

OFFICE OF SCHEDULING FOR THE FIRST LADY

DATE 5/16

Evan
File July

Rathi

yes

7/22

ORGANIZATION/ EVENT	Womens Wat Dem. Club
DATE	July 22
LOCATION	open
EVENT DESCRIPTION	Speak.
STATUS	ACCEPT _____ REGRET _____ PENDING _____ VIDEO _____ LETTER _____
CONTACT	Maryann Goldman
NOTES	

WOMAN'S NATIONAL DEMOCRATIC CLUB

1526 New Hampshire Avenue, N.W.
Washington, D.C. 20036

(202)232-7363 ♦ fax (202)986-2791

yes
7/22

June 3, 1996

Mrs. Clinton
The White House
OEOB Room 100
1600 Pennsylvania Avenue, N.W.
Washington, D.C. 20500

My Dear Mrs. Clinton:

We will be happy to welcome you to the luncheon at the Woman's National Democratic Club on Monday, July 22, 1996. Our members look forward to hearing your personal remarks related to your book, *It Takes A Village*.

The enclosed speaker information sheet provides a general outline of the format and necessary paperwork. Phyllis Fineshriber will coordinate the necessary arrangements for this program with your staff.

I enjoyed chatting with you last month on the occasion of our presentation to you of the WNDC's anniversary pin. The members and I truly appreciated your gracious invitation to meet with you in the White House.

Cordially,

Joan Chase

Joan Chase
President

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INFORMATION FOR LUNCHEON SPEAKERS & INTRODUCERS

The luncheon program schedule is:

- * Cocktails: 11:30 a.m Rayburn Lounge (2nd Floor)
- * Luncheon: 12:30 p.m.
- * Introduction of the Head Table and Introducer: 1:00 p.m.
- * Introduction: limit of 5 minutes
- * Speaker: 20-30 minutes followed by Q and A
- * Adjournment: 2:00 p.m.

Club member PHYLLIS FINESHRIBER Telephone: 301 652 8264

July 22
6/24/96

UPS

HRC PROGRAM PLANNING COMMITTEE

Joan Chase	President
Mandy Wertz	Vice President - Program
Dorothy Dillon	Vice President - Program
Phyllis Fineshriber	Chair - Liberal Arts Committee
Marjorie Goldman	Contact Person - Arranger
Barbara Zelenko	Introducer - Past President
Molly O'Brien	Vice President - Administration - Hospitality
Jean Jensen	Executive Director
Alma Gensler	Food and Beverage Manager

MEETING SUMMARY prepared by Mandy Wertz

Note: I will be out -of- town from June 28 to July 10. Dorothy Dillon will be actively assuming responsibilities of Program VP effective July 1. Please direct all appropriate communications or issues to her. I will continue to be available to assist upon my return.

Decisions - Assignments

White House contact is Marjorie Goldman (202) 966-4323 /home, volunteer in Office of First Lady. She will be the communication link for WNDC. She will be at the White House on Thursdays (possibly Tuesday). Make sure she knows the issues /questions. Her current list includes:

Arrival time - suggest 12:45 (or 1:00) *we can adjust*

Food - anything off-limits?

Press ? IF ANY, what about one pool reporter from White House Press Corps?

Cameras - no flash!

Bookplate - request 400 - NO PRIOR ANNOUNCEMENT

Questions following speech - ANY? If so, standard procedure?
Book content only?

Audience - 308 places on first floor (including 16 in First Lady's Room)
plus Head Table of 8

ALL WILL BE SEATED - HOPE WALK THROUGH IS POSSIBLE