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MEMORANDUM

THE WHITE HOUSE

WASHINGTON

August 24, 1981

FOR: Linda Faulkner

FROM: Jack Burgess 
Office of Public Liaison

SUBJECT: Sept. 15 Reception

It is my understanding that the reception scheduled for September 15, although listed as an "OPL Reception" on the President's calendar, is really one involving several "outreach" offices. These include the Office of Political Affairs (Lyn Nofziger) and the Office of Intergovernmental Affairs (Rich Williams).

According to Elizabeth, our responsibility was to provide the names of suggested invitees from our groups to Joe Canzeri, who was apparently assigned the responsibility of coordinating the event. Lynn and Rich were to submit names to Joe also. I really don't know whether or not they have done so.

Although I am ready to assist in whatever way I can, I feel it would be more appropriate that you work directly with Joe Canzeri's office in making arrangements for the event. His office would appear to be the lead office, despite the "OPL" designation on the schedule.

cc: Joe Canzeri