

# Ronald Reagan Presidential Library

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**Collection:** Fenton, Catherine S.: Files  
**Folder Title:** Kissinger Commission Legislation -  
Presidential Kick-Off, 02/03/1984  
**Box:** OA 12156

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*Last Updated: 07/18/2023*

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SEQUENCE OF EVENTS:

PRESIDENTIAL KICK-OFF  
Kissinger Commission Legislation  
Friday, February 3, 1984

TIME: 10:40 a.m.

LOCATION: East Room

FROM: Gahl L. Hodges 

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9:45 a.m. Guests arrive the Diplomatic Reception Room via the Southeast Gate and are escorted to the East Room via the Grand Staircase.

10:15 a.m. - Mr. ~~Craig Johnstone~~, Deputy Assistant  
10:30 a.m. Secretary of State, gives overview briefing in the East Room.

10:30 a.m. Members of the press will be positioned in the East Room.

10:40 a.m.

*Congress arrives from WW*  
THE PRESIDENT and THE VICE PRESIDENT arrive the State Floor via elevator and proceed to the Green Room to hold.

Platform participants are escorted to their places on the platform in the East Room.

10:44 a.m.

THE PRESIDENT and THE VICE PRESIDENT depart the Green Room enroute the East Room.

Announcement.

10:45 a.m.

THE PRESIDENT and THE VICE PRESIDENT proceed to the podium in the East Room.

Remarks by THE PRESIDENT.

10:55 a.m.

At the conclusion of his remarks, THE PRESIDENT departs the East Room via the Cross Hall enroute the elevator.

11:00 a.m. Guests may depart the East Room.

THE WHITE HOUSE

WASHINGTON  
February 2, 1984

cc: *g*

SUBJECT: Instructions for Social Aides

EVENT: Presidential Address - Commission on Central America

DATE/TIME: Feb 3 9:45 a.m. NUMBER OF GUESTS 175

UNIFORM: Service Dress PARKING: North Grounds

IN-PLACE TIME FOR AIDES: 8:45 a.m.

DUTY MILITARY AIDE: Major Charles F. Brower, IV

FIRST FAMILY PARTICIPATION: The President

- OIC: 1. LT Robert S. Mannon, USN  
2. LT Karl A. Hettler, USN  
3. LT Ward T. Wilson, USN  
4. LT(jg) Ronald A. Gan, USCG  
5. LT(jg) Seven V. Bain, USCG  
6. Capt Maria I. Cribbs, USAF  
7. Maj Stephen J. Hannah, USAF  
8. MAJ John G. McLinn, Jr, USA  
9. 1st Lt Kevin F. Patterson, USMC

MUSIC: None

*Bobby W. Chunn*  
BOBBY W. CHUNN, Military Office



# Residence Event Task Sheet

Type of event PRESIDENTIAL KICK-OFF Date Feb. 3, 1984

Group                      KISSINGER COMMISSION LEGISLATION

Site EAST ROOM

Rain Site SAME

Guests 175 Dress Business Suit Time 9:45 a.m. till 11:15 a.m.

Entry SOUTHEAST GATE Exit SAME

Parking yes<sup>X</sup> no        Location SOUTH GROUNDS

Chairs 175 Tables NONE Platform 1' PLATFORM

Place Cards yes\_\_\_no X Handouts yes\_\_\_no X Site \_\_\_

*Special Instructions* EAST ROOM: Chairs auditorium-style.  
Platform centered on east wall

Food/ Beverage NONE

Serving Time N/A Location N/A

Principals THE PRESIDENT and  
THE VICE PRESIDENT Site East Room

from 10:40am till 11:00am Remarks yes X no time 10:40 a.m.

Receiving line yes \_\_\_\_\_ no X Time \_\_\_\_\_ Site \_\_\_\_\_

W.H. Photographer yes X no Time 10:40 a.m. General Edit yes X no

Social Aides 9 Carriage Call YES Door Openers NO

Podium yes x no Type PRESIDENTIAL BLUE Location East Room-centered on

Announcer Mike yes X no \_\_\_\_\_ Other Mikes NO \_\_\_\_\_ Site platform on east wall

Recording yes X no            Other Requirements NONE

Honors yes\_\_\_ no X

Type Music  
NONE

Site

Time

NONE	LOW	HIGH

Staff contact Gahl Hodges phone 7064

Outside contact \_\_\_\_\_ phone \_\_\_\_\_

Reimbursable yes      no      Bill     

TO BE DETERMINED