

ADMINISTRATIVE - INTERNAL USE ONLY

23 NOV 1988

MEMORANDUM FOR: Deputy Director for Administration

FROM: John M. Ray  
Director of Logistics

SUBJECT: Suggestion for Reception

REFERENCE: Memo for DDA fm DC/CC/DO, dtd 4 Nov 88,  
Same Subject

*Joe*

1. The Office of Logistics has anticipated the need for an area which could be utilized to host receptions which are too large to be accommodated in the Executive Dining Room. The new visitor's dining area currently under construction as part of the cafeteria renovation program was designed to handle groups of 250 to 300 people. This area will be able to handle receptions, large retirement parties, and other functions which formerly had to be accommodated after hours in one of the cafeterias. The scheduled completion of the new dining area will be in the fall of 1989.

2. In the meantime, assuming that the function does not conflict with normal dining hours, we could accommodate the same number of people in the existing cafeteria. The timing of this function would obviously have to be coordinated between Protocol Branch and the Office of Logistics. The normal cost for a special reception is \$5.00 per person. This cost includes a non-alcoholic punch or a wine punch, snacks such as crab mousse, a vegetable tray, cheese tray, and crackers.

3. Please let me know if you desire additional information.

STAT

[Redacted Signature Box]

John M. Ray

OL 10366-88



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