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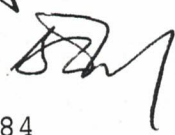
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M E M O R A N D U M

TO: Bill Sittmann
THRU: Margaret Tutwiler
THRU: Tricia Rodgers 
FROM: Genny McSweeney 
DATE: December 12, 1984
RE: Proposed Transmittal of Information to
Maureen Reagan

Maureen Reagan's office has made numerous requests to our office for information about the unofficial events during the Inauguration. We would like to send her the draft Schedule of Events which was recently prepared by Hospitality. A copy of the Schedule is attached for your review.

Approve: ____

Disapprove: ____

Attachment

*Rec'd 12/12/84
from Hospitality*

CALENDAR OF EVENTS

Friday, January 18

- 12:00pm. Inaugural: Republican National Committee Luncheon. J.W. Marriott Hotel. Coat and Tie. Invitation only. 863-8630.
- 1:30pm. Museum: National Portrait Gallery. "Portrait in Motion." Informal dress. No admission fee. 357-2866.
- 5:00pm. Inaugural: Cocktail Buffet sponsored by the Teamsters. Sheraton Grand-main ballroom in honor of the President and Vice-President. Ticketed invitation.
- 5:00pm. Inaugural: Cocktail Buffet sponsored by the Teamsters. Sheraton Grand-main ballroom in honor of the President and Vice-President. Ticketed invitations.
- 6:00pm. Official: The Prelude Pageant to the 50th American Presidential Inaugural. Presidential and Vice-Presidential appearance and fireworks. The Ellipse just south of the White House between 17th and 15th north of Constitution. Standing room open to public. 433-7430.
- 6:00pm. Theatre: "Joseph and the Amazing Technicolor Dreamcoat." The Harlequin Dinner Theatre. 1330 Gude Dr., Rockville, MD 340-8515.
- 6:00pm Inaugural: New Jersey State Society Reception. Reserve Officers Association Headquarters. Coat and Tie. Open to the Public. \$25.00 per person. 225-3765.
- 6:00pm. Inaugural: Black celebrity reception A star studded event to celebrate the 50th Inaugural. Black tie optional.
- 6:00pm. Inaugural: Republican Governor's Association candlelight reception and dinner dance. Washington Hilton Hotel. Black Tie By invitation only. 662-1320.
- 6:00pm. Inaugural: Black Celebrity Reception - a star studded event to celebrate the 50th inaugural. Black Tie optional.
- 6:15pm. Theatre: "Gypsy." Toby's Dinner Theatre. S. Entrance Road, just off Rt. 29, Columbia, MD. Admission is \$20.95 including dinner. 596-6161.
- 6:30pm. Inaugural: Senatorial Committee Trust Reception at the Metropolitan Club. Invitation only. 224-2351

- 7:00 Inaugural: Veterans/Medal of Honor Recipients reception. Sheraton National Hotel. Business attire or dress uniform. 861-2711.
- 7:00pm. Inaugural: Veterans/Medal of Honor recipients reception. Sheraton National Hotel. Business attire or dress uniform. 861-2711.
- 7:00-8:30pm. Inaugural: Republican Governors Association Reception. Washington Hilton. Invitation Only. 662-1370.
- 7:00pm. Inaugural: Medal of Honor Society Reception. Sheraton National Hotel. Coat and Tie. Invitation only. 250-6902.
- 7:30pm. Performing Arts: Washington Performing Arts Society presents Kiri Te Kanawa, Soprano. D.A.R. Constitution Hall. 18th and C st. NW., Washington, D.C. 393-4433.
- 7:30pm. Theatre: "Man and Superman" at the Arena Theatre. 6th and Maine Avenue, SW., Washington, D.C. Tickets are \$19.75 and \$15.75. 488-3300.
- 7:30pm. Theatre: "Balletap USA" at Ford's Theatre. 511 10th St. NW., Washington, D.C. 347-4833.
- 7:30pm. Museum: National Portrait Gallery, "Portrait in Motion." Informal dress. No admission charge.
- 8:00pm. Theatre: "Waiting for Godot" at the Round House Theatre, 12210 Buskey Dr., Silver Spring MD. Tickets are \$11.00. 468-4234.
- 8:00pm. Theatre: "An Evening With Yates and Beckett" at the Main Stage of the Source Theatre. A series of 3 one act plays. 1809 14th St. NW., Washington, D.C. 462-1073.
- 8:00 Theatre: "Twelfth Night" at the Warehouse Stage of the Source Theatre., 1835 14th St. NW, Washington, D.C. Admission is \$9.00, \$10.00 and \$12.00. 462-1073.
- 8:00 Theatre: "Bus Boys" at the Resource Theatre Stage of the Source Theatre. A play by local playwright, T.J. Edwards. 1716 14th St. NW., Washington, D.C. 462-1073.
- 8:00 Theatre: "Tamborines to Glory" at Studio Theatre. 1401 Church St. NW., Washington,
- 8:00 Theatre: "The Passion Play" at Kreeger Theatre of the Arena Stage. 6th and Maine Ave. SW., Washington, D.C. Admission is \$17.75 and \$21.75. 488-3300.
- 8:00 Performing Arts: "L'Italiana in Algeri" at the Terrace Theatre in the Kennedy Center. Produced by the Washington Opera. All seats \$35.00. 254-9895.

- 8:00pm. Performing Arts:** Carlos Barbosa Lima, classical jazz guitarest, will perform at The Barns of Wolf Trap. 1635 Trap Road, Vienna, VA \$12.00 admission. 938-2404.
- 8:00pm. Sports:** Professional Wrestling at Capital Centre. Dress is casual. Tickets are \$6.00, \$8.00, \$10.00. 350-3900.
- 8:30pm. Performing Arts:** The National Symphony Orchestra performs at Concert Hall in the Kennedy Center. Admission in \$22.00, \$19.00, \$12.00, \$5.00. 254-3600.

Saturday, January 19, 1984

- 8:30am. Inaugural:** American Veterans Association Breakfast for Medal of Honor Recipients. Sheraton National Hotel. Coat and Tie. Invitation only.
- 8:30am Inaugural:** Breakfast for Veterans/Medal of honor recipients hosted by AMVETS. Sheraton National Hotel. 861-2711
- 8:30am. Parks:** Rock Creek Nature Center. Winter Bird Hike. Free hike through the park with guide tto observe the winter birds indiginous to the area. 5200 Glover Rd. NW. Washington, D.C. 426-6829
- 10:00am. Museum:** Richmond's Science Museum of Virginia. All day tour beginning with a Computer orientation in the Computer Literacy Center and finishing the afternoon in the Space Theatre. Sponsord by ;the Resident Associates of the Smithsonian. \$51.00 fee includes lunch and bus from the Smithsonian. 357-3030.
- 10:30am. Museum:** National Museum of American History. Tour the new exhibition area during construction phase. \$8.00 fee. Tour lasts 1 1/2 hours.
- 10:30am. Inaugural:** Women's Brunch "In Celebration of Distinguished Women". Shoreham Hotel. Business attire. Invitation/pre-registration only. Admission by ticket \$25.00.
- 10:30am. Official:** Leadership Forum for Young Americans. D.A.R. Constitution Hall. Business attire. 3500 free tickets - distribution to be announced.
- 11:00am. Historical:** Confederate Memorial Association commemorates the 178th Anniversary of the birth of Robert E. Lee with ceremonies sponsored by the District of Columbia Division, United Daughters of the Confederacy. Statuary Hall, Capitol Building. 893-8831.
- 1:00pm. Planetarium:** Rock Creek Park Planetarium Chamber. Free showing for all ages. 5200 Glover Rd. NW. Washington, D.C. 426-6829
- 1:00pm. Historical:** Confederate Memorial Association reception honoring Southern dscendants and dignitaries. Hosted by the District of Columbia Division, United Daughters of the Confederacy, the Sons of Confederate Veterans and the Military Order of Stars and Bars. Old Senate room, Russell Senate Office Building. Tickets are \$25.00 per person. 483-5700.

- 1:00pm. Inaugural:** Teamsters sponsored Hospitality suire at the Sheraton Grand, 525 New Jersey Ave. NW., DC. Invitation only.
- 1:30pm. Museum:** National Portrait Gallery presents "Portraits in Motion." Informal dress. No admission.
- 2:00pm. Inaugural:** "Access to Opportunity" A reception saluting Americans with Disabled Persons. The Exhibit Hall of the State department building. Business attire Invitation only.
- 2:00pm. Theatre:** "Man and Superman" performed at the Arena Theatre at Arena Stage. Tickets are \$15.75 and \$11.75. 6th and Maine Ave. SW. Washington, D.C. 488-3300.
- 2:30pm. Theatre:** "The Passion Play" performed ot the Dreeger Theatre of the Arena Stage. 6th and Maine Ave. SW. Washington, D.C. Tickets are \$13.75 and \$17.75. 488-3300
- 3:00pm. Museum:** Robert E. Lee Boyhood Home. 607 Oronoco St. Alexandria, VA Reception and tour honouring Lee's birthday with special music, costumes and refreshments. No admission. 548-8454
- 4:00pm. Planetarium:** Rock Creek Park Planetarium Chamber. 5200 Glover Rd. NW. Washington, D.C. No admission. 426-6829
- 4:00pm.*****Inaugural:** Jefferson Foundation reception/dinner. Washington Hilton. Coat and Tie.
- 4:00pm. Performing Arts:** "A Song for The Savior", performed by the National Christian Choir. Special guests are the Hawaiians. Fairfax Highschool Auditorium. 3500 Old Lee Highway, Fairfax, VA.
- 5:00pm. Inaugural:** Illinois State Society reception with the Governor as the Master of Ceremonies. National Press Club. Black Tie (optional) preferably evening attire. Invitation and public. Tickets are \$31.00 in advance and \$50.00 at the door. 523-5712
- *****TBA Inaugural:** West Virginia State Society reception. Mayflower Hotel. Coat and Tie. Invitation and public. Ticket info TBA
- 5:30pm. Inaugural:** Nevada State Society Reception. Cannon House Caucus Room in the Cannon House Building. 435 Independence. Coat and Tie. Tickets are \$30.00 per person. 429-1910.

- 6:00pm. Theatre: "Joseph and the Technicolor Dreamcoat" at the Harlequin Dinner Theatre. 1330 Gude Dr., Rockville, MD 340-8515
- 6:00pm. Inaugural: Indiana State Society Ball. Sheraton Washington. Black Tie. Invitation Only. 457-6164.
- 6:00pm. Inaugural: Religious Presidential Inaugural Celebration. "With Love - Welcome to Washington D.C.". Constitution Hall. Business attire. Tickets are \$25.00 each. 488-4442.
- 6:00pm. Inaugural: Reception for Veterans and Medal of Honor recipients. Hosted by the Veterans of Foreign Wars. Sheraton Washington Hotel. Business attire or dress uniform. 861-2711.
- 6:15pm. Theatre: "Gypsy" a musical comedy presented at Toby's Dinner Theatre. S. entrance Road, Columbia, MD. Admission is \$22.50. 596-6161.
- 7:00pm. Inaugural: Veterans of Foreign Wars. Dinner for Medal of Honor Recipients. Sheraton Washington Hotel. Coat and Tie. Invitation Only. 250-6902.
- 7:00 Inaugural: Dinner for Veterans and Medal of Honor recipients. Hosted by the Veterans of Foreign Wars. Sheraton Washington Hotel. Business attire or dress uniform. 861-2711.
- 7:30pm. Theatre: Ford's Theatre presents "Balletap USA." 511 10th St. NW, Washington, D.C. 347-4833.
- 7:30pm. Theatre: "Man and Superman" by George Bernard Shaw, performed at the Arena Stage of the Arena Theatre. 6th and Maine Ave. SW, Washington, D.C. 488-3300.
- 7:30pm. Museum: National Portrait Gallery presents "Portrait in Motion." No admission fee. 357-2866.
- 7:35pm. Sports: Capitals vs New York Rangers in Hockey. Capital Centre. Tickets are \$15.50, \$13.50, \$8.00. 350-3900.
- 8:00pm. Official: Young Americans Concert. Starplex Armory. Casual attire. Tickets are \$25.00 per person and are by invitation.
- 8:00pm. Performing Arts: "The Rake's Progress" presented by the Washington Opera at the Kennedy Center Terrace Theater. All seats are \$35.00. 254-3600.
- 8:00pm. Theatre: "Waiting for Godot" performed at the Round House Theatre. 12210 Buskey Dr., Silver Spring, MD. Admission is \$11.00. 468-4234.

- 8:00pm. Theatre:** "An Evening with Yates and Beckett" at the Main Stage Theatre of the Source Theatre. 1809 14th St. NW. Washington, D.C. 462-1073.
- 8:00pm. Theatre:** "Twelfth Night" performed at the Warehouse Stage of the Source Theatre. 1835 14th St. NW. Washington, D.C. Tickets are \$12.00, \$10.00, \$9.00. 462-1073.
- 8:00pm. Performing Arts:** The Washington Opera presents "The Rake's Progress." Performed at the Terrace Theatre in the Kennedy Center. All seats are \$35.00. 254-9895.
- 8:00pm. Theatre:** "The Passion Play" performed at the Kreeger Theatre at the Arena Stage. 6th and Maine Ave. SW, Washington, D.C. Tickets are \$17.75 and \$21.75. 488-3300.
- 8:00pm. Theatre:** "Bus Boys" written by local playwright, T.J. Edwards. Resource Theatre Stage at the Source Theatre. 1716 14th St. NW. Washington, D.C. 462-1073.
- 8:00pm. Theatre:** "Tamborines to Glory" presented by Studio Theatre. Tickets are \$12.50. 1401 Church St. NW. Washington, D.C. 265-7412.
- 8:00pm. Performing Arts:** The Washington Performing Arts Society presents "Handel Festival Orchestra Reditalist Series," Performance by Susan Deaver, Flautist. The Frances and Armand Hanner Auditorium in the Corcoran Gallery of Art. 17th and New York Ave. NW. Washington, D.C. 393-4433.
- 8:00pm. Performing Arts:** Wolf Trap Barn presents Larry Coryell playing Modern guitar, jazz, rock and classical styles. \$10.00 per person. 1635 Trap Rd. Vienna, VA 938-2404.
- 8:30pm. Performing Arts:** the National Symphony Orchestra presents Mstislav Rostropovich conductor at Concert Hall in the Kennedy Center. Tickets are \$24.00, \$22.00, \$19.00, \$12.00, \$5.00. 785-8100.
- 9:00pm. Inaugural:** Texas State Society Inaugural Ball. Black Tie and Boots Washington Hilton Ballroom. Tickets will be available.
- 9:00pm. Inaugural:** Hispanic Inaugural Ball hosted by the Hispanic Advisory Committee for the 50th American Presidential Inaugural. Black Tie optional. Invitation and open to the public. \$50.00 per person.

Sunday, January 20, 1984

- 7:00am. Inaugural:** Florida State Republican Headquarters Breakfast. Washington Hilton. Invitation only.
- 8:00pm. Inaugural:** Religious Presidential Inaugural Celebration. "Will Love - - Prayer Breakfast". Sheraton Hotel, Crystal City. Business attire. Tickets are \$35.00 each. 488-04442.
- 9:00am. Inaugural:** Brunch for Medal Of Honor Recipients hosted by the Secretary of Defense. Sheraton National Hotel. Coat and Tie Dress. Invitation Only. 250-6902.
- 10:00am. Inaugural:** The Guam Society of America hosts a reception/brunch. Andrews AFB Officers Club. Coat and Tie. Open to Public - Reservations necessary. \$7.00 and \$5.00. 389-2107.
- 10:30am. Performing Arts:** The Washington Cathedral presents a Choral prelude by Miami University Men's Glee Club, in honor of Texas Day at the cathedral. No admission charge.
- 11:00am. Inaugural:** Traditional services for all faiths followed by Continental Breakfast Reception. Location to be announced. Services open to all - Breakfast reception - by invitation.
- 11:00am. Inaugural:** Veterans and Medal of Honor recipient's Brunch, hosted by the Joint Chiefs of Staff. Sheraton National Hotel. Business attire or dress uniform. 861-2711.
- 12:00pm. Inaugural:** Nebraska State Society Champagne Brunch to honor Nebraska's Congressional Delegation. Hogates at 9th and Maine Ave. SW. Washington, D.C. Coat and Tie. Invitation and open to the public. \$25.00 per person. 393-6207.
- 12:00 Inaugural:** Shrine of the Immaculate Conception. Inaugural Worship. No admission fee. Open to the public.
- 1:00pm. Inaugural:** Teamsters sponsored Hospitality suite at the Sheraton Grand. 525 New Jersey Ave. NW. Washington, DC. Invitation only.
- 2:00pm. Performing Arts:** The Washington Opera presents "L'Italiana in Algier." Performed at the Terrace Theater at the Kennedy Center. All seats \$35.00.
- **4:00pm. Sports:** Indiana State Society hosts a Super Bowl party. 550 C. St. SW. Holiday Inn. For the members of the Indiana delegation.

- 2:00pm. Theatre: "Waiting for Godot" as presented by the Round House Theatre. 12210 Buskey Dr. MD. Tickets are \$9.50. 468-4234.
- 2:00pm. Performing Arts: The Washington Opera presents "L'Italiana in Algier." Performances at the Terrace Theatre in the Kennedy Center. 254-9895.
- 2:00pm. Theatre: The Studio Theatre presents "Tamborines to Glory". 1401 Church St. NW. Washington, D.C. \$12.50 Admission. 265-7412.
- 3:00pm. Inaugural: "Salute to Volunteer America". Reception Post Office Pavillion. Business attire. Invitation/preregistration only. \$15.00.
- 3:00pm. Theatre: The Source Theatre presents "An Evening With Yates and Beckett." Performed at the Main Stage Theatre. 1809 14th St. NW. Washington, D.C. 462-1073.
- 3:00pm. Theatre: The Source Theatre presents "Twelfth Night." Performed on the Warehouse Stage. 1835 14th St. NW. Washington, D.C. Admission is \$9.00, \$10.00, \$12.00. 462-1073.
- 3:30pm. Museum: The Hirshhorn Museum Theatre presents the film: "The Little Humpbacked Horse." A fantastic fairy tale. For Members Only of the Resident Associates of the Smithsonian. 357-3030.
- 4:00pm. Historical: Confederate Memorial Association "Old South" Congressional Reception Southern Hospitality in antebellum dress. Southern food and southern music. Confederate Memorial Hall Museum. 1322 Vermont Ave. NW. Washington. \$25.00 per person. 483-5700.
- *****5:00pm. Inaugural: Florida State Republican Headquarters Dinner. Washington Hilton in the Georgetown rooms.
- 5:00pm. Inaugural: Republican Eagles Reception. Super Bowl Party and reception for Athletes for Reagan Bush. Capital Hilton. Informal dress. Invitation only.
- 5:15pm. Theatre: "Gypsy", a musical comedy presented by Toby's Dinner Theatre. S. Entrance Rd., Columbia, MD. Admission is \$18.95 including dinner and show. 596-6161.
- 5:30pm. Official: National Pageant of Young American. Presidential and Vice-Presidential appearance.. Fireworks. Participants at the Jefferson Memorial. The public may watch from the slopes of the Tidal Basin. No admission charge. 433-7430.

- 5:30pm. Inaugural: Super Bowl Party for Veterans and Medal of Honor recipients. Sheraton National Hotel. Business attire or dress uniform. 861-2711.
- 6:00pm. Theatre: "Joseph and the Technicolor Dream Coat" presented by the Harlequin Dinner Theatre. 1330 Gude Dr. Rockville, MD 340-8515.
- 6:00pm. Inaugural: The Disabled American Veterans are sponsoring a Super Bowl Party for Medal of Honor Recipients. Sheraton National Hotel. Informal dress. Invitation Only.
- 7:00pm. Inaugural: Youth Super Bowl Party. The Wax Museum. Casual attire. Details pending.
- 7:00 Inaugural: Asian Inaugural Ball Cannon Caucus Room, Cannon Caucus building. Black Tie optional. Tickets are \$50.00 per person. Open to the public.
- 7:30pm. Theatre: Ford's Theatre presents "Balletap USA." 511 10th St. NW. Washington, D.C. 347-4833.
- 7:30pm. Theatre: "Man and Superman" by George Bernard Shaw, will be performed on the Mane Stage at the Arena Stage theatre. 6th and Maine Ave. SW. Washington, D.C. Tickets are \$17.75 and \$13.75. 488-3300.
- 7:30pm. Theatre: Arena Stage/The Kreeger Theatre presents the "Passion Play." 6th and Maine Ave. SW. Washington, D.C. Tickets are \$19.75 and \$15.75. 488-3300.
- 8:00pm. Inaugural: Athletes for Reagan Bush reception. The Presidential Ballroom at the Capitol Hilton. Dress is semi-formal. Tickets - TBA. 327-3553.
- 8:00pm. Theatre: "Bus Boys" showing at the Source Theatre Resource Theatre. 1716 14th St. NW. Washington, D.C. 462-1073.
- 8:00pm. Theatre: The Source Theatre presents "Twelfth Night." On the Warehouse Stage. 1835 14th St. NW. Washington, D.C. 462-1073.
- 8:00pm. Theatre: "An Evening With Yates and Beckett." The Main Stage Theatre at the Source Theatre. 1809 14th St. NW. Washington, D.C. 462-1073.

Monday, January 21, 1985

- 8:00am. Inaugural: Tennessee State Society
Breakfast. Sam Rayburn Building. Coat and
Tie dress. Invitation Only. 633-2702.
- 9:00am. Inaugural: Breakfast hosted by
the Reserve Officers Association. ROA
Minute Man building. 1 Constitution Ave.
By invitation.
- 11:00 Inaugural: Alabama State Society
Reception. Cannon House Caucus Room, Cannon
House Building. Coat and Tie. Open to
members of Alabama State Society and
visitors from Alabama. 775-0840.
- 11:00am. Inaugural: Open house sponsored
by the Teamsters. 7th floor annex, 25
Louisiana Ave. NW. Washington, DC.
Invitation only.
- 12:00 Inaugural: Senatorial Committee
Trust Luncheon. Sewall Belmont House.
following the parade. Invitation Only.
224-2351.
- 2:00pm. Inaugural: Arkansas State Society
Wine and Cheese party. Russell Senate
Office Building. Coat and Tie. Invitation
only. 225-3772.
- 2:00pm Historical: Confederate Memorial
Hall Museum Open House. Hot apple cider,
spiced tea and ginger cookies served during
the parade. Eight blocks from the White
House at 1322 Vermont Ave. NW. Washington,
DC. 483-5700.
- 4:00 Inaugural: Iowa State Society
Reception. St. Peters Church, 2nd and C.
St. Coat and Tie. Invitation Only.
767-6312.
- 5:00pm. Inaugural: Virginia State Society
Reception. Top of the Town, Prospect
House, Arlington, VA. Black Tie optional.
Invitation only. 971-2235.
- 5:30 Inaugural: North Carolina State
Society Reception. Longworth House office
building cafeteria. Coat and tie. Open to
North Carolinians. 225-2576.
- 6:00pm. Inaugural: American Legion "Salute
to Heroes" reception/dinner/Veterans
Inaugural Ball. Capital Hilton. Black
tie. 393-1000.
- 6:00pm. Inaugural: Kentucky State Society
Reception. National Press Club. Black tie
optional. Invitation only. \$45.00 members,
\$55.00 nonmembers. 898-8041.
- 6:00pm. Inaugural: Reception honoring
Veterans and Medal of Honor recipients.
Location not yet announced. Invitation
required.

- 6:30pm. Inaugural: Salute to Heroes
Banquet for Veterans and Medal of Honor recipients hosted by the American Legion. Capitol, Hilton. Black tie or dress uniform. Ball tickets/invitation required.
- 7:00pm. Performing Arts: The Washington Opera presents "The Rake's Progress." The Terrace Theatre in the Kennedy Center. 254-9895.
- 7:00pm. Inaugural: American Coalition for Traditional Values Inauguration Banquet. Shoreham Hotel. Black tie optional. By invitation only. (619) 440-0227.
- 7:30pm. Performing Arts: The Washington Performing Arts Society presents Vladimir Ashkenazy, pianist. Concert Hall in the Kennedy Center. 254-3776.
- 7:35pm. Sports: Bullets vs. Cleveland in Basketball at Capital Centre. \$14.50, \$11.50, \$8.50, \$5.00. 350-3900.
- 8:00pm. Official: Inaugural Ball at the Washington Convention Center - Hall B. 900 Ninth Street, NW., Washington, DC. Black tie. Tickets \$125.00 each by invitation only.
- 8:00pm. Official: Inaugural Ball at the Washington Convention Center, Hall A. 900 Ninth Street, NW., Washington, DC. Black tie. Tickets \$125.00 each by invitation only.
- 8:00pm. Official: Inaugural Ball at the Sheraton Washington Hotel. 2660 Woodley Rd., NW., Washington, DC. Black tie. Tickets \$125.00 each by invitation only.
- 8:00pm. Official: Inaugural Ball at the Shoreham Hotel. 2500 Calvert St., NW., Washington, DC. Black tie. \$125.00 each by invitation only.
- 8:00pm. Official: Inaugural Ball at the Washington Hilton Hotel. 1919 Connecticut Ave. NW., Washington, DC. Black tie. \$125.00 each by invitation only.
- 8:00pm. Official: Young Americans Ball Starplex Armory. 2001 East Capitol Street, Washington, DC. Black tie optional. \$50.00 invitation only.
- 8:00pm. Official: Inaugural Ball at The Pension Building. 440 G Street, NW., Washington, D.C. Black tie. \$125.00 each by invitation only.
- 8:00pm. Official: Inaugural Ball. The John F. Kennedy Center for the Performing Two main entrances - Hall of States and the Hall Nations. Black tie. \$125.00 each by invitation only.

**8:00pm. Official: Inaugural Ball at the
National Air and Space Museum. Black tie.
\$125.00 each by invitation only.**

**9:00pm. Inaugural: Reserve Officers
Association Greadfast for Medal Of Honor
Recipients. Reserve Officers Association
Headquarters. Coat and Tie. Invitation
only. 250-6902.**

**9:00pm. Inaugural: South Carolina State
Society Inaugural Ball. Hotel Washington.
Black tie optional. Invitation only.
296-7116.**

DRAFT

THE WHITE HOUSE

WASHINGTON

December 11, 1984

MEMORANDUM FOR MICHAEL K. DEEVER

FROM: WILLIAM HENKEL

SUBJECT: NATIONAL PRAYER SERVICE OF THANKSGIVING, SUNDAY,
JANUARY 20, 1985, AT THE WASHINGTON NATIONAL
CATHEDRAL

BACKGROUND

During the past week, Penne Korth, Grey Terry and others have met three times with members of the National Cathedral staff. Their prime contact has been Mr. Will Sherk, General Manager of the Cathedral. In the course of these meetings, it has become clear that everyone concerned, including Bishop Walker, is pleased to host the National Prayer Service of Thanksgiving. It is equally clear that they consider their relationship with the White House to be very strained by what they refer to as the "Speakes Letter" or the "Speakes Situation," - i.e., the exchange of letters following the President's participation in the KAL Memorial Ceremony. As a result, we have moved from a very tentative relationship to one of good cooperation. Still, it is one in which the Cathedral is very concerned about their authority to decide most of the details of the service.

As they see it, virtually every decision starting with capacity, to invitation format, to the order of the service and participants, is up to the Cathedral to decide. They have said that they are willing to listen to alternative suggestions. They have also said, however, that asking the National Cathedral to host such a service is "not like renting a ballroom" - that in accepting the offer, they accept full right and responsibility to structure it as they feel it should be.

PLANNING AND DEVELOPMENT

Against this background, the Cathedral plans to develop the service on the following schedule. On December 26, 1984, they will have completed a full order of service based on their attached outline complete with prayer, scripture and hymn selections. Concurrently, they expect to develop a list of both lay and religious participants. At that point, details would be relatively "fixed" from their standpoint, and it was suggested that we submit our input "for consideration" prior to then.

12/12/84 12:00 p.m.

DRAFT

Attached is proposed summary schedule.

EVENT CONCEPT

On Sunday, January 20, 1985, The President and Mrs. Reagan will attend the National Prayer Service of Thanksgiving at the Washington National Cathedral. This will be an interfaith service of Thanksgiving.

The President and Mrs. Reagan will depart the White House at 9:15 a.m. Upon arrival at the Washington National Cathedral, The President and Mrs. Reagan will be met by the Bishop of Washington, Bishop John Walker, and will be escorted to thier seats in the front row. The service will begin at 9:30 a.m., and the Cathedral wishes that it be broadcast on live TV. The service will consist of a processional, various readings, and musical interludes after which Dr. Billy Graham will deliver the sermon. Following the sermon, six or seven petitioners will come forward and say a brief prayer. The service will conclude with a recessional hymn, and the Bishop will drop out of the recessional to escort The President and Mrs. Reagan out of the Cathedral.

QUESTIONS/OPTIONS

- 1) Capacity: The Cathedral feels that 2800 can be accomodated comfortably. They want 300 seats for their own VIP use plus 300 seats for general public use, leaving 2200 seats for P.I.C. use.

Approve _____

Disapprove _____

- 2) The Cathedral feels very strongly that invitations should cite them as hosts per the attached invitation (see sample attached).

Approve _____

Disapprove _____

- 3) Interfaith participation will include representatives from Protestant, Catholic, Jewish and Muslim faiths, primarily from local leadership.

Approve _____

Disapprove _____

- 4) Other than Dr. Graham, the only participants specified to date by the Cathedral are 50 members of the Howard University Choir who would sing together with the Cathedral Choir (45). They suggest that this should be "in lieu" of the Shiloh Baptist Choir.

Approve _____

Disapprove _____

12/12/84 12:00 p.m.

DRAFT

- 5) Near the end of the service, six or seven petitioners will offer a litany for the nation. It has been suggested that The President might like to offer a brief prayer as one of these petitioners.

Approve _____

Disapprove _____

- 6) Bishop Walker plans to greet The President and Mrs. Reagan upon their arrival and, on departure, he would either:

- a. Proceed out with the recessional or;
- b. Stop and escort The President and Mrs. Reagan back to the limo or;
- c. Escort The President and Mrs. Reagan out and offer a private prayer for The President prior to his swearing in moments later at the White House.

Approve _____

Disapprove _____

RECOMMENDED PRESS COVERAGE

- 1) Arrival at the Cathedral: - OFFICIAL PHOTOGRAPHER ONLY

Approve _____

Disapprove _____

- 2) Immediately after The President and Mrs. Reagan have taken their seats (under 1 minute) - PRESS POOL

Approve _____

Disapprove _____

- 3) Church Service: - The Cathedral wants three hard cameras in the Cathedral at all times to provide a live feed of the service.

Approve _____

Disapprove _____

RECOMMENDATION

Unless this unilateral approach is acceptable to the P.I.C., it appears necessary to schedule a meeting between Bishop Walker and ranking members of the P.I.C. as soon as possible.

cc: M. McManus
D. Fischer
F. Ryan
W. Sittmann

12/12/84 12:00 p.m.

DRAFT
THE WHITE HOUSE
WASHINGTON

PROPOSED SUMMARY SCHEDULE OF THE PRESIDENT

SUNDAY, JANUARY 20, 1985

9:15 a.m. THE PRESIDENT and Mrs. Reagan depart the White House en route the Washington National Cathedral.

Drive Time: 10 mins.

9:25 a.m. THE PRESIDENT and Mrs. Reagan arrive the Washington National Cathedral.

Met By:

Bishop John Walker, Bishop of Washington

OFFICIAL PHOTOGRAPHER ONLY

THE PRESIDENT and Mrs. Reagan, escorted by Bishop Walker, proceed to their seats in the front row.

THE PRESIDENT and Mrs. Reagan take their seats.

PRESS POOL COVERAGE

NOTE: The Vice President and Mrs. Bush will be already be seated in the front row.

9:30 a.m. Service begins.

LIVE TV COVERAGE

Processional hymn.

9:34 a.m. Opening sentences.

9:35 a.m. Psalm reading.

9:37 a.m. Readings from the Old Testament.

9:39 a.m. A choral response.

9:41 a.m. Reading from the New Testament.

9:44 a.m. Reading from the Koran.

12/12/84 12:00 p.m.

9:46 a.m. A Canticle.

9:49 a.m. A greeting and introduction by Bishop Walker.

9:51 a.m. Hymn.

9:54 a.m. The sermon by Dr. Billy Graham.

10:04 a.m. A Litany for the Nation.

NOTE: Six or seven petitioners will come forward and offer brief prayers (possible Presidential participation).

10:11 a.m. Benediction music.

10:12 a.m. The Blessings.

10:15 a.m. Recessional Hymn.

10:16 a.m. THE PRESIDENT and Mrs. Reagan, escorted by Bishop Walker, depart National Cathedral en route motorcade for boarding.

NOTE: Bishop Walker will drop out of the recessional to escort THE PRESIDENT and Mrs. Reagan out of the Cathedral.

10:21 a.m. THE PRESIDENT and Mrs. Reagan depart the Washington National Cathedral en route the White House.

Drive Time: 10 mins.

10:31 a.m. THE PRESIDENT and Mrs. Reagan arrive the White House and proceed inside.

*The Bishop, Provost, and Chapter
of Washington Cathedral
request the honour of your presence at*

a national prayer service in thanksgiving
for the fiftieth inaugural of

The President of the United States

at nine-thirty am on Sunday the twentieth of January

Admission by enclosed tickets only

100
PRESIDENTIAL INAUGURAL COMMITTEE 1985

MEMORANDUM FOR MICHAEL K. DEEVER
DEPUTY CHIEF OF STAFF
AND ASSISTANT TO THE PRESIDENT

FROM: JUNE G. WALKER *JGW/meh*
EXECUTIVE DIRECTOR

SUBJECT: Private Church Ceremony
St. John's Church
Monday, January 21, 1985

Bill
1. What does she mean by with ST staff?
2. Can you work out with June.
3. otherwise - Her breakdown is fine.

This is to bring you up to date on the seating arrangements that Jim Kuhn and I are working on for the Church ceremony at St. John's Episcopal Church for the Inaugural. Jim is a great pleasure to work with and thoroughly professional.

The total capacity in the Church is 700 - 400 downstairs and 300 upstairs in the balcony. Twenty members of the Church will be seated upstairs in this 1985 ceremony.

In 1981, with the President on the first floor, there were a total of 187 guests seated. Among those present were:

The Reagan Family
2 Co-Chairmen of the Inaugural Committee
Vice President and Mrs. Bush and family
(family number will increase in 1985)
Cabinet Members
Jeanne Kirkpatrick, Ambassador to the UN
White House Senior Staff?
Personal Advisory Committee & wives — *new list*
(Please refer to attached list)
Chief Justice Burger
Joint Chiefs of Staff:
Chief of Naval Operations
Commandant USAF
Commandant USMC
Chief of the Staff of the Army
2 Doctors
70 Personal Guests

I recommend that no more than 400 guests be invited for downstairs seating because of the obvious problems that would arise with additional upstairs seating.

In the 1985 ceremony, you will possibly have to focus on guests such as senators, congressmen, additional White House staff and sub-cabinet members. Mrs. Reagan has requested that I immediately secure an accurate number of guests that she and the President can have for their personal guest list. Therefore, I would appreciate it if you could give me a firm number for their list as soon as possible, allowing you the flexibility of unforeseen additions.

PRESIDENTIAL INAUGURAL COMMITTEE 1985

PERSONAL ADVISORY COMMITTEE (1981)

Ambassador Armstrong
James Baker
Alfred Bloomingdale (deceased)
W. Glenn Campbell
William J. Casey
Joe Coors
Theodore Cummings (deceased)
Justin Dart (deceased)
Mike Deaver
Congressman Thomas Evans
Jaquelin Hume
Earl Jorgensen
Senator Paul Laxalt
Edwin Meese III
Henry Salvatore
William E. Simon
William French Smith
Holmes Tuttle
Caspar Weinberger
Charles Wick
William Wilson
Jack Wrather (deceased)

This is to advise you that I am including this particular list for your review, as it will allow you to arrive at a more accurate number because of the following changes:

- Deceased guests
- Cross-over names from other lists
(to Cabinet or Embassy posts)
- Those that may not be invited in 1985
- Those on the Reagans' personal list.

Also, the following names may be added to those that will be seated with the immediate Reagan family:

Anne Allman
Barney B.
Julius B.

I recommend that a separate invitation be sent to the guests for this momentous Church ceremony. I have contacted Mr. Richardson at Breewood's Engraving regarding a heavy invitation card with the embossed White House seal, in place of the gold seal and in keeping with the fact that it is a Church ceremony. The cost for 250 invitations is \$325. I am expecting a confirmation from Ron Walker as to whether the Inaugural Committee will assume this cost and hope this meets with your approval.

My contact number now is (213) 472-8873, where I can be reached at any time. You can also reach me through my office at 395-4616, through Mary Lee Haugh, who is in touch with me at all times.

PRESIDENTIAL INAUGURAL COMMITTEE

MEMORANDUM FOR MICHAEL K. DEAVER
DEPUTY CHIEF OF STAFF

FROM: JUNE G. WALKER *JGW*

SUBJECT: Seating for the 1985 Swearing-In Ceremony
within the inner circle of the Presidential
Platform

The initial meeting regarding the seating for the Inaugural private church ceremony, swearing-in and Presidential parade stand was held on Friday, December 14, 1985 with Jim Kuhn, Grey Terry, Stephen Hart and Kelli Camacho.

As of January 10, 1981, the listing of those guests to be seated within the Presidential platform at the swearing-in ceremony were as follows:

1. President Carter
2. Vice President Mondale
3. President Reagan
4. Vice President Bush
5. Mrs. Carter
6. Mrs. Mondale
7. Mrs. Reagan
8. Mrs. Reagan

Co-Chairmen, Charles Wick and Robert Gray with guest

JOINT COMMITTEE MEMBERS (spouses included)

9. Senator Mark Hatfield
- 24.

SUPREME COURT JUSTICES (spouses included)

25. Chief Justice Burger
- 35.

PRESIDENT REAGAN'S FAMILY

- 36.
50. Patty Reagan
51. Five Wick Children
55. " " "

PROGRAM PARTICIPANTS

56. Rev. Donn Moomaw

59.

CABINET (spouses included)

60.

89.

SENIOR WHITE HOUSE STAFF (no spouses)

90.

100.

PERSONAL ADVISORY COMMITTEE

- 101. Anne Armstrong
- 102. spouse
- 103. Mrs. James Baker
- 104. Mr. Bloomingdale (deceased)
- 105. spouse
- 106. Dr. W. Glen Campbell
- 107. Dr. Rita (name illegible)
- 108. Joseph Coors
- 109. spouse
- 110. Theodore Cummings (deceased)
- 111. spouse
- 112. Justin Dart (deceased)
- 113. spouse
- 114. Mrs. Michael Deaver
- 115. The Honorable Thomas Evans
- 116. Spouse
- 117. Jaquelin Hume
- 118. spouse
- 119. Earle Jorgensen
- 120. Spouse
- 121. Honorable Paul Laxalt
- 122. Spouse
- 123. Mr. Edwin Meese
- 124. Mrs. Edwin Meese
- 125. Henry Salvatori
- 126. spouse
- 127. William Simon
- 128. spouse
- 129. Daniel Terra
- 130. spouse (deceased)
- 131. Holmes Tuttle
- 132. spouse

- 133. Mrs. Charles Wick
- 134. William Wilson
- 135. spouse
- 136. Jack Wrather (deceased)
- 137. spouse

This rough draft could be a start for our seating for the 1985 ceremony. Grey Terry and I are working together on this and his last report was that there are 100 seats available to the President. He initiated the fact that there were 25 seats available for President Carter in 1981. We are both researching the possibility of attaining these seats for President Reagan in 1985. I have contacted Senator Hatfield, who I worked very closely with in 1981, for advice as to how we could negotiate with Senator Mathias' office for these seats without causing any problems within Congress.

I will be in continual contact with Elaine Crispen to get an updated list for this event. I look forward to working with you after the first of the year. I will have seating charts set up at the Inaugural for these events for you to continually review and update.

REFERRAL SLIP



TO:

FROM:

☒	MICHAEL K. DEAVER	☐
☐	RONALD H. WALKER	☐
☐	JOHN F. W. ROGERS	☐
☐	FRED BIEBEL	☐
☐	DOUG BLASER	☐
☐	RED CAVANEY	☐
☐	PAUL COOKSEY	☐
☐	FRED FIELDING	☐
☐	FRED HALE	☐
☐	WILLIAM HENKEL	☐
☐	JAMES LAKE	☐
☐	JOE RODGERS	☐
☐	WILLIAM SITTMANN	☐
☐	MARGARET TUTWILER	☒
☐	MARY JANE WICK	☐
☐	<u>FYI</u>	☐



THE COMMITTEE
FOR THE
50TH AMERICAN
PRESIDENTIAL
INAUGURAL

Washington, D.C.
20599

202/433-7100

December 28, 1984

MEMORANDUM

TO: MARGARET TUTWILER
THROUGH: GRACE MOE *Grace Moe*
FROM: DEBBIE ABRAMS, VIVIAN CULP
RE: GOVERNORS PARADE ATTENDANCE

GOVERNOR TOTALS

Participating:	28
Not Participating:	20
Undecided:	5
Swearing-in Only:	2
TOTAL	55

REPUBLICANS

Participating:	14
Not Participating:	1
Undecided:	1
TOTAL	16

DEMOCRATS

Participating:	10	
Not Participating:	19	
Undecided:	4	
Swearing-in Only:	1	
TOTAL		34

TERRITORIAL

Participating:	4	
Swearing-in Only:	1	
TOTAL		5

LIEUTENANT GOVERNOR TOTAL

Participating:	4	
Undecided:	4	
TOTAL		8

DEMOCRATS

Participating:	4	
Undecided:	4	
TOTAL		8

GOVERNORS PARADE ATTENDANCE

UPDATED 12/28/84

<u>STATE</u>	<u>GOVERNOR</u>	<u>ATTENDING</u>	<u>COMMENTS</u>
AL	GEORGE WALLACE (D)	YES	
AK	BILL SHEFFIELD (D)	NO	LT. GOV ATTENDING
AS	A. P. LUTALI (R)	YES	
AZ	BRUCE BABBITT (D)	NO	WORKING ON CITIZEN'S NAME
AR	BILL CLINTON (D)	NO	* LT. GOV. UNDECIDED
CA	GEORGE DEUKMEJIAN (R)	NO	
CO	RICHARD LAMM (D)	NO	NO SUGGESTION
CT	WILLIAM O'NEILL (D)	YES	
DE	MICHAEL CASTLE (R)	YES	
FL	BOB GRAHAM (D)	NO	LT. GOV. ATTENDING
GA	JOE FRANK HARRIS (D)	NO	.
GU	RICARDO BORDALLO (D)	YES	
HI	GEORGE ARIYOSHI (D)	YES	
ID	JOHN EVANS (D)	YES	
IL	JAMES THOMPSON (R)	YES	
IN	ROBERT ORR (R)	YES	
IA	TERRY BRANSTAD (R)	YES	
KS	JOHN CARLIN (D)	YES	
KY	MARTHA L. COLLINS (D)		UNDECIDED
LA	EDWIN EDWARDS (D)	NO	LT. GOV. ATTENDING
ME	JOSEPH BRENNAN (D)	YES	
MD	HARRY HUGHES (D)		UNDECIDED
MA	MICHAEL DUKAKIS (D)	NO	SWEARING-IN ONLY
MI	JAMES BLANCHARD (D)	YES	
MN	RUDY PERPICH (D)	NO	

<u>STATE</u>	<u>GOVERNOR</u>	<u>ATTENDING</u>	<u>COMMENTS</u>
MS	WILLIAM ALLAIN (D)	NO	* LT. GOV. UNDECIDED
MO	JOHN ASHCROFT (R)	YES	
MT	TED SCHWINDEN (D)	NO	* LT. GOV. UNDECIDED
NE	ROBERT KERRY (D)	NO	LT. GOV. ATTENDING
NV	RICHARD BRYAN (D)	NO	
NH	JOHN SUNUNU (R)	YES	
NJ	THOMAS KEAN (R)	YES	
NM	TONEY ANAYA (D)	NO	
NY	MARIO CUOMO (D)		UNDECIDED
NC	JAMES MARTIN (R)	YES	
ND	GEORGE SINNER (D)	YES	
TT	PEDRO TENORIO (R)	YES	TENTATIVE
OH	RICHARD CELESTE (D)	NO	PRES. OF SENATE (R) ATTENDING
OK	GEORGE NIGH (D)	NO	
OR	VICTOR ATIYEH (R)	NO	RECONSIDERING
PA	DICK THORNBURGH (R)	YES	
PR	R. HERNANDEZ- COLON (D)	YES	TENTATIVE
RI	EDWARD DIPRETE (R)	YES	
SC	RICHARD RILEY (D)	NO	RECONSIDERING
SD	WILLIAM JANKLOW (R)	YES	
TN	LAMAR ALEXANDER (R)	YES	
TX	MARK WHITE (D)	NO	
UT	NORMAN BANGERTER (R)	YES	
VT	MADELEINE KUNIN (D)	YES	

<u>STATE</u>	<u>GOVERNOR</u>	<u>ATTENDING</u>	<u>COMMENTS</u>
VA	CHARLES ROBB (D)	YES	
VI	JUAN LUIS (I)	NO	SWEARING-IN ONLY
WA	BOOTH GARDNER (D)	NO	ASKING LT. GOV.
WV	ARCH MOORE (R)	YES	
WI	ANTHONY EARL (D)	NO	NO RECOMMENDATION
WY	ED HERSCHLER (D)	NO	SUGGESTS SEC. OF STATE (R)

* THESE LIEUTENANT GOVERNORS ARE UNDECIDED AND WILL HAVE AN ANSWER FOR US BY NEXT WEEK.



January 2, 1985

File

THE COMMITTEE
FOR THE
50TH AMERICAN
PRESIDENTIAL
INAUGURAL

Washington, D.C.
20599

202/433-7100

Mr. James Travis
Della Femina, Trivisano
and Partners, Inc.
625 Madison Avenue
14th Floor
New York, New York 10022

Dear Mr. Travis:

Jim

We are writing concerning your agency's efforts in representing The Committee for the 50th American Presidential Inaugural in the sale of advertising time for the Presidential Gala to be broadcast on January 19, 1985.

It is our understanding that the fourteen (14) minutes of commercial time in the two hour broadcast will be sold to sponsors for a net cost of Three Hundred Thousand Dollars (\$300,000) per minute. All sponsors, of course, are subject to the approval of the Committee, and the Committee reserves the right to reject any sponsor for any reason, including the subject material of any proposed commercial.

We, further, understand that your firm will assure that all commercials meet ABC Network Standards and Practices Guidelines, and that any representations that are requested by sponsors or their advertising agencies, (including but not limited to competitors' advertising, positions, station line-up, indemnifications, releases, etc.), can all be resolved in favor of the Committee's interests.

We acknowledge the two percent (2%) handling fee that your firm will receive for all of your services relating to this matter and appreciate your efforts in assuring us that the commercial time sold at \$300,000 per minute is net of all agency commissions or other related costs, as well as such other costs, including production and integration of commercials.

Please do not hesitate to contact me with respect to progress in the sale of the commercial time, and I believe we should continue to review together any publicity and other information before it is released to the public. Jim Lake, our Director of Communications, will also be involved in our review.

Further, in the event your office has any questions regarding legal concerns of the broadcast or the Committee, please contact Robert W. Barker, Deputy General Counsel or

Charles G. Sabo at 202-433-7140, who represent our Committee's General Counsel, Fred Fielding.

Please also advise Frank Burke that Fred Hale is our Chief Financial Officer and can be reached at 202-433-7665. I'm certain that Fred's office is looking forward to any information which will enable him to forecast dates for the receipt of the revenue.

We appreciate your efforts and your agency's efforts on our behalf in this important matter, as well as its contribution to the success of the Inaugural Galas.

Very truly yours,

A handwritten signature in dark ink, appearing to read "Ron Walker", written in a cursive style.

Ronald H. Walker
Chairman

RHW/jrn

cc: Michael K. Deaver