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B) Chairs: eighteen total; fourteen comfortable folding for booths/ coordinators console and four comfortable for lounge area	Summit Logistics
C) Monitor screens: eight	Summit Logistics
D) Headphones: twelve, plus one back-up	Summit Logistics
E) Microphones: twelve, plus one back-up	Summit Logistics
F) Coordinators console table: one (approximately 6'x3')	Summit Logistics
G) Refreshments: soft drinks/water	Summit Logistics
H) Sofa: one (approximately 6' for lounge area)	Summit Logistics
I) Pads/pens/pencils	Summit Logistics
J) Table: five total; one approximately 6'x3' for lounge area/ refreshments and four approximately 6'x3' for booths	Summit Logistics
K) Power: two clear 15 amp circuits	Summit Logistics
L) Carpeting in Rooms 205/206	Summit Logistics
M) Ashtrays	Summit Logistics

3) Presus Holding Room:

A) Presus drop: one	WHCA
B) Refreshments: light (coffee/tea/soft drinks)	White House Stewards
C) Furniture:	
1) Table: one large coffee	Summit Logistics
2) Chairs: three comfortable living room type	Summit Logistics
D) Pads with Summit logo/pens/pencils	Summit Logistics
E) Ashtrays	Summit Logistics

4) Heads of Delegations Lounge (General Court Room 102)

A) Phones:

- | | |
|-----------------------------------|-------------------------|
| 1) Summit lines: seven | Summit Logistics |
| 2) Personal phones
(if needed) | Visiting Delegation/C&P |
| 3) Signal drop: one | WHCA |

B) Furniture:

- | | |
|---|------------------|
| 1) Tables: nine total; eight
(approximately 6'x3') plus
one for typewriter | Summit Logistics |
| 2) Chairs: nine total; eight com-
fortable living room type plus
one for typewriter | Summit Logistics |
| 3) Sofas: two (approximately 6') | Summit Logistics |

- | | |
|---|------------------|
| C) Nameplates: eight double sided
by country in English and French | Summit Logistics |
|---|------------------|

- | | |
|--|--|
| D) Refreshments: light sandwiches,
tea, coffee, soft drinks | White House Stewards/Summit
Logistics |
|--|--|

- | | |
|---|------------------|
| E) Pads with Summit logo/pens/
pencils | Summit Logistics |
|---|------------------|

- | | |
|---|------------------|
| F) Buzzer system from House of
Burgesses to Lounge to be placed
on respective delegation tables | Summit Logistics |
|---|------------------|

- | | |
|--|------------------|
| G) IBM Correcting Selectric III
typewriter: one | Summit Logistics |
|--|------------------|

- | | |
|-----------------------------------|------------------|
| H) Typewriter elements: two total | Summit Logistics |
| Orator elements: one | Summit Logistics |
| Courier 10-point: one | Summit Logistics |

- | | |
|-------------|------------------|
| I) Ashtrays | Summit Logistics |
|-------------|------------------|

5) U.S. and Visiting Staff Lounge and Holding Room (Council Chamber 202):

- | | |
|------------------------|------------------|
| A) Summit lines: seven | Summit Logistics |
|------------------------|------------------|

B) Furniture:

- | | |
|--|------------------|
| 1) Tables: nine total; one for refreshments and eight for telephones | Summit Logistics |
| 2) Chairs: sixteen comfortable living room type | Summit Logistics |
| 3) Sofas: two (approximately 6') | Summit Logistics |
| C) Pads with Summit logo/pens/pencils | Summit Logistics |
| D) Refreshments: light (coffee/tea/soft drinks) | Summit Logistics |
| E) Ashtrays | Summit Logistics |

6) U.S. Staff/Summit Office and Holding Room (North Committee Room 204):

- | | |
|---------------------------------------|------------------|
| A) Pads with Summit logo/pens/pencils | Summit Logistics |
|---------------------------------------|------------------|

B) Phones:

- | | |
|----------------------|------------------|
| 1) Signal drops: two | WHCA |
| 2) Summit line: one | Summit Logistics |

C) Furniture:

- | | |
|--|------------------|
| 1) Tables: two (each approximately 6'x3') | Summit Logistics |
| 2) Chairs: four comfortable folding | Summit Logistics |
| 3) Sofa: one (approximately 6') | Summit Logistics |
| D) Copier: one | Summit Logistics |
| E) IBM Correcting Selectric III typewriters: two | Summit Logistics |
| F) Typewriter elements: four total | Summit Logistics |
| Orator elements: two | Summit Logistics |
| Courier 10-point: two | Summit Logistics |
| G) Refreshments: light (coffee/tea/soft drinks) | Summit Logistics |
| H) Ashtrays | Summit Logistics |

7) White House Stewards Room/Basement:

- | | |
|--|---------------------------------------|
| A) Table: one preparation/working type | Summit Logistics/White House Stewards |
| B) Refrigerator: one small | Summit Logistics/White House Stewards |
| C) Warming unit: one small
(for coffee/tea) | Summit Logistics/White House Stewards |
| D) Stewards serving set-up | Summit Logistics/White House Stewards |

8) Outside Press Area:

A) Press

- | | |
|---|----------------------|
| 1) Platform: one two-tier 30';
1st tier - 2'x4' deep
2nd tier - 4'x4' deep; with
railings on all sides; steps on
the back | Summit Logistics |
| 2) Skirting for platform (style
and color to be determined) | Summit Logistics |
| 3) Ropes and stanchions: 150 feet
(heavy duty rope and stakes) | Summit Logistics |
| 4) Power to press area from
four 20 amp quad boxes | Summit Logistics |
| 5) Filing phones: twenty | Summit Logistics/C&P |
| 6) Tables: six
(3 or 4 phones/table) | Summit Logistics |

9) Special Requirements:

- | | |
|--|---------------------|
| A) Carpeting for East Stair Hall
(first floor), steps leading up
to second floor and East Stair
Hall (second floor) | Summit Logistics |
| B) First Colonial flag to be flown
over Capitol or flag determined
by Mr. McManus | Summit Logistics |
| C) Protocol officer: one, to escort
Heads of Delegations from courtroom
to President | Department of State |

WILLIAMSBURG INN MEETINGS - MAY 29 and MAY 30

<u>Event Requirements</u>	<u>Responsible Agency/Vendor</u>
1) <u>East Lounge Meetings General Requirements:</u>	
A) Summit table: eye-shaped, approximately 36'x12' (to be built)	Summit Logistics
B) Chairs: thirty-two leather arm chairs	Summit Logistics
C) Interpretation equipment for summit table:	
1) Headphones: thirty-two, plus two back-ups	Summit Logistics
2) Microphones: twenty-four, plus two back-ups	Summit Logistics
D) Interpreters equipment	
1) Headphones: one (for console)	Summit Logistics
2) Microphones: one (for console)	Summit Logistics
3) Coordinators console: one 24"x48"x34"	Summit Logistics
4) Chairs: one comfortable folding (for console)	Summit Logistics
5) Cameras for closed circuit viewing (to be determined by AVCOM)	Summit Logistics
6) Lighting for closed circuit cameras (to be determined by AVCOM)	Summit Logistics
7) Refreshments for console: water	Summit Logistics
8) Pads/pens/pencils	Summit Logistics
E) Name plates: eight by country, double-sided in English and French	Summit Logistics
F) Pads with Summit logo/pencils/pens	Summit Logistics
G) Buzzer system from East Lounge to each Delegation office	Summit Logistics

H) Refreshments: fruit juice/soft drinks/water with pitchers; to be pre-positioned on table	Summit Logistics
I) Press platforms: two 36'; 14 1/2" high and 36"-42" deep; with steps on each end; built so drapes will open and close; no railings	Summit Logistics
1) Carpet for platform	Summit Logistics
2) Face with flowers	Summit Logistics
3) Oil paintings for walls	Summit Logistics
J) Pool platform: 4'x4' (portable)	Summit Logistics/Network
K) Modify stairs at East Lounge entrance to reflect press platform	Summit Logistics
L) Ashtrays: twenty-four	Summit Logistics
M) Pen stands: twenty-four	Summit Logistics
N) Summit flag sets and stands: two	Summit Logistics
O) Furniture movers: three men	Summit Logistics
P) Lighting (as determined by network lighting crews)	Network

2) Interpreters Rooms: 3145 and 3146

A) Interpreters booths with monitor screens: four	Summit Logistics
B) Chairs: twelve comfortable folding	Summit Logistics
C) Headphones: twelve, plus one back-up	Summit Logistics
D) Microphones: twelve, plus one back-up	Summit Logistics
E) Refreshments: soft drinks/water	Summit Logistics
F) Pads/pens/pencils	Summit Logistics
G) Power for interpreters equipment and Interpreters Room (to be determined by AUCOM)	Summit Logistics
H) Ashtrays	Summit Logistics

3) East Lounge Meeting Requirements:

A) Sunday Morning Ministers Meeting

- 1) Set table for eight Summit Logistics

B) Sunday Plenary Session

- 1) Set table for twenty-four, plus Summit Logistics
eight chairs for note takers

C) Monday Plenary Session

- 1) Set table for twenty-four, Summit Logistics
plus eight chairs for note takers

2) Protocol officers:

- a) Ambassador Roosevelt Department of State

- b) One additional to escort Department of State
Head of Delegation to
President

4) Presus Holding Room:

A) Furniture:

- 1) Table: one large coffee Summit Logistics

- 2) Chairs: two comfortable Summit Logistics
living room type

B) Pads with Summit logo/pencils/pens Summit Logistics

C) Presus drop: one WHCA

D) Flowers Summit Logistics

E) Refreshments Summit Logistics

5) Heads of Delegations Lounge;

A) Summit lines: seven Summit Logistics

B) Furniture:

- 1) Sofas: three (approximately 6') Summit Logistics

- 2) Chairs: eight comfortable Summit Logistics
living room type

C) Pads with Summit logo/pencils/pens Summit Logistics

D) Flowers Summit Logistics

E) Refreshments Summit Logistics

F) Ashtrays Summit Logistis

6) U.S. Staff Office:

A) Office equipment:

- | | |
|---|------------------|
| 1) IBM Correcting Selectric III typewriters: two | Summit Logistics |
| 2) Typewriter elements: four
Orator elements: two
Courier 10-point: two | Summit Logistics |
| 3) Copy machine: one | Summit Logistics |
| 4) Cork message board: one | Summit Logistics |
| 5) Pads/pencils/pens | Summit Logistics |

B) Phones:

- | | |
|----------------------|------------------|
| 1) Signal drops: two | WHCA |
| 2) Summit line: one | Summit Logistics |

C) Furniture:

- | | |
|-------------------------------------|------------------|
| 1) Desk lamps: three | Summit Logistics |
| 2) Sofas: two (approximately 6') | Summit Logistics |
| 3) Tables: three (8 feet) | Summit Logistics |
| 4) Chairs: nine comfortable folding | Summit Logistics |

D) Power outlets (modified to handle equipment) Summit Logistics

E) Refreshments: light (coffee/tea/soft drinks) Summit Logistics

F) Refrigerator: one small Summit Logistics

G) Coffee machine: one Summit Logistics

H) Flag stickers for doors: two Summit Logistics

I) Ashtrays Summit Logistics

J) Buzzer system from East Lounge to office Summit Logistics

7) Delegates Office/Lounge (one per delegation; total seven):

A) Office equipment:

1) IBM Correcting Selectric III Summit Logistics
 typewriters: two

2) Typewriter elements: four Summit Logistics
 Orator elements: two
 Courier 10-point: two

NOTE: Elements will be adjusted for language of
each nation--except Japan.

3) Copy machine: one Summit Logistics

4) Cork message board Summit Logistics

5) Pads/pencils/pens Summit Logistics

B) Summit lines: four Summit Logistics

C) Furniture:

1) Sofas: two (approximately 6') Summit Logistics

2) Chairs: nine comfortable Summit Logistics
 folding

3) Tables: three (3'x6') Summit Logistics

4) Table lamps: three Summit Logistics

D) Power outlets (modified to Summit Logistics
 handle equipment)

E) Power plug adapters (AC-DC): two Summit Logistics
 (if necessary)

F) Additional power (if necessary) Delegation Embassy

G) Refrigerator: one small Summit Logistics

H) Coffee machine: one Summit Logistics

I) Flag stickers for doors: two Summit Logistics

J) Ashtrays Summit Logistics

K) Buzzer system to office from East Summit Logistics
 Lounge

8) Press Area at East Lounge Side Entrance:

- | | |
|--|--------------------------|
| A) Rope and stanchions: 150 feet
(heavy duty rope and stakes) | Summit Logistics |
| B) Platform: one 40'x4' deep x3' high | Summit Logistics |
| C) Pool platform: 6'x6'x3' | Summit Logistics/Network |
| D) Blue bunting/skirting for platform | Summit Logistics |
| E) Power to press area: amperage to
be determined | Summit Logistics |
| F) Filing phones: six | Summit Logistics/C&P |
| G) Tables for filing phones: two
(3 phones/table) | Summit Logistics |

9) White House Stewards Room: (basement)

- | | |
|--|--|
| A) Table: one preparation/working type | Summit Logistics/White House
Stewards |
| B) Refrigerator: one small | Summit Logistics/White House
Stewards |
| C) Warming unit: one small
(for coffee/tea) | Summit Logistics/White House
Stewards |
| D) Stewards serving set-up | Summit Logistics/White House
Stewards |

WILLIAMSBURG LODGE MINISTERS/PERSONAL REPRESENTATIVES MEETING - MAY 29-30

<u>Event Requirements</u>	<u>Responsible Agency/Vendor</u>
---------------------------	----------------------------------

1) Finance/Foreign Ministers Meeting Room (Meeting Room B):

A) Meeting table: to seat eight; approximately 15'x4', oblong	Summit Logistics
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B) Chairs: eight leather arm chairs	Summit Logistics
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C) Interpretation equipment for Foreign/
Finance Ministers meeting table

1) Headphones: eight, plus one back-up	Summit Logistics
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2) Microphones: eight, plus one back-up	Summit Logistics
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D) Interpreters equipment:

1) Headphones: one	Summit Logistics
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2) Microphones: one	Summit Logistics
---------------------	------------------

3) Coordinators console: one 24"x48"x3"	Summit Logistics
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4) Chairs: one comfortable folding (for console)	Summit Logistics
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5) Refreshments for console: water	Summit Logistics
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6) Booths: four	Summit Logistics
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7) Chairs: twelve comfortable folding	Summit Logistics
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8) Tables: four 5' for booths	Summit Logistics
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9) Headphones: twelve, plus one back-up	Summit Logistics
--	------------------

10) Microphones: eight, plus one back-up	Summit Logistics
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11) Refreshments: water	Summit Logistics
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12) Pads/pens/pencils	Summit Logistics
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13) Appropriate power as deter- mined by interpretation unit	Summit Logistics
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- E) Nameplates: eight (double sided by country in English and French) Summit Logistics
 - F) Pads with Summit logo/pencils/pens Summit Logistics
 - G) Refreshments: fruit juices/soft drinks/water with pitchers; pre-positioned on table Summit Logistics
 - H) Summit flag floor set Summit Logistics
- 2) Ministers Lounge (Meeting Room A):
- A) Summit lines: eight Summit Logistics
 - B) Furniture:
 - 1) Tables: four (each 6'x3') Summit Logistics
 - 2) Chairs: ten comfortable living room type Summit Logistics
 - 3) Sofas: two (approximately 6') Summit Logistics
 - C) Pads with Summit logo/pens/pencils Summit Logistics
 - D) Refreshments: light (coffee/tea/soft drinks and pastries) Summit Logistics
- 3) Personal Representatives Meeting Rooms:
- A) Room F:
 - 1) Furniture:
 - a) Table: one oblong (to seat eight) Summit Logistics
 - b) Chairs: eight leather arm chairs Summit Logistics
 - 2) Pads with Summit logo/pens/pencils Summit Logistics
 - 3) Refreshments: soft drinks/fruit juices/water with pitchers; pre-positioned on table Summit Logistics

B) Room D:

1) Furniture:

- a) Tables: one oblong (to seat sixteen) Summit Logistics
- b) Chairs: sixteen leather arm chairs Summit Logistics
- 2) Pads with Summit logo/pens/pencils Summit Logistics
- 3) Refreshments: soft drinks/fruit juices/water with pitchers pre-positioned on table Summit Logistics

4) Personal Representatives Lounge: (Room E)

- A) Summit lines: seven Summit Logistics

B) Furniture:

- 1) Tables: four (each 6'x3') Summit Logistics
- 2) Chairs: sixteen comfortable arm chairs, plus six comfortable living room type Summit Logistics
- 3) Sofas: two (approximately 6') Summit Logistics
- C) Pads with Summit logo/pens/pencils Summit Logistics
- D) Refreshments: light (soft drinks/coffee/tea and pastries) Summit Logistics

5) Joint Statement Drafting Room: (North Ballroom)

A) Tables:

- 1) Work tables: eight (8'x4') Summit Logistics
- 2) Conference table: one (to seat 16) Summit Logistics
- B) Chairs: twenty-five Summit Logistics
- C) Sofas: two (approximately 6') Summit Logistics

D) IBM Correctable Selectric III typewriters: five	Summit Logistics
E) Typewriter elements: five	
Orator elements: five	
Courier 10-point: five	
F) Summit lines: eight	Summit Logistics
G) Copy machine: one model 5600	Summit Logistics
H) Wang terminals: three	Summit Logistics
I) Wang printer: one	Summit Logistics
J) Wang OIS-CPU: one	Summit Logistics
K) Pads/pens/pencils	Summit Logistics
L) Refreshments: light (coffee/tea/soft drinks)	Summit Logistics

6) Interpreters Room: (Room C)

A) Furniture:

1) Sofas: two (approximately 6')	Summit Logistics
2) Chairs: six	Summit Logistics
B) Refreshments: light (soft drinks/ water)	Summit Logistics

WALKING TOUR: THE CAPITOL TO RALEIGH TAVERN - MAY 29

Event Requirements

Responsible Agency/Vendor

1) Crafts Display:

Summit Logistics

- A) Placement, type and number of crafts to be determined

2) Press Area:

- A) Flatbed truck: one 40' on street (leave 20' easeway); with steps on rear; railings on all sides

Summit Logistics

- 1) Platforms: two, to be brought in on flatbed

Summit Logistics

- a) One 40'x4' deep x24" high

Summit Logistics

- b) One on ground 40'x4' deep and 24" high

Summit Logistics

- B) Pool platform: 4'x4'x5'

Summit Logistics/Network

- C) Rope and stanchions

Summit Logistics

RALEIGH TAVERN LUNCH - MAY 29

Event Requirements

Responsible Agency/Vendor

1) Dining Room for Heads of Delegations:

A) Furniture:

1) Table: one oblong

Summit Logistics

2) Chairs: sixteen total
eight comfortable dining room
type for principals and eight
comfortable folding for
interpreters

Summit Logistics

B) Table service for eight

Summit Logistics

C) Food service for eight

White House Steward/Caterer

D) Food service area (to be deter-
mined by White House stewards)

White House Steward/
Summit Logistics

Note: Adm lines have been deleted

E) Flowers for Heads of Delegations
table

Summit Logistics

F) Place cards

Summit Logistics

2) Presus Holding Room:

A) Presus drop: one

WHCA

B) Furniture:

1) Table: one large coffee

Summit Logistics

2) Chairs: two comfortable
living room type

Summit Logistics

C) Pads with Summit logo/pens/pencils

Summit Logistics

3) U.S. Staff Area (site to be determined):

A) IBM Correcting Selectric III
typewriters: two

Summit Logistics

B) Typewriter elements: four Summit Logistics
Orator elements: two
Courier 10-point: two

C) Furniture:

1) Tables: two (3'x6') Summit Logistics

2) Chairs: four comfortable Summit Logistics
folding

D) Phone:

1) Signal drop: one WHCA

2) Summit line: one Summit Logistics

E) Food service for fifteen Summit Logistics

4) U.S. and Visiting Staff Lunch Area: (Raleigh Tavern Dining Room)

A) Furniture:

1) Tables: three round Summit Logistics

2) Chairs: thirty comfortable Summit Logistics
folding

B) Summit lines: two Summit Logistics

C) Food service for thirty White House Steward/
Summit Logistics

NOTE: Press requirements have been moved to the
Walking Tour Site Flow.

5) U.S. and Visiting Senior Staff Holding Area (Daphne Room):

A) Furniture:

1) Tables: two end Summit Logistics

2) Sofa: one Summit Logistics

3) Chairs: two comfortable living Summit Logistics
room type

B) Summit lines: two Summit Logistics

C) Pads with Summit logo/pens/pencils Summit Logistics

6) Heads of Delegations Holding Room:

A) Furniture:

- | | |
|--|------------------|
| 1. Tables: two end | Summit Logistics |
| 2. Chairs: two comfortable
living room type | Summit Logistics |
| 3. Sofa: one (approximately 6') | Summit Logistics |

B) Summit lines: seven

C) Pads with Summit logo/pens/pencils Summit Logistics

D) White House Usher (for second floor hall area) White House Ushers Office

KING'S ARMS LUNCH - MAY 29

Event Requirements

Responsible Agency/Vendor

1) Dining Room for Finance Ministers:

A) Furniture:

- 1) Table: one oblong (to seat eight)

Summit Logistics

- 2) Chairs: eight comfortable dining room type plus eight comfortable folding for interpreters

Summit Logistics

B) Table settings: eight

Summit Logistics

C) Luncheon service for eight (to be determined by caterer)

Summit Logistics/Caterer

D) Catering set-up in King's Arms kitchen (to be determined by caterer)

Summit Logistics/Caterer

E) Place cards

Summit Logistics

2) Dining Rooms for Personal Representatives:

A) Dining room #1:

1) Furniture:

- a) Table: three oblong (each to seat eight)

Summit Logistics

- b) Chairs: twenty-four comfortable dining room type

Summit Logistics

2) Table settings: twenty-four

Summit Logistics

3) Luncheon service for twenty-four; (to be determined by caterer)

Summit Logistics/Caterer

4) Place cards

Summit Logistics

3) Dining Room for Staff:

A) Furniture:

1) Tables: round tops to seat a total of eighteen Summit Logistics

2) Chairs: eighteen comfortable dining room type Summit Logistics

B) Table settings: eighteen Summit Logistics

C) Luncheon service for eighteen provided by standard King's Arms menu (preselected) Summit Logistics/Caterer

D) Summit lines: three Summit Logistics

4) Delegates Lounge (upstairs):

A) Furniture:

1) Tables: one coffee and two end Summit Logistics

2) Chairs: six comfortable living room type Summit Logistics

B) Phones:

1) Summit lines: seven Summit Logistics

2) Signal drop: one WHCA

WILLIAMSBURG INN REGENCY ROOM LUNCH - MAY 29

(Formerly at Wetherburn's Tavern)

Event Requirements

Responsible Agency/Vendor

1) Foreign Ministers Dining Room:

A) Furniture:

1) Table: one (to seat eight) Summit Logistics

2) Chairs: sixteen total
eight comfortable dining room
type for principals, plus eight
comfortable folding for
interpreters Summit Logistics

B) China/Silver/Crystal for eight Summit Logistics

C) Luncheon service for eight
(to be determined by caterer) Summit Logistics/Caterer

D) Place cards Summit Logistics

NOTE: Access to Signal drop in the Williamsburg Inn lobby.

GOVERNOR'S PALACE DINNER - MAY 29

Event Requirements

Responsible Agency/Vendor

1) Point of Arrival:

- | | |
|--|---------------------|
| A) Spotlights on front of Palace | Summit Logistics |
| B) Spotlights on back of Palace | Summit Logistics |
| C) Press pool area: | |
| 1) Ropes and stanchions: 250 feet (heavy duty rope and stakes) | Summit Logistics |
| 2) Platform: one three-tier 30';
1st tier - 3'x4' deep
2nd tier - 5'x4' deep
3rd tier - 7'x4' deep; with railings on sides; steps | Summit Logistics |
| 3) Power to platform | Summit Logistics |
| 4) Lighting | Network |
| D) Press pool area (against wall of Palace): | |
| 1) Ropes and stanchions: 50 feet (heavy duty rope and stakes) | Summit Logistics |
| 2) Pool platform: 6'x6'x3' | Network |
| E) Door openers: two (colonial dress) | Summit Logistics |
| F) Protocol officers: | |
| 1) Ambassador Roosevelt and one other to escort each arriving and departing Head of Delegation to and from the President | Department of State |
| 2) One to escort Heads of Delegations to reception room (option is use employee in colonial dress) | Department of State |
| 3) One to sit with Heads of Delegations in reception room | Department of State |
| G) Presus Holding Room (upstairs): | |
| 1) Furniture: | |
| a) Chairs: two comfortable living room type | Summit Logistics |

- b) Tables: one large coffee Summit Logistics
- 2) Presus drop: one WHCA
- 3) Refreshments: light (coffee/tea/soft drinks) Summit Logistics
- 4) Pads with Summit logo/pens/pencils Summit Logistics

H) Visiting Staff Holding Room: (same as for arrival)

1) Furniture:

- a) Chairs: two comfortable folding Summit Logistics
- b) Tables: one large coffee, two end Summit Logistics
- 2) Summit lines: two Summit Logistics
- 3) Refreshments: light (coffee/tea/soft drinks) Summit Logistics
- 4) Pads/pens/pencils Summit Logistics

I) Heads of Delegations Reception Room:

1) Furniture:

- a) Chairs: four wing back; twenty additional chairs for Foreign Ministers and interpreters Summit Logistics
- b) Table: one coffee Summit Logistics
- c) Sofas: two (approximately 6') Summit Logistics

2) Reception (Outside):

- A) Outside lighting (to be determined) Summit Logistics
- B) Bar/food areas: two Summit Logistics/Caterer
 - 1) Bartenders: two Summit Logistics/Caterer
 - 2) Waitresses: three Summit Logistics/Caterer
 - 3) Tables: two (6'x3') Summit Logistics

NOTE: Rain-out tent was deleted. (If it rains, reception will be in coffee room at Palace.)

- C) Press area: same as for Courtesy Summit Logistics
Meeting point of departure

NOTE: Final numbers of service personnel and set-up arrangement to be determined by caterer

3) Dining Room:

A) Furniture:

1) Table: one (to seat eight) Summit Logistics

2) Chairs: sixteen total Summit Logistics
eight comfortable dining
room type for principals
plus eight folding for
interpreters

B) China/Silver/Crystal for eight Summit Logistics

C) Food service for eight Summit Logistics/White House
Stewards

D) Food service area White House Stewards

E) Press lighting for dining room Network
(to be determined by network)

F) Press platform: one, 15'x3' deep; Summit Logistics
18" high; to be built in portable
sections

G) Pool platform: 4'x4'x24" Summit Logistics/Network

H) Ropes and stanchions Summit Logistics

I) Place cards Summit Logistics

J) Flowers Summit Logistics

4) West Advance Building:

A) U.S. Staff Office (same as for arrival)

1) Furniture:

a) Tables: three (6'x3') Summit Logistics

b) Chairs: six comfortable Summit Logistics
folding

2) Phones

- a) Signal drops: two WHCA
- b) Summit lines: two Summit Logistics
- 3) IBM Correcting Selectric III typewriters: two Summit Logistics
- 4) Typewriter elements: four total Summit Logistics
 - Orator elements: two Summit Logistics
 - Courier 10-point: two Summit Logistics
- 5) Copy machine: one Summit Logistics
- 6) Cork board for messages: one Summit Logistics
- 7) Pads/pens/pencils Summit Logistics
- 8) Refreshments: light (coffee/tea/soft drinks) Summit Logistics

B) U.S. and Visiting Staff eating area:

- 1) Food service for up to thirty (to be determined by caterer) Summit Logistics/Caterer
- 2) Place settings for up to thirty Summit Logistics
- 3) Furniture:
 - a) Tables: five Summit Logistics
 - b) Chairs: thirty Summit Logistics

5) Heads of Delegations Holding Room: (upstairs)

A) Furniture:

- 1) Chairs: four wing back Summit Logistics
- 2) Table: one coffee Summit Logistics
- 3) Sofas: two (approximately 6') Summit Logistics

B) Summit lines: seven Summit Logistics

NOTE: French are requesting a separate room for their phone to be manned by a security agent at all times.

KING'S ARMS DINNER - MAY 29

NOTE: THIS NOW INCLUDES RALEIGH
TAVERN DINNER PARTICIPANTS

Event Requirements

Responsible Agency/Vendor

1) Dining Room for Finance Ministers: (Dining Room #1)

A) Furniture:

1) Table: one oblong (to seat eight) Summit Logistics

2) Chairs: sixteen total eight comfortable dining room type for principals, plus eight comfortable folding for interpreters Summit Logistics

B) China/Silver/Crystal for eight Summit Logistics

C) Dinner service for eight Summit Logistics/Caterer

D) Catering set-up in King's Arms kitchen (to be determined by caterer) Summit Logistics/Caterer

E) Place cards Summit Logistics

2) Dining Room for Foreign Ministers: (Red Room)

A) Furniture:

1) Table: one (to seat eight) Summit Logistics

2) Chairs: sixteen total eight comfortable dining room type for principals, plus eight comfortable folding for interpreters Summit Logistics

B) China/Silver/Crystal for eight Summit Logistics

C) Dinner service for eight Summit Logistics/Caterer

D) Catering set-up area in kitchen Summit Logistics/Caterer

E) Place cards Summit Logistics

3) Dining Room for Staff:

A) Furniture:

1) Tables: four (each to seat six) Summit Logistics

2) Chairs: twenty-four comfortable Summit Logistics
folding

3) Table: one (for phones) Summit Logistics

B) Table settings: twenty-four Summit Logistics

C) Dinner service for twenty-four Summit Logistics/Caterer
(to be determined by caterer)

D) Summit lines: three Summit Logistics

4) Delegates Lounge (upstairs):

A) Furniture:

1) Tables: one coffee and Summit Logistics
two end

2) Chairs: six comfortable liv- Summit Logistics
ing room type

B) Phones:

1) Summit lines: seven Summit Logistics

2) Signal drop: one WHCA

NOTE: Lounge is same as King's Arms lunch.

WILLIAMSBURG LODGE: NORTH BALLROOM DINNER - MAY 29

Event Requirements

Responsible Agency/Vendor

1) Personal Representatives Dining Area:

A) Furniture:

1) Tables: three (each to seat eight) Summit Logistics

2) Chairs: twenty-four comfortable dining room type Summit Logistics

B) Table settings for twenty-four Summit Logistics

C) Dinner service for twenty-four (to be determined by caterer) Summit Logistics

WILLIAM AND MARY HALL - JOINT STATEMENT - MAY 30

Event Requirements:

Responsible Agency/Vendor

1) Holding Room for Heads of Delegations:

A) Furniture:

1) Sofas: two	Summit Logistics
2) Chairs: eight	Summit Logistics
3) Table: one coffee	Summit Logistics
4) Table lamps	Summit Logistics
5) Refreshments	Summit Logistics
6) Carpet	Summit Logistics

B) Phones

1) Summit lines: three	Summit Logistics
2) Signal drop: one	WHCA

2) U.S. and Visiting Staff Viewing Area:

NOTE: Furniture and other office equipment was deleted.

A) Phones:

1) Signal drop: one	WHCA
2) Summit lines: two	Summit Logistics

3) Dais Area for Heads of Delegations:

- | | |
|----------------------------------|-------------------------|
| A) Stage (size to be determined) | Summit Logistics |
| B) Furniture: | |
| 1) Table: one (25'x4') | Summit Logistics |
| 2) Chairs: eight | Summit Logistics |
| C) Blue bunting/skirting | Summit Logistics |
| D) Name plates | Summit Logistics |
| E) Summit flag set | Summit Logistics |
| F) Summit seal for dais | Summit Logistics |
| G) Headphones: seven sets | Summit Logistics |
| H) P.A. system | Summit Logistics |
| I) Back-drop: blue curtain | Summit Press Operations |

4) Interpretation Equipment:

- | | |
|--|-------------------|
| A) Infrared transmission unit
in four languages | Summit Logistics/ |
| B) Head phones: approximately 1000 | Summit Logistics |
| C) Interpretation booths: four | Summit Logistics |

5) Press Area:

- | | |
|---|----------------------|
| A) Platforms: two (size to be deter-
mined by press) | Summit Logistics |
| B) Blue bunting/skirting for platform | Summit Logistics |
| C) Electrical power to platform:
four 20 amp quad boxes | Summit Logistics |
| D) Lighting (to be determined by
network) | Network |
| E) Rope and stanchions: 200 feet | Summit Logistics |
| F) Filing phones (number and place-
ment to be determined) | Summit Logistics/C&P |

BASSETT HALL - LUNCH - MAY 30

Event Requirements

Responsible Agency/Vendor

1) U.S. Staff/Summit Office (upstairs reception building north and south offices):

A) Office equipment: Summit Logistics

1) IBM Correctable Selectric
III typewriters: two Summit Logistics

2) Typewriter elements: four Summit Logistics
Orator elements: two Summit Logistics
Courier 10-point: two Summit Logistics

3) Pads with Summit logo/
pens/pencils Summit Logistics

B) Furniture:

1) Tables: two (approx-
imately 6'x3') Summit Logistics

2) Chairs: four comfortable
folding Summit Logistics

C) Phones:

1) Summit lines: two Summit Logistics

2) Signal drops: two WHCA

D) Ashtrays Summit Logistics

2) Visiting Staff Office (downstairs reception building):

A) Office equipment: Summit Logistics

1) IBM Correctable Selectric
III typewriters: two Summit Logistics

2) Typewriter elements: four Summit Logistics
Orator elements : two Summit Logistics
Courier 10-point: two Summit Logistics

3) Pads with Summit logo/
pens/pencils Summit Logistics

B) Furniture:

1) Tables: ten total; two (approximately 6'x3' for typewriters) and eight (approximately 4'x4' for phones) Summit Logistics

2) Chairs: twelve comfortable folding Summit Logistics

C) Summit lines: eight Summit Logistics

D) Ashtrays Summit Logistics

3) Presus Holding Room (parlor):

A) Presus drop: one WHCA

B) Furniture:

1) Tables: one coffee Summit Logistics

2) Chairs: two comfortable living room Summit Logistics

C) Pads with Summit logo/pens/pencils Summit Logistics

D) Ashtrays Summit Logistics

NOTE: Furniture presently in the room could be used.

4) Heads of Delegations Holding Room (living room):

A) Summit lines: seven Summit Logistics

B) Furniture:

1) Tables: two coffee Summit Logistics

2) Chairs: four comfortable living room Summit Logistics

C) Pads with Summit logo/pens/pencils Summit Logistics

D) Ashtrays Summit Logistics

NOTE: Furniture in room could be used.

5) U.S./Visiting Staff Eating Area - outside:
(for 31 people: dining area and small office area)

- A) Tables: four (three to seat eight and one to seat seven) Summit Logistics
- B) Chairs: thirty-one comfortable folding Summit Logistics
- C) Food service for thirty-one (to be determined by caterer) Summit Logistics/Caterer
- D) Place settings: thirty-one Summit Logistics
- E) Food service area (to be determined) Summit Logistics/Caterer
- F) Dining tent: 20'x30' tent; 7' sidewalls; 20'x20' decking; 20'x20' astroturf; service lighting Summit Logistics
- G) Ashtrays Summit Logistics

6) Heads of Delegations Luncheon Area:

- A) Furniture:
 - 1) Table: one round wrought iron to seat eight Summit Logistics
 - 2) Chairs: sixteen total eight wrought iron and eight comfortable folding for interpreters Summit Logistics
- B) Place settings: eight Summit Logistics
- C) Food service for eight (to be determined by White House Stewards/Caterer) Summit Logistics/White House Stewards/Caterer
- D) Flowers Summit Logistics
- E) Place cards Summit Logistics
- F) Rope: 80 feet; for press pool area (heavy duty rope and stakes) Summit Logistics
- G) Awning: gazebo style, 20'x20', service lighting Summit Logistics

7) Kitchen/Inside Bassett Hall:

- | | |
|--|---|
| A) Table: one preparation/working type | Summit Logistics/White House Stewards/Caterer |
| B) Stewards standard set-up | Summit Logistics/White House Stewards |

8) Stewards Area Outside (Orangerie):

- | | |
|--|---------------------------------------|
| A) Table: one preparation/working type | Summit Logistics/White House Stewards |
| B) Refrigerator: one small | Summit Logistics/White House Stewards |
| C) Warming unit | Summit Logistics/White House Stewards |
| D) Stewards standard set-up | Summit Logistics/White House Stewards |
| E) Signal drop: one | WHCA |

9) Press Position for Arrivals/Departures (front entrance):

- | | |
|--|----------------------|
| A) Platform: one two-tier 24'
1st tier - 3'x4' deep
2nd tier - 5'x4' deep;
steps on back; railings on all sides | Summit Logistics |
| B) Rope and stanchions: 120 feet
(heavy duty rope and stakes) | Summit Logistics |
| C) Tables: two (each 8 feet) | Summit Logistics |
| D) Filing phones: ten | Summit Logistics/C&P |
| E) Power to platform | Summit Logistics |

- | | |
|---|--------------------------|
| 10) <u>Caterers Service Area: area and set-up to be determined by caterer</u> | Summit Logistics/Caterer |
|---|--------------------------|

STATE DINNER - MAY 30

Event Requirements

Responsible Agency/Vendor

1) Point of Arrival:

- | | |
|--|---------------------------------|
| A) Valet parking attendants: 25 | Summit Logistics |
| B) Out of town transportation | Summit Logistics |
| C) Check-in area for invited guests | Summit Logistics |
| D) Check-in assistants: five | Summit Logistics |
| E) Coat room with coat check tags | Summit Logistics |
| F) Coat room assistants: two | Summit Logistics |
| G) Military social aides | Military District of Washington |
| H) Press platform: one two-tier 60'
1st tier - 5'x4' deep
2nd tier - 7'x4' deep;
steps on back; railings on all sides | Summit Logistics |
| I) Protocol officers: | |
| 1) Ambassador Roosevelt to greet each arriving Head of Delegation | Department of State |
| 2) Two to escort Heads of Delegations to and from limousines | Department of State |
| 3) One to remain in holding room | Department of State |

2) Reception:

A) Garden area:

- | | |
|-------------------------------|------------------|
| 1) Bar set-ups: four | Summit Logistics |
| a) Tables: four (6'x3') | Summit Logistics |
| b) Bartenders: eight | Summit Logistics |
| c) Cocktail waiters: four | Summit Logistics |
| 2) Hors d'oeuvre waiters: ten | Summit Logistics |

NOTE: Final numbers of service personnel and set up arrangement to be determined by caterer

- | | |
|---------------------|------------------|
| 3) Background music | Summit Logistics |
|---------------------|------------------|

3) Dining Area:

- | | |
|--|------------------------------|
| A) Tent, flooring and carpeting:
to accommodate approximately 200
(size to be determined by tent vendor) | Summit Logistics |
| B) Dais: approximately 60'x8'x22",
to accommodate 12 to 16 principals
plus interpreters (number to be
determined) | Summit Logistics |
| 1) Head table | Summit Logistics |
| 2) Chairs (for principals):
twelve to sixteen comfortable
dining room type | Summit Logistics |
| 3) Chairs (smaller for inter-
preters): six to eight comfort-
able folding chairs | Summit Logistics |
| 4) Power to dais for P.A. system | Summit Logistics |
| 5) P.A. system (for toast) | WHCA |
| 6) Blue bunting/skirting for
platform | Summit Logistics |
| 7) State Dinner toast lectern | WHCA |
| C) Lighting: | |
| 1) Inside tent (to be determined
by press and tent vendor) | Summit Logistics |
| 2) Outside decorative lighting
(to be determined by tent
vendor) | Summit Logistics |
| D) Furniture: | |
| 1) Tables: twenty round top | Summit Logistics |
| 2) Chairs: 200 (for guests) | Summit Logistics |
| E) China/Silver/Crystal for 200 | Summit Logistics/White House |
| F) Food service for 200 (to be
determined by caterer) | Summit Logistics/Caterer |
| G) Flowers/Centerpieces for head
table and round tops | Summit Logistics/White House |
| H) Place cards/Seating chart | Summit Logistics |
| I) Summit flag set and stands | Summit Logistics |

J) Entertainment

- | | |
|---------------------------------------|------------------|
| 1) Platform | Summit Logistics |
| 2) Blue bunting/skirting for platform | Summit Logistics |
| 3) Staging area (dressing room) | Summit Logistics |
| 4) Power to stage (to be determined) | Summit Logistics |
| 5) P.A. system for entertainment | Summit Logistics |

K) Press

- | | |
|--|------------------|
| 1) Platform: one two-tier 60'
1st tier - height of head
table x4' deep
2nd tier - table+2' x4' deep;
railing on all sides
(Note: size varies with tent
height but platform dimensions
will probably change) | Summit Logistics |
| 2) Blue bunting/skirting for platform | Summit Logistics |
| 3) Power to platform (to be determined) | Summit Logistics |
| 4) Pool platform: 4'x4' free standing on 1st tier of press platform | Summit Logistics |
| 5) Ropes and stanchions: 90 feet (heavy duty rope and weighted barrels) | Summit Logistics |
| 6) Lighting (to be determined by network crew) | Network |

4) U.S. and Visiting Staff Office Areas: (basement AARFAC)

A) U.S. Staff Office

- | | |
|-------------------------------------|------------------|
| 1) Signal drops: two | WHCA |
| 2) Furniture: | |
| a) Sofa: one (approximately 6') | Summit Logistics |
| b) Chairs: four comfortable folding | Summit Logistics |

c) Table: one large coffee	Summit Logistics
3) Pads/pens/pencils	Summit Logistics
B) Visiting Staff Office/Lounge Area	
1) Summit lines: 0	Summit Logistics
2) Furniture:	
a) Sofa: one (approximately 6')	Summit Logistics
b) Chairs: six comfortable folding	Summit Logistics
c) Table: one large coffee or end table	Summit Logistics
3) Pads/pens/pencils	Summit Logistics
5) <u>Presus Holding Room:</u>	
A) Furniture:	
1) Table: one large coffee	Summit Logistics
2) Chairs: two comfortable living room type	Summit Logistics
3) Sofa: one (approximately 6')	Summit Logistics
4) Lamp: one	Summit Logistics
B) Presus drop: one	WHCA
6) <u>Heads of Delegations Holding Room:</u>	
A) Furniture:	
1) Sofas: two (approximately 6')	Summit Logistics
2) Chairs: eight comfortable living room type	Summit Logistics
3) Table: one large coffee	Summit Logistics
B) Summit lines: three	Summit Logistics
C) Refreshments	Summit Logistics
1) White House Stewards	White House Military Office
3) Refreshment bar	Summit Logistics

WILLIAMSBURG INN DEPARTURE - MAY 31

Event Requirements

Responsible Agency/Vendor

1) Presus Holding Room (Green Room):

A) Furniture:

- | | |
|-----------------------------------|------------------|
| 1) Sofa: one | Summit Logistics |
| 2) Table: one coffee | Summit Logistics |
| 3) Chairs: three living room type | Summit Logistics |

B) Presus drop: one WHCA

C) Refreshments: light White House Stewards

D) Pads with Summit logo/pens/pencils Summit Logistics

2) Senior Staff Location (Assistant Managers Office):

A) Furniture:

- | | |
|----------------------|------------------|
| 1) Table: one | Summit Logistics |
| 2) Chairs: three arm | Summit Logistics |
| 3) Sofa: one | Summit Logistics |

B) Signal drop: one WHCA

3) Lobby:

A) Clear furniture in center area Summit Logistics

B) Dividers to close off lobby Summit Logistics

C) Furniture:

- | | |
|---|------------------|
| 1) Sofas: two small (to be placed near fire place) | Summit Logistics |
| 2) Table: one coffee (to be placed near fire place) | Summit Logistics |

D) Protocol officers:

- | | |
|--|---------------------|
| 1) Ambassador Roosevelt to escort each Head of Delegation to President | Department of State |
|--|---------------------|

- 2) Two additional to escort Official Delegation from East Lounge to motorcade Department of State

4) Outside:

A) Press area:

- 1) Platform: one two-tier 50' Summit Logistics
1st tier - 6'x4' deep
2nd tier - 8'x4' deep; steps
on rear; railings on all sides
- 2) Rope and stanchions: feet Summit Logistics
(to go around entire press area)
- 3) Blue bunting/skirting for platform Summit Logistics
- 4) Pool platform: 4'x4'x6' Summit Logistics/Network

B) Motorcade for Delegations:

- 1) Limousines: fourteen Summit Logistics
(for Ministers)
- 2) Sedans: twenty-eight Summit Logistics

C) Motorcade for Heads of Delegations:

- 1) Limousine: seven USSS
- 2) Follow-up: seven USSS
- 3) Control: seven Summit Logistics

D) Resident/Official Delegation Viewing Area:

- 1) Rope and stanchions Summit Logistics

E) Cordon of troops Military District of Washington

F) Flags of all Summit nations Summit Logistics

MARKET SQUARE DEPARTURE - MAY 31

Event Requirements

Responsible Agency/Vendor

- | | |
|---|---------------------------------|
| 1) Cordon of Troops | Military District of Washington |
| 2) Red carpet | |
| 3) Press area: | |
| A) Rope and stanchions: 100 feet,
(heavy duty rope and stakes to be
driven into ground) | Summit Logistics |
| B) Filing phones: six | Summit Logistics/C&P |
| C) Press platform: one 40' long,
three-tier: 1st tier: 6'x 4' deep
2nd tier: 8'x 4' deep
3rd tier: 10'x 4' deep
steps on back; railing on all
four sides | Summit Logistics |
| D) Power: one 20 amp quad box (for
host broadcasting TV equipment) | Summit Logistics |
| E) Pool platform (for cameraman): one
6'x6'x24" free standing | Summit Logistics/Network |
| 4) Protocol officers: | Department of State |

WILLIAMSBURG INN - GENERAL REQUIREMENTS - Throughout Summit

Event Requirements

Responsible Agency/Vendor

1) Regency Room:

- A) Food/bar service available
24 hours, buffet-style in rush
periods; sit down with waiters
at all other times

Williamsburg Inn

2) Amenities:

- A) Laundry/valet service available
24 hours.

Williamsburg Inn

- B) Concierge: booking recreational
activities in lobby area

Summit Logistics

- C) Hairdresser/barber with facilities
in Lodge (on call for Heads of
Delegations and Ministers)

Summit Logistics/
Williamsburg Inn

- D) Medical office

White House Medical Unit

- E) Transportation office

Summit Logistics

- F) Lobby information desk

Summit Logistics

- 1) Adm line: one

Summit Logistics

- G) 24 hour drug store/gift shop

Williamsburg Inn

- H) Shoe shine: European style

Williamsburg Inn

- I) Summit flags in holder (triple set)
above main entrance

Summit Logistics

- J) Flag of individual country at each
Head of Delegation residence

Summit Logistics