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ID # 05/ 426 LOR, WHITE HOUSE **OFFICE OF RECORDS MANAGEMENT** WORKSHEET X · MEDIA H . INTERNAL Subject Codes: 20 **BRIEFING PAPERS FOR** Name of Document: PRESIDENT'S SCHEDULED APPOINT ENTS FOR Subject: 321 0 C 0 0 7 C E6006. 2

ROUTE TO:

ACTION

DISPOSITION

Type of Tracking Completion Date Date Action Office/Agency (Staff Name) YY/MM/DD Response Code YY/MM/DD Code 122 RSZ RMMATT **Referral Note:**

ber

UNPUBLISHED December 16, 19 5:00 pm

THE WHITE HOUSE

WASHINGTON

THE PRESIDENT'S SCHEDULE Thursday, December 17, 1981

8:58 - 0	EM 9:00-9:37	
9:00 am	Staff Time JB 9:00-9:50	Oval Office
(30 min)	(Baker, Meese, Deaver) MKO 9.00 - 9:20	
0.20	Senior Staff Time	Orral Office
9:30 am (15 min)	Senior Stall Time	Oval Office
(12 11211)		
9:45 am	Personal Staff Time 9:37-10:07	Oval Office
(15 min)	1 A B C C A A	
10:00 am	Budget Meeting 10:07- 11:17	Cabinet Room
("Manufaction.)	(Richard Darman (Craig Fullor) (IAB A)	
the second secon	- HISS- 12:02 Phono w/ Concression A distribut	
12:00 m	Lunch and News Conference Preparation	Cabinet Room
(2 hrs)	(David Gergen/Larry Speakes) (distributed se	eparately)
2:00 pm	News Conference - 2. yo	East Room
(30 min)	(David Gergen/Larry Speakes)	
2.20	Democral Chaff Mime wells a biss	Residence
2:30 pm (30 min)	Personal Staff Time 2: 45 - 2: 58	Residence
(50		
3:00 pm	Tom Brokaw Interview 3:00 - 3:25 (David Gergen/Larry Speakes) (TAB B)	Library
(30 min)	(David Gergen/Larry Speakes) (TAB B)	
3:45 pm	Meeting with Pendleton James 3.46-3:56	Oval Office
(30 min)	JAMAS, VOL DAMM, EM	
	4.15-4:30 L. NoF210ER	SIT. ROOM.
4:30 pm	National Security Planning Group Meeting (James W. Nance) 4:33 - 5:22 (distributed se	Oval Office
(45 min)	(James W. Nance) 4:33 - 5:22 (distributed se	eparatery)
75:35 pm	The President and Mrs. Reagan go to East	East Room
(15 min)	Room for Lighting of the National Christ-	
	mas Tree	
√5:50 pm	(TAB C) The President and Mrs. Reagan will be	Blue Room
(5-10min)	photographed in front of Christmas Tree	
_	(Michael Evans)	Aur R.
	50 - USES (PPD) CHOISIMM PRATH - PHOTOS IN	
7:00 pm	Private Dinner - LAXALIS, NOPELOGAS	Residence
	¥ 11:17-11:25-BUSH EM, JA, MKO	· ,
	11:29-11:54 - HALD, BUSH EM, FB 11:55-12:02 - CONGRESSION (CONG. FRANK G 12:03 - RON JACKSON PHOTO,	UNLES COM. Denniel
	11:55-12:02 - CONGRESSIONTE COND. FRANCE	MARSONIE HOLT
-		· BUSH FRIEDENSOM

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MARSONIE HOLT) BUSH, FRISOUNSONNE, DEF

WASHINGTON

BRIEFING MEMORANDUM FOR THE PRESIDENT

SUBJECT: BUDGET REVIEW RE HOUSING AND URBAN DEVELOPMENT

Thursday, December 17, 1981 10:00 a.m. (1 hour) The Cabinet Room

I. PURPOSE

This is the third Presidential budget appeal session. It deals exclusively with appeals involving the Department of Housing and Urban Development.

II. AGENDA/SEQUENCE

You should ask Sam Pierce to lead off. Dave Stockman will follow. Then the meeting should proceed issue-by-issue through the green book (distributed separately).

III. PARTICIPANTS

The President The Vice President Secretary Regan Edwin Meese III David A. Stockman James A. Baker III Michael K. Deaver Martin Anderson Richard G. Darman Elizabeth Dole Max L. Friedersdorf Craig L. Fuller David R. Gergen Edwin Harper Daniel J. Murphy Murray L. Weidenbaum Edward J. Rollins Richard S. Williamson For HUD

Secretary Pierce Philip Abrams Albert Kliman

WASHINGTON

December 16, 1981

INTERVIEW WITH TOM BROKAW

DATE: December 17, 1981 LOCATION: The Library TIME: 3:00 PM

FROM: MARK GOODE

I. PURPOSE

To videotape an interview with the President

II. BACKGROUND

This interview will be aired on Friday, December 18 on the TODAY Show which will be Tom Brokaw's last day. He is moving to a spot on the NBC Nightly News.

III. PARTICIPANTS

The President

SPEREES

Tom Brokaw - interviewer

IV. PRESS PLAN

none

V. SEQUENCE OF EVENTS

The President will talk with Mr. Brokaw approximately 15 minutes in the Library.

WASHINGTON

SCHEDULE OF THE PRESIDENT FOR THURSDAY, DECEMBER 17, 1981

- EVENT: Lighting of the 1981 National Christmas Tree DRESS: Men's Business Suit, Ladies' Afternoon Dress
 - 5:00 p.m. Children arrive Diplomatic Entrance and proceed to East Room.

NOTE: Children's parents will remain in Green Room when children are escorted to East Room.

- 5:00 p.m. 1981 Christmas Pageant of Peace opening ceremony begins on the Ellipse.
- 5:39 p.m. THE PRESIDENT and Mrs. Reagan proceed to the East Room.
- 5:40 p.m. THE PRESIDENT and Mrs. Reagan arrive East Room and are seated.

OPEN PRESS COVERAGE

THE PRESIDENT and Mrs. Reagan visit with the children.

NOTE: Approx. 25 children, ages 3-9

- 5:43 p.m. LIVE TELEVISION AND AUDIO BEGIN
- 5:45 p.m. THE PRESIDENT remains seated and makes brief remarks.
- 5:48 p.m. THE PRESIDENT lights the 1981 National Christmas Tree (by remote switch).
- 5:49 p.m. THE PRESIDENT and Mrs. Reagan depart East Room en route The Residence.

Children and parents depart The Residence.

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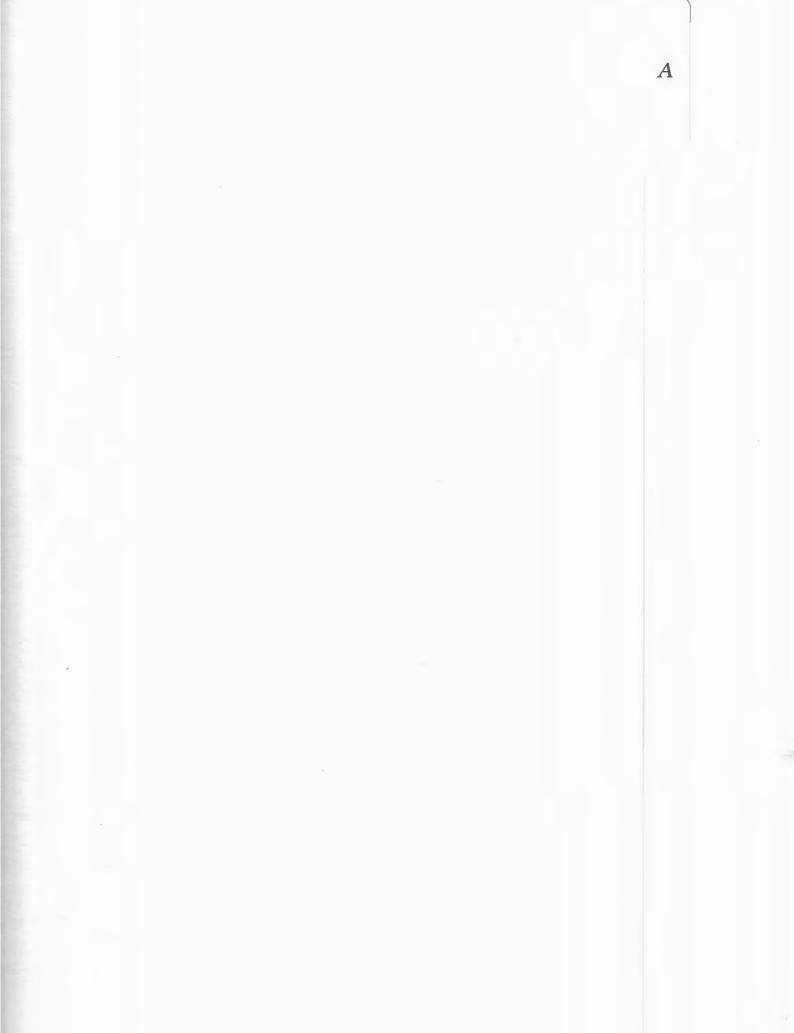
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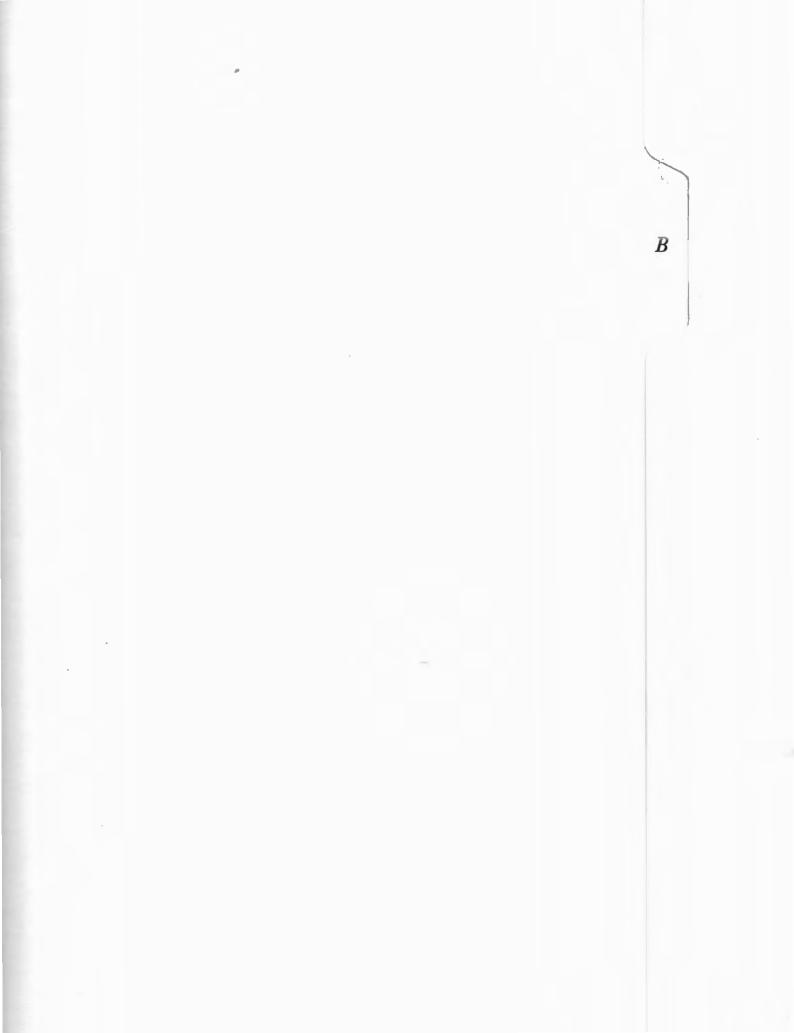
THE WHITE HOUSE

WASHINGTON

12:00 LUNCHEON - PARTICIPANTS

BUSH NOF2164R ANDERSON NANCE GERGEN SPEAKERS Aun FULLAR DARMAN FRIEBERS ADAF B 9m MED





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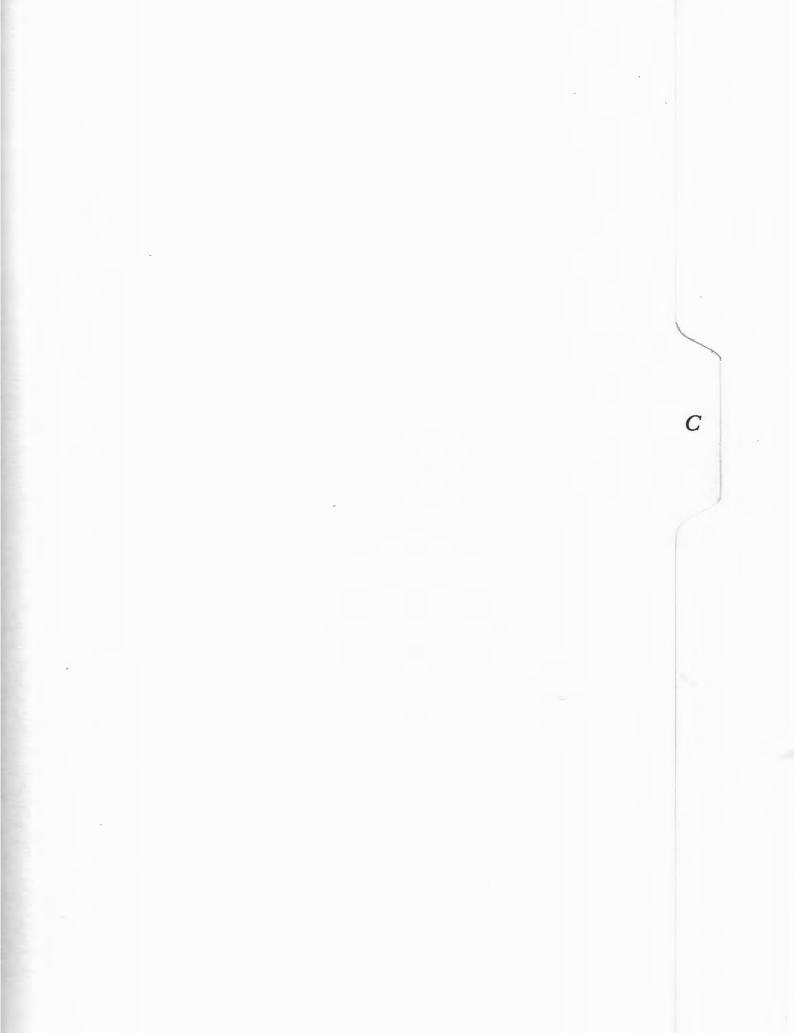
Tom Brokaw - interviewer

IV. PRESS PLAN

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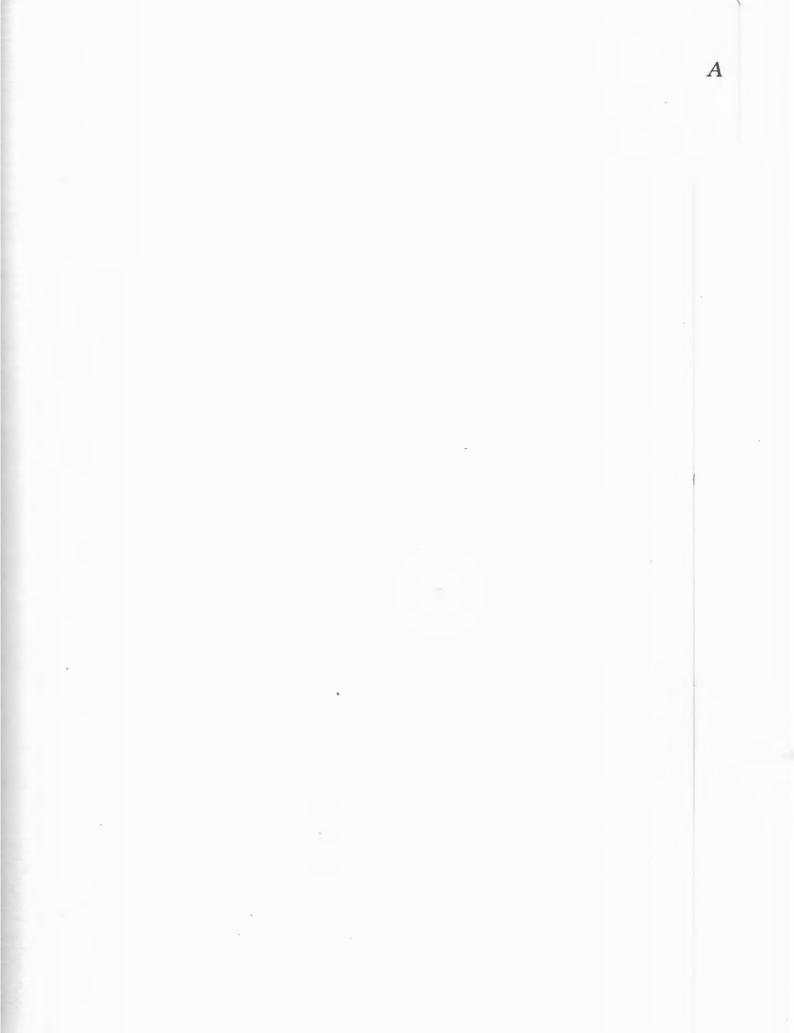
UNPUBLISHED December 16, 198 5:00 pm

THE WHITE HOUSE

WASHINGTON

THE PRESIDENT'S SCHEDULE Thursday, December 17, 1981

9:00 am (30 min)	<u>Staff Time</u> (Baker, Meese, Deaver)		Oval Office
9:30 am (15 min)	Senior Staff Time		Oval Office
9:45 am (15 min)	Personal Staff Time		Oval Office
10:00 am (1hr 45min)	$(D_1 \alpha D_2 M \alpha D_2 M$	(TAB A) (book distribut	Cabinet Room ed separately)
12:00 m	Lunch and News Conference Prepara	ation	Cabinet Room
(2 hrs)	(David Gergen/Larry Speakes)	(distributed se	parately)
2:00 pm (30 min)	News Conference (David Gergen/Larry Speakes)		East Room
2:30 pm (30 min)	Personal Staff Time		Residence
3:00 pm (30 min)	Tom Brokaw Interview (David Gergen/Larry Speakes)	(TAB B)	Library
3:45 pm (30 min)	Meeting with Pendleton James		Oval Office
4:30 pm (45 min)	National Security Planning Group (James W. Nance)	Meeting (distributed se	Oval Office
5:35 pm (15 min)	The President and Mrs. Reagan go Room for Lighting of the Nationa mas Tree	l Christ-	East Room
5:50 pm (5-10min)	The President and Mrs. Reagan wi photographed in front of Christm (Michael Evans)	11 be	remarks attached) Blue Room
7:00 pm	Private Dinner		Residence



WASHINGTON

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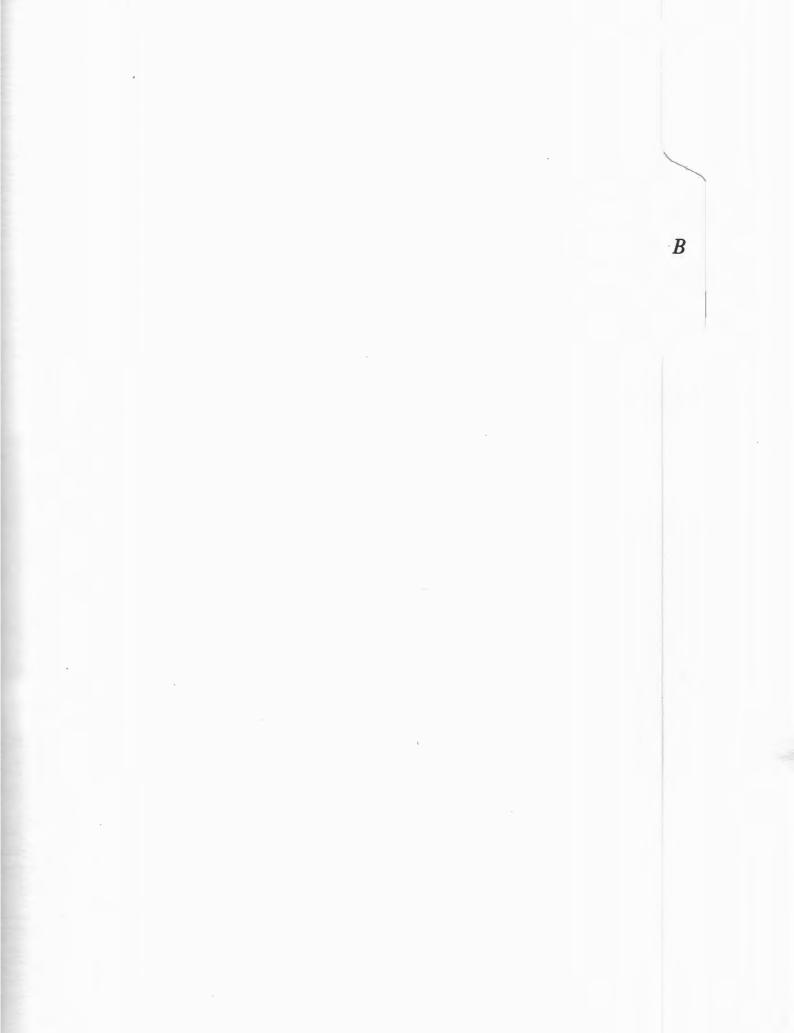
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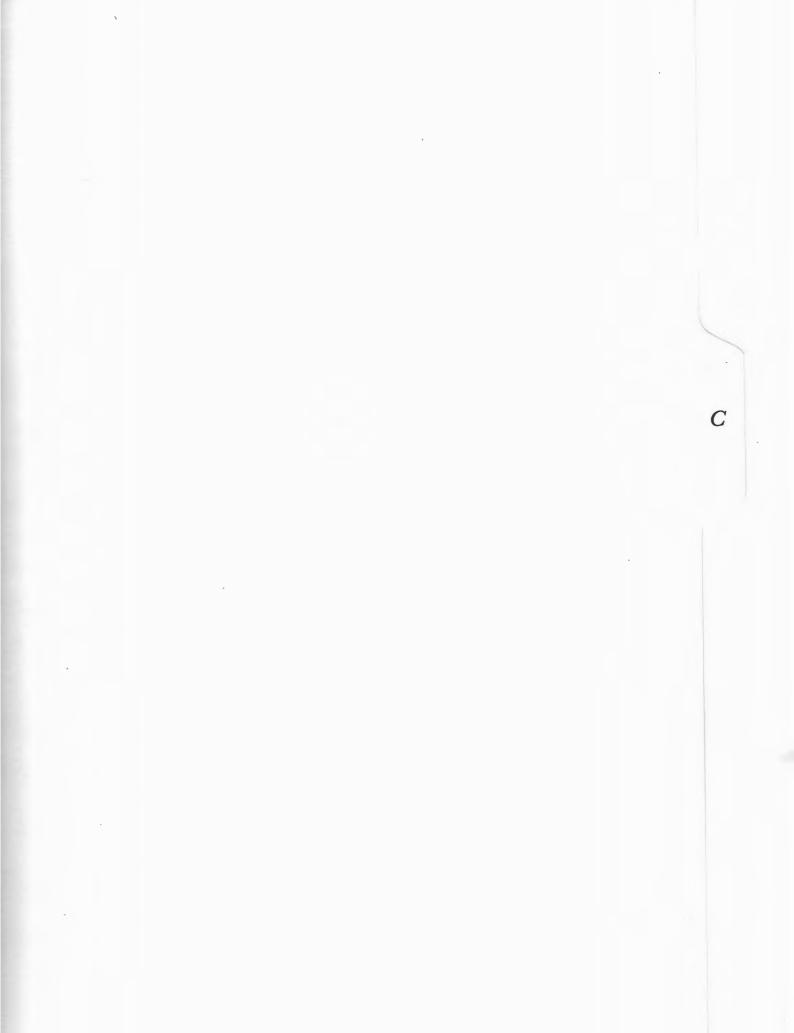
Tom Brokaw - interviewer

IV. PRESS PLAN

none

V. SEQUENCE OF EVENTS

The President will talk with Mr. Brokaw approximately 15 minutes in the Library.



WASHINGTON

SCHEDULE OF THE PRESIDENT FOR THURSDAY, DECEMBER 17, 1981

EVENT: Lighting of the 1981 National Christmas Tree DRESS: Men's Business Suit, Ladies' Afternoon Dress

5:39 p.m. Proceed to the East Room.

5:40 p.m. Arrive East Room and be seated with children. - Open Press Coverage

Visit with the children.

(Approx. 25, ages 3-9)

5:43 p.m. Live Television (and Audio to Tree Lighting Ceremony on Ellipse) begin.

5:45 p.m. Remain seated and make brief remarks.

5:48 p.m. Light the 1981 National Christmas Tree (by remote switch).

5:49 p.m. Depart East Room en route The Residence.

Children and parents depart The Residence.

REQUEST FOR APPOINTMENTS

To: Officer-in-charge NSC meetinga Appointments Center Room 060, OEOB December 17 . 19 81 Please admit the following appointments on____ The President White House of. for. (AGENCY) (NAME OF PERSON TO BE VISITED) State: Secretary Alexander M. Haig, Jr. Dep Sec William P. Clark OSD: Secretary Caspar W. Weinberger Dep SEc Frank C. Carlucci CIA: Mr. William J. Casey Admiral Bobby Inman OMB: Mr. William Schneider JCS: Lt General Paul F. Gorman White House: Mr. Edwin Meese III Mr. James A. Baker Mr. Michael K. Deaver Adm James W. Nance Ms. Janet Colson Adm John Poindexter The Vice President's Office: Admiral Daniel J. Murphy MEETING LOCATION West Wing White House Carol Cleveland Requested by _ Building.

Situation Room376ARoom No.3044Time of Meeting4:30 p.m.Date of requestDec 17, 1981

Additions and/or changes made by telephone should be limited to three (3) names or less.

APPOINTMENTS CENTER: SIG/OEOB - 395-6046 or WHITE HOUSE - 456-6742