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THE WHITE HOUSE  
WASHINGTON

December 7, 1984

MEMORANDUM FOR WILLIAM SITTMANN

FROM: KAREN ROBERTS *KJR*  
SUBJECT: ATTACHED INAUGURAL DRAFT SUMMARY SCHEDULE

Bill Henkel has not yet reviewed the attached. He asked me to send you this "rough cut" so that you and Mr. Deaver would be able to review it as soon as possible.

Should the possible receptions be shown on this summary schedule (Gala entertainers on Sunday and Governors on Monday afternoon)?

After your input and Bill Henkel's, we will plan to send this up to Camp David.

12/07/84 4:00 p.m.

THE WHITE HOUSE  
WASHINGTON

DRAFT

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PROPOSED SUMMARY SCHEDULE FOR THE 50th PRESIDENTIAL INAUGURATION

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FRIDAY, JANUARY 18, 1985

6:40 p.m. Depart The White House en route The Ellipse.

6:45 p.m. Arrive The Ellipse.

THE PRELUDE PAGEANT TO THE 50th AMERICAN PRESIDENTIAL  
INAUGURAL.

Proceed onstage to box.

7:05 p.m. Fireworks Finale

7:10 p.m. Depart dais en route motorcade for boarding.

Depart Ellipse en route The White House.

PRIVATE TIME: REMAINDER OF EVENING

NOTE: THE SALUTE TO THE VICE PRESIDENT  
THE AMERICAN SHOWCASE INAUGURAL GALA  
at the Washington Convention Center  
9:00 p.m. - 11:00 p.m. TV Taping.

SATURDAY, JANUARY 19, 1985

NOTE: THE LEADERSHIP FORUM FOR YOUNG  
AMERICANS at Constitution Hall 10:30 a.m.

Depart The White House en route The Blair House.

Arrive The BLAIR HOUSE.

\* PRIVATE LUNCHEON.

Proceed to motorcade for boarding.

Depart Blair House en route The White House.

Arrive The White House.

\* denotes approximate or yet to be determined times.

12/07/84 1:00 p.m.

SATURDAY, JANUARY 19, 1985 - Continued

3:30 p.m. Drop-by RECEPTION FOR INAUGURAL TRUST - East Room, The White House.

\* Conclude reception.

7:45 p.m. Depart The White House en route The Washington D.C. Convention Center. (BLACK TIE)

7:55 p.m. Arrive The Convention Center and proceed to holding room.

8:00 p.m. THE 50th AMERICAN PRESIDENTIAL INAUGURAL GALA

NOTE: LIVE T.V. COVERAGE (delayed broadcast).

NOTE: The Vice President and Mrs. Bush will attend.

Proceed to Presidential Box to view program.

(T) THE PRESIDENT proceeds onstage to podium for brief remarks.

10:00 p.m. Conclude and proceed to holding room.

10:05 p.m. Depart The Washington Convention Center en route The White House.

10:15 p.m. Arrive The White House.

NOTE: THE CONCERT FOR YOUNG AMERICANS  
Washington, D.C. Armory 8-10 p.m.

SUNDAY, JANUARY 20, 1985

9:15 a.m. Depart The White House en route The National Cathedral.

9:25 a.m. Arrive The National Cathedral and proceed to holding room.

9:30 a.m. THE NATIONAL PRAYER SERVICE OF THANKSGIVING.

10:15 a.m. Conclude service.

10:20 a.m. Depart The National Cathedral en route The White House.

10:30 a.m. Arrive The White House.

\* denotes approximate or yet to be determined times.

12/07/84 1:00 p.m.

SUNDAY, JANUARY 20, 1985 - Continued

- 11:45 a.m.\* PRIVATE SWEARING-IN CEREMONY in The Cross Hall of The White House.
- 12:05 p.m.\* Conclude ceremony.
- PRIVATE LUNCHEON - State Floor, The White House
- PRIVATE TIME (afternoon)
- 3:00 p.m.\* Possible Reception for Presidential Gala entertainers at The White House.
- 5:50 p.m. Depart The White House en route Jefferson Memorial.
- 5:55 p.m. Arrive Jefferson Memorial.
- THE NATIONAL PAGEANT OF YOUNG AMERICANS.
- 6:05 p.m. THE PRESIDENT proceeds to podium and briefly announces the National Anthem.
- NOTE: Special Live T.V. insert into the Pre-Game of the Super Bowl at 6:05 p.m. (approximately 3 mins.)
- National Anthem
- Fireworks Finale
- 6:25 p.m.\* Depart Jefferson Memorial en route The White House.
- 6:30 p.m.\* Arrive The White House.

MONDAY, JANUARY 21, 1985

- 9:20 a.m.\* Depart The White House en route St. John's Church.
- 9:25 a.m.\* Arrive St. John's Church and proceed to holding room.
- 9:30 a.m.\* ST. JOHN'S CHURCH SERVICE.
- 9:50 a.m.\* Conclude service.
- 9:55 a.m.\* Depart St. John's Church en route The White House.
- 10:00 a.m.\* Arrive The White House.
- PRIVATE TIME: (1 hr. 5 mins.\*)

\* denotes approximate or yet to be determined times.

12/07/84 1:00 p.m.

MONDAY, JANUARY 21, 1985 - Continued

11:05 a.m. Depart The White House en route The U.S. Capitol.

11:15 a.m. Arrive The U.S. Capitol, West Portico and proceed to holding room.

11:30 a.m. THE OFFICIAL INAUGURAL CEREMONY - U.S. Capitol, West Front Steps (Men's Oxford Gray Stroller Jacket)

12:20 p.m. Ceremony concludes. Proceed inside Capitol to holding room.

12:35 p.m.\* PRIVATE CONGRESSIONAL LUNCHEON - Statuary Hall, United States Capitol

1:50 p.m.\* Conclude luncheon and proceed to holding room.  
Proceed to East Front Steps.

2:00 p.m.\* REVIEW OF THE PRESIDENTIAL ESCORT.

2:05 p.m.\* Depart The Capitol, via parade route, en route The White House Reviewing Stand.

2:40 p.m.\* Arrive White House, Diplomatic Entrance, and proceed via State Floor and North Grounds to reviewing stand.

2:45 p.m.\* Arrive Reviewing Stand and proceed to seats.  
  
THE 50th PRESIDENTIAL INAUGURAL PARADE: "We The People - An American Celebration"

4:00 p.m. Conclude parade and proceed to Residence.  
  
PRIVATE TIME: 30 mins.

4:30 p.m.\* Possible Reception for Governors at The White House.  
  
PRIVATE TIME: approx. 4 hrs.

8:30 p.m. Depart The White House en route Ball sites.  
  
THE 50th PRESIDENTIAL INAUGURAL BALLS. (BLACK TIE)

\* denotes approximate or yet to be determined times.

12/07/84 1:00 p.m.

NOTE: Order to be determined.

- \* The Inaugural Ball for Young Americans - D.C. Armory
- \* Sheraton Washington Hotel
- \* The Shoreham Hotel
- \* Washington Hilton Hotel (two appearances)
- \* The Kennedy Center
- \* Washington, D.C. Convention Center (two balls)
- \* The Pension Building
- \* The National Air & Space Museum

PROBABLE FORMAT AT EACH LOCATION:

Arrive Ball location and proceed to holding room.

Proceed onstage to microphone and make brief off-the-cuff remarks.

Conclude remarks and dance with Mrs. Reagan.

NOTE: Dancing may not occur at all appearances.

Conclude dancing and proceed to holding room.

Depart Ball location.

11:15 p.m.\* Arrive The White House.

PRIVATE TIME (Remainder of Evening)

\* denotes approximate or yet to be determined times.

12/07/84 1:00 p.m.

12/19/89

GB GALA BOXES

| <u>CLIENT</u>               | <u>SOLD</u> | <u>CHECK IN HAND</u> | <u>FREE</u> |
|-----------------------------|-------------|----------------------|-------------|
| 1. RNC                      | X           |                      |             |
| 2. RNC                      | X           |                      |             |
| 3. Deaver                   |             |                      | X           |
| 4. Walker                   |             |                      | X           |
| 5. Korn Ferry               | X           |                      |             |
| 6. Red's Clients            |             |                      |             |
| 7. Lake's Clients           | X           |                      |             |
| 8. Lake's Clients           | X           |                      |             |
| 9. Cooksey's Clients        |             |                      |             |
| 10. Joe Rodgers             | X           |                      |             |
| 11. Joe Rodgers             | X           |                      |             |
| 12. Eagles                  | X           |                      |             |
| 13. Eagles                  | X           |                      |             |
| 14. Senatorial Contributors | X           | X                    |             |
| 15. House Contributors      | X           |                      |             |
| 16. IBM                     | X           |                      |             |
| 17. IBM                     | X           |                      |             |
| 18. IBM                     | X           |                      |             |
| 19. IBM                     | X           |                      |             |
| 20. Ford                    |             |                      |             |
| 21. Shell Oil               |             |                      |             |
| 22. Coke                    | X           |                      |             |
| 23. Pepsi                   | X           |                      |             |
| 24. Marriott                | X           |                      |             |

| <u>CLIENT</u>       | <u>SOLD</u> | <u>CHECK IN HAND</u> | <u>FREE</u> |
|---------------------|-------------|----------------------|-------------|
| 25. Nofziger        | X           |                      |             |
| 26. Hold for PIC    |             |                      |             |
| 27. Hold for PIC    |             |                      |             |
| 28. Hold for PIC    |             |                      |             |
| 29. Hold for PIC    |             |                      |             |
| 30. Hold for PIC    |             |                      |             |
| 31. Hold for PIC    |             |                      |             |
| 32. Hold for PIC    |             |                      |             |
| 33. Hold for PIC    |             |                      |             |
| 34. Hold for PIC    |             |                      |             |
| 35. Hold for PIC    |             |                      |             |
| 36. Hold for PIC    |             |                      |             |
| 37. Hold for PIC    |             |                      |             |
| 38. Hold for PIC    |             |                      |             |
| 39. Hold for PIC    |             |                      |             |
| 40. Hold for PIC    |             |                      |             |
| 41. Hold for PIC    |             |                      |             |
| 42. Hold for Public |             |                      |             |
| 43. Hold for Public |             |                      |             |
| 44. Hold for Public |             |                      |             |
| 45. Hold for Public |             |                      |             |
| 46. Hold for Public |             |                      |             |
| 47. Hold for Public |             |                      |             |
| 48. Hold for Public |             |                      |             |
| 49. Hold for Public |             |                      |             |
| 50. Hold for Public |             |                      |             |

| <u>CLIENT</u>       | <u>SOLD</u> | <u>CHECK IN HAND</u> | <u>FREE</u> |
|---------------------|-------------|----------------------|-------------|
| 51. Hold for Public |             |                      |             |
| 52. Hold for Public |             |                      |             |
| 53. Hold for Public |             |                      |             |
| 54. Hold for Public |             |                      |             |
| 55. Hold for Public |             |                      |             |
| 56. Hold for Public |             |                      |             |
| 57. Hold for Public |             |                      |             |
| 58. Hold for Public |             |                      |             |
| 59. Hold for Public |             |                      |             |
| 60. Hold for Public |             |                      |             |
| 61. Hold for Public |             |                      |             |
| 62. Hold for Public |             |                      |             |
| 63. Hold for Public |             |                      |             |
| 64. Hold for Public |             |                      |             |
| 64. Hold for Public |             |                      |             |
| 65. Hold for Public |             |                      |             |
| 66. Hold for Public |             |                      |             |
| 67. Hold for Public |             |                      |             |

12/19/89

RR GALA BOXES

| <u>CLIENT</u>                  | <u>SOLD</u> | <u>CHECK IN HAND</u> | <u>FREE</u> |
|--------------------------------|-------------|----------------------|-------------|
| 1. RNC                         | X           |                      |             |
| 2. Deaver                      |             |                      | X           |
| 3. Walker                      |             |                      | X           |
| 4. Korn Ferry                  | X           |                      |             |
| 5. Red's Clients               |             |                      |             |
| 6. Lake's Clients              | X           |                      |             |
| 7. Cooksey's Clients           | X           |                      |             |
| 8. Joe Rodgers                 | X           |                      |             |
| 9. Eagles                      | X           |                      |             |
| 10. Senatorial Contributors    | X           | X                    |             |
| 11. Congressional Contributors | X           |                      |             |
| 12. IBM                        | X           |                      |             |
| 13. IBM                        | X           |                      |             |
| 14. Ford                       |             |                      |             |
| 15. GM                         | X           | X                    |             |
| 16. Shell Oil                  |             |                      |             |
| 17. Coke                       | X           |                      |             |
| 18. Pepsi                      | X           | X                    |             |
| 19. Marriott                   | X           |                      |             |
| 20. Stu Spencer                | X           | X                    |             |
| 21. Stu Spencer                | X           | X                    |             |
| 22. Mr. Nofziger               | X           | X                    |             |
| 23. Roy Pfautch                | X           |                      |             |

| <u>CLIENT</u>            | <u>SOLD</u> | <u>CHECK IN HAND</u> | <u>FREE</u> |
|--------------------------|-------------|----------------------|-------------|
| 24. Hold for MKD and RHW |             |                      |             |
| 25. Hold for MKD and RHW |             |                      |             |
| 26. Hold for MKD and RHW |             |                      |             |
| 27. Hold for MKD and RHW |             |                      |             |
| 28. Hold for MKD and RHW |             |                      |             |
| 29. Hold for MKD and RHW |             |                      |             |
| 30. Publicly Sold        | X           |                      |             |
| 31. Publicly Sold        | X           |                      |             |
| 32. Publicly Sold        | X           |                      |             |
| 33. Publicly Sold        | X           |                      |             |
| 34. Publicly Sold        | X           |                      |             |
| 35. Publicly Sold        | X           |                      |             |
| 36. Publicly Sold        | X           |                      |             |
| 37. Hold for PIC         |             |                      |             |
| 38. Hold for PIC         |             |                      |             |
| 39. Hold for PIC         |             |                      |             |
| 40. Hold for PIC         |             |                      |             |
| 41. Hold for PIC         |             |                      |             |

Wann

this is the latest.  
note

TALENT AVAILABILITY

| <u>CELEBRITY</u> | <u>FRIDAY, January 18</u>                                          | <u>SATURDAY, January 19</u> |
|------------------|--------------------------------------------------------------------|-----------------------------|
| Frank Sinatra    | X                                                                  | X                           |
| Dean Martin      | X                                                                  | X                           |
| Wayne Newton     | X                                                                  |                             |
| N.Y.C. Breakers  | X                                                                  | X                           |
| Gatlin Brothers  | X                                                                  | X                           |
| Rich Little      | X                                                                  | X                           |
| Ray Charles      |                                                                    | X                           |
| Beach Boys       |                                                                    | X                           |
| Dionne Warwick   |                                                                    | X                           |
| Perry Como       | X                                                                  | X                           |
| Osmonds          | X                                                                  |                             |
| Co-Host          | <u>NR</u> These will be decided later<br>on who's used which note. |                             |
| Linda Evans      |                                                                    |                             |
| Jimmy Stewart    |                                                                    |                             |
| Robert Wagner    |                                                                    |                             |
| Efrem Zimbalist  | X                                                                  | X                           |
| Tony Randall     | X                                                                  |                             |
| Tom Selleck      |                                                                    | X                           |
| John Forsythe    |                                                                    | X                           |
| Mr. T.           |                                                                    | X                           |
| Elizabeth Taylor |                                                                    | X                           |

Still To Be Contacted

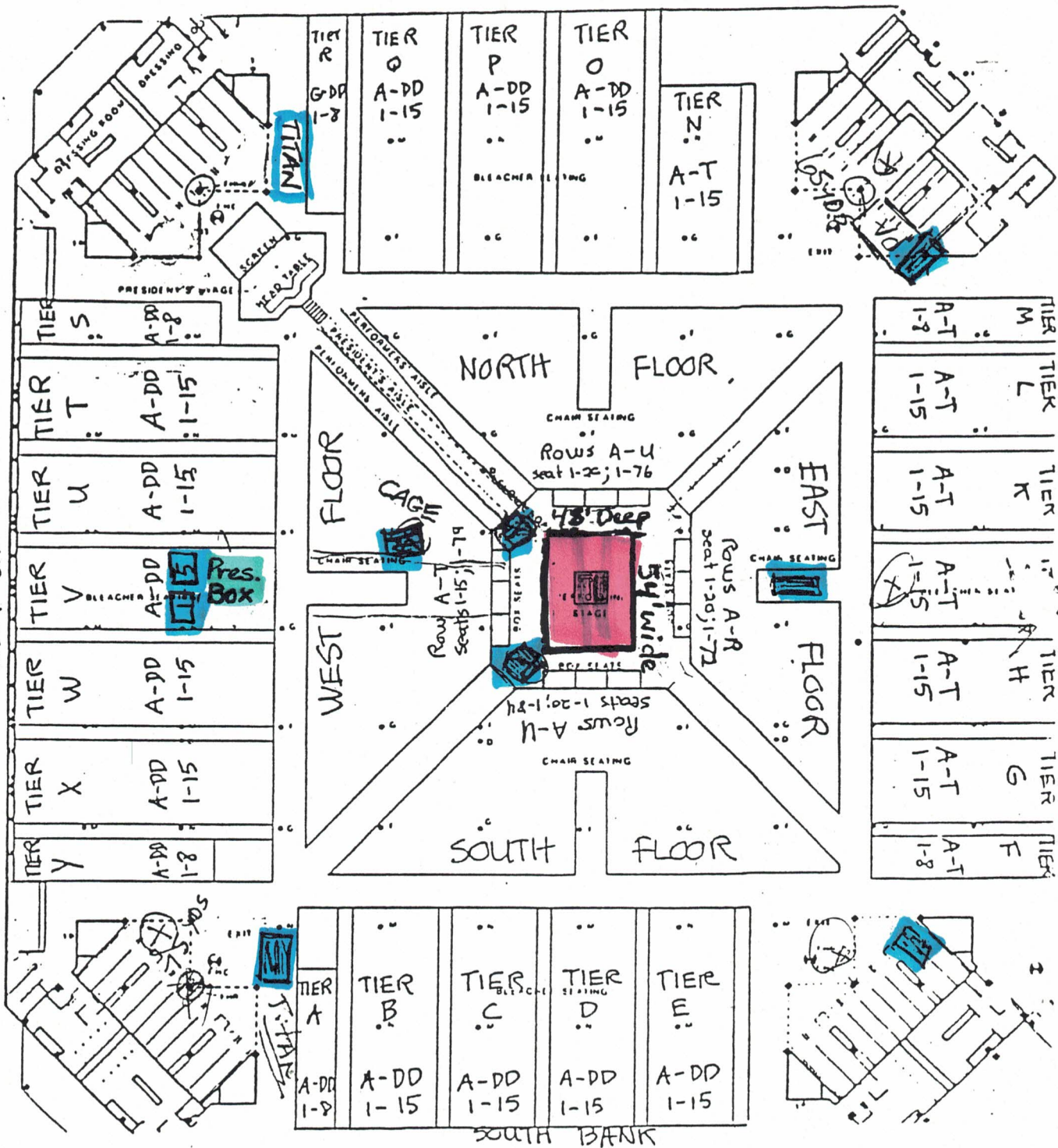
Cyrstal Gayle  
Ann Margaret  
Olivia Newton-John  
Michel Lee  
Diana Ross  
Julie Andrews  
Loretta Lynn  
Donna Summers  
Dudley Moore  
Juggler - Michael Davis  
Robin Williams  
Lee Greenwood  
John Denver  
Twyla Tharp  
Mikhail Baryshnikov

TALENT AVAILABILITY

| <u>CELEBRITY</u>     | <u>Friday, January 18</u> | <u>Saturday, January 19</u> |
|----------------------|---------------------------|-----------------------------|
| Frank Sinatra        | X                         | X                           |
| Dean Martin          | X                         | X                           |
| Wayne Newton         | X                         | X                           |
| N.Y.C. Breakers      | X                         | X                           |
| Gatlin Brothers      | X                         | X                           |
| Rich Little          | X                         | X                           |
| Ray Charles          |                           | X                           |
| Beach Boys           |                           | X                           |
| Dionne Warwick       |                           | X                           |
| <i>OSMONDS</i>       | <i>X</i>                  |                             |
| <i>COMO</i>          | <i>X</i>                  | <i>X</i>                    |
| <i>Denver</i>        | <i>X</i>                  |                             |
|                      |                           |                             |
|                      |                           |                             |
| <u>Co-Host</u>       |                           |                             |
| Efrem Zimbalist      | X                         | X                           |
| Tony Randall         | X                         |                             |
| Tom Selleck          |                           | X                           |
| John Forsythe        |                           | X                           |
| Mr. T                |                           | X                           |
| Elizabeth Taylor     |                           | X                           |
| <i>Robert Wagner</i> |                           |                             |
| <i>Jimmy Stewart</i> |                           |                             |

SEATS 5-10

WEST BANK



CONVENTION CENTER: HALL A



Presidential Box  
Stage

DECEMBER 10, 1984

*George  
Coupe  
1:00 —*

MEMORANDUM

FROM: JOSEPH W. CANZERI  
Gala Chairman

SUBJECT: GALA MEETING, WASHINGTON CONVENTION CENTER  
TUESDAY, DECEMBER 11, 1984 - 10:00 A.M.

1) AGENDA

- 10:00 A.M. Gather in Convention Center, Hall A.  
To review, seating plan, physical set up,  
etc.
- 10:20 A.M. Meeting convenes - Conference room,  
Convention Center.
- A) Discussion - list of gala participants,  
(attached, specifying night or nights  
available.)
- B) 10:50 A.M. Discussion of Vice  
Presidential Gala, Friday, January 18, 1985.
- C) 11:20 A.M. Discussion of Presidential  
Gala, Saturday, January 19, 1985.
- D) General discussion  
11:45 A.M. - Adjourn

2) PARTICIPANTS

Frank Sinatra  
Michael K. Deaver  
Ronald H. Walker  
Terry Baxter  
Joseph W. Canzeri  
Hank Cattaneo  
Fred Fielding  
William Henkel  
Robert Jani  
Linda Kremer  
Michael Rogers 10:00 A.M. meeting only  
Michael Seligman  
William Sittmann  
Gary Smith

## Monday, December 17, 1984

9:00 am      Hilton Hotel/Interview with Jay Devine (site coordinator).  
9:30 am      Transportation Office Briefing for Operations Staff.  
10:00 am      Master Schedule revisions due.  
11:00 am      Hilton Hotel/Interview with Suzane Nichhole (site coordinator).  
12:45 pm      Hilton Hotel meeting/Communications walk-through.

## Tuesday, December 18, 1984

10:00 am      Transportation Meeting - Balls, Gala, Opening Ceremonies.  
11:45 am      Hilton Hotel/Interview with Diane Hudock (site coordinator).

## Wednesday, December 19, 1984

12:00 N      Jani program completed; orchestra selection completed.  
  
Bob Jani to meet with individual site directors.

## Thursday, December 20, 1984

10:00 am      Transportation Meeting - Balls, Gala, Opening Ceremonies.  
  
Bob Jani to meet with individual site directors.

## Friday, December 21, 1984

8:30 am      Briefing: W.H. Advance USSS WHCA, William Henkel's office.

# DRAFT

## Wednesday, December 26, 1984

9:00 am      Gala operations move into D.C. Convention Center offices.

## Thursday, December 27, 1984

Inaugural Entertainment Company auditions.

10:00 am      Transportation Meeting - Balls, Gala, Opening Ceremonies.

## Friday, December 28, 1984

8:30 am      Briefing: W.H. Advance USSS WHCA, William Henkel's office.

Inaugural Entertainment Company auditions.

## Saturday, December 29, 1984

Inaugural Entertainment Company auditions.

## Wednesday, January 2, 1985

1:00 pm      Hilton Hotel/site coordinator briefing in the Adams Room.

## Thursday, January 3, 1985

8:00 am      Begin Grandstand installation, parade route.

10:00 am      Transportation Meeting - Balls, Gala, Opening Ceremonies.

Inaugural Entertainment Company auditions.

# DRAFT

## Friday, January 4, 1985

8:30 am Briefing: W.H. Advance USSS WHCA, William Henkel's office.

Inaugural Entertainment Company auditions.

## Saturday, January 5, 1985

Inaugural Entertainment Company auditions.

## Monday, January 7, 1985

10:00 am American Inaugural Information Galleries open.

1:00 pm Hilton Hotel/Deputy Site Coordinator briefing in the Adams Room.

## Tuesday, January 8, 1985

10:00 am American Inaugural Information Galleries open.

10:00 am Transportation Meeting - Balls, Gala, Opening Ceremonies.

## Wednesday, January 9, 1985

10:00 am American Inaugural Information Galleries open.

## Thursday, January 10, 1985

10:00 am American Inaugural Information Galleries open.

10:00 am Transportation Meeting - Balls, Gala, Opening Ceremonies.

# DRAFT

## Friday, January 11, 1985

8:00 am ELLIPSE SITE PREPARATION/STAGE CONSTRUCTION BEGINS.  
8:00 am Numbering of clean coverseats.  
8:30 am Briefing: W.H. Advance USSS WHCA, William Henkel's office.  
10:00 am American Inaugural Information Galleries open.

## Saturday, January 12, 1985

All Day Inaugural Entertainment Company arrives.  
8:00 am YOUTH CONCERT SITE PREPARATION BEGINS.  
8:00 am DECORATION PREPARATION ON REVIEWING STAND BEGINS.  
10:00 am American Inaugural Information Galleries open.

## Sunday, January 13, 1985

8:00 am ELLIPSE/STAGE CONSTRUCTION COMPLETED: BEGIN PROCENIUM CONSTRUCTION.  
10:00 am American Inaugural Information Galleries open.  
1:00 pm Hilton Hotel/Volunteer orientation on site in International Ballroom.  
--General Briefing by Littlefair and Johnson.  
--Specific Briefing by site coordinator and deputy  
--Walk-through

## Monday, January 14, 1985

8:00 am D.C. ARMORY BALL SITE PREPARATION BEGINS.  
8:00 am ELLIPSE/PROCENIUM CONSTRUCTION SET UP.  
8:00 am Hilton Hotel/pillars and walls painted in the Exhibition hall (color coded for the ball).

# DRAFT

10:00 am American Inaugural Information Galleries open.  
Inaugural Entertainment Company rehearsal, Ft. Belvoir.

## Tuesday, January 15, 1985

8:00 am ELLIPSE/COMPLETE PROCENIUM CONSTRUCTION; BEGIN TENT SET UP.

Inaugural Entertainment Company moves to motel (TBD).

10:00 am American Inaugural Information Galleries open.  
Inaugural Entertainment Company rehearsal, Ft. Belvoir.

All American College Band arrives Ft. Belvoir.

## Wednesday, January 16, 1985

8:00 am Ellipse/Light and sound load in.

10:00 am American Inaugural Information Galleries open.  
Inaugural Entertainment Company rehearsal, Ft. Belvoir.

## Thursday, January 17, 1985

8:00 am Ellipse/Light and sound load in.

8:00 am AIR AND SPACE MUSEUM SITE PREPARATION BEGINS.

8:00 am PENSION BUILDING SITE PREPARATION BEGINS.

10:00 am American Inaugural Information Galleries open.

10:00 am Transportation Meeting - Balls, Gala, Opening Ceremonies.

Inaugural Entertainment Company rehearsal, Ft. Belvoir.

All American College Band rehearsal, Ft. Belvoir.

# DRAFT

FRIDAY, JANUARY 18, 1985

8:00 am      Ellipse/Light and sound check.

8:00 am      HILTON HOTEL (EXHIBIT HALL) SITE PREPARATION BEGINS.

8:00 am      D.C. CONVENTION CENTER BLUE BALL SITE PREPARATION BEGINS.

8:30 am      Briefing: W.H. Advance USSS WHCA, William Henkel's office.

9:00 am      D.C. Convention Center contract finalized.

10:00 am      All American College Band rehearsal, Ft. Belvoir.

10:00 am      Inaugural Entertainment Company rehearsal, Ft. Belvoir.

12:00 N      All American College Band and Inaugural Entertainment Company depart Ft. Belvoir.

12:00 N      American Inaugural Information Galleries Open.

12:00 N      GALA ENTERTAINMENT CONSTRUCTION COMPLETED.

1:00 pm      All American College Band and Inaugural Entertainment Company arrive Ellipse.

1:15 pm      All American College Band Inaugural Entertainment Company rehearse at Ellipse.

3:30 pm      Gates open for 50th American Presidential Inaugural Prelude Pageant.

4:00 pm      Pre-program begins at Ellipse.

5:00 pm      Hilton Hotel/Main stage, entertainment stage and press platform in place and decorated. Sound and lighting wired. Decorations for International Ballroom and Crystal Ballroom in hall and ready for move to appropriate positions.

6:00 pm      The Prelude Pageant to the 50th American Presidential Inaugural.

6:40 pm      THE PRESIDENT AND MRS. REAGAN depart The White House en route The Ellipse.

6:45 pm      THE PRESIDENT AND MRS. REAGAN arrive the Ellipse.

**DRAFT**

FRIDAY, JANUARY 18, 1985

7:10 pm THE PRESIDENT AND MRS. REAGAN depart the Ellipse en route The White House.

7:15 pm THE PRESIDENT AND MRS. REAGAN arrive The White House.

Inaugural Entertainment Company goes to Gala.

All American College Band goes to Gala.

8:00 pm CONSTITUTION HALL SITE PREPARATION BEGINS; PRESS PLATFORM, MAIN STAGE AND DECORATIONS.

9:00 pm The Salute to the Vice President - The American Showcase Inaugural Gala.

TBD Inaugural Entertainment Company and All American College Band perform.

TBD Inaugural Entertainment Company and All American College depart for Ft. Belvoir or motel (TBD).

12:00 Mid LEADERSHIP FORUM FOR YOUNG AMERICANS SITE PREPARATION BEGINS.

SATURDAY, JANUARY 19, 1985

12:00 am      CONSTITUTION HALL PHYSICAL PREPARATIONS BEGIN.

--decorations  
--press platform  
--main stage  
--sound  
--lights

8:00 am      HILTON HOTEL SITE CONSTRUCTION CONTINUES IN EXHIBIT  
HALL AND BEGINS IN CRYSTAL BALLROOM.

8:00 am      SHOREHAM HOTEL SITE PREPARATION BEGINS.

8:00 am      SHERATON SITE PREPARATION BEGINS.

8:30 am      CONSTITUTION HALL PHYSICAL PREPARATIONS COMPLETED.

8:30 am      Constitution Hall sweep begins.

9:00 am      Morning rehearsals for All American College Band  
and Inaugural Entertainment Company at all ball  
sites.

9:30 am      Constitution Hall magnetometers open.

10:00 am      American Inaugural Information Galleries open.

10:30 am      The Leadership Forum for Young Americans,  
Constitution Hall. (No Presidential participation.)

THE PRESIDENT AND MRS. REAGAN depart The White  
House en route The Blair House.

THE PRESIDENT AND MRS. REAGAN arrive The Blair  
House.

Private Luncheon.

12:00 N      KENNEDY CENTER SITE PREPARATION BEGINS.

12:00 N      Hilton Hotel/Crystal Ballroom: stage, dance floor  
and table/chairs in place. Decorations, sound and  
lighting begin.

1:00 pm      All American College Band and Inaugural  
Entertainment Company transported to D.C.  
Convention Center.

# DRAFT

SATURDAY, JANUARY 19, 1985

3:30 pm Drop-by Reception for Inaugural Trust - East Room,  
The White House.

5:00 pm HILTON HOTEL/CRYSTAL BALLROOM COMPLETED.

7:45 pm THE PRESIDENT AND MRS. REAGAN depart The White  
House en route The Washington, D.C. Convention  
Center.

7:55 pm THE PRESIDENT AND MRS. REAGAN arrive The Convention  
Center and proceed to holding room.

8:00 pm The 50th American Presidential Inaugural Gala.  
  
Gala performance by All American College Band and  
Inaugural Entertainment Company.

8:00 pm The Concert for Young Americans. (No Presidential  
participation.)

10:05 pm THE PRESIDENT AND MRS. REAGAN depart The  
Washington, D.C. Convention Center en route The  
White House.

10:15 pm THE PRESIDENT AND MRS. REAGAN arrive The White  
House.

10:30 pm All American College Band and Inaugural  
Entertainment Company depart D.C. Convention Center  
en route motel (TBD) or Ft. Belvoir.

11:30 pm All American College Band and Inaugural  
Entertainment Company arrive motel (TBD) or Ft.  
Belvoir.

12:00 mid D.C. CONVENTION CENTER RED BALL SITE PREPARATION  
BEGINS.

# DRAFT

SUNDAY, JANUARY 20, 1985

8:00 am SHOREHAM HOTEL, AMBASSADOR ROOM SITE PREPARATION  
BEGINS.

--stage  
--sound  
--lighting and  
--decoration set up

8:00 am HILTON HOTEL/CONSTRUCTION BEGINS ON INTERNATIONAL  
BALLROOM. FLOOR PREPARATION BEGINS IN EXHIBITION  
HALL.

9:15 am THE PRESIDENT AND MRS. REAGAN depart The White  
House en route The National Cathedral.

9:25 am THE PRESIDENT AND MRS. REAGAN arrive The National  
Cathedral and proceed to holding room.

9:30 am The National Prayer Service of Thanksgiving.

10:00 am American Inaugural Information Galleries open.

10:00 am All American College Band and Inaugural  
Entertainment Company depart Ft. Belvoir and motel  
(TBD) for rehearsal site (TBD).

10:20 am THE PRESIDENT AND MRS. REAGAN depart The National  
Cathedral en route The White House.

10:30 am THE PRESIDENT AND MRS. REAGAN arrive The White  
House.

11:00 am All American College Band and Inaugural  
Entertainment Company arrive rehearsal site (TBD).

11:10 am All American College Band and Inaugural  
Entertainment Company rehearsal at site (TBD).

11:45 am Private Swearing-In Ceremony - The Cross Hall, The  
White House.

12:00 N HILTON HOTEL/INTERNATIONAL BALLROOM: MAIN STAGE  
AND PRESS PLATFORM COMPLETED.

12:05 pm THE PRESIDENT AND MRS. REAGAN conclude Private  
Swearing-In Ceremony.

# DRAFT

SUNDAY, JANUARY 20, 1985

3:30 pm All American College Band and Inaugural  
Entertainment Company depart rehearsal site (TBD)  
for Jefferson Memorial.

4:00 pm All American College Band and Inaugural  
Entertainment Company arrive Jefferson Memorial.

5:30 pm The National Pageant of Young Americans.

5:45 pm The Vice President departs \_\_\_\_\_ en route Jefferson  
Memorial.

5:50 pm THE PRESIDENT departs The White House en route  
Jefferson Memorial.

5:55 pm THE PRESIDENT AND THE VICE PRESIDENT arrive  
Jefferson Memorial and proceed to holding room.

6:03 pm THE PRESIDENT AND THE VICE PRESIDENT proceed to  
front steps of Jefferson Memorial.

6:05 pm THE PRESIDENT makes remarks.

6:06 pm THE PRESIDENT joins in singing the National Anthem.

6:10 pm THE PRESIDENT makes concluding remarks and proceeds  
directly to motorcade for boarding.

6:15 pm THE PRESIDENT AND THE VICE PRESIDENT depart  
Jefferson Memorial en route The White House.

6:20 pm THE PRESIDENT arrives The White House.

6:30 pm All American College Band and Inaugural  
Entertainment Company depart Jefferson Memorial.

7:00 pm HILTON HOTEL/INTERNATIONAL BALLROOM:  
  
--Sound,  
--lighting,  
--box construction, and  
--major decorating tasks completed.

7:00 pm HILTON HOTEL/EXHIBITION HALL:  
  
--ceiling,  
--floor, and  
--column covering completed.  
(note: sound and lighting systems will be tested  
as soon as they are completed.)

# DRAFT

SUNDAY, JANUARY 20, 1985

7:30 pm      All American College Band and Inaugural  
Entertainment Company arrive Ft. Belvoir for Super  
Bowl party.

10:30 pm      Inaugural Entertainment Company returns to motel  
(TBD).

# DRAFT

MONDAY, JANUARY 21, 1985

12:00 am SHOREHAM HOTEL, REGENCY BALLROOM SITE PREPARATION  
BEGINS.

--press platform  
--main stage  
--VIP boxes

5:30 am Parade units arrive Pentagon for staging.

6:00 am HILTON HOTEL/INTERNATIONAL BALLROOM: Final  
decorations (floral arrangements, goodies in VIP  
Boxes, etc.) and directional sign will be  
positioned.

6:00 am Parade Float movement to Assembly commences.

7:00 am Parade staging area operational.

7:00 am Parade Floats arrive in Assembly area.

7:30 am Parade escorts arrive at staging.

8:00 am SHOREHAM HOTEL/REGENCY BALLROOM

--decoration  
--sound  
--light set up

8:00 am Hilton Hotel/Construction, positioning of limo  
desk, help desk, box desk, first aid areas, coat  
check areas and the like will begin at this time.

8:00 am SHOREHAM HOTEL,

8:30 am Parade Unit #1 begins staging.

8:30 am Parade Float Rider contingents begin arriving  
Staging Area.

9:00 am Parade Unit #2 begins staging.

9:00 am Horse Area operational on Mall.

9:00 am Final touch-up to beautify parade floats completed.

9:20 am THE PRESIDENT AND MRS. REAGAN depart The White  
House en route St. John's Church.

# DRAFT

MONDAY, JANUARY 21, 1985

9:25 am THE PRESIDENT AND MRS. REAGAN arrive St. John's Church and proceed to holding room.

9:30 am Parade Unit #1 arrival completed.

9:30 am Parade Unit #3 begins staging.

9:30 am First horse convoy departs Prince George.

9:55 am THE PRESIDENT AND MRS. REAGAN depart St. John's Church en route The White House.

10:00 am THE PRESIDENT AND MRS. REAGAN arrive The White House.

10:00 am All American College Band and Inaugural Entertainment Company depart Ft. Belvoir and motel (TBD) for parade staging area.

10:00 am Shoreham Hotel/bars and favor booth set up begins.

10:00 am Parade Unit #2 arrival completed.

10:00 am Parade Unit #4 begins staging.

10:00 am American Inaugural Information Galleries open.

10:15 am First horse convoy arrives dismount point.

10:15 am Second horse convoy departs Prince George.

10:30 am Parade Unit #3 arrival completed.

10:30 am Parade Unit #5 begins staging.

11:00 am All American College Band and Inaugural Entertainment Company arrive staging area.

11:00 am Second horse convoy arrives dismount point.

11:00 am First horses vans depart for dispersal area.

11:05 am THE PRESIDENT AND MRS. REAGAN depart The White House en route The U.S. Capitol.

11:15 am THE PRESIDENT AND MRS. REAGAN arrive The U.S. Capitol, Law Library entrance, and proceed to holding room.

11:20 am Parade Unit #1 departs.

# DRAFT

MONDAY, JANUARY 21, 1985

11:30 am      The Official Inaugural Ceremony - U.S. Capitol,  
West Front Steps.

11:45 am      Second horse vans depart for dispersal area.

11:50 am      Parade Unit #2 departs.

11:50 am      Parade Float Rider busses begin departing for  
dispersal.

12:00 N       All horses in the picket area.

12:00 N       HILTON HOTEL/INTERNATIONAL BALLROOM COMPLETED.

12:00 N       Shoreham Hotel  
--VIP booth  
--help desk  
--favor booth set up

12:20 pm      Official Inaugural Ceremony concludes.  
  
THE PRESIDENT AND MRS. REAGAN proceed inside  
Capitol to holding room.

12:20 pm      Parade Unit #3 departs.

12:30 pm      Final Parade Float Rider contingents arrive staging  
area.

12:35 pm      Private Congressional Luncheon - Statuary Hall,  
United States Capitol.

12:50 pm      Parade Unit #4 departs.

1:00 pm       Private Congressional Luncheon.

1:00 pm       Hilton Hotel/Prepositioning of band instruments,  
catering equipment, etc.

1:20 pm       Parade Unit #5 departs.

1:45 pm       THE PRESIDENT AND MRS. REAGAN conclude luncheon and  
proceed to holding room.

2:00 pm       Lead horse unit ready to merge into parade.

2:00 pm       Parade Float Riders begin boarding floats.

2:00 pm       Review of the Presidential escort.

MONDAY, JANUARY 21, 1985

2:00 pm      The 50th American Presidential Inaugural Parade.

2:05 pm      THE PRESIDENT AND MRS. REAGAN depart The Capitol,  
via parade route, en route The White House  
Reviewing Stand.

2:15 pm      First Parade Float ready to merge into Parade.

2:20 pm      1st Horse Division merges into parade.

2:30 pm      2nd Horse Division merges into parade.

2:30 pm      First Parade Float merges into parade.

2:40 pm      THE PRESIDENT AND MRS. REAGAN arrive White House,  
Diplomatic Entrance, and proceed via State Floor  
and North Grounds to reviewing stand.

2:45 pm      3rd Horse Division merges into parade.

2:45 pm      Hilton Hotel/Completion of all preparations for the  
evening.

2:50 pm      4th Horse division merges into parade.

2:55 pm      Grand Finale - All American College Band combined  
with Inaugural Entertainment Company.

3:00 pm      THE PRESIDENT AND MRS. REAGAN proceed to residence.

3:00 pm      Hilton Hotel/U.S. Secret Service sweep of hotel  
begins.

4:00 pm      Parade ends.

4:00 pm      Inaugural Entertainment Company transported to  
respective ball sites.

4:00 pm      All American College Band transported to respective  
ball sites.

4:00 pm      SHOREHAM HOTEL/COMPLETION OF ALL PHYSICAL SET UP.

4:05 pm      Shoreham Hotel/U.S. Secret Service sweep of hotel  
begins.

NOTE: During sweep time, all directional signs and  
other preparations outside of the ballroom area  
will be completed.

# DRAFT

MONDAY, JANUARY 21, 1985

6:00 pm      Hilton Hotel/Magnetometers open for entrance of hotel employees, volunteers, entertainers and other staff.

6:05 pm      Shoreham Hotel/U.S. Secret Service sweep concludes.

6:07 pm      Shoreham Hotel/Volunteers are placed in respective positions and final walk-through is conducted with the lead USSS agent and site coordinator.

6:30 pm      Magnetometers open - all sites.

6:30 pm      Hilton Hotel/Magnetometers opened to invited guests.

6:30 pm      Shoreham Hotel/magnetometers are opened to the public.

7:00 pm      Hilton Hotel/Entertainment begins.

7:30 pm      Inaugural Entertainment Company escorts in position.

7:30 pm      Hilton Hotel/Official Entertainment program begins.

8:00 pm      The 50th American Presidential Inaugural Balls.

             --The Kennedy Center

             --The National Air & Space Museum

             --The Pension Building

             --Sheraton Washington Hotel

             --The Shoreham Hotel

             --The Washington, D.C. Convention Center

             1. The Red Ball

             2. The Blue Ball

             --The Washington Hilton Hotel

8:00 pm      The Inaugural Ball for Young Americans.

8:15 pm      THE PRESIDENT AND MRS. REAGAN depart The White House en route D.C. Armory.

             THE PRESIDENT AND MRS. REAGAN arrive D.C. Armory.

8:47 pm      THE PRESIDENT AND MRS. REAGAN depart D.C. Armory en route Air and Space Museum.

8:57 pm      THE PRESIDENT AND MRS. REAGAN arrive Air and Space Museum and proceed inside to off-stage announcement area and hold.

# DRAFT

MONDAY, JANUARY 21, 1985

9:16 pm THE PRESIDENT AND MRS. REAGAN depart Air and Space Museum en route Pension Building.

9:21 pm THE PRESIDENT AND MRS. REAGAN arrive Pension Building and proceed inside to off-stage announcement area and hold.

9:37 pm THE PRESIDENT AND MRS. REAGAN depart Pension Building en route D.C. Convention Center Hall.

9:42 pm THE PRESIDENT AND MRS. REAGAN arrive D.C. Convention Center Hall A and proceed inside to off-stage announcement area and hold.

9:54 pm THE PRESIDENT AND MRS. REAGAN depart stage en route D.C. Convention Center Hall B.

9:56 pm THE PRESIDENT AND MRS. REAGAN arrive Hall B off-stage announcement area and hold.

10:09 pm THE PRESIDENT AND MRS. REAGAN depart the D.C. Convention Center en route Kennedy Center.

10:19 pm THE PRESIDENT AND MRS. REAGAN arrive Kennedy Center and proceed inside to off-stage announcement area and hold.

10:37 pm THE PRESIDENT AND MRS. REAGAN depart Kennedy Center en route Sheraton Washington.

10:47 pm THE PRESIDENT AND MRS. REAGAN arrive Sheraton Washington and proceed inside to off-stage announcement area and hold.

11:03 pm THE PRESIDENT AND MRS. REAGAN depart Sheraton Washington en route Shoreham Hotel.

11:06 pm THE PRESIDENT AND MRS. REAGAN arrive Shoreham Hotel and proceed inside to off-stage announcement area and hold.

11:22 pm THE PRESIDENT AND MRS. REAGAN depart Shoreham Hotel en route Washington Hilton.

11:27 pm THE PRESIDENT AND MRS. REAGAN arrive Washington Hilton and proceed inside to off-stage announcement area and hold.

11:47 pm THE PRESIDENT AND MRS. REAGAN depart Hilton Hotel en route The White House.

# DRAFT

MONDAY, JANUARY 21, 1985

11:52 pm      THE PRESIDENT AND MRS. REAGAN arrive The White House.

12:00 Mid      The Inaugural Fireworks Salute.

# DRAFT

TUESDAY, JANUARY 22, 1985

12:30 am      Inaugural Entertainment Company departs ball sites  
                 en route motel (TBD).

12:30 am      All American College Band departs balls sites en  
                 route Ft. Belvoir.

1:30 am      Inaugural Entertainment Company arrives motel (TBD).

1:30 am      All American College Band arrives Ft. Belvoir.

All Day      Inaugural Entertainment Company and All American  
                 College Band depart by plane, bus and train.