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**Collection:** President, Office of the: Presidential  
Briefing Papers: Records, 1981-1989

**Folder Title:** 12/17/1981 (Case File: 051426)

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WHITE HOUSE  
OFFICE OF RECORDS MANAGEMENT  
WORKSHEET

- X - MEDIA
- H - INTERNAL

Name of Document: BRIEFING PAPERS FOR  
PRESIDENT'S SCHEDULED  
APPOINTMENTS FOR

Subject Codes:  
PR 007.01

1 Subject: Briefing memorandum for the President  
regarding budget review of Department  
of Housing and Urban Development

FI 004.  
FG 023.

2 Videotape  
2 Interview with Tom BROKAW for  
the TODAY SHOW.

PR 011.  
PR 016.

3 Schedule for lighting of the National  
Christmas Tree

H 0016.

4 List of Participants for Luncheon  
to prepare for news conference

PR 016.04

5 List of Invites/Attendees for  
National Security Council meeting

FG 006.12

ROUTE TO:

ACTION

DISPOSITION

Office/Agency (Staff Name)	Action Code	Tracking Date YY/MM/DD	Type of Response	Completion Date YY/MM/DD
RMMATT	RSZ	8/12/28		8/12/28

Referral Note:

Def

UNPUBLISHED  
December 16, 19  
5:00 pm

THE WHITE HOUSE  
WASHINGTON

THE PRESIDENT'S SCHEDULE  
Thursday, December 17, 1981

8:58 - OVAL

EM 9:00 - 9:37

9:00 am (30 min)	<u>Staff Time</u> (Baker, Meese, Deaver)	JK 9:00-9:50 MKO 9:00-9:20	Oval Office
9:30 am (15 min)	<u>Senior Staff Time</u>		Oval Office
9:45 am (15 min)	<u>Personal Staff Time</u>	9:37-10:07	Oval Office
10:00 am (██████████)	<u>Budget Meeting</u> 10:07-11:17 (Richard Darman/Craig Fuller)	(TAB A) (book distributed separately)	Cabinet Room
12:00 m (2 hrs)	<u>Lunch and News Conference Preparation</u> (David Gergen/Larry Speakes)	(distributed separately)	Cabinet Room
2:00 pm (30 min)	<u>News Conference</u> - 2:40 (David Gergen/Larry Speakes)		East Room
2:30 pm (30 min)	<u>Personal Staff Time</u>	2:45 - 2:58	Residence
3:00 pm (30 min)	<u>Tom Brokaw Interview</u> 3:00-3:25 (David Gergen/Larry Speakes)	(TAB B)	Library
3:45 pm (30 min)	<u>Meeting with Pendleton James</u> 3:46-3:56 <i>JAMES, von DAMM, EM</i>		Oval Office
4:30 pm (45 min)	<u>National Security Planning Group Meeting</u> (James W. Nance) 4:33-5:22	(distributed separately)	<i>SIT. ROOM</i> Oval Office
5:35 pm (15 min)	The President and Mrs. Reagan go to East Room for Lighting of the National Christmas Tree		
5:50 pm (5-10min)	<u>The President and Mrs. Reagan will be photographed in front of Christmas Tree</u> (Michael Evans)	(TAB C)	Blue Room
7:00 pm	<u>Private Dinner</u> - LAXALIS, NORZIGER		Residence



8:50 - USSS (PPD) CHRISTMAS PARTY - PHOTOS IN BLUE RM.

\* 11:17 - 11:25 - BUSH, EM, JA, MKO  
 11:29 - 11:54 - HALB, BUSH, EM, JB  
 11:55 - 12:02 - CONGRESSIONAL (CONG. FRANK WOLKE, STAN PITKIN, MARJORIE HOLT)  
 12:03 - RON JACKSON PHOTO, BUSH, FRISCHMONT, Def

THE WHITE HOUSE

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

FROM: RICHARD G. DARMAN  
CRAIG L. FULLER

*Handwritten initials: RGD and CLF*

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

THE WHITE HOUSE

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

Tom Brokaw - interviewer

/ SPEAKERS

IV. PRESS PLAN

none

V. SEQUENCE OF EVENTS

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

THE WHITE HOUSE

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.

12/16/81 3:00 p.m.

12-17-81

THE WHITE HOUSE  
WASHINGTON

12:00 LUNCHEON — PARTICIPANTS

BUSH

NOFZIGER

ANDERSON

NANCE

BERGEN

SPEAKES

ALLIN

FULLER

DARMAN

FRIEDGERSBOFF

JB

EM

MED

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*B*

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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)	<u>Senior Staff Time</u>	Oval Office
9:45 am (15 min)	<u>Personal Staff Time</u>	Oval Office
10:00 am (1hr 45min)	<u>Budget Meeting</u> (Richard Darman/Craig Fuller)	Cabinet Room (TAB A) (book distributed separately)
12:00 m (2 hrs)	<u>Lunch and News Conference Preparation</u> (David Gergen/Larry Speakes)	Cabinet Room (distributed separately)
2:00 pm (30 min)	<u>News Conference</u> (David Gergen/Larry Speakes)	East Room
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3:00 pm (30 min)	<u>Tom Brokaw Interview</u> (David Gergen/Larry Speakes)	Library (TAB B)
3:45 pm (30 min)	<u>Meeting with Pendleton James</u>	Oval Office
4:30 pm (45 min)	<u>National Security Planning Group Meeting</u> (James W. Nance)	Oval Office (distributed separately)
5:35 pm (15 min)	<u>The President and Mrs. Reagan go to East Room for Lighting of the National Christmas Tree</u>	East Room
5:50 pm (5-10min)	<u>The President and Mrs. Reagan will be photographed in front of Christmas Tree</u> (Michael Evans)	Blue Room (TAB C) (draft remarks attached)
7:00 pm	<u>Private Dinner</u>	Residence



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Max L. Friedersdorf  
Craig L. Fuller  
David R. Gergen  
Edwin Harper  
Daniel J. Murphy  
Murray L. Weidenbaum  
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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  
Appointments Center  
Room 060, OEOB

*WSC meeting*

Please admit the following appointments on December 17, 19 81

for The President of White House  
(NAME OF PERSON TO BE VISITED) (AGENCY)

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**

Building West Wing White House Requested by Carol Cleveland  
Room No. Situation Room Room No. 376A Telephone 3044  
Time of Meeting 4:30 p.m. Date of request Dec 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