



# The Committee for the 50th American Presidential Inaugural

November 21, 1984

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GOVERNOR AUSTIN

*Just  
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Dear Governor:

We are formulating plans for the 1985 Inaugural, and are looking forward to working with you over the next six weeks to ensure that the individuals you designate will receive invitations to these important events.

A great deal must be accomplished in a very short period of time. In order to make certain your input is received, your immediate assistance is needed. Therefore, we must ask you to develop a list of individuals to receive invitations.

Since the number of event invitations is limited, it is important to consider only the most deserving individuals to receive event invitations. Additionally, you should select those persons who are most likely to attend, and be sure to include yourself and your guest. We must have your list no later than Wednesday, November 28, 1984. To assist you with the preparation of this list and with your questions, I can be reached at 202/433-7685 and will be your personal liaison.

Each Governor has been allocated a limited number of invitations. The Inaugural Committee State Chair, U.S. Senators, U.S. Representatives and others will also be submitting names of individuals to receive invitations. Attached is a fact sheet that further outlines how to purchase tickets and the cost of each event. Please remind your guests to make arrangements for housing immediately as hotels are filling up and space is extremely limited.

Please feel free to contact us with any questions or if we may be of further assistance.

Sincerely,

*Debbie Abrams*

Debbie Abrams  
Assistant Director  
Government Relations

## FACT SHEET FOR GOVERNORS

Please note: Your entire list MUST BE SENT TO OUR OFFICE NO LATER THAN WEDNESDAY, NOVEMBER 28, 1984. All quotas not used by this date will be re-allocated.

### QUOTA INSTRUCTIONS

Listed below are the types and numbers of invitations you will be allocated.

- A. 71 Commemorative "Invitations" which will be for souvenir purposes only and will not provide admission to any Inaugural event. These invitations are appropriate for people who will not be expected to attend any functions.
- B. Invitations for individual Inaugural events are as follows:
  1. One Entertainment Salute to the Vice President and Mrs. Bush -- January 18 or January 19 (date to be determined). Tickets are \$100/\$75/\$50 per person. Boxes are \$6,000 and accommodate ten.
  2. One Entertainment Salute to the President and Mrs. Reagan -- Evening, January 19. Tickets are \$200/\$175/\$150 per person. Boxes are \$12,000 and accommodate ten.
  3. 12 Inaugural Balls -- Evening, January 21. Tickets are \$125 per person. Boxes are \$2,500 and accommodate ten.

An invitation allows the purchase of a maximum of two tickets, unless a box is purchased. A very limited number of boxes are available on a first-come, first-serve basis.

### LIST PREPARATION

- A. If you have a word processor, you may be able to submit your list electronically. Immediately upon receipt of this letter, select a person familiar with basic office automation equipment or data processing equipment (e.g. word processor or personal computer). Have this individual contact Jay LeVan at 202/433-7841. This will allow us to make arrangements for the transmittal of your list.
- B. If you cannot send the list electronically, please submit your list on a floppy disc and send a hard copy along with the disc. Use the attached format.
- C. If no word processor is available, please use the form provided to submit your names. Make copies of the form and put only one name (e.g. Mr. and Mrs. John Smith or Mr. John Smith) on each form.

YOUR LIST WILL BE FINAL AND THERE WILL BE NO SUBSTITUTIONS.

YOUR NAME: \_\_\_\_\_

SOURCE CODE: 061

YOUR PHONE #: \_\_\_\_\_

GOVERNOR'S NAME \_\_\_\_\_

**INSTRUCTION FOR INVITATION LIST**

**Prepare your list on a WORD PROCESSOR.**

**(e.g. CPT, IBM Display Writer, WANG, Lanier, etc.)**

**You will submit both the disk containing your list and a printed hard copy.**

**CREATE DOCUMENT WITH THE FOLLOWING FORMAT.**

**USE THIS FORMAT FOR EACH NAME SUBMITTED.**

(circle one or write in) **TITLE:** \_\_\_\_\_ **(Ms, Mrs., Mr & Mrs., Dr., Gen.)**

**FIRST NAME:** \_\_\_\_\_

**MIDDLE INITIAL:** \_\_\_\_\_

**LAST NAME:** \_\_\_\_\_

(circle one or write in) **SUFFIX:** \_\_\_\_\_ **(Jr., Sr., III)**

**ADDRESS 1:** \_\_\_\_\_

**ADDRESS 2:** \_\_\_\_\_

**ADDRESS 3:** \_\_\_\_\_

**CITY:** \_\_\_\_\_

**STATE:** \_\_\_\_\_ **(Use only 2 letter abbreviations)**

**ZIP:** \_\_\_\_\_

**COMMEMORATIVE:** \_\_\_\_\_ **Yes**

(circle one) **BALL:** \_\_\_\_\_ **(Yes or No)**

(circle one) **PRESIDENTIAL SALUTE:** \_\_\_\_\_ **(Yes or No)**

(circle one) **VP SALUTE:** \_\_\_\_\_ **(Yes or No)**

**ALL NAMES submitted will receive a Commemorative Invitation, therefore, "Yes" always is indicated after "commemorative:"**

**Be sure that the total number of "yes'" indicated after each event (Ball, Youth Ball, Presidential Salute, VP Salute) DOES NOT EXCEED your allocation for that event.**