

The Kennedy Center

THE JOHN F. KENNEDY CENTER FOR THE PERFORMING ARTS



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MEMORANDUM

TO: PRESIDENT'S ADVISORY COMMITTEE ON THE ARTS

**FROM: WAYNE CRANFORD
CHAIRMAN**

**DONNA AXUM WHITWORTH
CHAIRMAN, SPECIAL EVENTS COMMITTEE**

DATE: NOVEMBER 8, 1996

**RE: HONORS WEEKEND, DECEMBER 6, 7 AND 8, 1996
WASHINGTON, D.C.**

As promised, here are the detailed materials regarding our December weekend activities. Please review them carefully and return them to the Kennedy Center by no later than Friday, November 22, 1996. If you intend to bring guests, please be sure to include them in your response form and conference fees.

Friday evening, December 6, we will hold a very special cocktail reception at Blair House. As you know, Blair House is the official residence for visiting dignitaries during state visits. It was also the official temporary White House for Harry Truman during the renovations of the White House during the late 1940's. You will definitely find this residence to be spectacular.

For those of you who plan to attend, the National Symphony Orchestra (NSO) Ball, which is a white tie event, will kick off the weekend. You have already received an invitation under separate cover for this occasion and you should respond directly to the NSO Ball committee.

On Saturday, we will conduct our official business for the PACA at the Park Hyatt Hotel from 3:00 PM to 4:30 PM. Please note that the Special Events Committee and Projects Committee will have met that morning at the Park Hyatt Hotel from 9:00 AM to 10:30 AM.

That evening we will hold our PACA black tie dinner at the home of Japanese Ambassador and Mrs. Kunihiko Saito. It should be a spectacular evening and one that will be remembered for all of us. Few people know that our new Ambassador and his wife are trained classical pianists who are major supporters of the performing arts.

Members of the PACA - Agenda for December 6, 7 and 8, 1996

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The embassy residence is a beautiful, tranquil spot with a fantastic pond and tea house, tempura room and ceremony room. Our evening will feature a celebration of music after our meal. I think you will enjoy our dinner at this special location and I encourage you to invite your guests for this occasion.

We have several special options available to us for our traditional Sunday Brunch. There are a number of opportunities still under consideration, however, we thought it was best to get you the tentative agenda versus waiting for our brunch destination! Whatever we end up doing, it will be great.

The Kennedy Center Honors Gala will follow that evening. For your information, the Honors is sold out, as always!

HOTEL ACCOMMODATIONS:

We have set aside a block of rooms for December 6, 7 and 8. Please make your reservations directly with the Park Hyatt Hotel. Hotel information is included on the reverse side of the RSVP form.

Please be sure when making your hotel reservations to refer to the President's Advisory Committee on the Arts. A limited number of rooms is available, so please contact the Park Hyatt directly at your earliest convenience. Our block is available for reservations until November 16, 1996.

CONFERENCE FEE:

As we have mentioned earlier, there will be a charge for the cocktail reception, dinner, brunch and transportation. Please indicate on the attached form the activities and services in which you will be participating on December 6, 7 and 8, and the resulting total fees you are remitting. Please enclose a check made payable to the Kennedy Center for the total amount or indicate which credit card you would prefer to use, with the appropriate information and signature. Again, if you intend to bring guests, please be sure to include them in your response form and conference fees.

These fees **do not** include tickets to the NSO Ball or the Kennedy Center Honors Gala. You should already have received confirmation of any honors tickets you have ordered and should have received your invitation to the NSO Ball.

ADDITIONAL INFORMATION:

Please return your reservation form by no later than November 22, 1996. We look forward to seeing you December 6, 7 and 8! It will be a wonderful three days.