

PRIME MINISTER

Visit of President Reagan

The arrangements for your participation in this visit are as follows.

President's Address in the Royal Gallery: Tuesday 8 June

I think you ought to arrive at the Norman Porch Entrance by 1145. You should take up the position at the top of the stairs in the Norman Porch. It would be best to be quite close to the top step, since this will give the camera behind you a better view. You should stand slightly to the right-hand side as you look down the stairs. At 1155, President and Mrs. Reagan will arrive. They will be presented to you by the Lord Great Chamberlain at the top of the stairs. As you look down the stairs, the Lord Great Chamberlain will be on the left, the President in the middle and Mrs. Reagan on the right. When you have shaken hands, the Lord Great Chamberlain will conduct the President into the Robing Room. You will conduct Mrs. Reagan into the Royal Gallery. Just inside the door, in front of the dais, you will present Mrs. Reagan to John Biffen and Lady Young, in that order. You then conduct Mrs. Reagan to her seat, which will be in the front row on your side of the Gallery. You have the aisle seat, and Mrs. Reagan the one next to you.

You remain seated until the fanfare sounds at the entrance of the President. You take your seat again for the President's address. At the end of the address, there will be another fanfare, at which you stand. The Lord Great Chamberlain, preceded by Mr. Biffen and Lady Young, will then leave the Gallery down the aisle. They will be followed by the President who should be joined by Mrs. Reagan. Once the Presidential procession has left the Royal Gallery you make your escape through the Norman Porch, and return to No.10 in time to greet the President and Mrs. Reagan for lunch.

Lunch: Tuesday 8 June

*M. W. S. / 6*

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You and Mr. Thatcher should greet the President and Mrs. Reagan on arrival in the hall. You should then take them up to your study. The President will "freshen up" for a few minutes in your study and washroom, and Mrs. Reagan will use the washroom just off the ante-room to your study. You should have time to go up to the flat for a minute or two, if you wish.

After collecting the President and Mrs. Reagan in the ante-room to your study, you should go into the Blue Drawing Room. You will receive the guests there in front of the fireplace. They will come in through the door between the Blue Room and the White Room, to be presented to you and the President, and then to pass into the Pillared Room. There will be two television teams, and two still photographers, ranged along the wall opposite.

At 1315, or when all the guests have been received, whichever is the earlier, you should move on into the Pillared Room. We will then start to move the guests into the Large Dining Room. When they are all assembled there, you will take the President up to the top of the table, passing down the left-hand side of the room. At the end of the lunch, you will propose toasts to The Queen and to the President, and then make your speech. The President will reply, and will probably propose an informal toast to you and to Anglo-US relations. You will then escort the President and Mrs. Reagan to the front door where they will depart. After that, you leave for the House for Questions.

Talks: Wednesday 9 June

The President will arrive at 0900. The programme will start with a photo-call in the Pillared Room. You will then proceed to the Small Dining Room for breakfast and talks with President Reagan, Secretary Haig and Mr. Pym. The beginning of the breakfast will be filmed by two television teams and four photographers for a few moments.

At about 0945 breakfast will break up, and you will go to the Cabinet Room for the Plenary talks. Our team will be you, Mr. Pym,

/Mr. Nott

Mr. Nott, Sir Antony Acland, Sir Nicholas Henderson, and possibly one other. The US team will be the President, Secretary Haig, Mr. Clark, Mr. Meese, Ambassador Louis, and Mr. Deaver. They will have had breakfast in the Large Dining Room. At the end of the talks at about 1015, you will accompany the President to the front door and speak to the Press from the pavement immediately outside. You will speak first and the President replies. The Press will be accommodated on stands immediately opposite, and in the street on the right-hand side of the door. After speaking to the Press, you say good-bye to the President in Downing Street.

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7 June 1982