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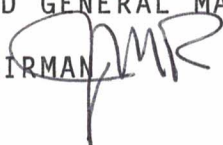
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MEMORANDUM FOR: MIKE DEEVER ✓ GENERAL CHAIRMAN
RON WALKER, CHAIRMAN
JOHN ROGERS, DIRECTOR AND GENERAL MANAGER

FROM: JOE RODGERS, FINANCE CHAIRMAN 

DATE: NOVEMBER 28, 1984

SUBJECT: INAUGURAL FINANCE PLAN

The purpose of this memorandum is to outline for you our plans for raising the money necessary to meet the financial obligations of The Committee for the 50th American Presidential Inaugural.

- I. **The Situation.** During the next few weeks, the Committee for the 50th American Presidential Inaugural must raise a total of \$9 million to fund operations related to the inauguration of Ronald Reagan and George Bush. The \$9 million total includes the following:
 - A. **Interest-Free Advances:** The committee must raise \$8 million in interest-free advances to provide the cash flow necessary to fund start-up operations. It is anticipated that these advances will be fully repaid by the end of February 1985.
 - B. **Contributions:** The committee must raise \$1 million in cash to pay for public, non-revenue-generating events such as the Inaugural parade and the fireworks displays.
- II. **Special Considerations.** Raising money to finance a Presidential Inaugural raises a number of unique and unusual problems, including:
 - A. **Speed.** The money must be raised quickly. The Inaugural is less than two months away. \$1.5 million is needed by December 1.
 - B. **Complexity.** The committee must raise both short-term interest-free advances and direct tax deductible contributions.
 - C. **Interest-Free Advances.** Once we receive a contribution in the form of an interest-free advance, we will provide the contributor with a notice of receipt and thank you. There is no guarantee that these advances will be repaid. The agreement with the contributor is that the advance will be repaid from funds generated through the sale of tickets to events, television fees, souvenirs, etc., by the end of February. The past six inaugurals have all raised enough to

pay back the advances, but there is no guarantee that this one will. However, the Inaugural leadership's credibility is on the line and I assure you everyone thinks they will get this money fully refunded.

D. Political Ramifications. It is important that the Finance Committee remain aware of and work to avoid potential problems relating to political considerations and personalities.

E. Public Profile. As demonstrated by the 1980 effort to raise money, inaugural-related fundraising programs have potential for exploitation and mis-reporting by the news media to create negative publicity for the President, First Lady, Vice President and others. The Finance Committee must remain aware of these potential problems and maintain a low public profile.

F. Tickets. Because of the limited number of tickets, extreme caution must be used so that we make as few people mad as possible. It is absolutely necessary that our ticket quota be maintained so that we will be able to fulfill our commitments.

III. The Inaugural Guaranty Fund. We will raise this \$8 million through two specific programs:

A. Capitol Committee. We will contact about 40 key individuals and ask them to become members of the Capitol Committee. To become a member of the committee, an individual must raise \$250,000 in interest-free advances.

1. **Goal:** \$5,000,000
2. **Co-Chairmen:** Brad Cook, Ed Forgotson and Rick Hohlt.
3. **Staff Assistant Director:** Victoria Hughes.
4. **Approach:** Individuals to be invited to participate will be contacted through three vehicles:
 - A "registered mail" letter from Joe Rodgers, mailed on Friday, November 23, 1984.
 - A follow-up letter from Mike Deaver, mailed on Thursday, November 29th.
 - Follow-up phone calls by Co-Chairmen beginning Tuesday, November 27th.
5. **Support:** Once a volunteer agrees to participate, the Finance Committee's role will be one of providing the support, encouragement and motivation necessary to help the volunteer achieve his/her goal.

6. **Reporting:** Committee members will submit reports on progress in raising money each week. The first meeting will be on December 4, 1984. Our goal is to reach at least \$1.5 million by December 1st.
7. **Benefits/Capitol Committee Members:** Individuals who meet their goals of raising \$250,000 will receive the following benefits:
 - An opportunity to buy two tickets to the inaugural parade, an inaugural ball and either the Vice Presidential or Presidential gala.
 - Assistance (but no guarantee) of locating housing, transportation, tickets to other inaugural events, and other special requests.
 - A medallion or other memento.
 - Invitation to a reception at the Sheraton Grand during the weekend of the Inaugural.
 - Name will be listed in the Inaugural program and other official publications, unless contributor requests otherwise.
8. **Benefits/Contributors:** Those making interest-free advances to the Inaugural Committee will receive the following benefits:
 - An opportunity to buy one ticket to the Inaugural parade, an Inaugural ball and either the Vice Presidential or Presidential gala for each \$10,000 in advances (i.e., a corporation which contributes \$100,000 will be entitled to buy 10 tickets to each event).
 - Assistance (but no guarantee) of locating housing, transportation, tickets to other Inaugural events, and other specific requests.
 - A medallion or other memento.
 - Name will be listed in the Inaugural program and other official publications, unless contributor requests otherwise.
9. **Membership in Exclusive Clubs:** Based on their contribution level, donors will automatically become members of one of the following exclusive clubs which will be listed in the official Inaugural program and other publications.
 - **President's Club -- Over \$100,000**

- Vice President's Club -- \$50,000 to \$99,999

- Cabinet Club -- \$25,000 to \$49,999

- Congressional Club -- \$10,000 to \$24,999

10. Committee Prospects: The following people have been invited to become members of the Capitol Committee:

David Broome	Ms. Fae F. Evans	Stacey Mobley
Fred Bush	Hon. Tom Evans	Patrick O'Donnell
Oliver T. Carr	Stephen D. Harlan	Roy Pfautch
Anna C. Chennault	William H. Hecht	Ms. Frances A. Pollack
Samuel Chilcote	William Hermelin	Jackson Ritchie
A. James Clark	James Johnston	B. Francis Saul, II
Don V. Cogman	James H. Lemon, Jr.	Richard Schweiker
Kent Colton	Anthone Makris	Hon. Marion H. Smoak
Richard Creighton	Arthur K. Mason	George Webster
Kenneth Crosby	Jack McDonald	Clyde A. Wheeler, Jr.
Chic Cudlip	William McManus	Eleanor L. Williams
Ken Duberstein	Bill McSweeney	

Members will make 15-20 calls from a prospect list of 400 corporations with D.C. representatives, many of which contributed in 1981. All of these corporate prospects are good supporters of President Reagan's causes.

B. States Committee. The Finance Committee will contact about 130 key individuals and ask them to become members of the States Committee. To become a member of the committee, an individual must raise \$100,000 in interest-free advances.

1. **Goal:** \$5,000,000.

2. **Chairman:** Ann Ascher

3. **Staff Assistant Director:** Lynn Collins-Urbanski

4. **Approach:** Individuals to be invited to participate will be contacted through three vehicles:

- A "registered mail" letter from Joe Rodgers, mailed on Friday, November 23, 1984.
- A follow-up letter from Mike Deaver, mailed on Thursday, November 29th.
- Follow-up phone calls by States Committee Chairman on Monday and Tuesday, November 26 and 27.

5. **Support:** Once a volunteer agrees to participate, the Finance Committee's role will be one of providing the support, encouragement and motivation necessary to help the volunteer achieve his/her goal.
6. **Reporting:** Committee members will submit reports on progress in raising money each week.
7. **Benefits/States Committee Members:** Individuals who meet their goals of raising \$100,000 in interest-free advances will receive the following benefits:
 - An opportunity to buy two tickets to the Inaugural parade, an Inaugural ball and either the Vice Presidential or Presidential gala.
 - Assistance (but no guarantee) of locating housing, transportation, tickets to other Inaugural events, and other special requests.
 - A medallion or other memento.
 - Invitation to a reception at the Sheraton Grand during the Inaugural celebration.
 - Name will be listed in the Inaugural program and other official publications, unless contributor requests otherwise.
8. **Benefits/Contributors:** People and/or corporations which make advances to the Inaugural Committee will receive the following benefits:
 - An opportunity to buy one ticket to the Inaugural parade, an Inaugural ball and either the Vice Presidential or Presidential gala for each \$10,000 advance (i.e., if someone contributes \$100,000 they will be entitled to buy 10 tickets to each event).
 - Assistance (but no guarantee) of locating housing, transportation, tickets to other Inaugural events, and other special requests.
 - A medallion or other memento.
 - Name will be listed in the Inaugural program and other official publications, unless contributor requests otherwise.
9. **Membership in Exclusive Clubs:** Based on their contribution level, donors will automatically become members of one of the following exclusive clubs:

- President's Club -- Over \$100,000
- Vice President's Club -- \$50,000 to \$99,999
- Cabinet Club -- \$25,000 to \$49,999
- Congressional Club -- \$10,000 to \$24,999

10. **Committee Prospects:** The following people have been invited to become members of the States Committee:

Mrs. Catherine Cabaniss	M/M John Fitzpatrick	Stephen Jernigan
Mayor Emory Folmar	John R. Gnau, Jr.	Robert L. Parker
Hall W. Thompson	Mrs. Ronna Romney	Paul D. Guth
Burton S. Kruglick	Robert Evans	Remo Butera
Chesley R. Pruet	Max Fisher	John Dorrance
M/M Henry Salvatori	Tom Burnham	Robert Yeargin
Margaret M. Brock	M/M George Pillsbury	Charles H. Lien
Gordon Luce	William D. Mounger	Oscar M. Austad
Holmes Tuttle	Mrs. Dudley Hughes	Steve Brumfield
Joe Coors	George H. Walker, III	Sam Bartholomew
Howard Callaway	George B. Cook	Guilford Dudley
Murray Hayutin	Richard Fore	Barbara M. Clark
James R. McManus	Lawrence Bathgate	Luke Simmons
Mrs. Wm. Lee Hanley	George Ball	William Green
Richard P. Taylor	Robert Stanley, Jr.	Ted Welch
Guy Hatfield	Jeremiah Milbank	William Campbell
Linda McCausland	Peter Dawkins	David K. Wilson
Alec Courtelis	Grant Gregory	T. Boone Pickens
Nicholas Morley	James Robinson, III	Robt. Mosbacher
J.E. Davis	Hon. Nicholas Brady	Wm. B. Blakemore
Carl Knobloch	Coleman Burke, Sr.	Dan W. Cook, III
Sara Giles Moore	Amory Houghton, Jr.	James E. Lyon
Richard L. Heffner	Preston Long	Edward Vetter
Joe Rogers, Jr.	Mrs. Lois Evans	Robert B. Holt
Marguerite Williams	Robert H.B. Baldwin	Sam Barshop
Philip E. Spalding	John C. Whitehead	Bill Heiligbrodt
Harold Byron Smith	Morton Farber	Robt. Albritton
William F. Farley	Dan Bayes	John Flahavin
Clement Stone	Fred Lennon	Dot Vannerson
Van Smith	Carl Lindner	Jon Huntsman
C.A. Doolittle	Edward Lozick	Dale Hogue
B.B. Andersen	John Berry, Sr.	Jim Munn
Howard Wilkens	Tim Timken	Della Newman
Robert Gable	Raymond Hefner	F.E. Ferguson
Phyllis Taylor	Marlene Mee	H.A. True
Joseph Canizaro	Raymond F. Kravis	Roy Cohn
M/M Dalton J. Woods	John Cassidy	Robert Cashell
Mrs. Lyn Meyerhoff	Lew Ward	Geoffrey Shepard
Michael A. Valerio	Carl Anderson, Jr.	Farid Srouf
Tom Bolan		

- IV. **Inaugural Trust.** The Inaugural Trust is a 501(c)(3) organization established for the purpose of raising the \$1 million necessary to fund public, non-revenue-producing events during the weekend of the Inaugural.
- A. **Goal:** \$1,000,000
 - B. **Chairman:** Bobby Holt
 - C. **Staff Assistant Director:** Betsy Gehring
 - D. **Approach:** The Trust will solicit tax deductible contributions from individuals and corporations.
 - E. **Reporting:** The Trust Chairman will submit weekly reports of progress in fundraising.
 - F. **Benefits:** Contributors to the Trust will receive the following benefits:
 - 1. **White House Reception:** For each \$5,000 in contribution, a donor will receive two tickets to a White House reception. This reception will be the only one scheduled for the White House during the Inaugural weekend and will be strictly limited to 400 people.
 - 2. **Tickets:** \$5,000 contributors will receive an opportunity to buy two tickets to the Inaugural parade, an Inaugural ball and either the Vice Presidential or Presidential gala.
 - 3. **Program Listing:** Name will be listed in the Inaugural program and other official publications, unless contributor requests otherwise.
- V. **Organizational Structure.** The Finance Committee's staff and volunteer operations will be organized along the following lines:
- A. **Finance Chairman:** Joe M. Rodgers
 - B. **Division Director's Office:**
 - Division Director: Craig Helsing
 - Administrative Assistant: Elizabeth Winston
 - C. **Consultants:** Ann Ascher, Steve Brumfield

D. Administration/Accounting:

Executive Assistant/Office Manager: Lisa Gillon
Administrative Assistant/Secretary: Eileen Rainey
Accounting Technician: John Summers
Administrative Assistant: Doug Edwards
Administrative Assistant: Tom Woodford
Secretary: To be named

E. Programs:

1. Capitol Committee:

-Co-Chairmen:

Brad Cook
Ed Forgotson
Rick Hohlt

-Assistant Director: Victoria Hughes

2. States Committee:

-Chairman: Ann Ascher

-Assistant Director: Lynn Collins-Urbanski

3. Inaugural Trust:

-Chairman: Bobby Holt

-Assistant Director: Betsy Gehring

4. Special Projects:

-Assistant Director: Bill Hussey

-Administrative Assistant: To be named

VI. Budget: The following is a preliminary budget for the Finance Committee operations:

Automobile Rental	\$1,500
Catering	3,000
Consultant Services	15,000
Delivery Services	500
Entertainment/Report Mtgs./	
Inaugural Work	10,000
Event Occupancy	4,000
Event Transportation	1,000
Inaugural Merchandise/	
Committee Gifts	40,000
Meetings & Conferences	3,000
Misc./Contingency	10,000
Payroll	70,000
Payroll burden	11,000
Printing	6,000
Travel and Entertainment	15,000
	<u>\$190,000</u>

Finance Chairman
JOE RODGERS

Division Director
CRAIG HELSING

Administrative Assistant
ELIZABETH WINSTON

Administration/Accounting
LISA GILLON - Executive Assistant/Office Manager
EILEEN RAINEY - Administrative Assistant
JOHN SUMMERS - Administrative Assistant
DOUG EDWARDS - Administrative Assistant
TOM WOODFORD - Administrative Assistant
TO BE NAMED - Secretary

Consultants
ANN ASCHER
STEVE BRUMFIELD

Capitol Committee
Asst. Director
VICKI HUGHES
Co-Chairmen
BRAD COOK
ED FORGOTSON
RICK HOHLT

States Committee
Asst. Director
LYNN COLLINS-URBANSKI
Chairman
ANN ASCHER

Inaugural Trust
Asst. Director
BETSY GEHRING
Chairman
BOBBY HOLT

Special Projects
Asst. Director
BILL HUSSEY
Admin. Asst.
TO BE NAMED

ADVISORY BOARD

FRED BIEBEL - CHAIRMAN

STEVE BULL
BILL CARRUTHERS
DWIGHT CHAPIN
DEWEY CLOWER
MIKE DUVAL
CRAIG FULLER
JOHN GARTLAND
JACK GOLDSBOROUGH
ROY GOODEARLE
ASHTON HARDY
HOMER LUTHER
MIKE MCMANUS
BILL MOELLER
DCIK MOORE
JIM OATES
DAVE PARKER
BILL TIMMONS

HONORARY CHAIRPERSONS

THE HONORABLE ANNE L. ARMSTRONG
MAYOR AND MRS. MARION BARRY
MRS. ALFRED BLOOMINGDALE
MR. & MRS. JOSEPH COORS
MR. & MRS. THEODORE CUMMINGS
MRS. JUSTIN DART
MR. & MRS. FRANK FAHRENKOPF
MRS. HELEN HAYES
MR. & MRS. CHARLETON HESTON
MR. & MRS. JAQUELIN H. HUME
MR. & MRS. EARLE M. JORGENSEN
MR. & MRS. LESTER KORN
SENATOR & MRS. PAUL LAXALT
THE HONORABLE & MRS. DREW LEWIS
MR. & MRS. J.W. MARRIOTT, SR.
MR. & MRS. MAXWELL RABB
MR. ED ROLLINS
MR. & MRS. HENRY SALVATORI
THE HONORABLE & MRS. WILLIAM FRENCH SMITH
MR. & MRS. JAMES STEWART
MR. & MRS. DANIEL TERRA
MR. & MRS. HOLMES TUTTLE
AMBASSADOR & MRS. BILL WILSON
MR. & MRS. JACK WRATHER

VIP's

SUSAN BAKER
CAROLYN DEEVER
URSELA MEESE
MARY JANE WICK
MAUREEN REAGAN
DENNIS REVELL

REAGAN-BUSH '84

The President's Authorized Campaign Committee

M E M O R A N D U M

TO: ALL INAUGURAL COMMITTEE DIVISION DIRECTORS
FROM: JIM LAKE
RE: ANNOUNCEMENT OF THE INAUGURAL COMMITTEE
DATE: NOVEMBER 12, 1984

Tomorrow, November 13, we would like to release to the press the announcement of those members of the Inaugural Committee who will hold the position of Division Directors. In order to make the process of putting the release together smoother, would you please take a moment and fill in the spaces below.

Description of task and position with the 1984 Inaugural Committee: _____

Current Position: _____

Position, if applicable, in Reagan-Bush '84 Campaign: _____

Previous Political Activity: _____

Previous Activity with Inaugural Committees: _____

Current Phone Numbers and Address: _____

Any information you would particularly like to include: _____

Thank you very much for your help in putting the release together.



THE RITZ-CARLTON
NEW YORK

Money of Carolyn
Comp Tickets
Luncheon, Dinner
or reception
✓ Metropolitan Speech



THE RITZ-CARLTON
NEW YORK

Conq Larson
WCR

Kindly St Cyr



GRAY AND COMPANY

ROBERT KEITH GRAY
CHAIRMAN

October 22, 1984

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

My dear Mr. President:

After your knock-out performance in Kansas City last night it is not premature to lay plans for the second Inaugural. As always I want only to be helpful and in that spirit offer these suggestions:

After the four Carter years, the country deserved the giant celebration of January 20, 1981. But I suggest the coming Inaugural be on a lesser scale and expense than your first.

Next January 20th falls on a Sunday and the private swearing-in to take place that day will make the public ceremony on the 21st a comparative anticlimax. I recommend you take advantage of that opportunity to change both the size and some of the events.

Inaugural Balls

Last Inaugural you and Nancy began your evening at 7:45 p.m. and we did not return you to the White House, after a breathless run to eight different locations, until 1:30 a.m. Saddest of all, the most enjoyable Inaugural ball events were ones you did not attend. Across the land more than 100 balls were connected by satellite.

Next January, I suggest you consider scaling down the size, while upgrading the quality by having only one official Inaugural Ball. At the White House, attended by your Cabinet, Diplomatic Corps, and your personal friends, this ball could provide the satellite feed to as many community balls as can be put together, including those in Washington, D.C. More than ever before, the Inaugural Ball will be a top-quality event and more than ever with modern technology the people can share in it as never before.

The Opening Ceremony

We created it for the first time last year. It was easily funded, easily one of the most impressive of the events even though some important parts of it were weather casualties. I recommend you continue it and make it a Reagan contribution to the Inaugural tradition.

The Parade

In Inaugurations past, parades have run as long as 9 hours! Your first ran one hour and 35 minutes, although we aimed for one hour. Sixty minutes in the cold is long enough. I recommend we increase the cadence, hold to the hour.

The Gala

This big moneymaker will pay for the satellite casting to hundreds of community balls and most public events. If you wish its funds could be used to make all other Inaugural events open to the public at no charge.

Importantly, I believe you and Nancy enjoyed it last time. I recommend its repeat.

Fireworks

Since the last Inaugural, I have spent several hours with fireworks craftsmen who tell me a plan conceived too late for the last Inaugural could provide a delight for those who see it in person and an extraordinary spectacular for national television viewing.

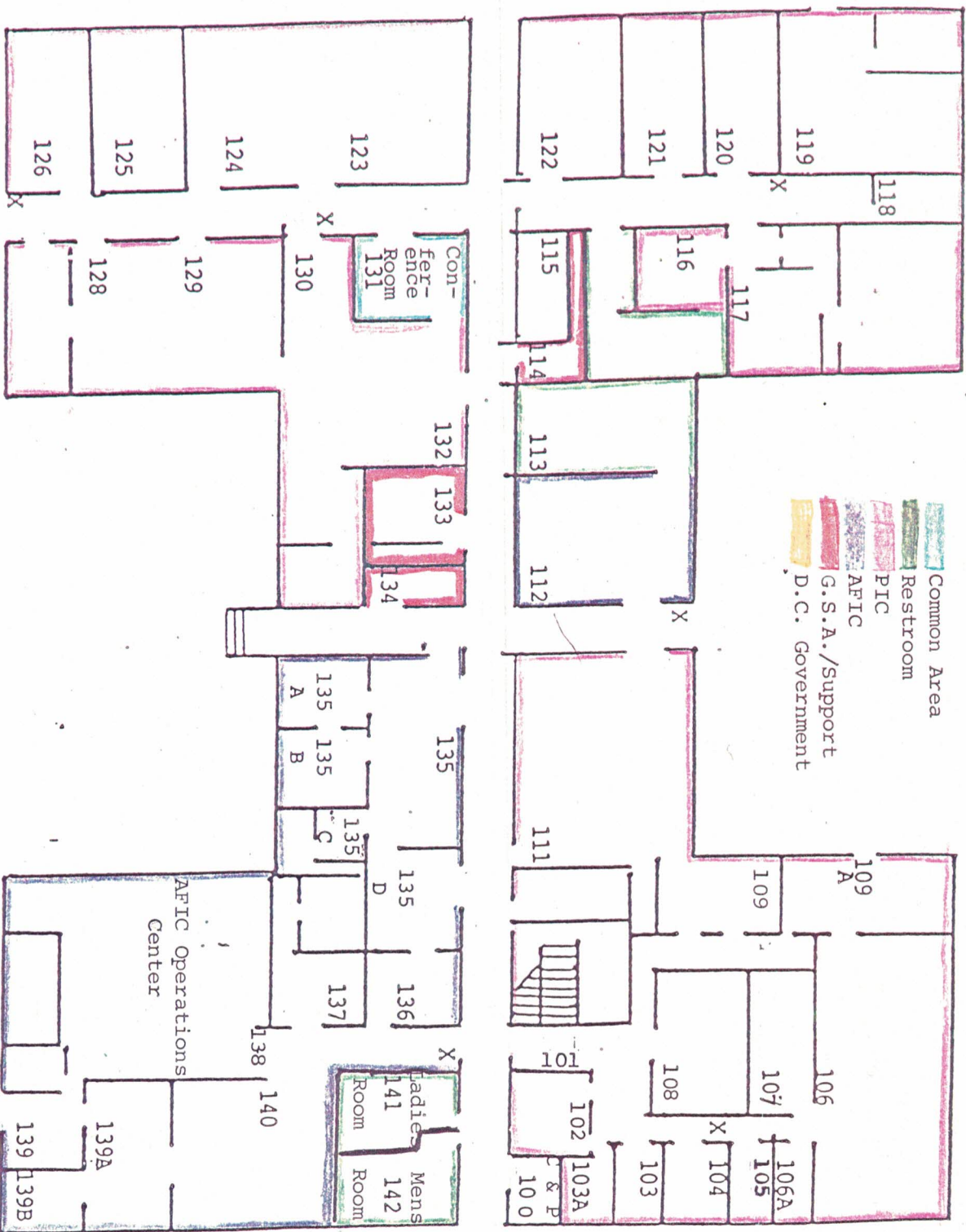
Fireworks could be launched from red, white, and blue helium balloons tethered above the Mall and monument grounds. The designers have perfected the process and I am told the result of fireworks going on into the heavens from a sky-launch defies description.

The White House

The White House becomes much more central for the Inauguration of an incumbent president. Dinners, receptions, prayer breakfasts before the private swearing-in, are examples. There are all kinds of options not open to a president-elect who has to wait until noon on January 20 before the House is his.

With continuing pride,

Cordially,

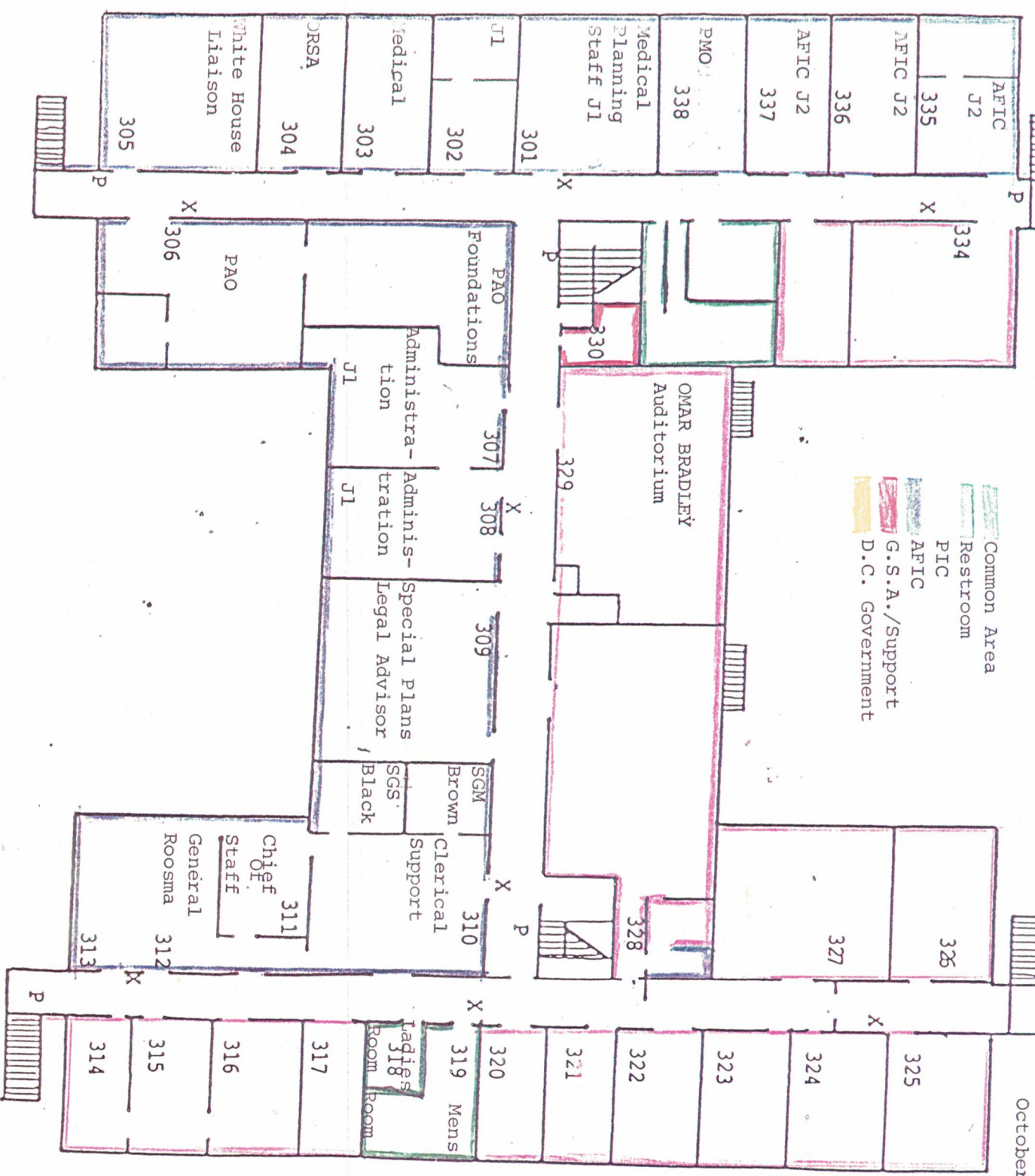


Common Area
 Restroom
 PIC
 AFIC
 G.S.A./Support
 D.C. Government

P-PULL_BOX
 X-FIRE EXTINGUISHER

FIRST FLOOR
 BUILDING T-5

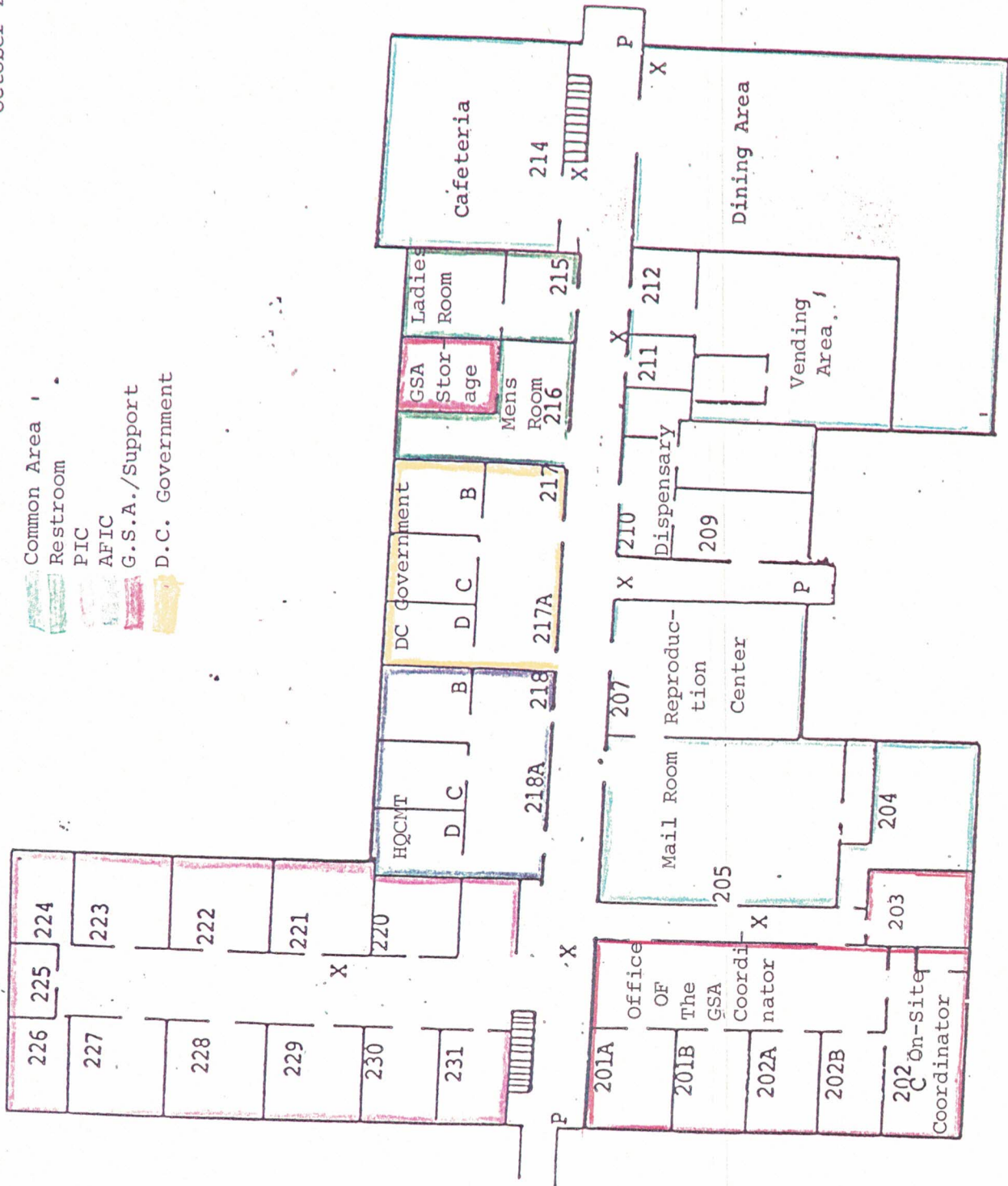
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- Restroom
- PIC
- AFIC
- G.S.A./Support
- D.C. Government



PULL BOX
FIRE EXTINGUISHER

SECOND FLOOR
BUILDING T-5

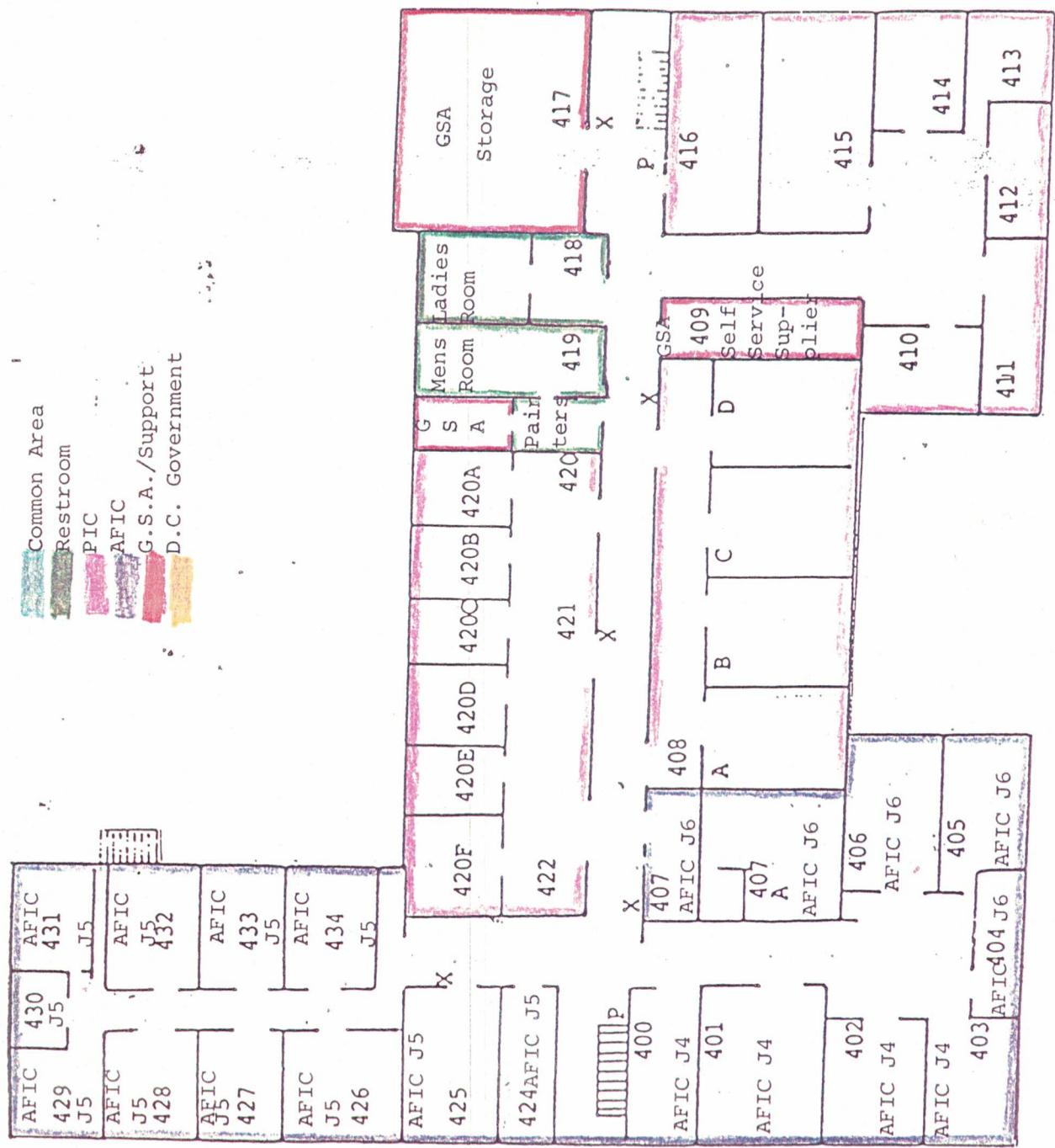
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- PIC
- AFIC
- G.S.A./Support
- D.C. Government



P-PULL BOX
X-FIRE EXTINGUISHER

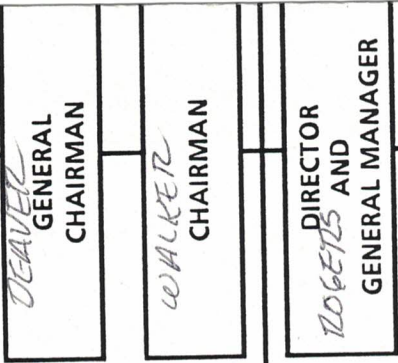
FIRST FLOOR
BUILDING T-28

- Common Area
- Restroom
- PIC
- AFIC
- G.S.A./Support
- D.C. Government

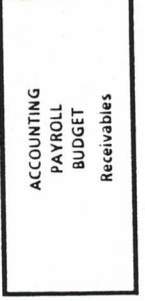
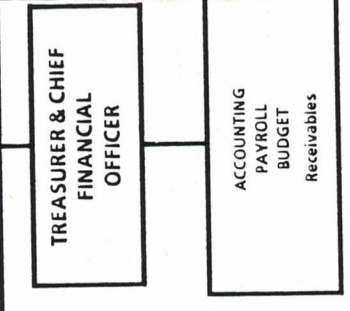


SECOND FLOOR
BUILDING T-28

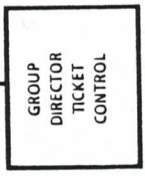
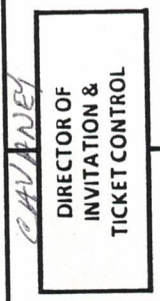
P-FULL BOX
X-FIRE EXTINGUISHER



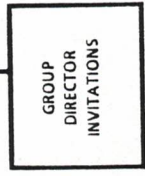
FUND RAISING
GUARANTY FUND



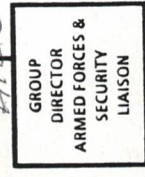
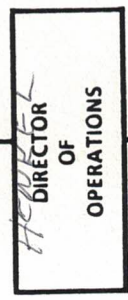
CPA Firms
i.e. Arthur Anderson



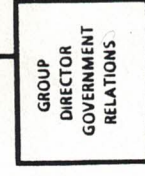
Professional
Ticket Service
i.e. Ticketron
Security
Will Call



Invitations
Invitation Lists
Printing
Mailing



Armed Forces
Inaugural
Committee
Liaison
Law
Enforcement
Agencies Liaison



GSA Liaison
NPS Liaison
D.C. Gov't
Liaison
Bleachers and
Grandstand
Construction
Public Safety
Medical Services



Opening
Ceremonies
National Day
of Prayer
Sweeping in
Ceremonies
Parade
Inaugural Balls
Other Special
Events
Transportation

SITMAN

Executive Assistant

Advisory Committee

FIELDING

GENERAL COUNSEL

LAKE

COMMUNICATIONS AND PRESS

TUTWILLER

DIRECTOR OF PUBLIC-RELATIONS

DIRECTOR OF MARKETING

DIRECTOR OF ADMINISTRATION

REUKATIONS

GROUP DIRECTOR GOVERNMENT RELATIONS

GROUP DIRECTOR HOUSING

GROUP DIRECTOR GIFTS

GROUP DIRECTOR MARKETING AND SALES

GROUP DIRECTOR PERSONNEL

GROUP DIRECTOR ADMINISTRATIVE OPERATIONS

Congressional Governors Mayors State Legislators Judicial D.C. Gov't

Protocol Housing Hospitality Diplomatic

Inaugural Medals License Plates Gift Items Book

Licenses/ Concessions Advertising Gift Catalog Programs

Personnel Volunteers Correspondence Telephone Directory

Facilities Equip. & Supplies Automated Sys. Technical Comm. Mail and Messengers Procurement Motor Pool Hdqtrs. Security Travel Office

GROUP DIRECTOR SPECIAL GROUPS

GROUP DIRECTOR EXEC. BRANCH RELATIONS

Business Labor Youth Veterans Ethnic Handicapped Seniors Minorities Heritage Farmers

Friends of President Friends of Vice President Reagan/Bush '84 RNC White House Cabinet Other Exec. Branch

WEEK OF: JT. 14

OCT. 21

OCT. 28

NOV. 4

Design organization chart

Identify potential personnel

Identify Advisory Board

Identify potential Honorary Chairpersons

Begin to design fundraising structure (rogers, Buchanan)

Discuss Guaranty Fund

Discuss announcement procedure

-Date- 11/7/84

-Spokesperson - Speakes

-Content - Deaver, Walker, Rogers

-Release

Begin to identify personnel to be detailed from gov't

Discuss legal authority to detail from gov't

Begin to contact key personnel at Director and Group Director level

Seed money from 1981 Inaugural (Fitzgerald)

Identify Chairman for Fund-raising activities (Rodgers, Welch, etc.)

Discuss staff salary levels

Discuss personnel ceiling

Refine event calendar

Develop theme

Develop preliminary budget

Discuss Golden Anniversary concept

Meet with Chairman of Advisory Board

Discuss Honorary Chairpersons

DETERMINED TO BE AN ADMINISTRATIVE MARKING E.O. 12858, Sec. 1.3(a)

By NARA

6013

Date

2/18/11

PRE-OCT. 14

Survey military installation (blueprint/floor plans)

GSA pre-election action plan

Meet with Congressional Committee

-Military

-GSA

-NPS

Contact Ticketron, Sears on ticket plan

Insurance

Office space operational

Meeting of Advisory Board

Hire Directors

Assess availability of event space

Assess availability of hotel space

Discuss gift catalogue

-item selection

-available by 11/19/84

Discuss license plates

WEEK OF: NOV. 11

NOV. 18

NOV. 25

DEC. 2

Appoint State Coordinators

Special invitation requests
from Mrs. Reagan

Invitations in mail 11/29

Order Invitations

Gift Catalog in mail 11/20

Identify/hire calligraphers

State invite lists to PIC
by 11/15

THE WHITE HOUSE

WASHINGTON

October 11, 1984

INAUGURAL MEETING
October 11, 1984

10:00 AM
Mr. Deaver's Office

PARTICIPANTS:

Senator Charles Mathias
John Chambers
John Rogers
Bill Sittmann

- Musical Event
- Metro opera
- Invitation (How many)
- Moonaw? ^{down get?}
- Private ceremony
- Chief Justice
- Push - swearing-in
- Reconciliation
- Speaker / Majority Leader

This meeting will be a chance to interchange ideas with the Senator who is Chairman of the Congressional Inaugural Committee and Chairman of the Senate Rules Committee.

1. Let him know that you are the White House rep. until formulation of the Inaugural Committee.
2. Discuss planning and Inaugural/Transition.
3. Ask him to explain his function.
4. Ask him what he feels we should be doing until formation of the Committee.
5. Ask him what were problems encountered at last ceremony.
6. Ask him to submit recommendations.

- 1 Theme - What message do we want to convey
- 2 Gen. Question that
- 3 Honorary chairman - your ideas
- 4 Discuss Fred Ryan's idea of 50th Ann.
- 5 Daily meeting concept.
6. Joe Rogers
7. Margaret Tutwiler
8. Cangelis
9. Jim Travis
10. JP → Luncheon.

DIRECTOR OF INVITATION AND TICKET CONTROL
RED CAVANEY

GROUP DIRECTOR-INVITATIONS
KAREN HART

GROUP DIRECTOR-TICKET CONTROL
EMILY FORD

TREASURER AND CHIEF FINANCIAL OFFICER
BAY BUCHANAN - HONORARY
FRED HALE
CAROL DILLON (ACCOUNTING/BUDGET/PAYROLL)

DIRECTOR OF ADMINISTRATION

GROUP DIRECTOR-SERVICES
H.D. LEWIS

GROUP DIRECTOR-PERSONNEL

GROUP DIRECTOR-AUTOMATED SYSTEMS
PATTY BONNEY

DIRECTOR OF MARKETING
DOUG BLASER

DIRECTOR OF PUBLIC LIAISON
FRED RYAN

GROUP DIRECTOR OF COMMUNITY RELATIONS
JIM LOW

GROUP DIRECTOR OF SPECIAL GROUPS LIAISON
KEN BASTIAN