

THE WHITE HOUSE
WASHINGTON

July 22, 1981

Dear Joe:

Thanks for sending on the letter from Hector Godinez. I did show it to the President and he was delighted. I also passed it on to Elizabeth Dole, who handles our outreach programs.

We are also working towards a date for the meeting with the Coalitions for America and the President. I am sure they will firm that up soon.

Many thanks.

Sincerely,

MICHAEL K. DEEVER
Assistant to the President
Deputy Chief of Staff

Mr. Joseph Coors
Adolph Coors Company
Golden, Colorado 80401

cc Mrs Dole
Greg Newell

MKD

THE WHITE HOUSE
WASHINGTON

July 22, 1981

Dear Carl:

As you probably know, the President has accepted an invitation to participate in the Yorktown celebration. At the Ottawa Summit, President Reagan invited President Mitterand for dinner on Sunday, October 18th. We will be staying overnight and will participate in the activities on Monday, October 19th.

Joe Canzeri will be following through to work with you on the facilities at Williamsburg. We are deeply grateful for your cooperation.

Many thanks.

Sincerely,

MICHAEL K. DEEVER
Assistant to the President
Deputy Chief of Staff

Mr. Carlisle H. Humelsine
The Colonial Williamsburg Foundation
Williamsburg, Virginia 23185

BCC: *Joe Canzeri*
Bry Newell



The
Colonial Williamsburg
Foundation
Williamsburg, Virginia 23185

Office of the Chairman

dictate

June 15, 1981

Let me see letter

See attached

Dear Mike:

When you were here, we discussed the possibility (and I realize it is just that) of the proposal in the enclosed letter to the President so I thought I would send this along to you for consideration. As I told you, it is hard for me to believe the President, with his great interest in our history and his appreciation of our heritage, would not be present at this occasion which is of such national importance. In any case, I leave to your wise discretion the handling of the letter, but I hope it will bear fruit. If you would like additional details concerning the property, please let me know.

We continue to recall with much pleasure the visit of your family here and look forward to having you come again.

My best wishes and warm regards.

Sincerely,

Carlisle H. Humelsine

Mr. Michael K. Deaver
Deputy Chief of Staff
The White House
Washington, D. C. 20500

Enclosure

Handwritten note: Please let me see letter to President to see if we can get it done 6/18/81



The
Colonial Williamsburg
Foundation
Williamsburg, Virginia 23185

Office of the Chairman

gregg
maybe a stop
reception
there

June 15, 1991

Gregg Howell

I doubt well
do an overnight

Dear Mr. President:

With the hope that you are planning to be present at the commemoration on October 19 of the climactic victory of the American Revolution in Yorktown, I am writing to invite you and Mrs. Reagan to occupy the Bassett Hall residence during your visit.

Bassett Hall, formerly the Rockefeller home in Williamsburg, was given by the family to The Colonial Williamsburg Foundation after the death of John D. Rockefeller 3rd. It is a 650-acre estate adjoining the historic area with a restored eighteenth-century residence surrounded by extensive gardens and grounds and miles of paths for walks or horseback riding through woodland areas. The property affords complete privacy and is readily adaptable to the communications and other requirements of your visit. It is serviced by our hotel staff.

Your interest in and appreciation of our heritage leads us to believe that you will, if possible, wish to participate in this occasion of such historic national interest. We are hopeful that your schedule will permit you to do so and that you will let us know how we may be of service to you at this or any other time.

Sincerely,

Carlisle H. Humelsine

Carlisle H. Humelsine

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

THE WHITE HOUSE
WASHINGTON

July 22, 1981

Dear Mr. Renfrew:

Thank you for your kind note and comments.
I have sent your note on to Mary Lou, and
I am sure she will be delighted to hear
you can still play her tune on the trombone.

I appreciate your kind comments.

Sincerely,

MICHAEL K. DEAVER
Assistant to the President
Deputy Chief of Staff

Mr. M. M. Renfrew
Lakeview Landing
Bayview, ID 83803

MKD

THE WHITE HOUSE
WASHINGTON

July 22, 1981

Dear Mr. James:

I am flattered and a bit overwhelmed with your invitation to speak at the Delta Sigma Phi Fraternity convention in November.

It's impossible for me at this point, due to my responsibilities, to commit for the November dates. If you would care to leave a possibility of a drop-by, I would be happy to get back to you as we get closer to the Fall. I would understand completely if this was not acceptable.

Many thanks for your kind offer.

Sincerely,

MICHAEL K. DEEVER
Assistant to the President
Deputy Chief of Staff

Mr. Allen James
Executive Director
Delta Sigma Phi Fraternity
233 Milwaukee Street
Denver, Colorado 80206



Delta Sigma Phi Fraternity

EXECUTIVE OFFICES
233 MILWAUKEE STREET • DENVER, COLORADO 80206
(303) 388-4853

Speak?

ALLEN JAMES
Executive Director

LOREN MALL
President

July 1, 1981

Michael K. Deaver
Assistant to the President
Deputy Chief of Staff
The White House
Washington, D.C. 20500

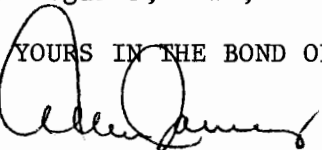
Dear Brother Deaver:

Enclosed is a copy of my letter to you of May 8, 1981 which you may not have received.

I realize that your correspondence must be quite heavy. However, I would appreciate hearing at your very earliest convenience if you will be able to speak at our Delta Sigma Phi Fraternity convention on Friday, November 27, 1981 or at the opening banquet on Wednesday, November 25, 1981.

I trust you will be available for one of those dates. I know I would enjoy hearing you speak as any message you have for your fraternity brothers would be of the utmost interest.

With best wishes and Fraternal regards, I am,

YOURS IN THE BOND OF SPHINX,


Allen James
Executive Director

AJ:rh
ENC: Cy Ltr 5-8-81

May 8, 1981

Michael K. Deaver
Assistant to the President,
Deputy Chief of Staff
The White House
Washington, D.C. 20500

Dear Brother Deaver:

It is a great honor to have you serve as Assistant to the President, Deputy Chief of Staff with President Reagan. Our undergraduate members display real pride when they learn you are a member of Delta Sigma Phi. Your appointment has truly been an inspiration for these young men.

To our knowledge, you hold the highest position ever attained in the White House by an initiated member of Delta Sigma Phi. It is, therefore, our desire to recognize your contributions to our Nation. We would like to invite you to be the guest speaker at our National Convention, November 25-28, in St. Louis, Missouri.

We recognize the many commitments you must already have, but we thought you may have some time during Thanksgiving week. It is preferred that you speak at the major banquet Friday evening, November 27, or at our opening banquet Wednesday, November 25.

If it is possible for you to join Delta Sigma Phi at this Convention, it would be the highlight of the week, and would add immeasurably to the significance of the occasion. As we are currently developing the program, we would like to know if you are available to attend the Convention in order that we can provide appropriate advance publicity. We hope to hear from you at your earliest convenience.

With warmest Fraternal regards. I am,

YOURS IN THE BOND OF SPHINX,

Allen James
Executive Director

AJ:sl

DART & KRAFT

File

Justin Dart
Chairman, Executive Committee

July 22, 1981

Dear Mike:

The attached correspondence may be of interest to you. I'm letting the matter die by not responding to Mr. Smith's letter of July 13.

Kindest regards,

Jws

Mr. Michael Deaver
Assistant to the President
Deputy Chief of Staff
The White House
Washington, D.C. 20500

cc: Honorable Paul Laxalt

300 24 1000
FEDERAL BUREAU OF INVESTIGATION

312 South Main Street
Harrisburg, Illinois 62946
July 13, 1981

Dear Mr. Dart:

This is to acknowledge receipt of your letter, dated July 9, 1981.

I wish to take the liberty to clarify the situation regarding this matter of your recommendation of myself. Apparently, Mr. Dart, there has been a basic misunderstanding on my part. Please accept my apologies. Perhaps, however, I can set matters in perspective.

As you correctly recall, sir, I communicated with you about a year ago, expressing my interest in joining the Reagan Campaign Staff.

Subsequently, based on the remarks of Senator Laxalt (September 8, 1980), I thought no doubt you had passed on my original letter of interest directly to the Senator's attention, since he, of course, served as Reagan Campaign Chairman ... probably attaching a brief note of recommendation, based on my submitted credentials.

It has never been my intention to misrepresent my standing to business and other associates. I am quite aware, sir, we indeed have never met. However, as we well know, certain liberties are sometimes taken in this regard. That is to say, in some circles a personal meeting is not always a prerequisite to a casual recommendation.

Apparently, my distinct impression has been in error. Again, Mr. Dart, please accept my apologies.

Apparently, too, Senator Laxalt felt I had your personal recommendation or surely he would not have broached the subject of a "photo opportunity" for myself with the President ... to Mr. Deaver.

Mr. Justin Dart

-2-

July 13, 1981

The issue of a formal or casual recommendation aside, Mr. Dart, I still would appreciate, as a special favor, your reinforcing "good word-call" to Mr. Deaver in regard to the aforementioned "photo opportunity." Ideal appointment: September-October-November period. I ask your direct assistance in this matter, Mr. Dart, based on my early expression as a Reagan loyalist; as a fellow-NU alumnus; as a tribute to my sheer determination and perseverance. I would be most indebted to you, for this matter is quite meaningful to me. It has always been my dream to meet President Reagan.

Further, feeling as if I can be of substantial assistance to Dart & Kraft, I have expressed my interest in same directly to the Personnel Office in Northbrook, as you so kindly listed for my letter initiative.

Accordingly, I would indeed be thrilled to one day meet you personally ... perhaps in Northbrook, when you have occasion to be in Chicagoland. I have idolized you for sometime. You serve as my model: an interesting mix of the blue-chip business world and national politics. I have been intrigued by your distinguished career -- especially since your service as co-mentor (along with Mr. Holmes Tuttle) of Mr. Reagan.

Thank you, Mr. Dart. Best wishes.

Sincerely,



Harry R. Smith

LRS: bj

Attachments

Mr. Justin Dart
Chairman, Executive Committee
Dart & Kraft, Inc.
Los Angeles, California 90051

DART & KRAFT

Justin Dart
Chairman, Executive Committee

July 9, 1981

Dear Mr. Smith:

While I did receive your letter of almost a year ago, you will recall I acknowledged it by sending the correspondence on to Mr. Pen James at that time. Frankly, I don't recall any further letter from you asking my help in a "photo opportunity."

For the past several months I have received copies of letters from friends where you indicate you have my personal recommendation. Never having met you before, there is no appropriate way I am in a position to give you a recommendation.

Any personnel inquiries for Dart & Kraft, Inc. should be directed to the Personnel Office, 900 Skokie Road, Northbrook, Illinois 60062.

Sincerely,

A handwritten signature in black ink, appearing to read "Justin Dart". The signature is stylized with a large initial "J" and a long, sweeping flourish at the end.

Mr. Larry R. Smith
312 South Main Street
Harrisburg, Illinois 62946

Reagan & Bush

Reagan Bush Committee

901 South Highland Street, Arlington, Virginia 22204 (703) 685-3400

September 8, 1980

Mr. Larry R. Smith
312 South Main
Harrisburg, Illinois 62946


Dear Mr. Smith:

Thank you for your recent letter concerning employment on the Reagan staff.

Mr. Justin Dart is a close friend and key Reagan supporter so his recommendation will carry great weight. I will also forward your letter to Governor Reagan's campaign headquarters.

Thank you again for your letter, and please feel free to contact me in the future if you have any other questions.

Sincerely,


PAUL LAXALT
U. S. Senator

PL:cmc

PAUL LAXALT
NEVADA



United States Senate

WASHINGTON, D.C.

May 8, 1981

Dear Mike:

Jus Dart sometime ago asked if time could be provided for a "photo opportunity" for Larry Smith sometime this summer.

If it can be worked out, I would greatly appreciate it.

Sincerely,

A handwritten signature in cursive script that reads "Paul".

PAUL LAXALT
U. S. SENATOR

PL/pd

Mike Deaver
Assistant to the President
White House
Washington, D.C. 20500

PHONE: 618/ 252-1897

312 South Main
Harrisburg, Illinois 62946

GENERAL & EDUCATION:

Age 39... single... excellent health
BSJ, MSJ in Communications
Northwestern University
(Advertising-Marketing Sequence)

TRAVEL ABROAD &
SCHOLARSHIPS:

Experiment in International Living,
Putney, Vermont... 6 (six) European
countries... one month's "homestay"
with native family in Lausanne, Switzerland (2-

\$3,600 Mid-America Award; \$2,000 Chicago
Direct Mail Ad Club Award

BUSINESS EXPERIENCE:

(Most Recent First - Past Decade)

February, 1976
to Present

COMMUNICATIONS CONSULTANT/ Self-Employed.
Specializing in municipal / corporate
"image" and its role in economic/marketing
development. Planning, organizing, and
implementing programs to disseminate
activities and plans of the entity;
establishing and maintaining positive
relationships with appropriate media;
analyzing materials (outside inputs) for
public information impact; forecasting
probable reaction to content.

(CONFIDENTIAL)

605

1/22/05

October, 1974
to February, 1976

ACCOUNT EXECUTIVE. William B. Burford
Printing Company, 608 North College,
Indianapolis, IN 46204. Determined
and analyzed pertinent client facts
and made recommendations based on
extensive subject matter knowledge of
graphics field, budget restraints.

August, 1968
to July, 1973 **

DIRECT MARKETING MANAGER. L. S. Ayres & Co.,
Indianapolis, IN 46204 (One West Washington)
Administration of \$500,000 budget; let
graphic contracts; responsible for "image"
of Store viz-a-vis the mails; creative
supervision (15).

October, 1970
to October, 1977
(Part-Time)

NEWS/ WEATHER BULLETIN ANNOUNCER, WISH-TV,
CBS-TV, 1950 N. Meridian, Indianapolis, IN 4620

** Freelanced Copy: 7/73- 10/74

THE WHITE HOUSE

WASHINGTON

July 22, 1981

Dear Alice:

Congratulations on the additions to the International Sponsors' Council.

I did speak to Walter Annenberg some time ago, and he is not accepting any additional activities at this time. I hope that we can firm up a time for Nancy Reagan soon.

The President and Dr. Cheek had a very good meeting and a very frank discussion, which the President appreciated. I told Dr. Cheek we would follow-up on trying to get some private support for Howard. Elizabeth Dole has taken the action on that project and both George Bush and I have promised to assist. I think everything is moving in a positive direction.

Sincerely,

MICHAEL K. DEEVER
Assistant to the President
Deputy Chief of Staff

Mrs. Alice Green Burnette
Director of Development
Howard University
Washington, D.C. 20008

HOWARD UNIVERSITY
WASHINGTON, D. C. 20008

DEPARTMENT OF DEVELOPMENT

June 25, 1981

The Honorable Michael K. Deaver
Assistant to The President
and Deputy Chief of Staff
The White House
Washington, D.C. 20500

Dear Mike:

There are two items of unfinished business that I need you to help me complete.

When Charls Walker, Roger Estep and I met with you on May 1, 1981, you indicated that you would try to recruit Mr. Walter Annenberg as Chairman of the International Sponsors' Council. Primarily as a result of Charls Walker's efforts since our meeting, the following persons have agreed to join the Council:

Joe L. Allbritton
William Howard Beasley, III
Frederic V. Malek

A complete Council membership list is enclosed.

Because Dr. Cheek has requested the fundraising plan for the upcoming Fiscal Year -- beginning July 1, 1981 -- I need to know if Mr. Annenberg will join us. Please let me hear from you about this.

Second, I had made some progress with Nina Wormser toward scheduling Mrs. Reagan to visit the campus and the Howard University Hospital. This planning could not move forward when The President was shot. Please take steps to make this project a priority on Mrs. Reagan's calendar in the early Fall.

I am enormously grateful for the support Senator Laxalt is giving to the proposal which will be considered in August by the Caesars Palace Board.

Dr. Cheek is looking forward to his meeting with Elizabeth Dole on July 8, and with President Reagan on July 9. Thelma Duggin has asked me to work with her in preparation for those conferences.

Please let me hear from you soon, Mike. Warm regards.

Sincerely yours,

A handwritten signature in cursive script, appearing to read "Alice".

Alice Green Burnette
Director of Development

cc: Dr. Roger D. Estep

Enclosure

Howard University
INTERNATIONAL SPONSORS' COUNCIL

CHAIRMAN

The Honorable Edward W. Brooke
Attorney-at-Law
O'Connor & Hannan Law Firm

Mr. William M. Agee
Chairman and President
The Bendix Corporation

Mr. Joe L. Allbritton
Chairman of the Board
Allbritton Communications

Mr. Clarence Avant

Mr. William Howard Beasley, III
President and Chief Executive Officer
Velsicol Chemical Corporation

Mr. Richard S. Bodman
President and Chief Executive Officer
COMSAT General Corporation

Dr. Thomas Bryant
Attorney-at-Law
Webster & Sheffield

Reuben Clark, Esquire
Wilmer, Cutler & Pickering

Mr. William T. Coleman, Jr.
Senior Partner
O'Melveny & Myers

Mr. John N. Cox
President
Insurance Company of North America

The Honorable Michael Deaver
Assistant to The President
and Deputy Chief of Staff
The White House

Mr. John H. Filer
Chairman
Aetna Life and Casualty Company

Dr. Arthur S. Flemming
Chairman
United States Commission on Civil Rights

Dr. Stephen H. Fuller
Vice President
Personnel Administration & Development Staff
General Motors Corporation

The Honorable Thaddeus Garrett, Jr.
Assistant to The Vice President
for Domestic Policy
The White House

Mr. Sal J. Giudice
Senior Vice President for Human Resources
American Can Company

Mr. Eugene D. Jackson
President
National Black Network

Mr. Frederic V. Malek
Executive Vice President
Marriott Corporation

Mr. David W. Mitchell
Chairman of the Board & Chief Executive Officer
Avon Products, Incorporated

Mr. W. Jarvis Moody
Chairman and President
American Security Bank, N.A.

His Excellency Alejandro Orfila
Secretary General
Organization of American States

Mr. David Packard
Chairman of the Board
Hewlett-Packard Company

Mr. Phillips S. Peter
Vice President
Washington Corporate Office
General Electric Company

Mrs. Barbara Phillips
President
Alpha Kappa Alpha Sorority, Incorporated

Mrs. Ernesta G. Procope
President
E.G. Bowman & Company, Incorporated

Mr. David P. Reynolds
Chairman of the Board and Chief Executive Officer
Reynolds Metals Company

Mr. James Shepley
President
Time Incorporated

Dr. Asa T. Spaulding

Mr. Percy Sutton

Mr. Richard L. Terrell

Mr. W. Reid Thompson
Chairman of the Board and President
Potomac Electric Power Company

Mr. Alexander B. Trowbridge
President
National Association of Manufacturers

Dr. Charls E. Walker
President
Charls E. Walker Associates, Inc.

Mr. Robert L. White
President
National Alliance of Postal & Federal Employees

Mr. John A. Whittaker
Vice President - Government Affairs
General Telephone & Electronics Corporation

The Honorable Andrew J. Young

MKD-

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

July 22, 1981

TO: PETER MC COY
FROM: MICHAEL K. DEEVER
SUBJECT: Mail Forwarded to Departments

I think all mail forwarded to a department ought to be coordinated through Craig Fuller's cabinet operation, otherwise you will never know how the Department responds to issue questions. I suggest you sit down with Elaine and Craig and work out a procedure.

cc: Craig Fuller

THE WHITE HOUSE

WASHINGTON

July 22, 1981

Dear Mr. Hegness:

Thank you for your recent message concerning the President's tax reform package. Both the President and I appreciate your thoughtful suggestions and are encouraged by citizens, such as yourself, who are willing to dedicate their time to help find solutions to problems of public interest.

I have taken the liberty of forwarding your comments to Mr. Martin Anderson at the Office of Policy Development. I am certain that he will review your comments with the same interest as I have.

With best wishes,

Sincerely,

MICHAEL K. DEEVER
Assistant to the President
Deputy Chief of Staff

Mr. Russell O. Hegness
609 Calais Drive
Pittsburgh, PA 15237

THE WHITE HOUSE

WASHINGTON

July 22, 1981

Dear Mr. Wright:

It was good of you to bring your paper on foreign trade policy to my attention. I know I speak for the President when I say that your support of this Administration's policies is deeply appreciated. I only hope that we live up to the faith you have placed in us.

With many thanks and best wishes,

Sincerely,

MICHAEL K. DEEVER
Assistant to the President
Deputy Chief of Staff

Mr. John Parke Wright
Vice President
Lykes Brothers, Inc.
Post Office Box 1690
Tampa, FL 33601

THE WHITE HOUSE
WASHINGTON

July 22, 1981

Dear Miss Simpler:

Thank you for your recent message.
It is with great interest that I
take note of your comments.

Sincerely,

MICHAEL K. DEEVER
Assistant to the President
Deputy Chief of Staff

Miss Lena R. Simpler
1201 North Harrison Street
Wilmington, DE 19806

THE WHITE HOUSE
WASHINGTON

July 22, 1981

Dear Mr. Beranek:

It was good of you to take the time to bring your information and concerns regarding National Security to my attention. Certainly, one of the basic functions of government is to provide for the safety of its citizens.

I share your concern that the foundations of our free society should remain strong and intact and I have considered your comments with great interest.

Thank you for writing.

With best wishes,

Sincerely,

MICHAEL K. DEEVER
Assistant to the President
Deputy Chief of Staff

Mr. W. C. Beranek, Jr.
Route #1
Dawson, PA 15428

THE WHITE HOUSE

WASHINGTON

July 23, 1981

Dear Don:

Thanks for sending along the copy of the Los Angeles Area Chamber of Commerce, Leadership Trip, South America, Spring 1981. I found it most interesting and appreciate your thoughtfulness.

Sincerely,

MICHAEL K. DEEVER
Assistant to the President
Deputy Chief of Staff

Mr. J. Donald Hanauer
Executive Vice President &
Chief Operating Officer
Los Angeles Area Chamber of Commerce
404 South Bixel Street
Los Angeles, California

THE WHITE HOUSE

WASHINGTON

July 23, 1981

Dear Mr. Mulligan:

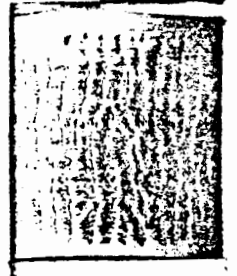
Thank you for your thoughtful message. I am sure that President Reagan and Secretary Haig will be as pleased as I when they hear of your kind words and your report from Europe. I only hope that we can live up to the faith that you and those you spoke with in Europe have placed in us.

With best wishes,

Sincerely,

MICHAEL K. DEAVER
Assistant to the President
Deputy Chief of Staff

Mr. Edward W. Mulligan
Chairman
Towle Manufacturing Company
Newburyport, MA 01950



RICHMOND T. P. DAVIS

ATTORNEY AT LAW

SUITE 600
8720 GEORGIA AVENUE
SILVER SPRING, MARYLAND 20910

TELEPHONE
(301) 589-9190

File

July 23, 1981

Mr. Michael K. Deaver
Deputy Chief of Staff
The White House
Washington, DC 20500

Dear Mike:

With the Ottawa summit behind, I hope you'll be able to spare an hour or so during August for us to get together for lunch.

Please drop me a note indicating alternate dates. I'll call your office to confirm.

Regards,

Rick

RTPD:kl

Shields - Is this an old friend?

Mo



SECRETARIA DE PROGRAMACION
Y PRESUPUESTO

File
SUBSECRETARIA DE EVALUACION.
OFICINA DEL C.SUBSECRETARIO.

Palacio Nacional, a 23 de julio de 1981.
M E X I C O .

MICHAEL K. DEEVER,
Assistant to the President.
Deputy Chief of Staff.

Dear Michael:

It was certainly a great pleasure to have met you in my visit to Washington. I received the letter as well as the picture you were kind enough to send me.

Let me extend my personal appreciation for the concern expressed about my cold in your letter; fortunately I got rid of the bug relatively fast.

Hoping our paths will cross again soon.

Best Wishes

JOSE RAMON LOPEZ PORTILLO.

THE WHITE HOUSE

WASHINGTON

July 23, 1981

Dear Mr. Peterson:

Thank you for your recent message concerning the Social Security System. As you may know, the Administration's reform proposal is aimed at restoring financial integrity to the system while, to the greatest extent possible, preserving the benefit structure and relieving the tax burden on working men and women.

I appreciate your concern for this matter and for the possible affect our proposals may have on public opinion. You can be sure that your comments will be given serious consideration.

With best wishes,

Sincerely,

MICHAEL K. DEEVER
Assistant to the President
Deputy Chief of Staff

Mr. Frank Peterson
951 Warwick Avenue
Thousand Oaks, CA 91360

THE WHITE HOUSE

WASHINGTON

July 23, 1981

Dear Mr. Sweet:

Thank you for your letter of July 20th regarding U.S. News & World Report. I certainly appreciate your thoughtfulness in including my name on the complimentary subscription list and look forward to your publication each week.

Sincerely,

MICHAEL K. DEAVER
Assistant to the President
Deputy Chief of Staff

Mr. John H. Sweet
U.S. News & World Report
2300 N Street, N.W.
Washington, D.C. 20032

2300 N Street, N.W.
Washington, D.C. 20037
(202) 861-2040

+4

U.S. News & World Report

John H. Sweet
Chairman

July 20, 1981

Mr. Michael K. Deaver
Deputy Chief of Staff
The White House
Washington, D.C. 20500

Dear Mr. Deaver:

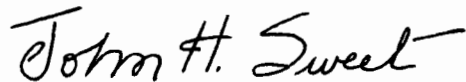
For many years, it has been our practice to send U.S. News & World Report with our compliments to certain members of Congress, the federal judiciary, and a small list of officials in the federal executive agencies in Washington.

Because of your position, your name has been added to the complimentary subscription list to receive U.S. News & World Report each week. If for any reason you do not receive your copies regularly, I would appreciate hearing from you.

We hope and believe you will find these weekly issues of considerable practical value to you in your work.

With all good wishes, I am

Sincerely yours,



John H. Sweet

JHS:mhr

EXECUTIVE OFFICE OF THE PRESIDENT
COUNCIL ON ENVIRONMENTAL QUALITY
722 JACKSON PLACE, N. W.
WASHINGTON, D. C. 20006

July 23, 1981

MEMORANDUM

TO: Michael K. Deaver, Deputy Chief of Staff and
Assistant to the President

FROM: W. Ernst Minor, Member

SUBJECT: Reagan-Bush Campaign Workers Function

This is to further detail my proposal for a function for all Reagan-Bush Campaign workers.

PURPOSE

To show appreciation for their efforts in the Presidential Campaign, so that their support will be readily motivated for the 1982 congressional elections.

INVITATIONS

Reagan-Bush Headquarters, Arlington, Va.
Republican National Committee
Campaign Aircrafts
Advance Personnel
Reagan Headquarters, California
Bush Headquarters, Houston, Texas

FUNCTIONS

Briefing in Indian Treaty Room, Executive Office Building by Cabinet or White House official.

White House Tour

Buffet Dinner on White House Lawn

FUNDING

Republican National Committee

Invitees responsible for their own travel and lodging

MEMENTOS

Appropriate gifts for Senator Paul Laxalt and William Casey.
Nicely bound copies of the Inauguration Address for all attendees.

CAMPAIGN EVENTS COMMITTEE

Fred Biebel, Deputy Chairman of the Republican National Committee
Elaine Crispen, Personal Assistant to the First Lady
Carol McCain, Director of the White House Tours
Ernie Minor, Member of Council on Environmental Quality
Steve Studdert, Director of Presidential Advance
Communication representative - to be named
Political representative - to be named

SUGGESTED SCHEDULE

(Late September or Early October 1981)
Indian Treaty Room and White House

10:00 a.m. WELCOME - Ed Meese, Counselor to the President

10:05 a.m. BRIEFING - Dave Stockman, Director, Office of Management and Budget, "A Program for Economic Recovery - Our Successes to Date"

10:25 a.m. BRIEFING - Cabinet member to be selected - speak or issue of national concern at that time

11:00 a.m. TOUR OF THE WHITE HOUSE - conducted by Carol McCain with possible appearance by Mrs. Reagan

FREE TIME

6:00 p.m. REFRESHMENTS AND BUFFET DINNER - South Lawn of the White House. Appearance by the President and Mrs. Reagan and perhaps the Vice President and Mrs. Bush

PRESENTATION OF GIFTS TO: The Honorable Paul Laxalt and William Casey