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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:

P	R	0	0	7	-	0	1
C	0	0	7	9	-		
S	0	0	0	3	-		
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- 1) Subject: List of invitees/attendees for meetings and luncheon for King HUSSEIN
- 2) Sequence of Events for luncheon
- 3) Meeting with Mr. and Mrs James CURTIS.
- 4) Sequence of Events for White House Senior Staff Christmas Party.

ROUTE TO:		ACTION		DISPOSITION		
Office/Agency	(Staff Name)	Action Code	Tracking Date YY/MM/DD	Type of Response	Code	Completion Date YY/MM/DD
RMHENL		RSZ			C	

Referral Note:

THE SCHEDULE OF  
PRESIDENT RONALD REAGAN

Oct



Tuesday, December 21, 1982

9:03 OVAL

- 9:00 am Staff Time 9:03 Oval Office  
(30 min) (Baker, Meese, Deaver)
- 9:30 am Ambassador Habib Briefing 9:28-10:02 Oval Office  
(30 min) (Clark)
- 10:00 am Personal Staff Time Oval Office  
(60 min)
- 11:00 am Briefing for Visit of King Hussein Oval Office  
(30 min) of Jordan 10:58-11:33 (Clark)
- 11:30 am Meeting with King Hussein Oval Office/  
(30 min) (Clark) 11:59-12:10 - EXPANDED-OVAL Cabinet Room  
12:11-12:23 - EXPANDED-CABINET
- 12:15 pm Luncheon with King Hussein 1:25-2:25 Residence  
(60 min) (Clark/Rosebush)
- 1:15 pm Departure Statements 1:30 - Diplomatic  
(10 min) (Clark) Entrance
- 1:25 pm Personal Staff Time 1:30 - Oval Office/  
(3hrs35min) 1:42 SIGN CONTINUING RESOLUTION (BUDDER) Residence  
1:50-2:11 Helene von Damm, Em.
- 5:00 pm Visit with Jim and Mary Curtis 4:35-4:47 Oval Office  
(10 min) (Osborne) 4:48 - JB, MKD
- 5:15 pm Haircut 5:00-5:36 W. Basement  
(30 min) 5:40 - RESIDENCE
- 8:00 pm N Christmas Party for Senior Staff Residence  
(Rosebush)

→ 3:50-4:05 Em, JB, McFARLAND, DARMAN  
3:50-  
4:20 - JUDGE CLARK - 4:28

THE SCHEDULE OF  
PRESIDENT RONALD REAGAN

President has seen



Tuesday, December 21, 1982

9:00 am (30 min)	<u>Staff Time</u> (Baker, Meese, Deaver)		Oval Office
9:30 am (30 min)	<u>Ambassador Habib Briefing</u> (Clark)		Oval Office
10:00 am (60 min)	<u>Personal Staff Time</u>		Oval Office
11:00 am (30 min)	<u>Briefing for Visit of King Hussein of Jordan</u> (Clark)	(distributed separately)	Oval Office
11:30 am (30 min)	<u>Meeting with King Hussein</u> (Clark)		Oval Office/ Cabinet Room
12:15 pm (60 min)	<u>Luncheon with King Hussein</u> (Clark/Rosebush)	(TAB A)	Residence
1:15 pm (10 min)	<u>Departure Statements</u> (Clark)		Diplomatic Entrance
1:25 pm (3hrs 35min)	<u>Personal Staff Time</u>		Oval Office/ Residence
1:30 (30 min)	HELENE - PERSONNEL TIME		OVAL
5:00 pm (10 min)	<u>Visit with Jim and Mary Curtis</u> (Osborne)	(TAB B)	Oval Office
5:15 pm (30 min)	<u>Haircut</u>		W. Basement
8:00 pm	N <u>Christmas Party for Senior Staff</u> (Rosebush)	(TAB C)	Residence

PARTICIPANTS FOR 9:30 A.M. BRIEFING FOR PRESIDENT BY PHIL HABIB  
THE OVAL OFFICE  
DECEMBER 21, 1982

- The President
- Vice President George Bush
- Secretary of State George P. Shultz
- Edwin Meese III, Counsellor to the President
- James A. Baker, III, Chief of Staff and Assistant to the President
- ~~Michael K. Deaver, Deputy Chief of Staff and Assistant to the President~~
- Ambassador Philip Habib
- William P. Clark, Assistant to the President for National Security Affairs
- Robert C. McFarlane, Deputy Assistant to the President for National Security Affairs
- Geoffrey Kemp, National Security Council
- Howard J. Teicher, National Security Council

PARTICIPANTS FOR 11:00 A.M. BRIEFING FOR PRESIDENT ON KING HUSSEIN MEETING, OVAL OFFICE

- The President
- Vice President George Bush
- Secretary of State George P. Shultz
- Secretary of Defense Caspar W. Weinberger
- Edwin Meese III, Counsellor to the President
- ~~James A. Baker, III, Chief of Staff and Assistant to the President~~
- ~~Michael K. Deaver, Deputy Chief of Staff and Assistant to the President~~
- William P. Clark, Assistant to the President for National Security Affairs
- Robert C. McFarlane, Deputy Assistant to the President for National Security Affairs
- Nicholas Veliotis, Assistant Secretary, State Department
- Ambassador Richard Viets
- Geoffrey Kemp, National Security Council

12/20 - 11<sup>30</sup> am

Please note: This is an advance copy.  
It has not been signed off by Clerk  
as of this date & time.

KR  
HUSSEIN > 11:40 PRIVATE MEETING - 11:57

PARTICIPANTS

OVAL OFFICE MEETING WITH KING HUSSEIN

~~11:30-12:15~~

December 21, 1982

11:59 - 12:10

United States

- U.P. BUSH

President Ronald Reagan  
Secretary of State George P. Shultz  
William P. Clark, Assistant to the  
President for National Security  
Affairs

PHILLIP HABIB

Jordan

King Hussein

PLENARY MEETING, CABINET ROOM

United States

President Ronald Reagan  
Vice President George Bush  
Secretary of State George P. Shultz  
Secretary of Defense Caspar W. Weinberger  
Edwin Meese III, Counsellor to the  
President  
~~James A. Baker, III~~, Chief of Staff and  
Assistant to the President  
~~Michael K. Deaver~~, Deputy Chief of Staff  
and Assistant to the President  
William P. Clark, Assistant to the  
President for National Security Affairs  
Robert C. McFarlane, Deputy Assistant to  
the President for National Security  
Affairs  
Ambassador Philip Habib  
Ambassador Richard Fairbanks  
Ambassador Richard Viets  
Nicholas Veliotos, Assistant Secretary,  
State Department  
~~Ambassador Wat T. Cluverius~~  
Geoffrey Kemp, National Security Council  
Howard J. Teicher, National Security  
Council

Jordan

King Hussein  
~~Prince Abdullah (King's son)~~  
Prime Minister and Defense  
Minister Mudar Badran  
Chief of the Royal Court  
Ahmad Lawzi  
Minister of Court Amer  
Khammash  
Minister of Foreign Affairs  
Marwan Kasim  
Commander-in-Chief Lt.  
General Sharif Zeid bin  
Shaker  
Jordanian Ambassador to  
the United States  
Abdul Hadi Majali

ADMAN ABU DEH

PARTICIPANTS

WORKING LUNCHEON IN HONOR OF KING HUSSEIN  
December 21, 1982, 12:15 P.M.

United States

President Ronald Reagan  
Vice President George Bush  
Secretary of State George P. Shultz  
Secretary of Defense Caspar W. Weinberger  
Edwin Meese III, Counsellor to the  
President  
~~James A. Baker, III~~, Chief of Staff and  
Assistant to the President  
Michael K. Deaver, Deputy Chief of Staff  
and Assistant to the President  
William P. Clark, Assistant to the  
President for National Security Affairs  
Robert C. McFarlane, Deputy Assistant to  
the President for National Security  
Affairs  
Ambassador Philip Habib  
Ambassador Richard Fairbanks  
Ambassador Richard Viets  
Nicholas Veliotis, Assistant Secretary,  
State Department  
Geoffrey Kemp, National Security  
Council  
Alternates:  
~~Ambassador Wat T. Cluwerius~~  
Howard J. Teicher, National Security  
Council

Jordan

King Hussein  
Prince Abdullah (King's son)  
Prime Minister and Defense  
Minister Mudar Badran  
Chief of the Royal Court  
Ahmad Lawzi  
Minister of Court Amer  
Khammash  
Minister of Foreign Affairs  
Marwan Kasim  
Commander-in-Chief Lt.  
General Sharif Zeid bin  
Shaker  
Jordanian Ambassador to  
the United States  
Abdul Hadi Majali

THE SCHEDULE OF  
PRESIDENT RONALD REAGAN



Tuesday, December 21, 1982

9:00 am (30 min)	<u>Staff Time</u> (Baker, Meese, Deaver)	Oval Office
9:30 am (30 min)	<u>Ambassador Habib Briefing</u> (Clark)	Oval Office
10:00 am (60 min)	<u>Personal Staff Time</u>	Oval Office
11:00 am (30 min)	<u>Briefing for Visit of King Hussein of Jordan</u> (Clark)	Oval Office  (distributed separately)
11:30 am (30 min)	<u>Meeting with King Hussein</u> (Clark)	Oval Office/ Cabinet Room
12:15 pm (60 min)	<u>Luncheon with King Hussein</u> (Clark/Rosebush)	Residence  (TAB A)
1:15 pm (10 min)	<u>Departure Statements</u> (Clark)	Diplomatic Entrance
1:25 pm (3hrs35min)	<u>Personal Staff Time</u> <i>1:30 Personnel Time HVD</i> <i>2:00-3:00 DOLR</i> <i>3:30 JAB P.D. Bup m/f, CM</i>	Oval Office/ Residence <b>OVAL</b>
5:00 pm (10 min)	<u>Visit with Jim and Mary Curtis</u> (Osborne)	Oval Office  (TAB B)
5:15 pm (30 min)	<u>Haircut</u>	W. Basement
8:00 pm	N <u>Christmas Party for Senior Staff</u> (Rosebush)	Residence  (TAB C)


UNP 12/20/82  
5:00 pm





SEQUENCE OF EVENTS

Luncheon Honoring His Majesty Hussein I  
King of the Hashemite Kingdom of Jordan  
December 21, 1982

FROM: Muffie Brandon 

12:15 p.m. THE PRESIDENT and His Majesty Hussein I arrive the State Floor via the elevator and are followed by all of the luncheon guests up the back stairs. THE PRESIDENT and His Majesty Hussein I enter the State Dining Room via the Cross Hall and are seated for luncheon.

The rest of the guests follow and are seated for luncheon. Luncheon is served.

1:25 p.m. Luncheon guests begin to depart the State Dining Room and are escorted down the Grand Staircase to the Diplomatic Reception Room. They then take their places for the departure statements out the South Portico.

THE PRESIDENT and His Majesty Hussein I will hold briefly in the State Dining Room. They will then proceed down the elevator to the Diplomatic Reception Room where they will take their places out the South Portico for the departure statements.

1:30 p.m. Departure statements will take place.

1:40 p.m. Following the departure statements, all guests depart.

*B*

THE WHITE HOUSE

WASHINGTON

December 15, 1982

MEETING WITH JIM AND MARY CURTIS

DATE: Tuesday, December 21, 1982

TIME: 5:00 p.m. (5 minutes)

LOCATION: Oval Office

FROM: Kathy Osborne

I. PURPOSE

To briefly meet with Jim and Mary Curtis

II. BACKGROUND

Jim Curtis is seriously ill and is flying to Washington from Denver to have a short visit with you. Jim Stearns hired him to write and produce a book for the Department of Agriculture when you were Governor. Jim's wife, Mary, will accompany Jim, and he is not aware that his wife wrote you and requested this visit.

III. PARTICIPANTS

The President  
Jim Curtis  
Mary Curtis

IV. PRESS PLAN

White House Photographer only

C

SEQUENCE OF EVENTS  
White House Senior Staff  
Christmas Party  
Tuesday, December 21, 1982

FROM: Muffie Brandon *muffie Brandon*

7:45 p.m. Guests begin to arrive the Diplomatic Reception Room and are led up the Grand Staircase and to the State Dining Room for refreshments.

A group of flutists will play Christmas music in the Grand Foyer.

8:05 p.m. Guests should be prepared for the receiving line, which will feed from the south door of the State Dining Room into the Red Room, through the Red Room into the south door of the Blue Room, past THE PRESIDENT AND MRS. REAGAN in front of the window, through the south door of the Blue Room into the Green Room, and into the Cross Hall or the East Room.

8:15 p.m. THE PRESIDENT AND MRS. REAGAN arrive the State Floor via the elevator and proceed to the Blue Room via the Cross Hall. They take their places in front of the window for the receiving line, and the receiving line then begins immediately.

8:40 p.m. Guests begin to be gathered in the Grand Foyer and Christmas songbooks are distributed to them by Social Aides.

Miss Juanita Booker and back-up musicians get in place and prepare to sing as soon as the receiving line is finished.

8:45 p.m. As the receiving line is completed, THE PRESIDENT AND MRS. REAGAN proceed from the Blue Room into the Cross Hall and into the Grand Foyer. Miss Juanita Booker will have just begun leading the guests in Christmas carols.

Miss Booker will lead everyone in five carols, then will continue singing as THE PRESIDENT AND MRS. REAGAN mix and mingle with the guests.

PAGE 2

9:15 p.m.

THE PRESIDENT AND MRS. REAGAN depart the State Floor via the elevator.

10:00 p.m.

Guests begin to depart via the Grand Staircase and Diplomatic Reception Room.