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THE COMMITTEE FOR THE 50TH AMERICAN PRESIDENTIAL INAUGURAL

Washington, D.C. 20599

202/433-100

Houard Baker 5 femor Calinat Member —

December 12, 1984

for Files

MEMORANDUM FOR MICHAEL K. DEAVER

RONALD H. WALKER

FROM: MARGARE

MARGARET D. TUTWILER

SUBJECT: PROPOSED INVITEES TO WASHINGTON CATHEDRAL

PRAYER SERVICE

Listed below are the groups which my division recommends be considered for invitations to the Prayer Service at the Washington Cathedral on Sunday, January 20, 1985.

First Family and friends (tentative list attached)	261
Vice President's family and friends (list attached)	52
Cabinet Members	40
White House Senior Staff	26
PIC Senior Staff	30
Supreme Court Justices	18
Senate Leadership	20
House Leadership	20
Other Members of Congress	1,030
Governors	110
Mayor Marion Barry	2
Diplomats	360
Special Groups	28
Others (2 names from Bill Sittmann)	2
TOTAL:	1,999

These numbers reflect the principals plus a spouse or guest.



THE COMMITTEE FOR THE 50TH AMERICAN PRESIDENTIAL INAUGURAL

Washington, D.C. 20599 202/433-7100

December 11, 1984

MEMORANDUM

TO: Tricia Rodgers

FROM: Mary Ann Fronce New York

SUBJECT: List of individuals for National Cathedral Service and

Private Swearing-In

Attached is the list you requested of the individuals Vice President sand Mrs. Bush would like to attend the National Cathedral Service.

The following names are for the Private Swearing-In:

Mr. & Mrs. George Bush (son)

Mr. & Mrs. John E. Bush (son)

Mr. & Mrs. Neil Bush (son)

Mr. & Mrs. Marvin Bush (son)

Mr. & Mrs. William LeBlond (daughter)

Mrs. Prescott Bush, Sr. (Mother)

NATIONAL CATHEDRAL SERVICE

VICE PRESIDENT'S LIST

- Mr. & Mrs. George Bush
- Mr. & Mrs. John E. Bush and children (2)
- Mr. & Mrs. Marvin P. Bush
- Mr. & Mrs. Neil Bush
- Mr. & Mrs. William H. LeBlond
- Mrs. Prescott Bush, Sr.
- Mr. & Mrs. Wallace Cole III
- Mr. & Mrs. Alexander Ellis, Jr.
- Mr. & Mrs. John Field
- Mr. & Mrs. Willard S. Heminway
- Mr. & Mrs. George Hoster, Jr.
- Mr. & Mrs. John Jansing
- Mr. John C. Jansing
- Miss Caroline Curry Jansing
- Mr. Christopher C. Jansing
- Mr. & Mrs. James R. Pierce
- Mrs. Marvin Pierce
- Mr. & Mrs. Walter Rafferty
- Mr. & Mrs. Davis Robinson
- Mr. & Mrs. Craig Stapleton
- Mr. & Mrs. John Stein
- Mrs. George H. Walker, Jr.
- Mr. George Walker, III
- Mr. & Mrs. James Walker
- Dr. & Mrs. John Walker
- Mr. John Walker, Jr.
- Mr. & Mrs. Louis Walker
- Mr. & Mrs. Jonathan Bush
- Mrs. Stanley Garber
- Mr. Whitney Wells Smith

THE WHITE HOUSE WASHINGTON

TO: Genny McSweeney

FROM: Elaine Crispen

DATE: November 30, 1984

RE: Attached List

The attached list are The President and Mrs. Reagan's invitees for the services at National Cathedral on Sunday, January 20, 1985.

Thank you.

MDT-Tras is TIR'S tomantie list.

Mr. and Mrs. Michael Abrums 2715 Casiano Road Los Angeles, CA 90024 90077

Mr. and Mrs. Robert Adams Box 468 Valley Center, CA 92082

Honorable and Mrs. Walter Annenberg P.O. Box 98 Rancho Mirage, CA 92270

Mr. and Mrs. Robert Arthur 9330 Cherokee Lane Beverly Hills, CA 90210

Mrs. Vincent Astor 778 Park Avenue New York, NY 10021

Mr. Julius Bengtsson 930 N. Wetherly Drive Los Angeles, CA 90069

Mrs. Edgar Bergen 601 N. Faring Road Los Angeles, CA90024 90077

Mr. Bill Blass 444 E. 57th Street New York, NY 10022

Mrs. Alfred Bloomingdale
131 Delfern Drive
Los Angeles, CA 90024 90077

Mrs. Margaret Brock 1404 Century Towers 2220 Avenue of the Stars Century City, CA 90067

Mrs. Sidney Brody 360 South Mapleton Drive Los Angeles, CA 90024

Mr. and Mrs. William Buckley, Jr. 73 East 73rd Street
New York, NY 10021

Source Code 010 Rec'd 12/5/84

Mr. and Mrs. Louie Bellson P.O. Box L Lake Havasu City, AZ 86403

Honorable and Mrs. John Connally 2411 River Oaks Boulevard Houston, TX 77019 Mr. and Mrs. Gardner Cowles 810 Fifth Avenue New York, NY 10021

Mrs. Ted Cummings 806 N. Camden Drive Beverly Hills, CA 90210

Miss Claudette Colbert 945 Fifth Avenue New York, NY 10021

Mrs. Justin Dart P.O. Box 1033 Pebble Beach, CA 93953

Dr. and Mrs. Richard Davis 1238 Meadowbank Road Villanova, PA 19085

Miss Anne Davis 1238 Meadowbank Road Villanova, PA 19085

Mr. Geoffrey Davis 1238 Meadowbank Road Villanova, PA 19085

Mr. and Mrs. Fred de Cordova 1875 Carla Ridge Beverly Hills, CA 90210

Mr. and Mrs. Charles Ducommun 237 Strada Corta Road Los Angeles, CA 90077

Monsieur Marc de Coster 45 E. 66th Street New York, NY 10021

Mr. and Mrs. Armand Deutsch 1117 N. Beverly Drive Los Angeles, CA 90210

Mr. and Mrs. William Doheney 475 Bel Air Road Los Angeles, CA 90024 90077

Mrs. Webb Everett Beverly Wilshire Hotel 9500 Wilshire Boulevard Los Angeles, CA 90212

Source Code 010 Rec'd 12/5/84

Mrs. Charles Engelhard Cragwood Mount Harmony Road Far Hills, NJ 07Ø31 Mr. and Mrs. Ahmet Ertegun 121 East 81st Street New York, NY 10028

Mr. and Mrs. David Evins 812 Park Avenue New York, NY 10021

Mr. Luis Estevez 969 North Doheny Drive Los Angeles, CA 90069

Mr. and Mrs. William Fine 146 E. 62nd Street
New York, NY 10021

Mr. and Mrs. Max Fisher 2210 Fisher Building Detroit, MI 48202

Mr. Bild Frye
3153 Coldwater Canyon
North Hollywood, CA 91602

Mr. Robert Fryer 8800 Thrasher Avenue Los Angeles, CA 90069

Mr. and Mrs. Malcolm S. Forbes Timberfield Far Hills, NJ 07931

Mr. James Galanos 1316 Sunset Plaza Drive Los Angeles, CA 90064

Mr. and Mrs. Larry Goodman 1513 Sorrento Pacific Palisades, CA 90272

Mrs. Freeman Gosden 720 N. Alpine Drive Beverly Hills, CA 90210

Mr. Ted Graber 11678 Montana Avenue Los Angeles, CA 90049

Reverend and Mrs. Billy Graham Montreat, NC 28757

Mrs. Winston Guest 475 Park Avenue New York, NY 10022 Source Code 010 Rec'd 12/5/84 Honorable and Mrs. Barry Goldwater 6250 No. Hogann Drive Scottsdale, AZ 85253

Mr. and Mrs. Bill Grilley 2465 Middle Road Columbia Falls, MT 59912

Mr. and Mrs. Les Grilley P.O. Box 623 Columbia Falls, MT 59912

Mr. Mike Grilley 2465 Middle Road Columbia Falls, MT 59912

Mr. and Mrs. Paul Grilley 917-18th Street, Apartment B Santa Monica, CA 90403

Mrs. Elizinha Goncalvez Marques L. Vincente 476 Rio, BRAZIL

Mr. Merv Griffin 1541 N. Vine Hollywood, CA 90028

Mrs. George Garrett 2030-24th Street, N.W. Washington, D.C. 20008

Mr. and Mrs. Roosevelt Grier 11656 Montana Avenue Los Angeles, CA 90049

MHonorable and Mrs. Evan G. Galbraith

'United States Ambassador to France
French Desk
Department of State
Washington, D.C. 20520

Mr. and Mrs. R. C. Ham 2100 Vallejo San Francisco, CA 94123

Mr. and Mrs. Bob Hope 10346 Moorpark Street North Hollywood, CA 91602

Source Code 010 Rec'd 12/5/84

Mr. and Mrs. Jacquelin Hume 3355 Pacific Avenue San Francisco, CA 94118 Mrs. Sybil Harrington 998 Fifth Avenue New York, NY 10028

Mr. David Hayes 1854 N. Doheny Drive Los Angeles, CA 90069

Mrs. Reinaldo Herrera, Sr. 755 Park Avenue
Apartment 7-B
New York, NY 10022

Mr. and Mrs. Reinaldo Herrera, Jr. 19 E. 57th Street New York, NY 10022

Mrs. Doris Fields Heller 5 Seafaring Drive Corona Del Mar, CA 92625

Mr. and Mrs. Charlton Heston 2859 Coldwater Canyon Drive Beverly Hills, CA 90210

Mr. and Mrs. Jack Howard 120 East End Avenue Apartment 8-B No. New York, NY 10028

Mr. and Mrs. Prentis Hale 1055 California Street San Francisco, CA 94108

Mrs. Mildred Hilson Waldorf Towers 100 East 50th Street New York, NY 10022

Mr. David Jones 4427 Arcola Toluca Lake, CA 91602

Mr. and Mrs. Tom Jones 1050 Moraga Drive Los Angeles, CA 90049 Source Code 010 Rec'd 12/5/84 Mr. and Mrs. Earle Jorgensen 960 Bel Air Road West Los Angeles, CA 90024 90077

Dr. Bob Johns 26 O'Farrell Street #701 San Francisco, CA 94108

Mr. and Mrs. Tommy Kempner 895 Park Avenue
New York, NY 10021

Honorable and Mrs. Henry Kissinger 435 E. 52nd Street New York, NY 10022

Lady Nancy Keith 32 East 64th Street New York, NY 10021

Mr. and Mrs. Michael Landon

1162 Tower Road

10202 W. Washington Eoulevard

Mr. and Mrs. Maury Leonard Culver City, CA 90230 225 N. Bristol Avenue Los Angeles, CA 90029 90049

Mr. and Mrs. Mervyn Le Roy 615 N. Camden Drive Beverly Hills, CA 90210

Mr. and Mrs. Art Linkletter 1100 Bel Air Road Los Angeles, CA 90024 90077

Mr. and Mrs. John Loeb, Sr. 375 Park Avenue New York, NY 10022

Mr. John Loeb, Jr. 42 Wall Street New York, NY 10005

Dr. and Mrs. William Longmire 10102 Empyrean Way Building 8, Unit 203 Los Angeles, CA 90067

Mr. and Mrs. A. C. Lyles
2115 Linda Flora Drive
Los Angeles, CA 90024 90077

Mr. and Mrs. Jean Louis 760 River Rock Road Montecito, CA 93108 Source Code 010 Rec'd 12/5/84 Honorable Clare Boothe Luce 700 New Hampshire Avenue, N.W. Apartment 906 No. Washington, D.C. 20037

Mr. and Mrs. Gerson Leiber 20 West 33rd Street New York, NY 10001

Mrs. Joseph Lauder 45 East 70th Street New York, NY 10021

Mr. and Mrs. Hugh Lambert 9817 Hythe Court Beverly Hills, CA 90210

Mr. and Mrs. Tommy Lasorda 1473 West Maxzim Avenue Fullerton, CA 92633

Mr. and Mrs. Tony Martin 1114 Calle Vista Drive Beverly Hills, CA 90210

Mrs. Aileen Mehle 18 E. 68th Street New York, NY 10021

Mrs. Reese Milner 706 N. Canon Drive Beverly Hills, CA 90210

Reverend and Mrs. Donn Moomaw 3124 Corda Drive
Los Angeles, CA 90049

Honorable and Mrs. George Murphy

1200 Flagler Brive 100 Worth Avenue

West Palm Beach, FL 33401 33480

Mr. and Mrs. Paul Maginot Route 1, Box 206-A Templeton, CA 93465

Miss Mary Martin 82 Princeton Rancho Mirage, CA 92270

Source Code 010 Rec'd 12/5/84

Mr. and Mrs. David Murdock 10644 Bellagio Road Los Angeles, CA 90024 90077

Mr. and Mrs. Paul Mellon Oak Spring Upperville, VA 22176 Mr. and Mrs. Ed McMahon c/o NBC-TV 3000 W. Alameda Avenue Burbank, CA 91505

Honorable and Mrs. Peter McCoy 2431 Bowmont Drive Beverly Hills, CA 90210

Mrs. Louise Melhado 720 Park Avenue New York, NY 10021

Mrs. Alice McNall 2465 Middle Road Columbia Falls, MT 59912

Mr. and Mrs. Theo McNall Kelly and David 22322 Mirilla Street Chatsworth, CA 91311

Mr. and Mrs. Chase Morsey 230 North Carolwood Drive Los Angeles, CA 90024 90077

Mrs. Michael Nidorf 875 S. Comstock Avenue Los Angeles, CA 90024

Dr. and Mrs. William Narva 2700 Calvert Street Washington, D.C. 20008

Honorable and Mrs. Franklyn C. Nofziger 6445 Lily Dhu Lane Falls Church, VA 22044

Mr. Harry O'Connor 6204 Vista Del Mar Playa del Rey, CA 90291

Mr. and Mrs. Arthur Park 400 N. Saltair Avenue Los Angeles, CA 90049

Mr. and Mrs. Frank Pollack 107 Delfern Drive Los Angeles, CA 90024 90077

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Madame Arpad Plesch 800 Fifth Avenue New York, NY 10021

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Hoperable and Mrs. Charles Price U.S. Ambassador to Great Britain Department of State Washington, D.C. 20520

Mr. and Mrs. Tito Palmieri 11026 Shoshone Drive Granada Hills, CA 91344

Miss Joan Quigley 1055 California Street San Francisco, CA 94108

Mr. and Mrs. James Ramage 1109 Angelo Court, N.E. Atlanta, GA 30319

Dr. and Mrs. Harry Reizner 1493 Allenford Pacific Palisades, CA 90049 90272

Dr. John Reynolds 11600 Wilshire Boulevard Los Angeles, CA 90025

Mr. Oscar de la Renta 2 East 70th Street New York, NY 10021

Mr. and Mrs. Gwynn Robinson 10700 Wilshire Boulevard Los Angeles, CA 90024

Mr. and Mrs. Samuel Reed 4 East 72nd Street New York, NY 10021

Mr. William Rusher c/o National Review 150 East 35th Street New York, NY 10016

Mr. and Mrs. Michael Reagan 4748 Allott Sherman Oaks, CA 91423

Mr. and Mrs. Neil Reagan 3941 Via Valle Verde P.O. Box 413 Rancho Santa Fe, CA 92067

Source Code 010 Rec'd 12/5/84

Mr. and Mrs. Ronald P. Reagan 1283 Devon Avenue Los Angeles, CA 90024

Ms. Maureen Reagan
Mr. Dennis Revell
1255 South Beverly Glenn Bowleard
Los Angeles CA 90024

Mr. and Mrs. Diego Redo 520 North Dodge Boulevard Tucson, AZ 85716

Mr. Burt Reynolds 245 Carolwood Drive Los Angeles, CA 90024

Mrs. Nancy Reynolds 4949 Rock Spring Road Arlington, VA 22207

Honorable and Mrs. S. Dillon Ripley 2324 Massachusetts Avenue, N.W. Washington, D.C. 20008

Mrs. Mary Roebling 777 West State Street Trenton, NJ 08618

Mrs. Nelson Rockefeller 812 Fifth Avenue New York, NY 10021

We Honorable and Mrs. Maxwell Rabb
United States Ambassador to Italy
State Department EUR/WE 5230
Washington, D.C. 20520 of State

Mr. and Mrs. Frank Sinatra 1041 Formosa Avenue Hollywood, CA 90046

Ms. Tina Sinatra
9461 Lloydcrest Drive
Beverly Hills, CA 90210

Mr. Frank Sinatra, Jr. 2211 Florian Place Beverly Hills, CA 90210

Dr. and Mrs. Norman Sprague 500 South Mapleton Drive Los Angeles, CA 90024

Mr. and Mrs. Mort Sahl 2325 San Ysidro Drive Beverly Hills, CA 90210

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Mr. and Mrs. Henry Salvatori 457 Bel Air Road Los Angeles, CA 90024 90077

Mr. and Mrs. Henry Singleton 384 Delfern Drive.
Los Angeles, CA 90024 90077

Mr. and Mrs. George Scharffenberger 4 Appallosa Lane Rolling Hills, CA 90274

Mr. and Mrs. Vince Scully 1555 Capri Drive Pacific Palisades, CA 90272

Mr. and Mrs. Robert Six 350 Trousdale Place Beverly Hills, CA 90210

Mr. and Mrs. Robert Stack 321 St. Pierre Road Los Angeles, CA 90024 90077

Monorable and Mrs. Earl T. Smith 1021 N. Ocean Boulevard Palm Beach, FL 33480

Mr. and Mrs. Jimmy Stewart 918 N. Roxbury Drive Beverly Hills, CA 90210

Mr. and Mrs. Marshall Shacker 1940 Bel Air Road Los Angeles, CA 90024 90077

Whonorable and Mrs. Geoffrey Swaebe United States Ambassador to Brussels Department of State EUR/NE Room 4511 Washington, D.C. 20520

Mr. Stu Spencer 17692 Cowan Street Irvine, CA 92714

Dr. and Mrs. Burton Smith 2200 Santa Monica Bowleward Los Angeles, CA 90029

Mr. and Mrs. Box Shoenberg 37 Westmoreland Place St. Louis, MO 63108

Mr. and Mrs. Ray Stark 232 S. Mapleton Delge Los Angeles, CA 90024

Mr. Adolfo Sardinia 200 E. 64th Street New York, NY 10023

Mr. and Mrs. Thomas Trainer 952 N. Alpine Los Angeles, CA 90210

Source Code 010 Rec'd 12/5/84 11

Mrs. Charles Thornton 320 N. Carolwood Price Los Angeles, CA 90024 90077

Mr. and Mrs. Holmes Tuttle 1237 S. Mountain Drive Santa Barbara, CA 93108

Mr. and Mrs. Paul Trousdale 1703 Fernald Point Lane Santa Barbara, CA 93108

Mr. and Mrs. Victor Vartoughian 358 North Ridgewood Place Los Angeles, CA 90004

Miss Gloria Vanderbilt 10 Gracie Square New York, NY 10028

Mr. and Mrs. Hal Wallis 515 S. Mapleton Drive Los Angeles, CA 90024

Mr. and Mrs. David Werblin Madison Square Garden Corporation 2 Pennsylvania Plaza 18th Floor New York, NY 10010

Mrs. Jack Wrather 172 Delfern Drive Los Angeles, CA 90024 70077

Mr. and Mrs. Oscar Wyatt 1620 River Oaks Boulevard Houston, TX 77019

Mr. and Mrs. Ellwood Wagner 2017 Nester Street Philadelphia, PA 19115

Honorable and Mrs. Charles Z. Wick 2801 Rock Creek Drive, N.W. Washington, D.C. 20008

Source Code 010 Rec'd 12/5/84

Miss Cindy Wick 241 Central Park West Apartment 9-G New York, NY 10024 Mr. Doug Wick 241 Central Park West Apartment 3-B New York, NY 10024

Mr. C. Z. Wick 1267½ Devon Avenue Los Angeles, CA 90024

Miss Kim Wick 120 S. Mapleton Drive Los Angeles, CA 90024

Miss Pam Wick 2800 Woodley Road, N.W. #148 Washington, D.C. 20008

Miss Emily Woodruff 1941 Stark Avenue Columbus, GA 31906

Mr. and Mrs. William Winans 1251 Tower Grove Drive Beverly Hills, CA 90210

Mr. Robin Weir 1518 Kingman Place, N.W. Washington, D.C. 20005

Miss Lanetta Wahlgren and Mr. Michael Blodgett 919-20th Street Santa Monica, CA 90403

Mr. and Mrs. Efrem Zimbalist Jr. 4750 Encino Avenue Encino, CA 91316

Mr. Jerome Zipkin 1175 Park Avenue New York, of 10028

Mr. and Mrs. Paul Ziffren 23920 W. Malibu Road Malibu, CA 90265

Mr. and Mrs. Tibor Zada 1634 Tower Grove Drive Beverly Hills, CA 90210

Mr. and Mrs. Ezra Zilka 927 Fifth Avenue New York, NY 10021 Source Code 010 Rec'd 12/5/84

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17:

Mr. and Mrs. Vincent Zepp 6040 East Thomas Road P.O. Box 1296 Scottsdale, AZ 85252

Miss Stephanie Zimbalist 4520 Radford Avenue North Hollywood, CA 91607

> Source Code 010 Rec'd 12/5/84

TO: GENNY MCSWEENEY

FROM: ELAINE CRISPEN

DATE: DECEMBER 3, 1984

RE: NATIONAL CATHEDRAL INVITEES LIST

Please add the following names to the National Cathedral Services invitees list for January 20th:

Mr. and Mrs. William Mingst 569 Spoleta Drive Pacific Palisades, CA 90272

Dr. and Mrs. Norman Sprague III 20743 Big Rock Drive Malibu, CA 90265

Mr. and Mrs. Kirk Day 550 S. Mapleton Drive Los Angeles, CA 90024

Honorable and Mrs. William Wilson United States Ambassador to the Holy See Department of State Washington, D.C. 20520

Mr. and Mrs. Robert Bell 1005 Moraga Drive Los Angeles, CA 90049

Mr. and Mrs. Geoffrey Bloomingdale 1362 Farren Road Santa Barbara, CA 93117

Mr. and Mrs. Eugene Cadenhead 8449 Sharp Avenue Sun Valley, CA 91311

Mr. Efrem Zimbalist, III

4750 Encino Avenue Correia Art Glass Company
Encino, CA 91316

711 Colorado Avenue
Sunta Monica, CA 90401

Mr. Alexander Papamarkou 767 Fifth Avenue 14th Floor New York, NY 10153

Source Code 010 Rec'd 12/5/84

Mrs. David Chasen 9039 Beverly Boulevard Los Angeles, CA 90048 Additional Invitees National Cathedral Services Page Two

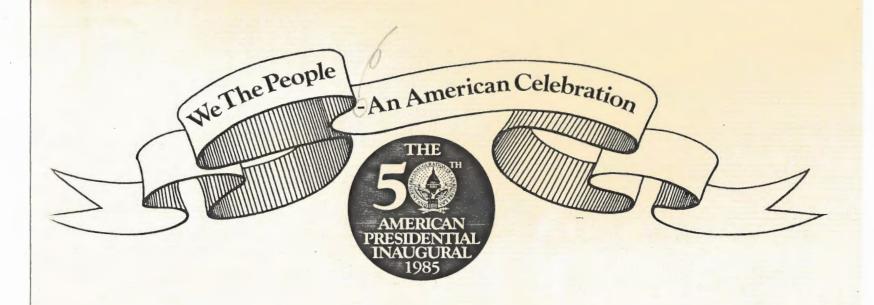
Honorable and Mrs. John Gavin
United States Ambassador to Mexico
Department of State
Washington, D.C. 20520

Honorable and Mrs. Robert D. Nesen
United States Ambassador to Australia
Department of State
Washington, D.C. 20520

Honorable and Mrs. Robert D. Stuart United States Ambassador to Norway Department of State Washington, D.C. 20520

Honorable and Mrs. Arthur F. Burns
United States Ambassador to the Federal Republic of Germany
Department of State
Washington, D.C. 20520

Mrs. Amintore Fanfani 15 Via Platone Rome, ITALY



Enclosed are your tickets for the 1985 Inaugural festivities.

The Inaugural theme, "We the People. . . An American Celebration," is dedicated to bringing Americans together in the spirit of this historic event. I hope the countless public events and activities will be a memorable experience for you.

General Chairman

THE WHITE HOUSE

WASHINGTON

December 7, 1984

MEMORANDUM FOR WILLIAM SITTMANN

FROM:

KAREN ROBERTS KON

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.

THE WHITE HOUSE

WASHINGTON

DRAFT

PROPOSED SUMMARY SCHEDULE FOR THE 50th PRESIDENTIAL INAUGURATION

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.

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.

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.

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.

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.



December 7, 1984

John F. W. Rogers Director & General Manage

THE COMMITTEE FOR THE 50TH AMERICAN PRESIDENTIAL INAUGURAL

PRESIDENTIAL MEMORANDUM FOR:

GENERAL CHAIRMAN CHAIRMAN

DIVISION DIRECTORS

JOHN F. W. ROGERS

Washington, D.C. 20599

202/433-7400

SUBJECT:

FROM:

MAINTENANCE OF OFFICIAL COMMITTEE FILES

Each Division of this Committee is urged to maintain complete files documenting its organization, functions, operating procedures, and all essential transactions. Given time restraints and the need for quick action, the maintenance of good documentation is necessary for effective operations and may be needed by other Divisions in carrying out their responsibilities. Also, our Committee's official files will be used by successor committees in planning for future inaugurations; those of you who have used past committees' records know their value in this regard.

The Committee's files will eventually be deposited in the Reagan Presidential Library where they will serve as the primary historical records of the 50th Presidential Inauguration.

All Divisions of the Committee should take the following steps:

- 1. Establish a file system based on functions and need. In most instances a simple chronological day file and alphabetical subject file, in conjunction with case files, will be sufficient.
- 2. Document conscientiously activities and operations in record form: incoming and outgoing correspondence, memoranda, directives, progress reports, press releases, minutes of meetings, contracts, requisitions, lists of personnel and of vendors and others outside of the Committee who provide services, newspaper clippings, organizational charts, floor plans, maps, architectural drawings, video tapes, and photographs.
- 3. Directors should consider designating a staff member to monitor compliance with the above.

Jerry Wallace, Historian-Archivist, is responsible for seeing that this Committee's official files are properly maintained and preserved. If you have any questions concerning your files, please contact him on 433-7486.

Thank you.

DRAFT

MEMORANDUM

O'F

MIKE DEAVER,

RON WALKER

FROM:

JIM LAKE

DATE:

DECEMBER 11, 1984

RE:

A COMMUNICATIONS PLAN FOR CHRISTMAS - INAUGURAL

In order for us to effectively heighten the interest the Inaugural deserves in the weeks immediately prior to it, we've put together a draft plan on what information will be released between Christmas and January 21.

A great deal of information, much of it logistical, some of it more important than others, can be released in the form of news releases, press conferences, and briefings. The best format for that would be to have Mike Deaver be the press person who announces events and details, unless he feels a specific event should be announced by someone else.

The attached week-by-week plan has specific suggestions for Christmas week and the week of New Years Day, because there are limits as to the amount of information that can be released at that time without it disappearing. For the two weeks prior to the Inaugural, however, we have put down suggestions as to what should be released with the exact formats and days to be determined, for there may be the need to put out more than one release a day, or to have press conferences that would highlight the arrangements and events. Please note that this plan is tentative and subject to suggestion. Also, that is predicated on the understanding that there won't be an announcement about the Gala stars or the Super Bowl coin toss until at least Christmas week. Also, we are assuming that this week we'll put out an announcement on parade ticket sales through Ticketron.

CHRISTMAS WEEK PLAN

As Christmas takes up a large chunk of the week, it would be the best that there be no information that week released until Thursday, December 27.

THURSDAY, DECEMBER 27

As Christmas week is when Americans focus on football playoffs, this would be the best day to announce the President's participation in the Super Bowl coin toss. It would allow the networks -- specifically ABC -- to hype the event over the course of their weekend football shows. Working with the NFL



and with ABC, we should have a press conference, or at minimum, a news release to go out under the joint heading of the PIC, ABC, and the NFL, and we should work directly with ABC to encourage their special attention to the news of this event.

FRJDAY, DECEMBER 28

This would be the best day to announce the details on the ball site and which state contingents are going to be there, for interest in this is already developing. We'd like to put out a release on the ball sites and the delegations that will be at each, as well as the entertainment for the balls, and release that not only here in D.C., but to the principle wire service outlet in each state, so that Sunday papers would carry what the people from, say, Idaho can expect just three short weeks away.

NEWS YEARS WEEK PLAN

New Years offers the same trouble as Christmas in terms of making news. However, people do read newspapers on New Years Day, and the press corps will be in town on New Years Eve. Therefore, as people will be focusing on their own parties and entertainment, New Years Eve would be the best day to announce who will be appearing at the Galas. We are assuming that we will not have been forced to release this information earlier because of news leaking out.

MONDAY, DECEMBER 31

In a somewhat lighthearted fashion, we should early in the day put out a release focusing on reporters looking forward to parties. We should state that this is why today we're announcing who will be at the Galas. If Frank Sinatra could hold a press conference on this day, we would be guaranteed coverage. Fowever, if not, because this is a traditional night of festivity, this would be perhaps the best day to spell out who will be the entertainment, and other details of the Galas.

WEDNESDAY, JANUARY 2

We will try to focus coverage from the networks and other news outlets on the role of youth in the Inaugural. This day should be used to either release through a news release or through a briefing of a small amount of the press, all the details on all youth activities. This would include details on all events, the entertainment, on the participants, how they were picked, etc.



THURSDAY, JANUARY 3

In preparation for reporters writing their weekend pieces, we should announce on this day an update on all of the events, including our press information packet, if we are able to put this together by this date. This would be a good way to reiterate what events are coming up, as well as to put out any information that has been updated since the initial press conference, on November 29.

WEEK OF JANUARY 7 - 11

On this, the next to last week of the Inaugural, we should release the following information:

- * Details on the Parade, including information about the attendance of the 50 State Governors as Grand Marshals.
- * Details on the successful marketing of commemorative items.
- * Details on press credentialing including how reporters' requests for credentials are being tallied and processed.
- * An explanation of the relationship between PIC and AFIC, the Joint Congressional Inaugural Committee, and the City of Washington. This should pre-empt the inevitable stories about taxpayer financing of the Inaugural.
- * An announcement of the gifts that will be presented to Inaugural Ball attendees.

THE FINAL WEEK

All last minute details and announcements can be put out in the form of releases in this final week, as we are all but guaranteed major coverage. The final week, however, should also be spent trying to arrange interviews for the principles.

In addition, we should:

- * Release information on the foreign dignitaries.
- * Release information on the logistical details of the Inaugural (so many miles of cable will be used, the fireworks weigh so many pounds and are set off by so and so, etc.)
- * Release a re-cap of all events on the calendar, including maps, times and personalities.



* Initiate stories by selected reporters on the PIC organization with details of budget, planning process, and other information to heighten awareness in the press of the organizational effectiveness of the Inaugural Committee.



THE COMMITTEE FOR THE 50TH AMERICAN PRESIDENTIAL INAUGURAL

Joe M. Rodgers Finance Chairman

Dec. 5, 1984

Washington, D.C. 20599

202/433-7697

MEMORANDUM FOR:

BILL SITTMAN

FROM:

JOE M. RODGERS

Craig informed me that you would like a complete list of the individuals we mailed to last week. Attached are the lists of the Prospective States and Capitol Committee members.

If you have any questions, please don't hesitate to give my office a call.

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Burlington Industries
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town or to

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