATED IN ST. DR.

STATEMENT - PRESS POOL

Social Office Contact: STOCK, MCCOY, RYAN

White House Staff Contact: ALEXIS, FLO

Group contact:

Phone: x7136

Phone: x2930

Phone: ( ) -

Fax: x6235

Fax: x

Fax: ( ) -

Reimbursable: Yes \* No

Bill: COMMERCE

Revised  
9-23-93

Date: 28-Sep-1993

RESIDENCE EVENT TASK SHEET

Type of Event: RECEPTION

Group: RESTORATION DONORS

Date: 29-Sep-1993 Time: 7:00pm to: 10:00pm Guests: 250 Dress: DINNER DRESS

Site: ST.FLOOR, RESIDENCE & OVAL Rain Site:

Principals: PRESIDENT, FIRST LADY

from: 7:00pm to: 10:00pm Remarks: Yes \* No Time:

Receiving Line: Yes \* No Time: 7:05pm Site: BLUE ROOM

USHERS' OFFICE: #Chairs: 40 Tables: 20 ROUND E.RM

Platform: SMALL S. END E. RM

Serving Time: 7:00PM ST. DINING RM

Location:

Coat Check: Yes \* No

Food/Beverage: RECEPTION

TOUR OFFICERS: Entry Gate: VISITORS GATE

Exit: SAME

Parking: Yes No \*

Location:

Comments:

CALLIGRAPHERS: Place Cards: Yes No \*

Handouts: Yes No \*

Other: PROGRAM

WHITE HOUSE PHOTO: Yes \* No Time: 7:00pm

General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 12

Carriage Call: Yes No \*

Door Openers: Yes No \*

Honors: Yes No \*

Type of Music

Site

Time

HARP & FLUTE

PRIVATE RESIDENCE

7:00pm

✓ COMBO

GRAND FOYER

6:45pm

JAZZ COMBO

E. RM

8:30pm

WHCA: Podium: Yes \* No Type: EAGLE LECTERN Location: PLATFORM E. RM

Announcer Mike: Yes No \* Other Mikes: Yes No

Site:

Recording: Yes \* No

Other Requirements:

PRESS: Yes \* No

Details:

WH Television: Yes No \*

SPECIAL INSTRUCTIONS:

GUESTS WILL VIEW OVAL OFFICE AND TREATY RM & LINCOLN BR, SITTING RM

USHERS AND CURATORS WILL BE ASK TO ESCORT AND INFORM GUESTS -PRIVATE  
RESIDENCE AND OVAL OFFICE

DOORS WILL BE CLOSED TO E. RM UNTIL APPROX. 8:30PM

20 ROUND TABLES/CHAIRS - DESSERT, COFFEE, JAZZ COMBO IN E. RM.

Social Office Contact: STOCK, MCCOY, RYAN

Phone: x7236

Fax: x6235

White House Staff Contact:

Phone: x

Fax: x

Group contact: KAKI HOCKERSMITH

Phone: ( ) -

Fax: ( ) -

Reimbursable: Yes No \* Bill:



Revised  
9-28-93

Date: 28-Sep-1993

RESIDENCE EVENT TASK SHEET

Type of Event: ANNOUNCEMENT

Group: AUTO MAKERS

Date: 29-Sep-1993

Time: 10:00am to: 11:00am

Guests: 150 Dress: BUS

Site: S.W.LAWN

Rain Site: 450 OE0B

Principals: PRESIDENT, VICE PRESIDENT

from: 10:00am to: 11:00am Remarks: Yes \* No

Time: 10:05am

Receiving Line: Yes No \* Time: Site:

USHERS' OFFICE: #Chairs: 150 Tables:

Platform: TBD

Serving Time: N/A

Location:

Coat Check: Yes No \*

Food/Beverage:

TOUR OFFICERS: Entry Gate: W. WING & EAST VISITORS

Exit: SAME

Parking: Yes No \*

Location:

Comments:

CALLIGRAPHERS: Place Cards: Yes \* No

Handouts: Yes No \*

Other: RESERVE CARDS, TOE CARDS

WHITE HOUSE PHOTO: Yes \* No

Time: 10:00am

General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 0

Carriage Call: Yes No \*

Door Openers: Yes No \*

Honors: Yes No \*

Type of Music

Site

Time

WHCA:

Podium: Yes \* No Type: TOAST LECTERN

Location: PLATFORM

Announcer Mike: Yes \* No Other Mikes: Yes \* No

Site:

Recording: Yes \* No

Other Requirements: WHCA - AWARE

PRESS:

Yes \* No

Details: TBD

WH Television: Yes \* No

SPECIAL INSTRUCTIONS:

SET UP 9-28-93

5 CHAIRS ON STAGE

Social Office Contact: STOCK, MCCOY, RYAN

Phone: x7136

Fax: x6235

White House Staff Contact: MARLA ROMASH

Phone: x7035

Fax: x

Group contact:

Phone: ( ) -

Fax: ( ) -

Reimbursable: Yes No \* Bill:

Date: 04-Oct-1993

RESIDENCE EVENT TASK SHEET

file  
"events"  
Diane's file

Type of Event: HATCH ACT BILL SIGNING

Group: CONGRESS, ADVOCATES

Date: 06-Oct-1993 Time: 2:15pm to: 3:15pm

Guests: 200 Dress: BUS

Site: E. ROOM

Rain Site:

Principals: PRESIDENT, VICE PRESIDENT

from: 2:15pm to: 3:15pm Remarks: Yes \* No

Time: 2:15pm

Receiving Line: Yes No \* Time: Site:

USHERS' OFFICE: #Chairs: 200 Tables: SIGNING/CHAIR  
Serving Time: N/A  
Coat Check: Yes \* No  
Food/Beverage: N/A

Platform: YES  
Location:

TOUR OFFICERS: Entry Gate: VISITORS GATE  
Parking: Yes No \*  
Comments: CONGRESS - NW DRIVE

Exit: SAME  
Location:

CALLIGRAPHERS: Place Cards: Yes No \*  
Other: CHAIR CARDS, RESERVE CARDS

Handouts: Yes No \*

WHITE HOUSE PHOTO: Yes \* No Time: 2:00pm

General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 4  
Door Openers: Yes No \*

Carriage Call: Yes No \*  
Honors: Yes No \*

Type of Music Site

Time

WHCA: Podium: Yes \* No Type: TOAST LECTERN Location: PLATFORM  
Announcer Mike: Yes \* No Other Mikes: Yes No \*  
Site:  
Recording: Yes \* No Other Requirements:

PRESS: Yes \* No Details:  
WH Television: Yes \* No

SPECIAL INSTRUCTIONS:  
CONGRESSMAN CLAY WILL SPEAK

Social Office Contact: STOCK, MCCOY, RYAN  
White House Staff Contact: JOE VELASQUEZ, PETER  
Group contact:

Phone: x7136 Fax: x6235  
Phone: x6257 Fax: x  
Phone: ( ) - Fax: ( ) -

Reimbursable: Yes No \* Bill:

Date: 04-Oct-1993

# RESIDENCE EVENT TASK SHEET

Type of Event: FIREFIGHTERS MEDAL EVENT

Group: FIREMEN, MBRS. OF CONGRESS

Date: 06-Oct-1993 Time: 4:30pm to: 5:00pm

Guests: 100 Dress: BUS

Site: S. LAWN

Rain Site:

Principals: PRESIDENT

from: 4:30pm to: 5:00pm

Remarks: Yes \* No

Time: 4:30pm

Receiving Line: Yes No \* Time:

Site:

USHERS' OFFICE: #Chairs: 100 Tables:

Platform: YES

Serving Time: N/A

Location:

Coat Check: Yes No

Food/Beverage:

TOUR OFFICERS: Entry Gate: VISITORS GATE

Exit: SAME

Parking: Yes No \*

Location:

Comments:

CALLIGRAPHERS: Place Cards: Yes No \*

Handouts: Yes No \*

Other:

WHITE HOUSE PHOTO: Yes \* No

Time: 4:30pm

General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 0

Carriage Call: Yes No \*

Door Openers: Yes No \*

Honors: Yes No \*

Type of Music

Site

Time

WHCA:

Podium: Yes \* No

Type: TOAST LECTERN

Location: PLATFORM

Announcer Mike: Yes \* No

Other Mikes: Yes No \*

Site:

Recording: Yes \* No

Other Requirements:

PRESS:

Yes \* No

Details:

WH Television: Yes \* No

SPECIAL INSTRUCTIONS:

APPROX. 10 FIREFIGHTERS POSITIONED ON STAGE

THE DIRECTOR OF THE MINT PRESENTS THE PRESIDENT WITH THE COIN

Social Office Contact: STOCK, MCCOY, RYAN

Phone: x7136

Fax: x6235

White House Staff Contact: DANNY WEXLER

Phone: x2930

Fax: x

Group contact:

Phone: ( ) -

Fax: ( ) -

Reimbursable: Yes No \* Bill:

Date: 04-Oct-1993

# RESIDENCE EVENT TASK SHEET

Type of Event: HISPANIC RECEPTION

Group: HISPANIC HERITAGE ORGANIZATION

Date: 13-Oct-1993 Time: 5:30pm to: 6:30pm

Guests: Dress: BUS

Site: E. ROOM & ST. DINING RM.

Rain Site:

Principals: PRESIDENT, VICE PRESIDENT

from: 5:45pm to: Remarks: Yes No \* Time:

Receiving Line: Yes \* No Time: Site:

USHERS' OFFICE: #Chairs: Tables: DINING ROOM

Platform: NO

Serving Time: 5:30PM

Location:

Coat Check: Yes \* No

Food/Beverage: RECEPTION

TOUR OFFICERS: Entry Gate: VISITORS GATE

Exit: SAME

Parking: Yes No \*

Location:

Comments:

CALLIGRAPHERS: Place Cards: Yes No \*

Handouts: Yes \* No

Other:

WHITE HOUSE PHOTO: Yes \* No Time: 4:45pm

General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 6

Carriage Call: Yes No \*

Door Openers: Yes No \*

Honors: Yes No \*

Type of Music

Site

Time

HISPANIC TRIO

GRAND FOYER

5:00pm

(NOT MILITARY)

WHCA: Podium: Yes No \* Type:

Location:

Announcer Mike: Yes \* No

Other Mikes: Yes No \*

Site:

Recording: Yes \* No

Other Requirements:

PRESS: Yes No \*

Details:

WH Television: Yes \* No

SPECIAL INSTRUCTIONS:

THE PRESIDENT WILL NOT MAKE REMARKS

Social Office Contact: STOCK, MCCOY, RYAN

Phone: x7136

Fax: x6235

White House Staff Contact: SUSANNE VALDEZ

Phone: x2930

Fax: x

Group contact:

Phone: ( ) -

Fax: ( ) -

Reimbursable: Yes \* No Bill: JOAN BAGGETT - POLITICAL

Date: 04-Oct-1993

## RESIDENCE EVENT TASK SHEET

Type of Event: HATCH ACT BILL SIGNING

Group: CONGRESS, ADVOCATES

Date: 06-Oct-1993

Time: 2:15pm to: 3:15pm

Guests: 200

Dress: BUS

Site: E. ROOM

Rain Site:

Principals: PRESIDENT, VICE PRESIDENT

from: 2:15pm to: 3:15pm

Remarks: Yes \* No

Time: 2:15pm

Receiving Line: Yes

No \* Time:

Site:

USHERS' OFFICE: #Chairs: 200 Tables: SIGNING/CHAIR

Platform: YES

Serving Time: N/A

Location:

Coat Check: Yes \* No

Food/Beverage: N/A

TOUR OFFICERS: Entry Gate: VISITORS GATE

Exit: SAME

Parking: Yes No \*

Location:

Comments: CONGRESS - NW DRIVE

CALLIGRAPHERS: Place Cards: Yes No \*

Handouts: Yes No \*

Other: CHAIR CARDS, RESERVE CARDS

WHITE HOUSE PHOTO: Yes \* No

Time: 2:00pm

General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 4

Carriage Call: Yes No \*

Door Openers: Yes No \*

Honors: Yes No \*

Type of Music

Site

Time

WHCA:

Podium: Yes \* No

Type: TOAST LECTERN

Location: PLATFORM

Announcer Mike: Yes \* No

Other Mikes: Yes No \*

Site:

Recording: Yes \* No

Other Requirements:

PRESS:

Yes \* No

Details:

WH Television: Yes \* No

SPECIAL INSTRUCTIONS:

CONGRESSMAN CLAY WILL SPEAK

Social Office Contact: STOCK, MCCOY, RYAN

Phone: x7136

Fax: x6235

White House Staff Contact: JOE VELASQUEZ, PETER

Phone: x6257

Fax: x

Group contact:

Phone: ( ) -

Fax: ( ) -

Reimbursable: Yes No \* Bill:

Date: 04-Oct-1993

# RESIDENCE EVENT TASK SHEET

Type of Event: FIREFIGHTERS MEDAL EVENT

Group: FIREMEN, MBRS. OF CONGRESS

Date: 06-Oct-1993 Time: 4:30pm to: 5:00pm

Guests: 100 Dress: BUS

Site: S. LAWN

Rain Site:

Principals: PRESIDENT

from: 4:30pm to: 5:00pm

Remarks: Yes \* No

Time: 4:30pm

Receiving Line: Yes No \* Time:

Site:

USHERS' OFFICE: #Chairs: 100 Tables:

Serving Time: N/A

Coat Check: Yes No

Food/Beverage:

Platform: YES

Location:

TOUR OFFICERS: Entry Gate: VISITORS GATE

Parking: Yes No \*

Comments:

Exit: SAME

Location:

CALLIGRAPHERS: Place Cards: Yes No \*

Other:

Handouts: Yes No \*

WHITE HOUSE PHOTO: Yes \* No

Time: 4:30pm

General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 0

Door Openers: Yes No \*

Type of Music

Site

Carriage Call: Yes No \*

Honors: Yes No \*

Time

WHCA:

Podium: Yes \* No Type: TOAST LECTERN

Location: PLATFORM

Announcer Mike: Yes \* No Other Mikes: Yes No \*

Site:

Recording: Yes \* No

Other Requirements:

PRESS:

Yes \* No

Details:

WH Television: Yes \* No

SPECIAL INSTRUCTIONS:

APPROX. 10 FIREFIGHTERS POSITIONED ON STAGE

THE DIRECTOR OF THE MINT PRESENTS THE PRESIDENT WITH THE COIN

Social Office Contact: STOCK, MCCOY, RYAN

White House Staff Contact: DANNY WEXLER

Group contact:

Phone: x7136

Phone: x2930

Phone: ( ) -

Fax: x6235

Fax: x

Fax: ( ) -

Reimbursable: Yes No \* Bill:

Date: 04-Oct-1993

# RESIDENCE EVENT TASK SHEET

Type of Event: *HISPANIC RECEPTION*

Group: *HISPANIC HERITAGE ORGANIZATION*

Date: 13-Oct-1993 Time: 5:30pm to: 6:30pm

Guests: Dress: *BUS*

Site: *E. ROOM & ST. DINING RM.*

Rain Site:

Principals: *PRESIDENT, VICE PRESIDENT*

from: 5:45pm to: Remarks: Yes No \* Time:

Receiving Line: Yes \* No Time: Site:

USHERS' OFFICE: #Chairs: Tables: *DINING ROOM*

Platform: *NO*

Serving Time: 5:30PM

Location:

Coat Check: Yes \* No

Food/Beverage: *RECEPTION*

TOUR OFFICERS: Entry Gate: *VISITORS GATE*

Exit: *SAME*

Parking: Yes No \*

Location:

Comments:

CALLIGRAPHERS: Place Cards: Yes No \*

Handouts: Yes \* No

Other:

WHITE HOUSE PHOTO: Yes \* No Time: 4:45pm

General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 6

Carriage Call: Yes No \*

Door Openers: Yes No \*

Honors: Yes No \*

Type of Music

Site

Time

*HISPANIC TRIO*

*GRAND FOYER*

*5:00pm*

*(NOT MILITARY)*

WHCA: Podium: Yes No \* Type:

Location:

Announcer Mike: Yes \* No

Other Mikes: Yes No \*

Site:

Recording: Yes \* No

Other Requirements:

PRESS: Yes No \*

Details:

WH Television: Yes \* No

SPECIAL INSTRUCTIONS:

*THE PRESIDENT WILL NOT MAKE REMARKS*

Social Office Contact: *STOCK, MCCOY, RYAN*

Phone: x7136

Fax: x6235

White House Staff Contact: *SUSANNE VALDEZ*

Phone: x2930

Fax: x

Group contact:

Phone: ( ) -

Fax: ( ) -

Reimbursable: Yes \* No Bill: *JOAN BAGGETT - POLITICAL*

Revised

Date: 05-Oct-1993

# RESIDENCE EVENT TASK SHEET

Type of Event: HATCH ACT BILL SIGNING

Group: CONGRESS, ADVOCATES

Date: 06-Oct-1993 Time: 2:15pm to: 3:15pm

Guests: 175 Dress: BUS

Site: E. ROOM

Rain Site:

Principals: PRESIDENT, VICE PRESIDENT

from: 2:15pm to: 3:15pm

Remarks: Yes \* No

Time: 2:15pm

Receiving Line: Yes No \* Time:

Site:

USHERS' OFFICE: #Chairs: 200 Tables: SIGNING/CHAIR

Platform: YES

Serving Time: N/A

Location:

Coat Check: Yes \* No

Food/Beverage: N/A

TOUR OFFICERS: Entry Gate: VISITORS GATE

Exit: SAME

Parking: Yes No \*

Location:

Comments: CONGRESS - NW DRIVE

CALLIGRAPHERS: Place Cards: Yes No \*

Handouts: Yes No \*

Other: CHAIR CARDS, RESERVE CARDS

WHITE HOUSE PHOTO: Yes \* No Time: 2:00pm

General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 4

Carriage Call: Yes No \*

Door Openers: Yes No \*

Honors: Yes No \*

Type of Music

Site

Time

WHCA: Podium: Yes \* No Type: TOAST LECTERN Location: PLATFORM

Announcer Mike: Yes \* No Other Mikes: Yes No \*

Site:

Recording: Yes \* No

Other Requirements:

PRESS: Yes \* No

Details:

WH Television: Yes \* No

## SPECIAL INSTRUCTIONS:

SET UP AT WEST SIDE OF E. RM

CUT AWAY PLATFORM - SE SIDE

MEETING IN GREEN ROOM BRIEFLY PRIOR TO ENTRY

Social Office Contact: STOCK, MCCOY, RYAN

Phone: x7136

Fax: x6235

White House Staff Contact: JOE VELASQUEZ, PETER

Phone: x6257

Fax: x

Group contact:

Phone: ( ) -

Fax: ( ) -

Reimbursable: Yes No \* Bill:



*Revised*  
Date: 05-Oct-1993

RESIDENCE EVENT TASK SHEET

Type of Event: FIREFIGHTERS MEDAL EVENT  
Group: FIREMEN, MBRS. OF CONGRESS  
Date: 06-Oct-1993 Time: 4:30pm to: 5:00pm Guests: 150 Dress: BUS  
Site: SE LAWN Rain Site: 450 OE0B  
Principals: PRESIDENT, VICE PRESIDENT  
from: 4:30pm to: 5:00pm Remarks: Yes \* No Time: 4:30pm  
Receiving Line: Yes No \* Time: Site:

USHERS' OFFICE: #Chairs: 150 Tables:  
Serving Time: N/A  
Coat Check: Yes \* No  
Food/Beverage:

Platform: YES  
Location:

TOUR OFFICERS: Entry Gate: VISITORS GATE  
Parking: Yes No \*  
Comments:

Exit: SW GATE  
Location:

CALLIGRAPHERS: Place Cards: Yes No \*  
Other:

Handouts: Yes No \*

WHITE HOUSE PHOTO: Yes \* No Time: 4:30pm

General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 4  
Door Openers: Yes No \*  
Type of Music Site

Carriage Call: Yes No \*  
Honors: Yes No \*  
Time

WHCA: Podium: Yes \* No Type: TOAST LECTERN Location: PLATFORM  
Announcer Mike: Yes \* No Other Mikes: Yes No \*  
Site:  
Recording: Yes \* No Other Requirements:

PRESS: Yes \* No Details:  
WH Television: Yes \* No

SPECIAL INSTRUCTIONS:  
EASEL ON STAGE FOR ART RENDITION OF COIN  
THE DIRECTOR OF THE MINT PRESENTS THE COIN  
PRESS PLATFORM & CUT AWAY

Social Office Contact: STOCK, MCCOY, RYAN  
White House Staff Contact: DANNY WEXLER  
Group contact:

Phone: x7136 Fax: x6235  
Phone: x2930 Fax: x  
Phone: ( ) - Fax: ( ) -

Reimbursable: Yes No \* Bill:

Revised

Date: 05-Oct-1993

# RESIDENCE EVENT TASK SHEET

Type of Event: AWARDS CEREMONY

Group: PRESIDENTIAL ARTS MEDALS

Date: 07-Oct-1993 Time: 2:00pm to: 3:00pm Guests: 1200 Dress: BUS

Site: SOUTH LAWN Rain Site: SAME

Principals: PRESIDENT, FIRST LADY, VICE PRESIDENT, MRS. GORE

from: 2:00pm to: 3:00pm Remarks: Yes \* No Time: 2:00pm

Receiving Line: Yes No \* Time: Site:

USHERS' OFFICE: #Chairs: 1200 Tables: FOR AWARDS/STAGE Platform: STAGE

Serving Time: N/A

Location:

Coat Check: Yes No \*

Food/Beverage:

TOUR OFFICERS: Entry Gate: VISITORS

Exit: SAME

Parking: Yes No

Location:

Comments: 17 WINNERS ENTER NW GATE, NEED PARKING

CALLIGRAPHERS: Place Cards: Yes No \*

Handouts: Yes No

Other: CHAIR CARDS, PROGRAM -TBD

WHITE HOUSE PHOTO: Yes \* No Time: 1:45pm

General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 16

Carriage Call: Yes No \*

Door Openers: Yes No \*

Honors: Yes \* No

Type of Music

Site

Time

MILITARY BAND

S. LAWN

1:00pm

NON-MILITARY GROUP

S. LAWN

1:00pm

WHCA: Podium: Yes \* No Type: BLUE GOOSE Location: STAGE

Announcer Mike: Yes \* No Other Mikes: Yes \* No

Site:

Recording: Yes \* No

Other Requirements:

PRESS: Yes \* No

Details: FULL

WH Television: Yes \* No

## SPECIAL INSTRUCTIONS:

12 NEA WINNERS, 5 NEH WINNERS WILL ENTER N. PORTICO & MEET WITH THE  
PRESIDENT AND FIRST LADY AT APPROX. 1:30PM IN THE BLUE ROOM  
PRIOR TO PROCEEDING TO THE SOUTH LAWN

Social Office Contact: STOCK, MCCOY, RYAN

Phone: x7136

Fax: x6235

White House Staff Contact:

Phone: x

Fax: x

Group contact: ROSEMARY CRIBBEN

Phone: (202)342-1988

Fax: ( ) -

Reimbursable: Yes \* No

Bill: ROSEMARY CRIBBEN, NATIONAL ENDOWMENT FOR  
THE ARTS, 1100 PENNSYLVANIA, NW, W.DC 20506

*Revised*

Date: 05-Oct-1993

RESIDENCE EVENT TASK SHEET

Type of Event: *HISPANIC RECEPTION*

Group: *HISPANIC HERITAGE ORGANIZATION*

Date: *13-Oct-1993* Time: *5:30pm to: 6:30pm*

Site: *E. ROOM & ST. DINING RM.*

Principals: *PRESIDENT, VICE PRESIDENT*

from: *5:45pm* to: Remarks: Yes No \* Time:

Receiving Line: Yes \* No Time: Site:

Guests: Dress: *BUS*

Rain Site:

USHERS' OFFICE: #Chairs: Tables: *DINING ROOM*

Serving Time: *5:30PM*

Coat Check: Yes \* No

Food/Beverage: *RECEPTION*

Platform: *NO*

Location:

TOUR OFFICERS: Entry Gate: *VISITORS GATE*

Parking: Yes No \*

Comments:

Exit: *SAME*

Location:

CALLIGRAPHERS: Place Cards: Yes No \*

Other:

Handouts: Yes \* No

WHITE HOUSE PHOTO: Yes \* No Time: *4:45pm*

General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 6

Door Openers: Yes No \*

Type of Music

*HISPANIC TRIO*

*(NOT MILITARY)*

Site

*GRAND FOYER*

Carriage Call: Yes No \*

Honors: Yes No \*

Time

*4:45pm*

WHCA: Podium: Yes No \* Type:

Announcer Mike: Yes \* No

Other Mikes: Yes No \*

Location:

Site:

Recording: Yes \* No

Other Requirements:

PRESS: Yes No \*

Details:

WH Television: Yes \* No

SPECIAL INSTRUCTIONS:

*THE PRESIDENT WILL NOT MAKE REMARKS*

Social Office Contact: *STOCK, MCCOY, RYAN*

White House Staff Contact: *SUSANNA VALDEZ*

Group contact:

Phone: *x7136*

Phone: *x2930*

Phone: ( ) -

Fax: *x6235*

Fax: *x*

Fax: ( ) -

Reimbursable: Yes \* No Bill: *JOAN BAGGETT - POLITICAL*

Date: 08-Oct-1993

# RESIDENCE EVENT TASK SHEET

Type of Event: INTERFAITH BREAKFAST

Group: MINISTERS

Date: 18-Oct-1993

Time: 8:30am to: 10:00am

Guests: 20

Dress: BUS

Site: OLD FAMILY DR

Rain Site:

Principals: PRESIDENT

from: 8:45am to: 10:00am

Remarks: Yes

No \*

Time:

Receiving Line: Yes

No \*

Time:

Site:

USHERS' OFFICE: #Chairs: 20

Tables: DR

Platform:

Serving Time: 8:55AM

Location:

Coat Check: Yes \* No

Food/Beverage: BREAKFAST

TOUR OFFICERS: Entry Gate: E. APPT. GATE

Exit: SAME

Parking: Yes No \*

Location:

Comments:

CALLIGRAPHERS: Place Cards: Yes \* No

Handouts: Yes No \*

Other:

WHITE HOUSE PHOTO: Yes \* No

Time: 8:15am

General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 0

Carriage Call: Yes

No \*

Door Openers: Yes No \*

Honors: Yes No \*

Type of Music

Site

Time

WHCA:

Podium: Yes No \* Type:

Location:

Announcer Mike: Yes No \*

Other Mikes: Yes No \*

Site:

Recording: Yes \* No

Other Requirements:

PRESS:

Yes No

Details: TBD

WH Television: Yes \* No

## SPECIAL INSTRUCTIONS:

GUESTS WILL GATHER IN ST. DR.

THE PRESIDENT WILL GREET GUESTS AND INVITE THEM TO BE SEATED IN OFDR

Social Office Contact: STOCK, MCCOY

Phone: x7136

Fax: x6235

White House Staff Contact: FLO, DANNY

Phone: x2930

Fax: x

Group contact:

Phone: ( ) -

Fax: ( ) -

Reimbursable: Yes No \* Bill: OFFICIAL

Date: 08-Oct-1993

# RESIDENCE EVENT TASK SHEET

Type of Event: LUNCH -PRIME MINISTER CILLER

Group: TURKISH PRIME MINISTER & DELEGATION

Date: 15-Oct-1993 Time: 12:15pm to: 1:25pm Guests: 18 Dress: BUS

Site: OLD FAMILY DINING RM

Rain Site:

Principals: PRESIDENT, VICE PRESIDENT

from: 12:20pm to: 1:25pm Remarks: Yes No \* Time:

Receiving Line: Yes No \* Time: Site:

USHERS' OFFICE: #Chairs: 18 Tables: DR  
Serving Time: 12:20PM  
Coat Check: Yes \* No  
Food/Beverage: LUNCH

Platform:  
Location:

TOUR OFFICERS: Entry Gate: WEST LOBBY  
Parking: Yes \* No  
Comments:

Exit: NORTH PORTICO  
Location:

CALLIGRAPHERS: Place Cards: Yes \* No  
Other: MENU

Handouts: Yes No \*

WHITE HOUSE PHOTO: Yes \* No Time: 12:15pm

General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 0

Door Openers: Yes No \*

Carriage Call: Yes No \*

Honors: Yes No \*

Type of Music

Site

Time

HARP

ST. DINING RM

12:00pm

WHCA: Podium: Yes No \* Type: Location:  
Announcer Mike: Yes No \* Other Mikes: Yes No \*  
Site:  
Recording: Yes \* No Other Requirements:

PRESS: Yes No \* Details:  
WH Television: Yes \* No

## SPECIAL INSTRUCTIONS:

DELEGATIONS WILL GATHER IN ST.DR RM FOR REFRESHMENTS  
THE PRESIDENT PROCEEDS TO THE ST.DR AND INVITES HIS GUESTS TO BE  
SEATED FOR LUNCH

Social Office Contact: STOCK, MCCOY  
White House Staff Contact: BRENDA HILLIARD  
Group contact:

Phone: x7136 Fax: x6235  
Phone: x6536 Fax: x  
Phone: ( ) - Fax: ( ) -

Reimbursable: Yes \* No Bill: STATE DEPARTMENT

Date: 08-Oct-1993

# RESIDENCE EVENT TASK SHEET

Type of Event: PRESS AVAILABILITY - PM CILLER

Group: PRESS

Date: 15-Oct-1993

Time: 1:30pm to: 2:00pm

Guests: 150

Dress: BUS

Site: E. ROOM

Rain Site:

Principals: PRESIDENT, VICE PRESIDENT

from: 1:30pm to: 2:00pm

Remarks: Yes \* No

Time: 1:30pm

Receiving Line: Yes No \* Time:

Site:

USHERS' OFFICE: #Chairs: 150 Tables:  
Serving Time: N/A  
Coat Check: Yes No  
Food/Beverage: N/A

Platform: YES  
Location:

TOUR OFFICERS: Entry Gate: WEST WING  
Parking: Yes \* No  
Comments:

Exit: N. PORTICO  
Location:

CALLIGRAPHERS: Place Cards: Yes No \*  
Other: TOE CARDS

Handouts: Yes No \*

WHITE HOUSE PHOTO: Yes \* No

Time: 1:30pm

General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 0

Door Openers: Yes No \*

Type of Music

Site

Carriage Call: Yes No \*  
Honors: Yes No \*

Time

WHCA: Podium: Yes \* No Type: 2 TOAST LECTERNS Location: PLATFORM  
Announcer Mike: Yes \* No Other Mikes: Yes No  
Site:  
Recording: Yes No Other Requirements:

PRESS: Yes No

Details:

WH Television: Yes No

## SPECIAL INSTRUCTIONS:

AFTER PRESS STM. PRINCIPALS HOLD IN GREEN RM WHILE DELEGATION BOARD  
VEHICLES  
THE PRESIDENT ESCORTS PRIME MINISTER CILLER TO N. PORTICO FOR  
DEPARTURE

Social Office Contact: STOCK, MCCOY  
White House Staff Contact: BRENDA HILLIARD  
Group contact:

Phone: x7136

Fax: x6235

Phone: x6536

Fax: x

Phone: ( ) -

Fax: ( ) -

Reimbursable: Yes \* No Bill: ST. DEPT.

Date: 08-Oct-1993

# RESIDENCE EVENT TASK SHEET

Type of Event: DINNER/MOVIE

Group: OFFICIAL SMALL DINNER

Date: 15-Oct-1993 Time: 7:30pm to: 11:30pm Guests: 60 Dress: BUS

Site: YELLOW OVAL, BLUE RM/THR. Rain Site:

Principals: PRESIDENT, FIRST LADY

from: 7:30pm to: 11:30pm Remarks: Yes No \* Time:

Receiving Line: Yes No \* Time: Site:

USHERS' OFFICE: #Chairs: 60 Tables: ROUND Platform:  
Serving Time: APPROX. 8:45PM Location:  
Coat Check: Yes \* No  
Food/Beverage: REFRESHMENTS YO, DINNER, BLRM

TOUR OFFICERS: Entry Gate: SWGATE, DIP RM Exit: SAME  
Parking: Yes \* No Location: SOUTH DRIVE  
Comments:

CALLIGRAPHERS: Place Cards: Yes \* No Handouts: Yes No \*  
Other: MENU

WHITE HOUSE PHOTO: Yes \* No Time: 7:15pm General Edit: Yes \* No

MILITARY OFFICE: Social Aides: 2 Carriage Call: Yes No \*  
Door Openers: Yes No \* Honors: Yes No \*  
Type of Music Site Time  
HARP & FLUTE OUTSIDE YELLOW OVAL 7:15pm  
STRING QUARTET GRAND FOYER 7:30pm

WHCA: Podium: Yes No \* Type: Location:  
Announcer Mike: Yes No \* Other Mikes: Yes No \*  
Site:  
Recording: Yes No \* Other Requirements:

PRESS: Yes No \* Details:  
WH Television: Yes No \*

SPECIAL INSTRUCTIONS:  
GUESTS ARRIVE DIP RM, ESCORTED TO YELLOW OVAL, TOUR OF TREATY RM &  
LINCOLN BR, ESCORTED TO BLUE RM, AFTER DINNER THE THEATRE

Social Office Contact: STOCK, MCCOY Phone: x7136 Fax: x6235  
White House Staff Contact: CAPRICIA Phone: x7054 Fax: x  
Group contact: Phone: ( ) - Fax: ( ) -

Reimbursable: Yes No \* Bill: OFFICIAL

THE WHITE HOUSE  
WASHINGTON

DATE: Wednesday, October 20, 1993  
TO: THE PRESIDENT  
RE: NAFTA PRODUCTS EVENT  
TIME: 9:30 a.m.  
LOCATION: Tent (South Lawn Near Fountain)  
No. OF GUESTS: 1,000/Open Press  
FROM: Ann Stock

---

9:30 a.m. THE PRESIDENT and Bill Daley proceed to tent.

THE PRESIDENT and Mr. Daley enter tent and proceed down aisle to tour product exhibits. Lee Iacocca and Mack McLarty will follow.

NOTES:

- Exhibits are organized by four regions: Western, Southern, Northeast and Midwest.
- There will be 45 exhibits positioned on either side of aisle with the four "focus" exhibits on the left side. (Press risers are also on left side.)

After touring the products, THE PRESIDENT proceeds to stage. On stage will be:

- Lee Iacocca
- Harold Sumpter, Jr., Senior Vice President and son of founder of H & H Industries from Riverside, CA
- Bob Scheydt, Member, Steelworkers Union; Ellicott Machine Corp from Baltimore, MD



Speaking program begins:

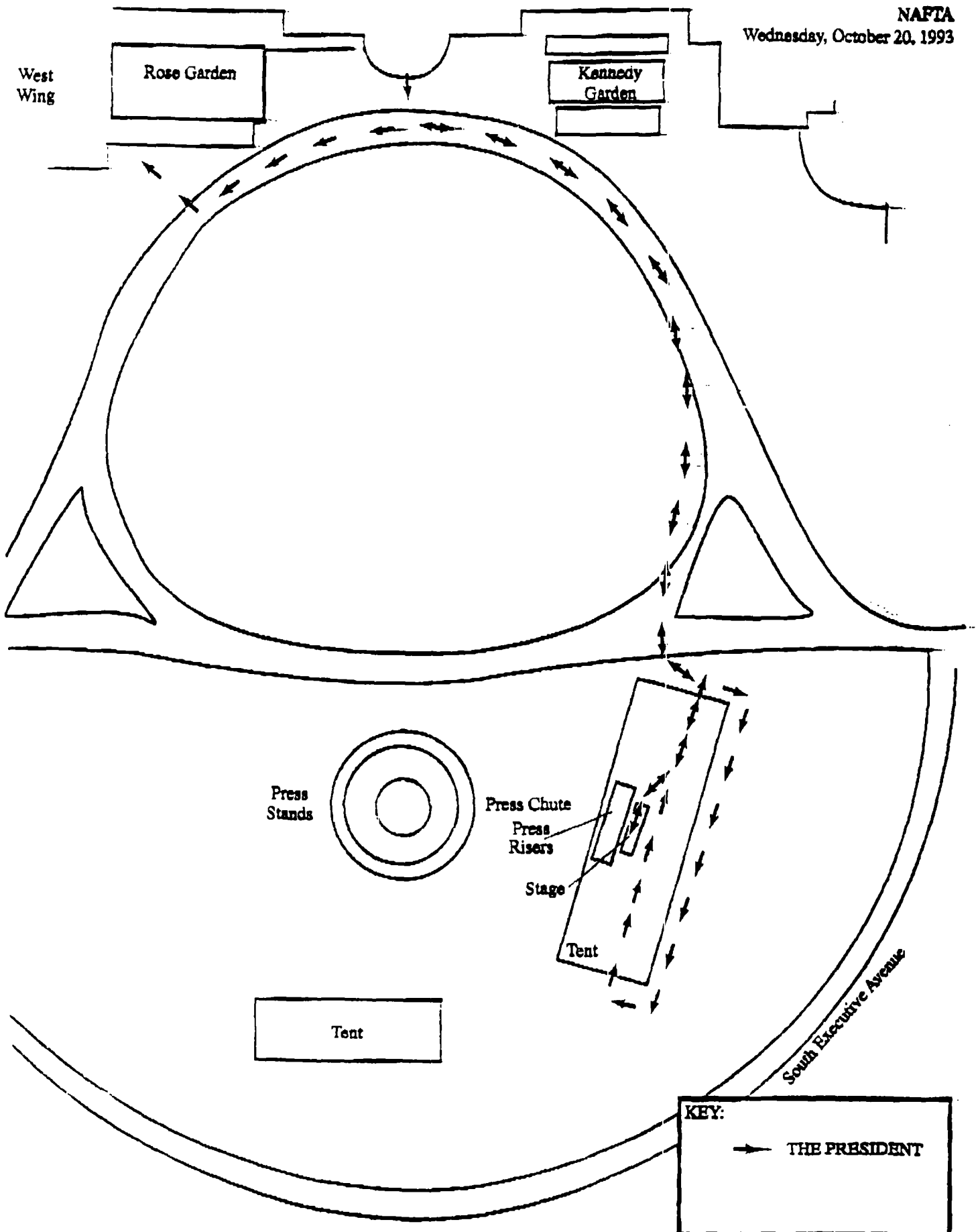
- Mr. Iacocca remarks
- Mr. Sumpter remarks
- Mr. Scheydt remarks and introduces THE PRESIDENT.
- THE PRESIDENT remarks.

Following remarks, THE PRESIDENT has option to work ropeline.

THE PRESIDENT exits tent and returns to Oval Office for regional media interviews.

The White House  
NAFTA

Wednesday, October 20, 1993



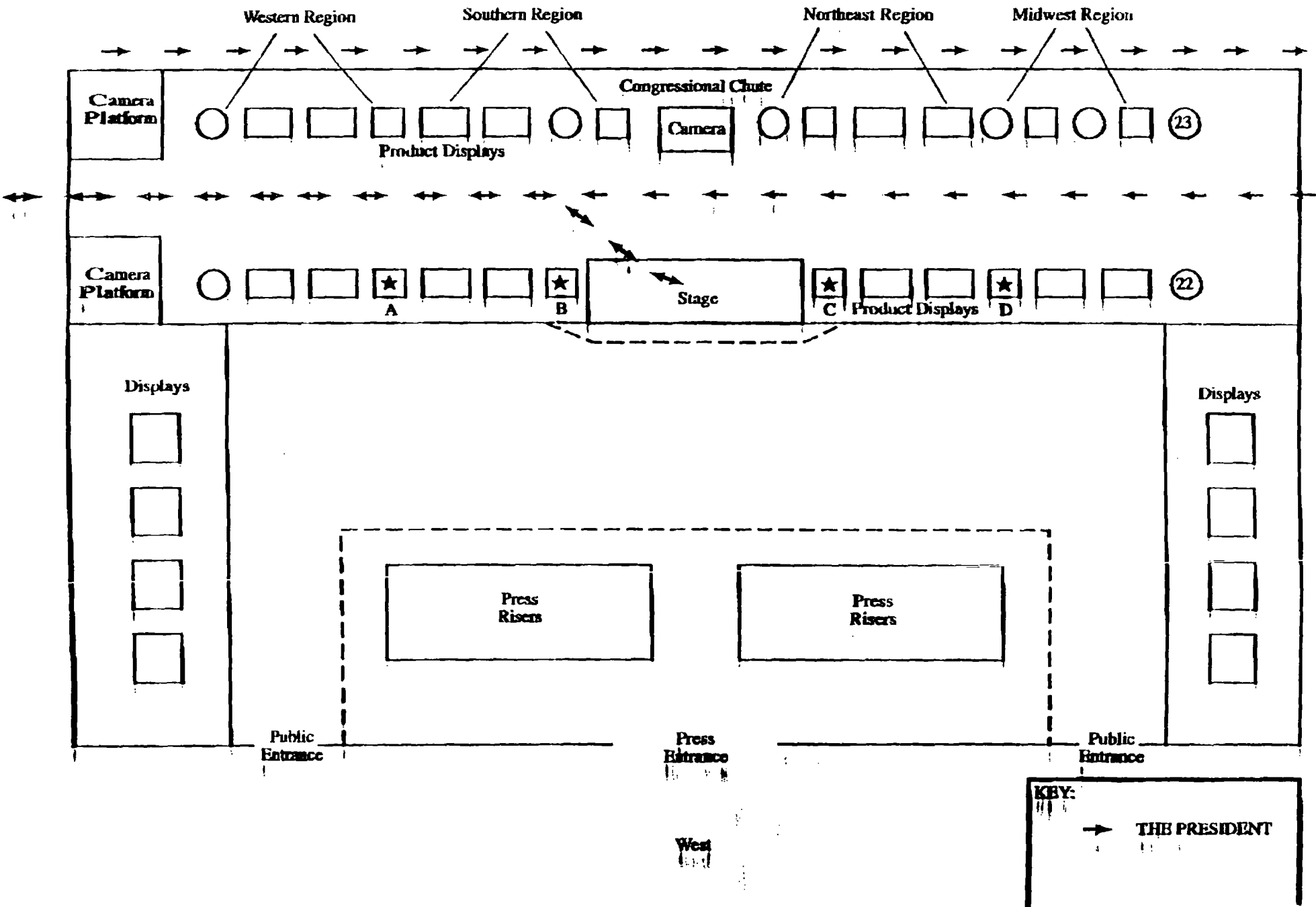
The White House

NAFTA

Blue Tent

Wednesday, October 20, 1993

East



THE WHITE HOUSE

WASHINGTON

DATE: Monday, October 25, 1993

TO: THE PRESIDENT

RE: Visit of Egyptian President Mubarak

TIME: 12:15 p.m. Press Availability  
12:50 p.m. Lunch

LOCATION: Press Availability -- East Room  
Lunch -- Old Family Dining Room  
Farewell -- North Portico

DRESS: Business

FROM: Ann Stock

---

12:10 p.m. THE PRESIDENT escorts President Mubarak to the Red Room for brief hold.

THE PRESIDENT and President Mubarak are announced and proceed down Cross Hall to East Room for press availability.

THE PRESIDENT makes brief remarks.

President Mubarak makes brief remarks.

Q & A from audience.

12:45 p.m. THE PRESIDENT escorts President Mubarak to the Red Room for brief hold prior to lunch.

THE PRESIDENT escorts President Mubarak to the Old Family Dining Room for lunch.  
(Note: Lunch is closed press.)

2:00 p.m. THE PRESIDENT escorts President Mubarak to the Red Room for private farewell and then to the North Portico.

THE WHITE HOUSE

WASHINGTON

DATE: Saturday, October 30, 1993

TO: THE PRESIDENT  
THE FIRST LADY  
The Vice President  
Mrs. Gore

RE: Ford's Theatre Reception

TIME: 5:45 p.m.

LOCATION: Reception: State Floor  
Receiving Line: Blue Room

DRESS: Black Tie

No. OF GUESTS: 300

FROM: Ann Stock

---

5:30 p.m. The Vice President and Mrs. Gore arrive at the Diplomatic Reception Room and proceed to second floor of Residence.

5:45 p.m. THE PRESIDENT, THE FIRST LADY, the Vice President and Mrs. Gore proceed down Grand Staircase to the Blue Room to begin receiving guests.

(No announcements.)

7:00 p.m. THE PRESIDENT, THE FIRST LADY, the Vice President and Mrs. Gore return to Residence.

7:30 p.m. THE PRESIDENT, THE FIRST LADY, the Vice President and Mrs. Gore depart to Ford's Theatre from Diplomatic Reception Room.