

File Carolyn Huber
MEMORANDUM

TO: ANN STOCK
ANN MCCOY
CAPRICIA MARSHALL
PATTI SOLIS
MAGGIE WILLIAMS
MARSHA HALE
STEPHANIE STREET
ANN WALLEY
MELINDA BATES
ANDREW FRIENDLY
BRUCE LINDSEY

FROM; NANCY HERNREICH

RE: CAROLYN HUBER

DATE: FEBRUARY 22, 1993

Carolyn Huber is going to be the point of contact in the White House for family and friends. She will coordinate with them and others offices in the White House for:

1. Overnight stays in the Residence - (Usher's Office/Social Office).

She will arrange their transportation and coordinate with the social office to include them in any social activities going on in the White House. A guest schedule will be prepared and distributed to the President, First Lady, Nancy Hernreich, Mack McLarty, Bruce Lindsey and Social Office.

2. White House tours and special events for family and very close friends (Visitors Office & Social Office)
3. Family Movie Theatre - (Usher's Office and Social Office)
Invite guests, set up movie - arrange for popcorn
4. Liaison to Kennedy Center for family and very close friends - (Nancy Hernreich & Debi Schiff)
5. Works with Personal Correspondence to coordinate requests for autographed photos, special letters
6. Liaison for First Family and Gift Unit
7. Liaison to Camp David for family and very close friends

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FAMILY AND FRIENDS

- Visits to White House
- Special requests, i.e. tours, correspondence, photographs, etc.

THE RESIDENCE

- Overnight Guests
- Private/Personal Events on the 2nd and/or 3rd floor
- Private/Personal Events on the South Lawn (swimming pool area/golf putting green/tennis court/basketball court/horseshoe court etc.)
- Private/Personal Events locally (Kennedy Center, etc.)
- Personal movies in the Family Theater

CAMP DAVID

- Overnight Guests.
- Coordinator for all events at Camp David.

GIFT UNIT

- Contact for the First Family and Socks.

ALL PRIVATE/PERSONAL EVENTS FOR THE PRESIDENT, THE FIRST LADY, AND CHELSEA

- Serve as central point of contact working closely with Nancy Hernreich for the President; Maggie Williams for the First Lady; Gary Walters for the Residence; and Commander Joe Camp for Camp David.

SUPERVISE PERSONAL CORRESPONDENCE OFFICE

- Family and Friends correspondence

- Point of contact for all overnight guests at the Residence -- personal and "official". It is very important that one person have all the information about the Residence guests. This person is then responsible for keeping the President's Office, First Lady's Office, and the Usher's office informed.

Handled all arrangements for family and friends when they were overnight guests at the White House. This included transportation requirements to and from the Airport. All contact was handled by my office (unless their overnight stay was tied into an "official" White House event. In those cases -- i.e. if they were invited to a State Dinner, the Social Office would extend the invitation for the dinner and the overnight visit -- but they would also say that the Personal Office would be back in touch to take care of the overnight instructions/arrangements and then I would follow-up and take it from there.)

- Special tours/events. Set up a system with the White House Visitors Office for handling all tour requests from friends and family members.

Worked closely with the White House Social Office to make sure that family/friends were included in special events. (i.e., all Washington, D.C. close friends were given a special invitation to the White House Easter Event, 4th of July, etc., -- and at Christmastime, friends were included in some of the special Christmas tours/events.)

Working closely with the Social Office and the Usher's Office, handled movies in the East Wing private Family Movie Theater. (Theater accommodates approximately 45 people and for short-notice events, it was necessary to enlist the help of the Social Office in extending invitations and preparing clearance lists.) If the event (movie) was completely "official", the Social Office handled all the arrangements.

- Kennedy Center tickets. Handled all Kennedy Center ticket requests to and from family/friends. (One of the rules for use of the tickets is that there must be a White House host in the box at all times.)
- Requests for autographed photos/special letters/messages etc. Worked very closely with the Personal Correspondence Office and approved (with the concurrence of the head of the White House Correspondence Office), all requests of this nature from family and friends.

- All activities relating to Camp David (personal and official). This was considered the Bushes' "home away from home" and was handled exclusively by the Personal Office, sometimes calling upon the Social Office when large events were scheduled. (Keep in mind, however, that you have an extremely large and capable military staff headed by Commander Joe Camp to draw from for support at Camp David.)

The weekend schedule for the Bushes while at Camp David would be off-the-record unless there were some official events scheduled; therefore the Personal Office was responsible for preparing the schedule for weekend and guest activities.

(This schedule had limited distribution and was given to: The President's Office, the Chief of Staff, the First Lady's Chief of Staff, the USSS, the Usher's Office, and Camp David.)

The Personal Office also extended all invitations to Camp David (with the exception of large official events), handled all the transportation requirements, etc. I worked directly with Commander Joe Camp. (In order to provide some privacy to the First Family, we did not run the private weekend activities/requirements through the normal channels at the White House.)

- All activities relating to the 2nd or 3rd floor of the White House. These were considered personal/private.
- Liaison for the First Family for the White House Gift Unit. Unless the head of the Gift Unit is someone familiar with the President and First Lady's tastes in gifts, this is an area where a personal friend can be helpful.
- Handled all personal visitors to the Swimming Pool//Cabana area for the family. Also, the tennis court/basketball court/horseshoe courts/golf putting area too. If a family member wanted to use the First Lady's Garden for a purely personal event, this was handled out of the Personal Office (working very closely with the Usher's Office).