

Withdrawal/Redaction Sheet

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. list	List of attendees (partial) (3 pages)	n.d.	b(6)
002. memo	For WAVES from Diane Limo re: addition to clearance list (partial) (1 page)	12/03/93	b(6)
003. fax	To Maria Nazareth from Diane Limo re: SS#s and D.O.B. (partial) (3 pages)	12/03/93	b(6)
004. memo	For WAVES from Diane G. Limo re: Clearance (partial) (1 page)	12/03/93	b(6)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 12735

FOLDER TITLE:

Event File

2013-0359-S

ry1480

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
- P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

- b(1) National security classified information [(b)(1) of the FOIA]
- b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
- b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

new
file

"Event
Notifications"



THE WHITE HOUSE
WASHINGTON

February 15, 1994

MEMORANDUM FOR ALL DEPARTMENTS SPONSORING EVENTS

FROM: DAVID WATKINS *D. Watkins*
MANAGEMENT AND ADMINISTRATION

CC: White House and EOP Administrative Contacts

SUBJECT: WAVES Facilitator

In an effort to better serve the needs of our White House and EOP customers, a WAVES Facilitator has been established in the Office of Management and Administration/Office of Administration. The WAVES Facilitator is Ashley Raines who may be reached on 6-2023. The goal or objective of this position is two-fold.

First, the WAVES Facilitator will develop and publish a daily, weekly and monthly master schedule of all events sponsored by offices of the White House and agencies of the EOP. With a master schedule available to offices scheduling events and to support services such as the telephone operators and the U.S. Secret Service, we believe that a better job can be done in providing service to the attendees at the many events.

We would like to immediately begin developing a framework for this White House/EOP calendar. To begin the development process, we will initiate the use of the event notification form attached. **For this project to be successful, it is essential that all offices and agencies support the concept of the daily events schedule.**

Second, the WAVES Facilitator will be available to assist in resolving entry problems that you or your staff may encounter. The Uniformed Division of Secret Service will follow normal procedures of calling the scheduling office when an appointment is not cleared into WAVES. If no one can be reached in the office that can resolve the issue, the WAVES Facilitator may be called upon for assistance. If you are having any problems with clearance of appointments, the WAVES Facilitator will be available to help in the resolution.

As the calendar project develops, if your office has suggestions or recommendations regarding its content or format, please feel free to contact Ashley to make your suggestions known.

In summary:

- WAVES Facilitator - Ashley Raines x6-2023
- Event notification by 4pm day before event
- Daily schedule of events
- Call Ashley with any problems/suggestions

WHITE HOUSE/EXECUTIVE OFFICE OF THE PRESIDENT DAILY EVENT SCHEDULE

The WAVES Facilitator will coordinate and create a daily schedule of all events held in the White House Complex (West Wing, Residence/East Wing, OEOB, NEOB and White House Conference Center).

- **Requires cooperation from all offices and agencies.** Every office must be willing to provide vital event data to make the schedule functional.
- An event constitutes at least ten attendees who have to be cleared through WAVES. We will also add any other event your office wants listed on the daily schedule.
- All guest lists must be typed, and must include all pertinent clearance information. Lists should be submitted to the WAVES Control Center at an appropriate time before the event, based on the event size.
- The Office of Legislative Affairs must be notified when members of Congress are invited guests and the Office of Intergovernmental Affairs must be notified when all governors or mayors are invited guests.
- If cars must be cleared for West Executive Avenue for an appointment, please fax the pertinent information to Management and Administration x6-1655 at least 2 hours in advance. Appointment parking request forms can be obtained in Room 145 OEOB.
- It is important to assign a staff contact to be at the entrance/gate for the event. There must also be an office staff contact that Secret Service or the WAVES Facilitator can reach prior to the event and during the period of entry.
- White House and EOP Administrative Contacts or their designees are responsible for reporting events their agency is sponsoring to the WAVES Facilitator.
- Event information must be received by no later than 4:00 p.m. the day before the event but preferably as soon as the event is scheduled so the weekly and monthly schedules are helpful and productive. The event notification form may be delivered by e-mail, fax x6-1655, or hand to Room 145 OEOB (Sample form attached).
- WAVES Facilitator will deliver the daily schedule to the Secret Service Control Center every night by 7 p.m. Secret Service will be responsible for circulating the schedule to the appropriate parties within their agency.
- Offices receiving schedule:
 - Secret Service/Uniformed Division
 - Telephone Operators
 - All agencies sponsoring/participating in the event
 - Immediate Office of the President
 - Chief of Staff's Office
 - First Lady's Office
 - West Wing Reception Desk
 - Office of the Vice President
 - Residence
 - Second Lady's Office
 - Communications
 - Legislative Affairs
 - Intergovernmental Affairs
- **WAVES Facilitator - Ashley Raines x6-2023**

WAVES EVENT SCHEDULE (SAMPLE)

Wednesday, February 09, 1994

8	8:00 - 5:00 NEC U.S. Japan Framework Deputies Plenary/Bowman Cutter WHCC/Emily Murase 67968 - 30 attendees	
9	9:00 - 10:00 OPD/NEC/Paul Dimond OEOB 472/Julia Chamovitz 62800 9:00 - 10:00 Public Liaison/Alexis Herman OEOB 474/Jeff Shulman 62930 - 60 attendees	
10	10:00 - 11:00 Public Liaison/Alexis Herman WHCC/Dan Wexler 62930 - 21 attendees 10:00 - 12:00 NEC/Tom Kalil WHCC/Sandy Mancini 62801 - 10 attendees	
11	11:00 - 3:00 Chief of Staff OEOB 474/Donna McLarty 62500 - 55 attendees 11:15 - 1:00 NSC/Rosemarie Forsythe OEOB 180/Helen Stauffer 54508 - 15 attendees	
12	12:00 - 2:00 NSC/Rose Gottemoeller OEOB 476/Helen Stauffer 55054 - 30 attendees	
1	1:00 - 2:00 OEP Globe Meeting OEOB 180/Danielle Miller 66224 - 5 attendees 1:00 - 3:00 OSTP/NS Plutonium Disposition Study/Frank von Hippel OEOB 472/Gregg Cramer 62894 - 15 attendees	1:00 - 3:00 Student Presidential Correspondence Party for Interns/Tonia Bush 67734 - 20 attendees
2	2:00 - 3:00 OEP Globe Meeting OEOB 476/Danielle Miller 66224 - 5 attendees 2:00 - 3:00 Public Liaison/Alexis Herman WHCC/Dan Wexler & Jeff Shulman 62930 - 20 attendees	
3	3:00 - 4:00 NSC/Martin Indyk OEOB 180/Jesika McIlhenny 53596 - 10 attendees 3:00 - 4:00 OSTP Russian Space Cooperation Review/Fred Tarantino OEOB 476/JoAnn Ward 62894 - 10 attendees	3:00 - 4:00 Public Liaison /Alexis Herman Roosevelt Room/Jeff Shulman 62930 - 30 attendees 3:00 - 5:00 Public Liaison World Jewish Congress/Alexis Herman OEOB 450/Jeff Shulman 62930
4	4:00 - 5:00 OEP Climate Change Mgmt. Committee Mtg./Marc Chupka OEOB 476/Matt Gentile 66456	
5		
6		
7		
8		

10 or more attendees

WHITE HOUSE/EXECUTIVE OFFICE OF THE PRESIDENT
Event Notification

Event Date: _____

Location: _____

Time: _____ to _____

Office/Agency Sponsoring Event (include all sponsors): _____

Staff Contacts (office): _____

Phone No.: _____

Room No.: _____

Staff Contact(s) (gate): _____

Phone No.: _____

Name/Type of Event: _____

Description of Event: _____

Number of Attendees: _____

In Attendance:

☐ President

☐ Vice President

☐ First Lady

☐ Other Principal (identify) _____

Entrance/Gate Preferred:

☐ 17th & G

☐ Pennsylvania Avenue

☐ Northwest Gate

☐ Southwest Gate

☐ West Gate

☐ East Visitors Gate

☐ East Appointment Gate

Please Return to Ashley Raines, Room 145, OEOB by 4:00 p.m. Day Prior to Event.

WHITE HOUSE/EXECUTIVE OFFICE OF THE PRESIDENT
Event Notification

Event Date: _____
Location: _____
Time: _____ to _____

Office/Agency Sponsoring Event (include all sponsors):

Staff Contacts (office): Phone No.: Room No.:

Staff Contact(s) (gate): Phone No.:

Name/Type of Event:

Description of Event:

Number of Attendees:

In Attendance:

- ☐ President ☐ Vice President ☐ First Lady
☐ Other Principal (identify) _____

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Location: _____

Time: _____ to _____

Office/Agency Sponsoring Event (include all sponsors):

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Phone No.:

Room No.:

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Staff Contacts (office):

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Room No.:

Staff Contact(s) (gate):

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☐ East Visitors Gate

☐ East Appointment Gate

Please Return to Ashley Raines, Room 145, OEOB by 4:00 p.m. Day Prior to Event.

THE WHITE HOUSE
WASHINGTON

file
"Events"

DATE: Monday, January 17, 1994

TO: THE PRESIDENT
THE VICE PRESIDENT
MRS. GORE

RE: COMMUNITY EMPOWERMENT ANNOUNCEMENT

TIME: 12:00 p.m.

LOCATION: Holding: Old Family Dining Room
Announcement: State Dining Room

DRESS: Business

No. OF GUESTS: 80/Pool Press

FROM: Ann Stock

11:15 a.m. Guests begin arriving at East Visitor's Gate.

11:30 a.m. Arland Smith arrives NW gate and is escorted to Old Family Dining Room.

11:55 a.m. Mrs. Gore and Cabinet Secretaries arrive and are seated in the front row.

12:00 p.m. THE PRESIDENT and THE VICE PRESIDENT meet in the Old Family Dining Room.

Program Begins:

-- THE PRESIDENT, THE VICE PRESIDENT and Mr. Smith are announced into State Dining Room.

-- THE VICE PRESIDENT makes welcoming remarks and intros Mr. Smith.

-- Mr. Smith makes remarks and intros THE PRESIDENT.

-- THE PRESIDENT makes brief remarks.

-- THE VICE PRESIDENT makes concluding remarks.

-- At conclusion of program, all three work front row and depart.

THE WHITE HOUSE
WASHINGTON

DATE: Sunday, December 5, 1993
TO: THE FIRST LADY
RE: DECORATOR'S RECEPTION
TIME: 12:30 p.m.
LOCATION: Grand Foyer
DRESS: Business
No. OF GUESTS: 75/Closed Press
FROM: Ann Stock

12:00 p.m. Guests arrive at East Appointments Gate and proceed to Grand Foyer.

(Notes: Marine pianist will play in Grand Foyer. Coffee and Christmas cookies will be served.)

12:30 p.m. THE FIRST LADY proceeds down Grand Staircase to greet guests in Grand Foyer.

THE FIRST LADY makes brief remarks to thank decorators.

(Notes: Toast lectern will be on Grand Foyer step for remarks. White House photographer will be present.)

Following remarks, THE FIRST LADY mingles with guests in Grand Foyer and departs.

THE WHITE HOUSE
WASHINGTON

DATE: Monday, December 6, 1993
TO: THE FIRST LADY
RE: BREAKFAST WITH PRIME MINISTER AND MRS.
GONZALEZ OF SPAIN
TIME: 8:25 a.m. - 9:30 a.m.
LOCATION: Map Room
DRESS: Business
No. OF GUESTS: 9/WH Photo
FROM: Ann Stock

8:25 a.m. THE FIRST LADY arrives in Diplomatic Reception Room.

8:30 a.m. The Prime Minister of Spain and Mrs. Gonzalez arrive at the South Portico and are greeted by THE FIRST LADY.

Note: Two interpreters will be present.

THE FIRST LADY escorts the Prime Minister and Mrs. Gonzalez to the Map Room for a Continental Breakfast.

Breakfast Participants:

Prime Minister Gonzalez
Mrs. Gonzalez
Ambassador Ojeda
Ira Magaziner
Melanne Verveer

9:30 a.m. THE FIRST LADY escorts the Prime Minister and Mrs. Gonzalez to the Diplomatic Reception Room and bids farewell.

THE WHITE HOUSE

WASHINGTON

DATE: Sunday, December 5, 1993

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

RE: KENNEDY CENTER HONORS RECEPTION

TIME: 5:00 p.m.

LOCATION: Greeting w/Honorees: Red Room
Remarks: East Room
Receiving Line: Blue Room

DRESS: Black Tie

No. OF GUESTS: 300/Pool Press

FROM: Ann Stock

4:30 p.m. Guests begin arriving at East Appointments Gate and proceed to East Room.

(Notes: Invitation time is 5:00 p.m. A harp and flute combo will play in East Colonnade. Marine Orchestra will play in Grand Foyer.)

Press Note: Press will be positioned in Book Seller's Foyer for guest arrival.

4:45 p.m. THE PRESIDENT and THE FIRST LADY arrive in Blue Room for photo with The Washington Post.

4:50 p.m. Kennedy Center Honorees arrive at the N. Portico and proceed to Red Room.

5:00 p.m.

The Vice President and Mrs. Gore arrive in the Diplomatic Reception Room and proceed to the Red Room.

THE PRESIDENT and THE FIRST LADY proceed to the Red Room for meet and greet with Kennedy Center Honorees and their spouse prior to ceremony. **Honorees:**

- Johnny Carson
- Arthur Mitchell
- Sir Georg Solti
- Stephen Sondheim
- Marion Williams

Once all guests have arrived in the East Room, the ceremony will begin:

Program:

- The Vice President and Mrs. Gore are announced into East Room and escorted to front row seats.
- Honorees are announced and escorted by Social Aide to stage. (Honorees seated on stage.)
- THE PRESIDENT and THE FIRST LADY are announced to Ruffles & Flourishes and Hail To The Chief and proceed on stage.
- THE FIRST LADY makes welcoming remarks and introduces THE PRESIDENT.
- THE PRESIDENT makes remarks, acknowledging honorees. (**Note:** Honorees have already received medals prior to arriving at the White House.)
- At conclusion of remarks, THE PRESIDENT and THE FIRST LADY exit stage and proceed to Blue Room. The Vice President, Mrs. Gore and Honorees follow.

Following program, THE PRESIDENT, THE FIRST LADY, Vice President and Mrs. Gore will do a receiving line in the Blue Room. Guests will proceed through the Green Room to the Blue Room and then to the State Dining Room for a reception.

(**Note:** Beginning of the receiving line will be taped to show at the Kennedy Center.)

6:30 p.m.

Shuttle buses begin to transport guests from the White House to the Kennedy Center.

7:10 p.m.

THE PRESIDENT, THE FIRST LADY, the Vice President and Mrs. Gore depart White House via motorcade en route Kennedy Center.
(drive time: 10 minutes)

NOTES:

Due to the nature of the reception, many of the guests will be standing. Remarks are taped to air at the Kennedy Center. Beginning of the receiving line will also be taped.

THE WHITE HOUSE
WASHINGTON

DATE: Friday, November 12, 1993
TO: THE PRESIDENT
RE: Visit of Israeli Prime Minister Rabin
TIME: 12:00 p.m. -- Press Statement
12:30 p.m. -- Luncheon
LOCATION: Press Statement: East Room
Luncheon: State Dining Room
DRESS: Business
No. OF GUESTS: Luncheon: 110 Guests/Closed Press
FROM: Ann Stock

11:55 a.m. THE PRESIDENT escorts the Prime Minister to Red Room from Oval Office. The principals hold while Press Pool is repositioned.

Two minute warning will be given.

THE PRESIDENT and the Prime Minister are announced and proceed down Cross Hall to platform in East Room.

Press statement begins.

12:30 p.m. Following press statement, THE PRESIDENT escorts the Prime Minister to Red Room for brief hold.

THE PRESIDENT escorts the Prime Minister to front of Blue Room (under Presidential Seal) to begin receiving luncheon guests.

Upon completion of receiving line, THE PRESIDENT escorts the Prime Minister to State Dining Room for lunch.

THE PRESIDENT welcomes guests and is seated.

Lunch is served.

1:55 p.m.

Following lunch, THE PRESIDENT thanks the Prime Minister and guests for coming and escorts the Prime Minister to Red Room for brief hold and private farewell.

THE PRESIDENT escorts the Prime Minister to North Portico.

Date: 19-Nov-1993

RESIDENCE EVENT TASK SHEET

Type of Event: COFFEE & DANISH

Group: APPROPRIATIONS COMMITTEE

Date: 22-Nov-1993

Time: 11:00am

Guests: 70

Dress: BUSINESS

Site: STATE DINNING ROOM

Rain Site:

Principals: POTUS, VPOTUS

from: 11:30 to: 12:00

Remarks: Yes * No

Time:

Receiving Line: Yes No * Time:

Site:

USHERS' OFFICE: #Chairs: Tables:

Platform:

Serving Time:

Location:

Coat Check: Yes No

Food/Beverage: CONTINENTAL BREAKFAST

TOUR OFFICERS: Entry Gate: NORTH WEST GATE

Exit: SAME

Parking: Yes No *

Location:

Comments:

CALLIGRAPHERS: Place Cards: Yes No *

Handouts: Yes No *

Other:

WHITE HOUSE PHOTO: Yes * No

Time: 10:50am

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

GRAND FOYER

10:30am

WHCA:

Podium: Yes * No Type: TOAST LECTURN

Location: RIGHT OF FIREPLACE

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: SARAH RYAN

Phone: x7136

Fax: x6235

White House Staff Contact:

Phone: x

Fax: x

Group contact:

Phone: () -

Fax: () -

Reimbursable: Yes * No Bill: HOWARD PASTER'S OFFICE

Date: 19-Nov-1993

RESIDENCE EVENT TASK SHEET

Type of Event: PHOTO OP

Group: TURKEY PRESENTATION

Date: 23-Nov-1993

Time: 10:00am

Guests: 40

Dress:

Site: ROSE GARDEN

Rain Site:

Principals: POTUS

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

USHERS' OFFICE: #Chairs: Tables: TABLE FOR TURKEY Platform:
Serving Time: Location:
Coat Check: Yes No
Food/Beverage:

TOUR OFFICERS: Entry Gate: EAST VISITOR'S GATE Exit: SAME
Parking: Yes No * Location:
Comments:

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

WHITE HOUSE PHOTO: Yes * No Time: 9:50am 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 LECTURN Location: STEPS OUTSIDE OVAL
Announcer Mike: Yes * No Other Mikes: Yes No *
Site: COLLANADE
Recording: Yes No Other Requirements:

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

SPECIAL INSTRUCTIONS:

Social Office Contact: SARAH RYAN
White House Staff Contact:
Group contact:

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

Reimbursable: Yes No Bill:

From the desk of

ANNE BARTLEY

Diane -

Last night was fun!!

Let's talk about next

Steps for this -

Thanks,

Ann

2 people

\$150

(writer 40 head waiter)

X4192

Steve

1

Eric St. Peter
(check)

FAX COVER

NATIONAL PEACE CORPS ASSOCIATION
formerly National Council of Returned Peace Corps Volunteers
2119 S Street, NW, Washington, DC 20008
Phone: 202/462-5938 Fax: 202/462-5873

Date: 11/18/93 Pages: 1

To: Anne Bartley

Fax: 202/456-6244

From: Chic Dambach

Subject: NPCA / Director's Circle Event at the Indian Treaty Room

Thank you again for all of your help with the event at the Indian Treaty Room. We have reviewed the menu options you sent, and we have agreed to proceed with the Combination, Selection #1. However, Rosemary suggested that we request a substitution of the "New Potatoes" in place of the "Deviled Eggs" if that would be possible.

We want to hold the reception from 6:00 to 8:30 on December 3.

Since it will be a reception instead of a dinner, we will not need a formal table arrangement. Rather, a few tables and chairs as they would normally place them for a reception would be fine. We would like to have a podium and microphone if possible.

We still expect about 40 people. However, we are inviting several members of Congress and administration officials, so there may be a few more. We don't expect many to come, but we'll let you know.

Please let me know if you have any questions. We also need to know the name and phone number of the people who will be handling these details so we don't have to bother you with them.

I understand we will need to provide the names, birthdays and social security numbers of everyone who will be coming. We will provide them at least 24 hours in advance.

Do we need to arrange for guides to escort people from the entrance to the room? If so, please let me know.

Thanks again.

Call Robyn
re: Catering
Dec. 3, 7pm - 930pm
40 people



EXECUTIVE OFFICE OF THE PRESIDENT
**CONFERENCE ROOM
RESERVATION REQUEST**

JOB # _____

DATE OF MEETING:

Dec. 3

TIME RESERVED:

FROM: 7

TO: _____

NAME OF INDIVIDUAL HOSTING/ATTENDING EVENT:

OFFICE/AGENCY:

OFL

STAFF PERSON RESPONSIBLE FOR ROOM RESERVATION:

EXTENSION:

X6766

TYPE OF EVENT:

___ MEETING

___ RECEPTION

___ OTHER _____

DESCRIPTION OF EVENT:

NUMBER OF ATTENDEES:

IN ATTENDANCE:

___ PRESIDENT

___ FIRST LADY

___ VICE PRESIDENT

ROOM(s) REQUESTED:

___ RM #22

___ RM #180

___ RM #450

___ RM #472

___ RM #474 (Indian Treaty Room)

___ RM #476

___ ROOSEVELT ROOM

GENERAL SERVICES:

___ ELEVATOR SERVICE ☐ #4 ☐ #6 ☐ #7

TIME RESERVED _____

FLOORS RESERVED _____

___ PODIUM

___ FLAGS

OTHER REQ. (Rm. 1 Use Only)

SPECIAL ROOM ARRANGEMENTS:

___ THEATRE:

Number of Chairs _____

___ CONFERENCE:

Number of Table(s): ___ 8 ft ___ 10 ft

___ RECEPTION:

Number of Tables(s): ___ 8 ft ___ 10 ft

___ OTHER _____

(Room Diagrams on Reverse Side)

WHITE HOUSE STAFF MESS REQUIRED: ☐ YES

☐ NO

If Yes, Funding

☐ OFFICIAL _____

OFFICE ACCOUNT

☐ OTHER _____

ADDITIONAL REQUIREMENTS OR REQUESTS:

FORMS MUST BE RETURNED TO ROOM 1, OEOB, 48 HOURS PRIOR TO EVENT

NATIONAL PEACE CORPS ASSOCIATION

formerly National Council of Returned Peace Corps Volunteers

October 22, 1993

Diane

Ms. Anne Bartley
The White House
Washington, DC 20500

Dear Anne:

Rosemary Cribben just called and indicated that you are helping make arrangements for our Director's Circle to meet for dinner in the Indian Treaty Room on December 3. I want you to know that we tremendously appreciate it.

The Director's Circle is the primary support group for the National Peace Corps Association. Virtually all of the members are returned Peace Corps volunteers or former Peace Corps staff members. It includes corporate executives, educators and other community and national leaders.

We expect approximately 40 people to attend including invited guests such as Peace Corps Director Carol Bellamy, Health and Human Services Secretary Donna Shalala, Senator Chris Dodd and a few other special returned Peace Corps volunteers. We would prefer for the dinner to begin at approximately 7:00 and finish no later than 9:30.

Please let Rosemary or me know if you need any additional information.

Again, we appreciate your support.

Sincerely,

Chic

Charles F. Dambach
President

Therese B. Dambach



FAX COVER**NATIONAL PEACE CORPS ASSOCIATION**

2119 S Street, NW
Washington, DC 20008
Phone: 202/462-5938
Fax: 202/462-5873

Date: October 22, 1993

To: Anne Bartley

Fax: 202/456-6244

From: Chic Dambach

Pages: 2

Subject: Dinner Meeting for Director's Circle of the
National Peace Corps Association

See Following letter.

Diane, this is the dinner
I asked you about. If the dinner
isn't possible, what is - I told
Rosemary it might not be -
whatever I need to do, please let
me know —
Thanks, Anne

COMBINATION SELECTION

SELECTION #01

THE BIG SPENDER

Tortilla Chips with Chili Con Queso (1.2 oz / 03 oz)
Shrimp Cocktail (3 ea)
Deviled Eggs (2 ea)
Chicken Salad Finger Sandwich (2 ea)
Combination Fruit and Cheese Tray
Chilled Sodas and Beer
Chilled Korbel Champagne
Coffee / Tea

\$7.50 per person

SELECTION #02

EAST MEETS WEST

Tortilla Chips with Picante Sauce (1.5 oz / 3 oz)
Deep Fried Egg Rolls (3 ea)
Salmon Canapes (2 ea)
Miniature Beef Kabobs (12 ea)
Assorted Cheese Tray
Chilled Sodas and Beer
Chilled Korbel Champagne
Coffee / Tea

\$5.50 per person

SELECTION #03

SOUTHERN COMFORT

Potato Salad (4 oz)
Sherry Chicken (1 ea)
Barbecued Meatballs (3 ea)
Ham Salad Finger Sandwiches (2 ea)
Fresh Seasonal Fruit Tray
Chilled Sodas and Beer
Chilled Korbel Champagne
Coffee / Tea

\$4.50 per person

SELECTION #04

AFTERNOON DELIGHT

Mushroom Cups with Crab Meat (2 ea)
Vegetable Relish Tray with Ranch Dip
Ham Roulades (2 ea)
Sliced Cucumber and Dill Sandwich (2 ea)
New Potatoes Filled with Chili and Cheese (2 ea)
Fresh Whole Strawberries
Chilled Sodas and Beer
Chilled Korbel Champagne
Coffee / Tea

\$5.50 per person

SELECTION #05

MULTI-CULTURAL

Tortilla Chips with Picante Sauce (1.5 oz/3 oz)
Sweet and Sour Meatballs (3 ea)
Shrimp Canapes (2 ea)
Miniature Chicken Kabobs (1 ea)
Ham Salad Sandwiches (2 ea)
Chilled Sodas and Beer
Chilled Korbel Champagne
Coffee / Tea

\$5.50 per person

SELECTION #06

THE SAMPLER

Tartlett Shell With Curried Chicken (2 ea)
Deep Fried Egg Rolls (3 ea)
Deviled Eggs (2 ea)
Fresh Vegetable Relish Tray with Dip
Fresh Seasonal Fruit Tray
Chilled Sodas and Beer
Chilled Korbel Champagne
Coffee / Tea

\$4.50 per person

SELECTION #07

POCKET'S DELIGHT

Fresh Vegetable Tray with Dip
Deviled Eggs (2 ea)
New Potatoes Filled with Sour Cream and Caviar (2 ea)
Potato Chips (1.2 oz)
California Onion Dip (3 oz)
Chilled Sodas and Beer
Chilled Korbel Champagne
Coffee / Tea

\$2.50 per person

WHITE HOUSE STAFF MESS LUNCHEON SERVICES

\$12.50 PER PERSON

DELI LUNCHEON:

SLICED DELI BEEF, HAM, TURKEY BREAST
ASSORTED SLICED CHEESES
FRESH SANDWICH CROISSANTS
FRESH GARDEN CONDIMENTS
MUSTARD AND MAYO

CHOICE OF TWO OF THE FOLLOWING SALADS

1. PASTA SALAD
2. POTATO SALAD
3. COLE SLAW
4. FRESH TOSSED GARDEN SALAD WITH DRESSING

CHOICE OF ONE OF THE FOLLOWING DESSERTS

1. WHSM CHOCOLATE BROWNIES
2. CHOCOLATE MOUSSE

SOUP AND SANDWICH LUNCHEON:

CHOICE OF THE FOLLOWING SOUPS

1. BEEF VEGETABLE SOUP
2. TOMATO BOUILLON WITH HERB CROUTONS

CHOICE OF THE FOLLOWING SANDWICHES OR A COMBINATION

MINIATURE CROISSANTS FILLED WITH:

1. CHICKEN SALAD
2. TUNA SALAD
3. HAM SALAD

CLUB SANDWICHES

1. TURKEY
2. BACON, LETTUCE, TOMATO
3. HAM AND CHEESE

CHOICE OF ONE OF THE FOLLOWING SALADS

1. PASTA SALAD
2. POTATO SALAD

3. COLE SLAW
4. FRESH TOSSED GARDEN SALAD WITH DRESSING

CHOICE OF ONE OF THE FOLLOWING DESSERTS

1. WHSM CHOCOLATE BROWNIES
2. CHOCOLATE MOUSSE

SOUP AND SALAD LUNCHEON:

CHOICE OF THE FOLLOWING SOUPS

1. BEEF VEGETABLE SOUP
2. TOMATO BOUILLON WITH HERB CROUTONS

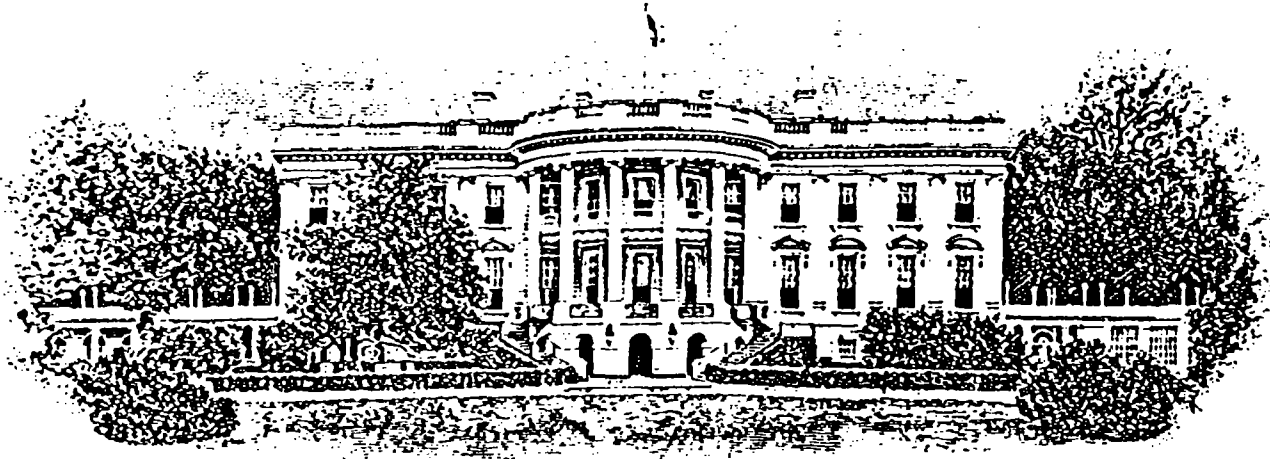
CHOICE OF ONE OF THE FOLLOWING SALADS

1. COBB SALAD
2. FRUIT COMBO SALAD
3. BEEF AND ASPARAGUS SALAD

CHOICE OF ONE OF THE FOLLOWING DESSERTS

1. CHOCOLATE BROWNIES
2. CHOCOLATE MOUSSE
3. STRAWBERRY CHEESE CAKE

THE WHITE HOUSE



OFFICE OF THE FIRST LADY

PHONE: 202-456-6266

FAX: 202-456-6244

DATE:

Dec. 2, 1993

TO:

WAVES

FROM:

Diane Limb

RECEIVER FAX:

x5349

RECEIVER PHONE:

x6742

NUMBER OF PAGES (INCLUDING COVER SHEET):

4

COMMENTS

Please clear the following people
for 6pm on Fri, Dec. 3. If you
have questions, please call me
on x6246.

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
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001. list	List of attendees (partial) (3 pages)	n.d.	b(6)
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COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 12735

FOLDER TITLE:

Event File

2013-0359-S

ry1480

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

Freedom of Information Act - [5 U.S.C. 552(b)]

P1 National Security Classified Information [(a)(1) of the PRA]
P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
P3 Release would violate a Federal statute [(a)(3) of the PRA]
P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

b(1) National security classified information [(b)(1) of the FOIA]
b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
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b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

<u>Name</u>	<u>Social Sec #</u>	<u>Date of Birth</u>
Nathaniel P. Baldwin		
Barbara G. Baldwin		
James John Bausch		
Marian Beil	(b)(6)	(b)(6)
Beryl Brinkman		
Mila Brooks		
William R. Davis		
William A. Delano		
Marilyn Farber		
Marie Davis Gadsden		
Robert L. Gale		
Richard Innes		
Pete Johnson		(b)(6)
Jon W Keeton	(b)(6)	
Ellen O'Donnell		
Kevin O'Donnell		
Susan Neyer		
Loret Miller Ruppe		
Philip E. Ruppe		
Sargent Shriver		

[001]

Douglas Siglin

Kristen Siglin

Ronald Allen Tschetter

Mark Zober

Carol Bellamy

Alice Dear

Jill Diskan

Jim Ekstrom

Patti Garamendi

Chris Hedrick

John P. Hogan

Victor C. Johnson

(b)(6)

(b)(6)

Joseph Permetti

Fred O'Regan

Gene Sofer

Stanley Suyat

Joan Timoney

C. Payne Lucas

Kelly Kammerer

David Arnold

Charles F. Dambach

Cheryl E. Bartz

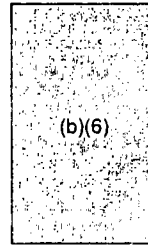
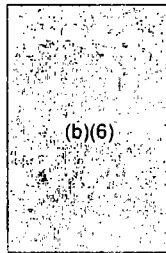
Michael Learmonth

Maria Nazareth

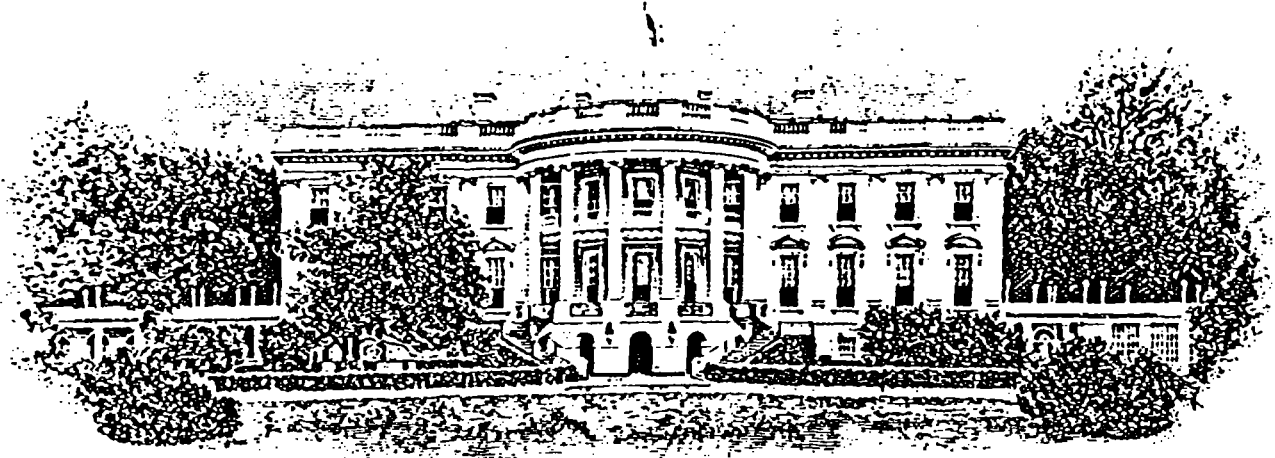
Susan Ueberhorst

Rosemary Cribben

John Sheehan



THE WHITE HOUSE



OFFICE OF THE FIRST LADY

PHONE: 202-456-6266

FAX: 202-456-6244

DATE: 12/31/93

TO: Waves

FROM: Diane Lino

RECEIVER FAX: x5349

RECEIVER PHONE: x6742

NUMBER OF PAGES (INCLUDING COVER SHEET): 2

COMMENTS _____

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
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002. memo	For WAVES from Diane Limo re: addition to clearance list (partial) (1 page)	12/03/93	b(6)
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COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 12735

FOLDER TITLE:

Event File

2013-0359-S

ry1480

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Freedom of Information Act - [5 U.S.C. 552(b)]

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C. Closed in accordance with restrictions contained in donor's deed of gift.

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MEMORANDUM FOR WAVES

DATE: December 3, 1993
FROM: Diane Limo, Office of the First Lady
SUBJECT: Addition to clearance list

[002]

Please add William Davis to the list of names I faxed earlier for clearance this evening. His date of birth is (b)(6) and social security number is (b)(6). He will be going to the Indian Treaty Room at 6:00 pm.

Thank you for your help.

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
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003. fax	To Maria Nazareth from Diane Limo re: SS#s and D.O.B. (partial) (3 pages)	12/03/93	b(6)
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COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 12735

FOLDER TITLE:

Event File

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ry1480

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FAX COVER

NATIONAL PEACE CORPS ASSOCIATION
formerly National Council of Returned Peace Corps Volunteers
2119 S Street, NW, Washington, DC 20008
Phone: 202/462-5938 Fax: 202/462-5873

Date: 12/3/93 Pages: 1

To: Diane Limb

Fax: 456-6244

From: Maria Nazareth

Subject: S.S.#'s and D.O.B.

[003]

Diane:

**William Davis will be attending the reception in the Indian Treaty Room and his
S.S.# is (b)(6). His date of birth is (b)(6).**

Thank you.

FAX COVER

NATIONAL PEACE CORPS ASSOCIATION
formerly National Council of Returned Peace Corps Volunteers
2119 S Street, NW, Washington, DC 20008
Phone: 202/462-5938 Fax: 202/462-5873

Date: 12/3/93 Pages: 1

To: Diane Limo

Fax: 456-6244

From: Maria Nazareth

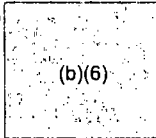
Subject: S.S. #'s & D.O.B.

Diane:

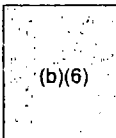
Here are a few more:

**Sargent Shriver
Joseph C. Kennedy
Wilson Golden
Nancy Sheehan**

SS#



date of birth



Thanks again.

FAX COVER

NATIONAL PEACE CORPS ASSOCIATION
formerly National Council of Returned Peace Corps Volunteers
2119 S Street, NW, Washington, DC 20008
Phone: 202/462-5938 Fax: 202/462-5873

Date: 12/3/93 Pages: 1

To: Diane Limo

Fax: 456-6244

From: Maria Nazareth

Subject: S.S. #'s & D.O.B. for reception at the Indian Treaty Room

Diane:

I hope this is the last one

Jennifer Conovitz

SS# (b)(6) **date of birth** (b)(6)

Thanks a ton.

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
004. memo	For WAVES from Diane G. Limo re: Clearance (partial) (1 page)	12/03/93	b(6)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 12735

FOLDER TITLE:

Event File

2013-0359-S

ry1480

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THE WHITE HOUSE
WASHINGTON

December 3, 1993

MEMORANDUM FOR WAVES

[004]

FROM: DIANE G. LIMO
OFFICE OF THE FIRST LADY

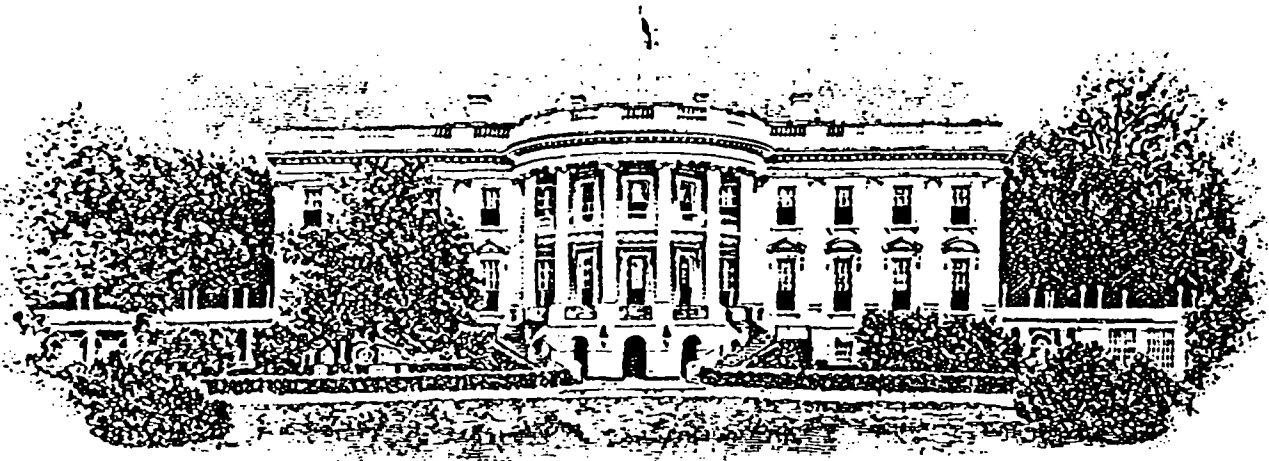
SUBJECT: Clearance

Please clear the following people for a 6:00pm reception today in the Indian Treaty Room.

<u>Name</u>	<u>DOB</u>	<u>Social Security #</u>
Jennifer Conovitz		
Wilson Golden		
Joseph C. Kennedy	(b)(6)	(b)(6)
Nancy Sheehan		
Sargent Shriver		

Thank you.

THE WHITE HOUSE



OFFICE OF THE FIRST LADY
PHONE: 202-456-6266
FAX: 202-456-6244

DATE: 12-3-93

TO: WAVES

FROM: DIANE LIMO

RECEIVER FAX: 5349

RECEIVER PHONE: _____

NUMBER OF PAGES (INCLUDING COVER SHEET): 2

COMMENTS _____



DAILY EVENT SCHEDULE

Friday, December 16, 1994



8 AM	8:00 AM - 12:00 PM *Early Supporter Days/ OPL/ OEOB 450/ (75)	8:30 AM - 12:00 PM National Drug Control Strategy Planning/ONDOP WHCC/Carol Bergman 56702 (20-25)
9 AM		
10 AM	10:00 AM - 11:00 AM Telecommunications Working Grp /OVP/Greg Simon OEOB 472/Kristin Schnee- man 66222 (12)	10:00 AM - 12:00 PM Paperwork Clearance/OMB/Tim Fain WHCC/Kim Johnson 57231 (50)
11 AM	11:00 AM - 12:00 PM Health Insurance Assn./ OPL/ Alexis Herman OEOB 472/Dan Wexler 62467 (20)	
12 PM		
1 PM	1:00 PM * Black Leaders/ELLOTUS VP's Ceremonial Offc./Marge Tarmey 66266 (35)	1:30 PM - 3:00 PM OPD Mtg./ OPD/Bo Cutter OEOB 476/Pat Smith 65373 (15)
2 PM		
3 PM		
4 PM		
5 PM	5:00 PM - 6:00 PM ANS Mtg./OPD/Rob Rubin Roose- velt Room/Pat Smith 65373 (20)	
6 PM		
7 PM	7:30 PM * Early Supporter Days Dinner/POTUS State Floor	

THE WHITE HOUSE

WASHINGTON

TO: THE FIRST LADY
DATE: Wednesday, August 3, 1994
WHAT: REFORM RIDERS EVENT
LOCATION: South Lawn
TIME: 10:10 a.m.
of GUESTS: 1,000/Open Press
FROM: Ann Stock, Sarah Farnsworth Ryan

=====

9:00 a.m. Reform Riders busses arrive at SE Gate and proceed to South Portico. (Note: Guests will enter East Visitor's Gate.)

9:45 a.m. Program participants arrive in the Diplomatic Reception Room.

10:10 a.m. **THE FIRST LADY** arrives in the Map Room for event briefing.

10:20 a.m. **THE FIRST LADY** proceeds to Diplomatic Reception Room to greet program participants:

-- Danielle Lamley
-- Carolyn Mosley
-- John Cox

PROGRAM BEGINS:

-- All are announced and proceed on stage.
-- **THE FIRST LADY** makes welcoming remarks and introduces all three stage participants.
-- Danielle Lamley tells personal story.
-- Carolyn Mosley tells personal story.
-- John Cox tells personal story.
-- **THE FIRST LADY** returns to lectern for remarks.

Upon conclusion of program, **THE FIRST LADY** greets ropeline and departs via Diplomatic Reception Room.

THE WHITE HOUSE
WASHINGTON

TO: THE PRESIDENT
THE VICE PRESIDENT
THE FIRST LADY

DATE: Wednesday, July 20, 1994

WHAT: 25th ANNIVERSARY OF THE APOLLO MOON LANDING

LOCATION: East Room

TIME: 2:30 p.m.-3:00 p.m.

of GUESTS: 150/Open Press

FROM: Ann Stock, Sarah Farnsworth Ryan

1:30 p.m. East Visitor's Gate opens for guest arrival. Guests hold in Book Seller's Foyer. "America's Return To The Moon 25 Years After the Apollo 11 Moon Landing" video will be showing in the Book Seller's Foyer as guests arrive.

1:45 p.m. Students arrive East Appts. Gate and are escorted to the East Room and are seated on risers on either side of the stage.

2:25 p.m. **THE FIRST LADY**, Mrs. Carol Heald-Knight Armstrong, Mrs. Lois Aldrin, Dr. John Gibbons and Daniel Goldin, NASA Administrator, proceed to Blue Room from Oval Office. Ann Stock will meet and escort to front row seats in East Room.

THE PRESIDENT, THE VICE PRESIDENT, Neil Armstrong, Buzz Aldrin and Michael Collins proceed to Blue Room from Oval Office. (Note: Logistical event briefing in Blue Room.)

File "Events"

2:30 p.m.

Program Begins:

-- **THE PRESIDENT, THE VICE PRESIDENT**, Neil Armstrong, Buzz Aldrin and Michael Collins are announced into the East Room via Cross Hall and proceed to seats on stage.

-- **THE VICE PRESIDENT** makes brief remarks, acknowledgements and introduces Neil Armstrong.

-- Neil Armstrong makes remarks.

-- **THE PRESIDENT** makes remarks. Upon conclusion of remarks, **THE PRESIDENT** and **THE VICE PRESIDENT** exit stage.

NOTES: The stage backdrop is a photo of Buzz Aldrin walking on the moon.

Approx. 30 students from various space programs will be seated on risers flanking the stage. The students include:

- Members of the Young Astronauts
- Students and teachers from the D.C. Challenger Center
- Students from Black Engineers
- Children of the International Astronauts

Guests depart via East Wing and receive NASA packets as they exit.