



<u>Time</u>	<u>Event &amp; Place</u>	<u>Responsibility</u>	<u>Checklist</u>	<u>Comments</u>
3.30 pm	Beginning of Ceremony Michigan State University Auditorium	Kimber (Frimodig)	Flags Music Procession Speeches: Content ? Length? Citation Measures to assure turnout Gowns Radio & TV coverage Program printing	Cable Cable <i>Publicity</i> <i>Student, meeting</i>
4.30 pm	Completion of Ceremony Auditorium	Kimber (Frimodig)	Ushering Pres. Diem to next meeting place Arrangements for rest of party	

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4.35 pm	Press Conference Auditorium	Denison	Room # 128 Pres. Diem Others ?	
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	Campus tour for rest of party ?	?	Map	
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5.10 <sup>5</sup> pm	<u>Return to</u> <del>Procession to</del> Kellogg Center	Brandstatter <del>(Edwards)</del>	Direct route through campus	Map
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6.00 to 7.30 pm	Dinner Red Cedar Room Kellogg Center	Bagwell	<del>Black tie ?</del> <del>Seating arrangement</del> Seating arrangement Exact size ?	
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*stay  
tied*

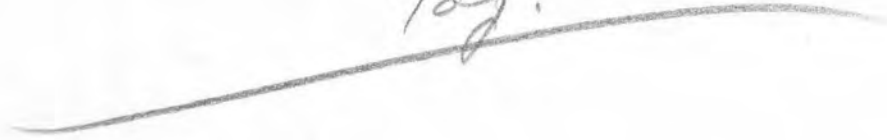
*Gov.  
Diem*

*13  
14*

*1 Gov.  
1 money*

*Prayer ?*

*Tag.*



<u>Time</u>	<u>Event &amp; Place</u>	<u>Responsibility</u>	<u>Checklist</u>	<u>Comments</u>
8.00 to 8.30 pm	Reception: Faculty Group  Kellogg Center	Weidner	Members of group Room in K.C. Interpreters	(initials)
8.30 to 10.00 pm	Reception: Main Big Ten Room Kellogg Center	Weidner	Refreshments Ushers Dress for receiving line? Guests - informal dress Size	

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<u>May 16</u>				
7.30 to 8.30 am	Breakfast: President Diem	Hannah	Who else included? Location?	
	Remainder of party	?	Location? Who all included?	
8.35 am	Departure for airport	Brandstatter {Edwards}	Route Delegation Band ? Guard ? Rainy day alternatives	

General Items

1) Estimate of costs

- Dinner
- Reception refreshments
- Breakfasts:
  - For President Diem
  - For rest of party
- Flowers
- Car expenses

2) Lists of major guests

- Airport delegations:
  - Arrival
  - Departure
- Convocation
- Dinner
- Small reception
- Main reception
- Breakfasts:
  - For President Diem
  - For rest of party

General Items (continued)

3) Charts of routes, corridors:

Airport to Auditorium  
Within Auditorium  
To Kellogg Center  
Tour ?  
Within Kellogg Center  
To Hannah's home for breakfast ?  
Kellogg Center to airport

4) Role of students

American - letters to student leaders  
Vietnamese - letter

*meeting with students*

5) General guest lists

General Items (continued)

6) Dress

- Dinner
- Reception line
- Reception guests - informal

7) Breakfast

- For President Diem
- For rest of party

8) Publicity

9) Delegations at airport

- Arrival
- Departure