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THE WHITE HOUSE
WASHINGTON

*File
WH Procedure*

SCHEDULING MEETING AGENDA
12 June 1981

I. PURPOSE

- A. To discuss and approve scheduling office procedures.
- B. To review and approve recommended fixed monthly calendar.
- C. To review Presidential activity to date.
- D. To discuss long-range planning.

II. PROCEDURES

A. Calendaring

Daily
Working Calendar 14 to 21 days
Weekly Grid, 2 weeks
Monthly Block Calendar

B. Scheduling Meetings

2:00 M-F JWC/GN meet with MKD 5-10 min. for approval
2:30 MWF Information meetings chaired by JWC
2:30 TTh Decision meetings chaired by MKD

C. Schedule Proposals

III. FIXED MONTHLY CALENDAR REVIEW & APPROVAL

IV. PRESIDENTIAL ACTIVITY TO DATE

V. LONG-RANGE CALENDAR

- A. Government Cost and Regulation (black)
- Foreign Policy (blue)
- Crime (orange)
- New Federalism (gold)
- Private Sector Interests (yellow)
- Human Values (pink)

B. Sources

VI. STATUS?

- A. State Legislatures
- B. One-hour interviews with radio or TV
- C. Five-min. local news during city visits
- D. WH breakfast with econ. writer or editors or TV or radio

THE WHITE HOUSE
WASHINGTON

MEMORANDUM

12 JUNE 1981

TO: MICHAEL K. DEAVER
FROM: GREGORY *W.* NEWELL
SUBJ: RECOMMENDED COMMITMENTS ON PRESIDENT'S MONTHLY CALENDAR.

Twice Daily

Staff Meeting 30 min. each,
begin. & end day

Daily

National Security Briefing 30 min. MWF
15 min. TTh

Meeting with Baker, Meese, Deaver,
Friedersdorf, et al 15 min.

Personal Staff Time 2 hours

? Semi-Weekly

Cabinet/Cabinet Council & NSC Meetings 5 hours

Weekly

*Made during
last flight*
Intermittent
Lunch with Vice President 60 min.
Press/Media Interviews 30 min.
Congressional Time (Substantive) 60 min.
Office of Public Liaison 30 min. (2x15)
Lyn Nozgiger 30 min.

Bi-Weekly

GOP Congressional Leaders 60 min.
Public Photo Sessions 30 min.
Congressional Photo Sessions 45 min.

Monthly

*More
time
needed to
prep.*
Bipartisan Congressional Leaders Mtg. 60 min.
News Conference 30 min.

As Needed

Pen James, Presidential Appointments 30 min.

PRESIDENTIAL MEETINGS AND APPOINTMENTS (By Categories) thru June 12

CONSTITUENCIES

Veterans

Dropby VFW Reception
Medal of Honor Ceremony
Lincoln Memorial Wreath Laying
Meeting with American Legion B/day Week Leaders

Blacks

Meeting with Abernathy, Evers and Williams
Meeting with Cong. Black Caucus

Jewish

Meeting with Jewish Supporters
Holocaust Commemoration Ceremony

Youth

Meeting with Boy Scouts
Meeting with Senate Youth Program (Hearst sponsored)

Agriculture

Meeting with Agriculture Leaders
Dropby at Dinner honoring Secretary Block

Labor

Taping for Teamsters Convention
Speech to Building and Construction Trades Council -Hilton
Dropby Associated General Contractors Reception - Hilton
Breakfast with Labor Leaders
Meeting with Labor Leaders
Meeting with Presidents of Labor Unions that endorsed Econ. Program

Hispanics

Lunch with Hispanic Supporters
Meeting with Hispanics
Taping for Spanish Network

Ethnics

Meeting with Ethnic Supporters

(See next page)

CONSTITUENCIES (Continued)

Aging

Taping for Conference on Aging

Sports

Lunch - Baseball Hall of Fame

Taping for Chicago Cubs Broadcaster

Meeting with Baseball Commissioner Bowie Kuhn

Health

Sign Year of Disabled Proclamation

March of Dimes Poster Child

Jerry Lewis, Muscular Dystrophy Chairman, & Poster Child

Cystic Fibrosis Poster Child

Easter Seal Poster Child

Taping for Easter Seal Campaign

Taping for Red Cross

Multiple Sclerosis Mother & Father and Sinatra, MS Chairman

Arts

Ford Theater W. H. Reception and attend Gala

Attend Joffrey Ballet in New York and Washington

Kennedy Center appearances

Taping for Academy Awards

Meeting with Charlton Heston, Chmn., Arts and Humanities Task Force

Religion

Catholic

Meeting with Cardinal Cooke

Mormon

Meeting with Spencer Kimball

Business and Industry

2 meetings with Auto Task Force

Meeting with Executive Board, National Assoc. of Realtors

Present Merchant Marine Trophy

Meeting with Business Council, Business Roundtable, C of C, NAM
and Fed. of Independent Businesses

Tape Message for Chamber of Commerce Dinner

Meeting with Economic Policy Advisory Board

(See next page)

PRESIDENTIAL MEETINGS AND APPOINTMENTS (By Categories) thru June 12

CONSTITUENCIES (Continued)

Other

Lunch for Astronauts

Freed Hostages Ceremony and Reception

Meeting with Conservative Coalition Groups

Meeting with Right to Life group

Reception for Non-Federal Supporters of Economic Program

Signing Ceremony - POW/MIA Recognition Day

PRESIDENTIAL MEETINGS AND APPOINTMENTS (By Categories) thru June 12

PRESS

Interviews - 10
Day with Brinkley
Photo for Parade

Address to Nation

Attended:

Washington Press Club Salute to Congress Dinner
Gridiron Dinner
Radio and TV Correspondents Dinner

2 News Conferences

W. H. Reception for Advertising Council
W. H. Reception for National Newspaper Association
Dropby lunch with Columnists at W.H.
Reception for Time, Inc. group

Present W. H. News Photographers Association Awards-Oval Office

Taping for Newsweek

FOREIGN

State and Official Visits - 3 (full scale)

Seaga of Jamaica - meeting and lunch

Chun of Korea - meeting and lunch

Prince of Wales - meeting and private dinner

Pres Lopez Portillo for working visit - Wash. and Camp David

Office Meetings with Foreign Ministers, etc - 12

Office Meeting with Arab Ambassadors and Israeli Ambassador

To Irish Embassy for lunch on St. Patrick's Day

Diplomatic Reception at White House

Lunch at WH with Mother Theresa

Phone calls to Foreign Leaders on January 21 - 1 hour

Diplomatic Credentials Ceremonies - 3

POLITICAL

Meeting with John Connally
Meeting with President Ford
Photo with R. Richards and R. DeVos
Meetings with Wirthlin - 4
Meeting and lunch with Wirthlin, Norziger, Packwood and vander Jagt
Meeting with Stu Spencer, Lyn Nofziger and Pen James
Meeting with Nofziger - 1
Meeting with Stu Spencer - 1
Photos with GOP Candidates and Jo Good, RNC

W. H. REception for Young Republican Leadership Conference

Attend Dinner of Conservative Political Action Conference

Dropby meeting with former Reagan State Chairman

Taping for National Federation of Republican Women

Presentation by Representatives of the RNC

W. H. Reception for NNC Members during their Wash. Meeting

PRESIDENTIAL MEETINGS AND APPOINTMENTS (By Categories) thru June 12

GOVERNORS, STATE AND LOCAL OFFICIALS

Meeting with Governor Clements (courtesy visit)

Meeting with Governor James (courtesy visit)

Meeting with Governor Alexander (courtesy visit)

Meeting and lunch with Executive Committee, NGA

Meeting with Executive Committee and Standing Committee Chmn, NGA

Briefing for Governors - 1 hour

White House dinner for Governors during their meeting here

Meeting with Great Lakes Governors

Meeting with California Legislators

W. H. Lunch with Mayors

Meeting with Representatives of National Conf. of State Legislatures

Meeting with Members of NACO

Meeting and W.H. Reception for State Legislators and County Executives

Meeting with State and Local Officials from No. Central States

Meeting with Sister City Program representatives

Speech to Conference - League of Cities - Hilton

Meeting with Governors and Mayors

Dropbys at Meetings re Block Grants - 5

ATTACHMENT 2

SUMMARY OF TIME SPENT BY PRESIDENT
WITH SENATORS AND REPRESENTATIVES

(As indicated by data available in the Diary File as of 27 May 1981)

SUMMARY OF TIME SPENT BY THE PRESIDENT

WITH SENATORS AND REPRESENTATIVES

(As indicated by data available in the Diary File as of 27 May 1981)

<u>Date</u>	<u>Time, In Minutes</u>
January 20	153
22	122
23	68
26	90
27	45
28	25
29	60
30	120
February 2	88
3	127
4	209
5	91
6	253
8	115
9	71
10	183
14	31
16	195
17	119
18	30
19	208
22	447
23	184
24	73
25	58
26	94
27	50

ATTACHMENT 2 (Concluded)

SUMMARY OF TIME SPENT BY THE PRESIDENT
WITH SENATORS AND REPRESENTATIVES

(As indicated by data available in the Diary File as of 27 May 1981)

<u>Date</u>		<u>Time, In Minutes</u>
March	2	60
	3	217
	4	58
	5	118
	6	25
	8	207
	12	38
	13	41
	14	126
	16	149
	17	241
	18	91
	19	166
	20	36
	21	225
	23	34
	24	80
	26	171
	27	310
	28	278
April	24	43

- Notes: 1. Minutes were counted if any Senator or Representative was present in the room with the President.
2. Double counting of attendance minutes was eliminated (e.g. if there were two Senators in the room during a given period the time was counted only once).
3. Minutes for phone calls were not counted.
4. Data for the period are incomplete, as noted in the cover letter.

THE WHITE HOUSE

WASHINGTON

MEMORANDUM

12 JUNE 1981

TO: MICHAEL K. DEEVER

FROM: GREGORY *GD* NEWELL

SUBJ: HIGH PRIORITY LISTINGS OF PRESIDENTIAL POLICY AREAS - JUNE-DEC 1981

DOMESTIC POLICY

ECONOMIC AFFAIRS

BUDGET

TAX RATES

HUMAN RESOURCES

REAGAN FEDERALISM

VIOLENT CRIME

VOLUNTEERISM

FOREIGN POLICY

NATIONAL SECURITY

DEFENSE CAPABILITIES

INTELLIGENCE, INFORMATION AND FOREIGN ASSISTANCE PROGRAMS

ALLIANCE RELATIONS AND CONSULTATIONS

MIDDLE EAST REGIONAL SECURITY

CARIBBEAN AND CENTRAL AMERICA REGIONAL SECURITY

PRESIDENTIAL DIPLOMACY AND SUMMITRY

MAJOR FOREIGN POLICY STATEMENTS ON U.S.- SOVIET RELATIONS,
DEFENSE STRATEGY

GOVERNMENT MANAGEMENT

EXECUTIVE BRANCH

PERSONNEL APPOINTMENT, ORIENTATION AND UTILIZATION

PRESIDENTIAL LEADERSHIP

LEGISLATIVE BRANCH

WHITE HOUSE/CONGRESSIONAL RELATIONS

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 10:15-Sen. Simpson 10:30-Sen. Kennedy 11:45-Mtg/Gottfurcht 1:30-Govs. & Mayors 3:30-NSC Mtg. ON WASHINGTON D.C.	2 Office 9:00-GOP Ldrs 11:30-Cab. Time ON WASHINGTON D.C.	3 11:15-Block Grant Mtg 11:30-Cong Page School 11:40-Rep. Locffler 11:45-Rep. Hall 11:50-Sen. Byrd 1:30-F. Sinatra & MS 2:00-NS Planning 2:30-Senate Time N 5:30-WII Rec Time Inc. ON WASHINGTON D.C.	4 10:45-Block Grant Mtg 11:00-Cabinet Time N 12:00-Mother Theresa Lunch 1:30-NSC Mtg 3:00-Amb. Time 4:30-Sec. Block 5:00-II-Hold 5:30-WH Fellows Comm. Rec. ON WASHINGTON D.C.	5 9:30-Sec. Weinberger N 11:30-Kennedy Medal 12:00-Briefing Lunch 1:30-Charlton Heston 1:45-Amb. Brock 2:00-Block Grant Mtg 2:15-C. Cheysson N★ 3:00-To Camp David ON CAMP DAVID	6 N★ Camp David ON CAMP DAVID
7 N 3:00-Ret/Wash, D.C. ON WASHINGTON D.C.	8 Mrs. Bush's Birthday ★ 11:00-To Camp David with Portillo ON CAMP DAVID	9 Return to WH N 12:30-Lunch/Portillo ON WASHINGTON D.C.	10 Office 10:45-Sen. Roth 11:00-NSC Mtg 12:30-Cab. Council ★ 2:00-Quantico 5:00-Hold ON WASHINGTON D.C.	11 11:00-Labor Mtg. 11:30-Econ. Adv. Grp. 1:45-Cong. Time (T) 2:15-NSC Planning 3:00-Cabinet Mtg. 4:15-Amb Photos 4:30-George Schultz N 5:30-WII Rec Econ Pkg Supporters N★ 6:30-Marine Barracks ON WASHINGTON D.C.	12 VP Birthday 10:45-Block Grant Mtg 11:00-NSC Mtg 12:30-Lunch/VP 1:45-Y. K. Pao 2:00-Diplo. Cred. 2:45-GOP Photo's 3:00-POW/MIA Cere. 5:45-WII Rec. RNC N ON WASHINGTON D.C.	13 N 7:00-Private Dinner ON WASHINGTON D.C.
14 Flag Day 11:00-AM Church (P) N Aft.-Poolside ON WASHINGTON D.C.	15 Office 11:30-Humanities Task Force Meeting 2:00-GOP Ways & Means 2:45-Cong. Time 3:30-Cong. Time 4:00-Pres. Bongo ON WASHINGTON D.C.	16 9:00-GOP Cong. Ldrs 12:00-Working Lunch 2:00-News Conf. 3:00-Amb. Taylor (I) 3:15-Sec. Regan 3:45-Sec. Block 5:30-WII Rec Sens/Former Govs ON WASHINGTON D.C.	17 Office 11:15-Housing Comm. 11:30-Broadcast Pioneers 11:45-Amb. Photo's ★ 1:30-Quantico ON WASHINGTON D.C.	18 Office 11:45-L. Ruppe 12:00-Working Lunch 1:30-Cabinet Time (I) 2:45-NSC Time (I) 4:00-WII Tour (I) 5:00-II-Hold 5:30-J. Lofton (I) ON WASHINGTON D.C.	19 Office 11:30-PM Lec of Singapore 12:00-Lunch/Lec N★ 3:00-To Camp David ON CAMP DAVID	20 N★ Camp David ON CAMP DAVID
21 Father's Day N Ret Wash. D.C. ON WASHINGTON D.C.	22 Office 11:30-Dr. Ben Hooks (T) 1:30-Diplo. Cred. N 5:30-WII Rec Champions of American Sport ON WASHINGTON D.C.	23 Office 9:00-Bipart Ldrs 12:00-Lunch-J. Cousteau (T) 1:30-Cabinet Time 3:00-Federalism Mtg. ON WASHINGTON D.C.	24 N★ 12:00-To San Antonio US Jaycees N★ To California ON LOS ANGELES	25 N★ California ON LOS ANGELES	26 N★ California NAACP Speech Prep (I) Fraser Briefing (T) ON RANCH	27 House Recess..... N★ California ON RANCH
28 N★ California ON RANCH	29 Senate Recess..... N★ 10:00.-To Denver NAACP Conv. N★ 1:00-Speech N 7:00-Ret/Wash, D.C. ON WASHINGTON D.C.	30 N 10:00-Arr/Ceremony PM Fraser 10:30-Mtg/Fraser N 7:30-State Dinner <u>B-TIE</u> ON WASHINGTON D.C.				Proposed & Tentative Administratively Confidential N - First Lady ★ - Away from White House

The President's Schedule

JULY 1981

Issue: 6/12/81 1:00 p.m.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Congress Recess..... R-Hold ON WASHINGTON D.C.	2 11:45-Medal of Freedom (T) 3:30-Jamica Task Force 5:00-H-Hold ★ 8:00-CSIS Dinner <u>B-TIE</u> ON WASHINGTON D.C.	3 4th of July Holiday H-Hold ON WASHINGTON D.C.	4 Independence Day N Afternoon-H-Hold N South Lawn Event (T) ON WASHINGTON D.C.
5 ON WASHINGTON D.C.	6 NR's B/day Senate Recovers ON WASHINGTON D.C.	7 N★ 12:00-Econ Speech (P) N★ To Chicago N★ 5:00-Fundraiser ON WASHINGTON D.C.	8 House Recovers N 5:30-WH Rec. Mostly Mozart ON WASHINGTON D.C.	9 Office 11:45-Dr. Check 12:00-Lunch/VP N 5:30-WH Recep. Eagles ON WASHINGTON D.C.	10 Office ON WASHINGTON D.C.	11 ON WASHINGTON D.C.
12 ON WASHINGTON D.C.	13 Office 11:15-G. Thorn (T) ON WASHINGTON D.C.	14 Office 9:00-GOP Cong. Ldrs 11:45-D. Gilbert N★ 2:30-Irish Emb. ON WASHINGTON D.C.	15 Office 11:30-J. Roosevelt (T) R-Hold N Private Dinner Rev. & Mrs. B. Graham-On ON WASHINGTON D.C.	16 Office 12:00-Working Lunch Econ. Summit 5:00-H-Hold ON WASHINGTON D.C.	17 Office 12:00-Working Lunch Econ. Summit ON WASHINGTON D.C.	18 ON WASHINGTON D.C.
19 ★ To Canada ON OTTAWA	20 ★ Economic Summit Mtg ON OTTAWA	21 ★ Economic Summit Mtg Ret/Washington, D.C. ON OTTAWA	22 Office H-Hold ON WASHINGTON D.C.	23 Office 11:30-Mtg/PM Muldoon (T) 12:00-Lunch/Muldoon (T) ON WASHINGTON D.C.	24 Office ON WASHINGTON D.C.	25 ON WASHINGTON D.C.
26 ON WASHINGTON D.C.	27 Office ON WASHINGTON D.C.	28 9:00-Bipart Cong. Ldrs 5:00-H-Hold ON WASHINGTON D.C.	29 ★ NCSI, Atlanta, GA ON WASHINGTON D.C.	30 Office 12:00-Lunch/VP R-Hold ON WASHINGTON D.C.	31 Office ON WASHINGTON D.C.	Proposed & Tentative Administratively Confidential N - First Lady ★ - Away from White House

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>Proposed & Tentative Administratively Confidential</p> <p>N — First Lady ★ — Away from White House</p>						1
2	3 Congress Recess	4	5	6	7	8 ON WASHINGTON D.C.
ON WASHINGTON D.C.	ON WASHINGTON D.C.	ON WASHINGTON D.C.	<p>N 10:00—Arrival/Sadat 10:30—Mtg./Sadat</p> <p>N 7:30—State Dinner <u>B-TIE</u></p>	<p>10:30—Mtg/Sadat (1)</p> <p>N★ To California</p>	N★ California	N★ California
9	10 Congress Recess	11	12	13	14	15
N★ California	N★ California	N★ California	N★ California	N★ California	N★ California	N★ California
ON CALIFORNIA	ON CALIFORNIA	ON CALIFORNIA	ON CALIFORNIA	<p>★ Santa Barbara Mtg. Trudeau & Portillo ?</p>	<p>★ Santa Barbara Mtg. Trudeau & Portillo ?</p>	ON CALIFORNIA
16	17 Congress Recess	18	19	20	21	22
N★ California	N★ California	N★ California	N★ California	N★ California	N★ California	N★ California
ON CALIFORNIA	ON CALIFORNIA	ON CALIFORNIA	ON CALIFORNIA	B.A. Chamber of Commerce (P)	ON CALIFORNIA	ON CALIFORNIA
23	24 Congress Recess	25	26	27	28	29
N★ California	N★ California	N★ California	N★ California	N★ California	N★ California	N★ California
ON CALIFORNIA	ON CALIFORNIA	<p>N★ California</p> <p>★ Lunch/Channel City Club (P)</p> <p>★ 1:30—Chinese Americans (P)</p>	ON CALIFORNIA	ON CALIFORNIA	ON CALIFORNIA	ON CALIFORNIA
30	31					
N★ California	N★ California N★ 3:00—To Hawaii (P) American Legion					
ON HAWAII	ON HAWAII	ON CALIFORNIA	ON CALIFORNIA	ON CALIFORNIA	ON CALIFORNIA	ON CALIFORNIA

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Congress Recess N★ Hawaii (P) N★ 1:00-American (P) Legion Speech N★ 2:30-Pacific Basin Tour (P) N★ 4:00-Ethnic Event (P) ON HAWAII	2 N★ Hawaii (P) N★ 1:00-Ret/Calif. (P) ON CALIFORNIA.	3 N★ California ON CALIFORNIA	4 N★ California ON CALIFORNIA	5 N★ California ON CALIFORNIA.
6 N★ California ON CALIFORNIA	7 Labor Day 4:30-(PDT) Radio Speech (EDT-7:30) (P) ON CALIFORNIA	8 N Ret/Wash., D.C. ON WASHINGTON D.C.	9 Congress Recovers N 10:00-Arr. Cere/ Israel PM 10:30-Mtg. N 7:30-State Dinner <u>B-TIE</u> ON WASHINGTON D.C.	10 12:00-Lunch/VP ON WASHINGTON D.C.	11 ON WASHINGTON D.C.	12 ON WASHINGTON D.C.
13 Nat. Hispanic Week S.Lawn-Hispanic Event (P) ON WASHINGTON D.C.	14 N★ 9:00-Crime Speech (P) ON WASHINGTON D.C.	15 Hold-JWC 9:00-GOP Ldrs. ON WASHINGTON D.C.	16 5:30-WH Recep. Senate Trust ON WASHINGTON D.C.	17 N★ 2:30-Grand Rapids Gala-Ford Museum N★ 6:30-Dinner ON GRAND RAPIDS	18 N★ 11:00-Ford Museum Dedication N Ret. Wash. D.C. 3:00-Carlos Briefing (T) ON WASHINGTON D.C.	19 ON WASHINGTON D.C.
20 ON WASHINGTON D.C.	21 N 10:00-Arr. Cere. Carlos (T) 10:30-Mtg. Carlos (T) N★ 7:30-State Dinner <u>B-TIE</u> (T) ON WASHINGTON D.C.	22 ON WASHINGTON D.C.	23 ON WASHINGTON D.C.	24 12:00-Lunch/VP N Eye WH Rec. Supreme Court Justices (T) ON WASHINGTON D.C.	25 N★ To Camp David ON CAMP DAVID	26 N★ Camp David ON CAMP DAVID
27 N★ Camp David ON CAMP DAVID	28 N★ New Orleans 12:00-Internat. Assoc. of Police Chiefs (P) ON NEW ORLEANS	29 Rosh Hoshana 9:00-GOP ldrs. ON WASHINGTON D.C.	30 ON WASHINGTON D.C.			Proposed & Tentative Administratively Confidential N - First Lady ★ - Away from White House

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 All Saints ON WASHINGTON D.C.	2 N 10:00-Arr. Cere. King Hussein 10:30-Mtg./Hussein N 7:30-State Dinner B-TIE ON WASHINGTON D.C.	3 Election Day ON WASHINGTON D.C.	4 ON WASHINGTON D.C.	5 Let Freedom Sing Taping (I) 12:00-Lunch/VP ON TEXAS	6 ON WASHINGTON D.C.	7 ON WASHINGTON D.C.
8 ON WASHINGTON D.C.	9 American Ed. Week Academic Mtg. Education Event ON WASHINGTON D.C.	10 ON WASHINGTON D.C.	11 Veterans N★ Tomb of Unknown Soldier ON WASHINGTON D.C.	12 N★ 1:00-Future Farmers of America Kansas City, MO (P) N★ To California ON CALIFORNIA	13 N★ California ON CALIFORNIA	14 N★ California ON CALIFORNIA
15 N★ California N★ PM-SCOPUS (P) ON LOS ANGELES	16 N 11:00 P.M.-Arrive. Wash. D.C. ON WASHINGTON D.C.	17 ON WASHINGTON D.C.	18 N 11:00-Arr/King&Queen Sweden (I) N 12:00-Lun/King&Queen ON WASHINGTON D.C.	19 12:00-Lunch/VP ON WASHINGTON D.C.	20 ON WASHINGTON D.C.	21 ON WASHINGTON D.C.
22 Family Week N Church (P) ON WASHINGTON D.C.	23 ON WASHINGTON D.C.	24 ON WASHINGTON D.C.	25 N Pre Thanksgiving Dinner - WH ON WASHINGTON D.C.	26 Thanksgiving N Church (P) N Dinner ON WASHINGTON D.C.	27 N★ Camp David ON CAMP DAVID	28 N★ Camp David ON CAMP DAVID
29 N★ Camp David ON CAMP DAVID	30 N★ Camp David ON CAMP DAVID					Proposed & Tentative Administratively Confidential N — First Lady ★ — Away from White House

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3 12:00-Lunch/VP	4	5
		ON WASHINGTON D.C.	ON WASHINGTON D.C.	ON WASHINGTON D.C.	ON WASHINGTON D.C.	ON WASHINGTON D.C.
6	7	8	9 Decorate WH for Christmas (1)	10 12:00-Lunch/VP	11 N★ P.M. To New York (T)	12 N★ New York (1)
ON WASHINGTON D.C.	ON WASHINGTON D.C.	ON WASHINGTON D.C.	ON WASHINGTON D.C.	ON WASHINGTON D.C.	ON NEW YORK.	ON NEW YORK
13 N★ New York (1)	14 N★ New York (T) N★ LaBoheme (T)	15 Cong. Ball (T)	16 N National Christmas Tree Lighting (T) N WH Press Corp (1)	17 N WH Rec. Diplomatic Children (T) 12:00-Lunch/VP N Eve WH Staff Open House (T)	18 N★ To California (T)	19 N★ California
ON NEW YORK	ON WASHINGTON D.C.	ON WASHINGTON D.C.	ON WASHINGTON D.C.	ON WASHINGTON D.C.	ON CALIFORNIA	ON CALIFORNIA
20 N★ California	21 Hanukkah N★ California	22 N★ California	23 N★ California	24 N★ California	25 Christmas Day N★ California	26 N★ California
ON CALIFORNIA	ON CALIFORNIA	ON CALIFORNIA	ON CALIFORNIA.	ON CALIFORNIA.	ON CALIFORNIA	ON CALIFORNIA
27 N★ California	28 N★ California	29 N★ California	30 N★ California	31 New Years Eve N★ California Ret. Jan 5		
ON CALIFORNIA	ON CALIFORNIA.	ON CALIFORNIA	ON CALIFORNIA	ON CALIFORNIA.		

Proposed & Tentative
Administratively Confidential

N — First Lady
★ — Away from White House

THE WHITE HOUSE

WASHINGTON

April 7, 1981

Dear Bruce:

Thank you for your letter of April 2.

I am passing it on to Greg Newell for Scheduling consideration. I look forward to seeing you later this month.

Kind regards,

Sincerely,



F.S.M. Hodsoll
Deputy Assistant
to the President

Mr. Bruce H. Hasenkamp
Shaklee Terraces
444 Market Street
San Francisco, California 94111

CC: Greg Newell

BRUCE H. HASENKAMP
SHAKLEE TERRACES, 444 MARKET STREET
SAN FRANCISCO, CALIFORNIA 94111

April 2, 1981

The Honorable Francis S.M. Hodson
The White House
Washington, D.C. 20500

Dear Frank:

Sigma Phi Epsilon is my college fraternity and I am on its National Board of Directors. A letter from the Fraternity's President, Carl O. Petersen, inviting the President to address the 1981 convention in New Orleans, is enclosed.

It strikes me that this may be an attractive speaking opportunity for the President or the Vice President for several reasons:

1. Louisiana media location;
2. Youth appeal, with a conservative college audience;
3. Favorable ripple effect reaching 300,000 other college students and millions of interested alumni.

Would you pass this along to the proper person in Scheduling?

Many thanks. I hope you and they think the proposal has merit, and that, if neither the President nor the Vice President can accept, a suitable Presidential message or greeting to the convention can be sent to us.

Cordially,

Bruce .

Sigma Phi Epsilon Fraternity



Carl O. Petersen
Grand President
6922 Hollywood Boulevard
Hollywood, California 90028
(213) 466-3353

April 2, 1981

The President
The White House
Washington, D.C. 20500

Dear Mr. President:

Sigma Phi Epsilon holds its 80th Anniversary convention at the Fairmont Hotel in New Orleans, Friday evening, August 14, through Sunday evening, August 16, 1981.

We should be honored if you would address our gathering. Our members appreciate the support you, as a member of Tau Kappa Epsilon, have given the fraternity system. Your insight and experience with the fraternity concept and the powerful message I know you will convey to the college students of America and their fraternity alumni make this, I believe, an important forum for you to address.

Sigma Phi Epsilon is the second largest fraternity in the nation. We expect upwards of 1,000 people to attend our convention, and we will reprint your address in our alumni publication that reaches over 130,000 households throughout the United States.

Through interfraternity channels, we will also publicize your remarks to the three million members of the other 61 national fraternities, and their 300,000 undergraduate student members in 4600 college chapters nationwide.

As you lead America in its new beginning, and seek to change the direction of our basic thinking about the proper role of government in our lives, no group is of greater long-run significance than the college-educated youth of America. It is they who will most benefit from this new beginning; their support is crucial to establishing a new long-term majority.

I hope you will choose to deliver that message at our convention this August.

Interfraternally,

Carl O. Petersen

THE WHITE HOUSE
WASHINGTON

MEMORANDUM

9 MARCH 1981

TO: FRANK S. M. HODSOLL
FROM: GREGORY *J.* NEWELL
SUBJ: SCHEDULING REQUEST FORM.

Attached hereto is the format that is used for submitting scheduling requests for the President.

Attachment

THE WHITE HOUSE
WASHINGTON

SCHEDULE PROPOSAL
DATE:
FROM:

MEETING: Or Greeting - Drop by - Address - Reception, etc.

DATE: Day and date proposed. Indicate OPEN if no specific time is required.

PURPOSE: Explicitly state why the President should do the event.

FORMAT: - location (room, office or city and specific place in the city)
- participants (those participating in the meeting. If more than five lines, attach list of participants)
- expected length of participation

CABINET PARTICIPATION: Names of Cabinet officials involved in substantive way or having a special interest in event.

FIRST LADY PARTICIPATION: ___ Required ___ Advised ___ Not Advised

SPEECH MATERIAL: Specify type of speech material necessary: speech, remarks, toast, talking points, etc.

PRESS COVERAGE: State what type of press and photo coverage, if any, you recommend to accomplish the objective.

STAFF: Name of the individual responsible for setting up the meeting and submitting the briefing paper.

RECOMMEND: Names of those who support the proposal. Be sure to include any pertinent comments.

OPPOSED: Names of those who fail to recommend the proposal and their reasons.

PREVIOUS PARTICIPATION: State if the President has seen officials or participated in meetings and when.

BACKGROUND: Briefly state pertinent information about the meeting, event, etc.

APPROVE _____ DISAPPROVE _____

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APPROVE DISAPPROVE