RECORDS OF PRESIDENTIAL INAUGURAL COMMITTEES, 1933-1989 (NATIONAL ARCHIVES RECORD GROUP 274): Presidential Inaugural Committee, 1980-1981: Records

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RECORDS OF PRESIDENTIAL INAUGURAL COMMITTEES: Presidential Inaugural Committee, 1980-1981: Records

This collection is arranged into nine series that closely follow the working functions of the Presidential Inaugural Committee (PIC).

SERIES I: OFFICE OF THE CHAIRMAN, 1980-1981

Robert K. Gray and Charles Wick were the co-chairmen of the 1981 Presidential inaugural. The Library has material for this series from Mr. Gray only. Please see the donated personal papers of Charles Wick for more information on his role on this Committee. Material within this series is arranged into five subseries. They are Subseries A: Robert K. Gray Office Files; Subseries B: General Counsel Office Files; Subseries C: Armed Forces Inaugural Committee; Subseries D: Communications Committee; and Subseries E: Final Reports to the Chairmen.

SERIES II: OFFICE OF THE EXECUTIVE DIRECTORS

There were three co-Executive Directors of the 1981 Presidential Inaugural Committee. They were Frederick K. Biebel, Robert G. McCune and Colonel George W. Kersey. The Library has material for this series from Mr. Biebel and Mr. McCune. Material from Col. Kersey can be found in other parts of the collection. Col. Kersey mostly handled the heavy military involvement in the Inaugural and his work is reflected in the multiple final reports from the military units covering their responsibilities

This series contains two subseries. They are Subseries A: Frederick K. Biebel Office Files; and Subseries B: Robert G. McCune Office Files.

SERIES III: OFFICE OF THE EXECUTIVE ADVISOR

This series contains material regarding coordination with Congress and the judicial branch and their roles in the 1981 Inaugural. This series contains two subseries. They are Subseries A: Congressional Liaison Committee; and Subseries B: Judicial Liaison Committee.

Series IV: Executive Office Staff contains seven subseries. They are Subseries A: Correspondence Control; Subseries B: Facilities; Subseries C: Personnel; Subseries D: Procurement; Subseries E: Security and Clearances; Subseries F: Ticket and Invitation Control; and Subseries G: Transportation.

Series V: Inaugural Committee Groups contains seventeen subseries. They are Subseries A:

Advertising/Promotion; Subseries B: Inaugural Balls; Subseries C: Inaugural Concert and Candlelight Dinner; Subseries D: Vice-President's Reception; Subseries E: Governor's Reception; Subseries F: Distinguished Ladies; Subseries G: Inaugural Souvenir Book; Subseries H: Civic Participation; Subseries I: Public Safety and Reviewing Stand; Subseries J: License Plates; Subseries K: Special Groups; Subseries L: Inaugural Parade; Subseries M: Inaugural Balls in States; Subseries N: Business, Industry, and Special Events; Subseries O: Hospitality; Subseries P: Outdoor Concert; and Subseries Q: Housing.

Series VI: Printed Materials for Events, 1981

Series VII: Audio-Visual Records of Inaugural, 1981

Series VIII: Artifacts/Objects; Series IX: Architectural Drawings.

CONTAINER LIST

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Artwork Audio Cassette Broadcasting File [Broadcasting – Review of PSA Campaign] Candlelight Dinner Plate Catalogues (Distribution) Catalogue – Invoices Catalogue – Items Catalogue – Misc. Catalogue Ordering **Catalogue Printing** Box 55 [Catalogue – Regrets] Catalogue Sales Contract Form Credentialing Direct Mail Lists (Catalogue) **Environmental Educators** Fine Arts Project Inaugural; Backgrounds Inaugural Book Inaugural Events Inauguration Order Forms Insurance Interdepartmental Memos **Invitation Lists** Legal Mailing Lists, PIC Memorabilia [Memos General] Memos to Bob Gray Miscellaneous Miscellaneous Correspondence Motor Pool Information Neiman Painting **Official Invitation** Personnel

Box 56 Petty Cash Vouchers Poster Press Program Program Marketing Purchase Orders – Made

[Purchase Request & Forms] Purchasing Contract Policy Retailing Scripts – Producers, etc Staff Information Team Telephone Vendors **VIP Official Inaugural Collection** Volunteers Zorthian, Barry George Stringer Office Files: Accomplishments George Stringer Office Files: Budget (Current) George Stringer Office Files: Budget (Historical) George Stringer Office Files: Business Oversight Team George Stringer Office Files: Catalogue George Stringer Office Files: Collier Graphics George Stringer Office Files: Contracts

Box 57

George Stringer Office Files: Final Reports George Stringer Office Files: Flags George Stringer Office Files: Inaugural Medal George Stringer Office Files: Inaugural Programs George Stringer Office Files: Insurance Information Interoffice Memos George Stringer Office Files: Legal George Stringer Office Files: Merchandise Packing, Slips/Receipts George Stringer Office Files: Miscellaneous George Stringer Office Files: Post Office BRE Receipts George Stringer Office Files: Post Office Receipts George Stringer Office Files: Printing Bids George Stringer Office Files: Reserved Plate Info George Stringer Office Files: Time Schedules (Projects) George Stringer Office Files: Transportation George Stringer Office Files: TV-Radio PSA Mailing George Stringer Office Files: Vending George Stringer Office Files: Welch, Frankie George Stringer Office Files: "What's Happened Since 1776"

Subseries B: Inaugural Balls, 1980-1981 (Group III) Box 57, cont. AF to M Performance and TV Scales Beach Boys/Youth Concert Brown, James Contracts Cover Letters for Contracts December Correspondence (1)(2) Box 58 Entertainment [Group III Final Report Materials] (1)(2) General Notes File [Hampton, Lionel] January Correspondences (1)-(3)

Box 59 January Correspondences (4) 1973 Notes Osmond Family

Subseries C: Inaugural Concert and Candlelight Dinner, 1980-1981 (Group IV) Box 59, cont. Activity Control & Organization Budget Reports Candlelight Dinners/Concert Committee Concert Program Final Report of the Entertainment Committee, 1973 [Material for the Final Report, 1981] Memos

Subseries D: Vice-President's Reception, 1980-1981 (Group V) Box 59, cont. Commemorative Contributors Congressional Acceptances DC Hostess Lists Honorary Response Sheets (1)

Box 60 Honorary Response Sheets (2) In-House Memoranda Inter-Office Memoranda Mailing Lists for Medallions, Programs and Pens, Etc. Maryland Hostesses Memo Originals Names for Invitations Checked Purchase Orders Security Clearance Sometimes News, The Staff and Volunteers – Sign In/Out Sheets Support Personnel for V-P's Reception (1)(2) Virginia Hostesses Volunteer Applications

Subseries E: Governor's Reception, 1980-1981 (Group VI) Box 61 Administrative Badges & Pins [Budget] Chamberlin's Outgoing Memos **Committee Checklist** [Credentials] [Decoration Bids] **Diplomatic Protocol** Entertainment Fact Sheet – Other Committee [Final Report – Background Material] [Final Reports from Subcommittee] Floor Committee Forms [Governor Information] Honorary Chairmen Hotel Liaison Information Memos

Box 62

Liaison - Communication with Governors Media Packet Medical [Meetings (Reports)] Military Aides to Governors Military Liaison Music Name Lists [National Naval Medical Center] 1969 Governor's Reception Inaugural **Outgoing Correspondence** Press & Public Relations Purchasing & Procurement Ouotas Secret Service Clearance Schedule of Events [Schedule Plan] Sheraton Group Contacts **Supplies** Telephone Directories (Office) Ticket Control [Time Sheets] Transportation [Volunteers]

Subseries F: Distinguished Ladies Reception, 1980-1981 (Group VII) Box 63 Budget Contributions [Correspondence, Memos and Lists] Diplomatic Wives Draft – Distinguished Ladies Reception Hostesses for Distinguished Ladies Reception Maps Press/Staff Program Renee Rubinson [A Reporter's Guide to Inaugural Washington] Site Coordination and Services

Subseries G: Inaugural Souvenir Book, 1980-81 (Group VIII) Box 63, cont. Advertisements Advertising & Production; Final Report, 1977 Articles re: RR and Inauguration Assignments [Background & Research material] Book Committee (BA) [Book Text – Drafts] (1)

Box 64 [Book Text – Drafts] (2) [Book Text – Editing Copy] [Book Text – Page 1-10] Budget **Bumper Stickers** Captions to All Pictures [Complimentary Copies] **Congressional Letters of Appreciation** Contact Sheets – Transferred to AV 5/15/94 Contracts [Copyright Information] Credentials Daily Log (Trans and Written) Departmental Logos [Design Treatment] Editorial/to Typesetter Edwards, James Burrows [Event Specifications] [Final Report Background Material] (1)

Box 65 [Final Report Background Material] (2) First Family – Bio Data Gray, Bob Historical Xerox Copies, National Gallery Honorary Advisors Hotels Image [Inaugural Book Jackets] [Inaugural Book – Master for Lover] **Inaugural History** Inaugural Seals (Negatives) [Inaugural Souvenir Book, 1969] Inaugural Weather Invitations Invoices Labor Committee Lanier Instructions [(Legal) Inaugural Book] [Letters to Governors Wives (Not Sent)] Mailing Receipts [Maps, Drawings] Memorandums – Office (3) Memos Duke Zeller/Staff Mementos

Box 66

[News & Public Information Committee Report, 1973] (1)-(3) Outline - "A Great New Beginning" Personnel Petty Cash Receipts [Photograph Lists] [Photograph Credits] [Photographers] [Photographs] Presidential Inaugural Committee 1981 – Accounting Procedures Manual - Cost Center Directors Press Lists [Press Party] Press Releases [Previous Inaugural Programs] Procurement Forms Sent to Supply Production Reagan, Nancy Bio & Article **Registration for License Plate**

Release Form Requests for Books Box 67 Resumes Rodgers, Nancy Schedule of Events (Drafts) [Smithsonian Historical Slides Order] Tampico, Illinois Transition – Arts & Humanities Volunteers (3) White House Book Presentation Ceremony Subseries H. Group X. Civic Participation Box 67, cont. Group X – Civic Participation Subseries I. Group XI. Public Safety & Reviewing Stands Box 67, cont. Balls Boy Scouts of America Correspondence Baker Cost Center 22252 Group XI Memos Housing Insurance Legal Miscellaneous PIC Office Memos Parade Tickets Press Reviewing Stands, Etc. Chron Security Transportation **USSS** Clearance Subseries J. Group XIII License Plates Box 68 **Background License Information** Balls Budget Budget for License Plate Division Communications Comps Correspondence & Memos – Outgoing D.C. Space Sales DMV

Events Fact Sheet Family Schedule FIC & PIC Information **Final Report** [Final Report & Attachments] Flyer Governors Incoming Memos License Plates, Misc. Lists Marketing Plans Memos Motorcade News/Promotion News Release Notes Numbers Orders – Exec. (not PD) Personnel **Pictures** Box 69 Press Releases Printing Procedure Handling Plate Sales Procurement PSA's **Purchase Orders** PX's **Radio Programs Registration/Order Forms** "Sometimes News" State Sales [States Sales order Forms] Telephone Bank **Telephone Directory** Transportation Volunteers Weekly Reports

Subseries K. Group XIV – Special Groups Box 69, cont. Budget Budget Forms Budget Reports

Chron File – December Chron File – January Commemorative Lists Forms [Memos/Letters – Williams] [Memos/Letters – Wu] Organizational Chart/Personnel Schedule of Events Special Group: Blacks **Special Group: Hispanics** Special Group: Nationalities Special Group: Religious Special Group: Senior Citizens/Handicapped Special Group: Veterans Special Group: Young Voters Special Group Phone Listing

Box 70

Staff File

Staff Resumes

State Coordinators

Volunteers

Washington D.C. Committee

- Weekly Reports
- Bob Billings Director of Religious Participation Subject Files: Convocation Meeting
- Bob Billings Director of Religious Participation Subject Files: Correspondence 11/04/1980-11/12/1980
- Bob Billings Director of Religious Participation Subject Files: Correspondence 11/13/1980-11/20/1980
- Bob Billings Director of Religious Participation Subject Files: Correspondence 11/21/1980-11/30/1980
- Bob Billings Director of Religious Participation Subject Files: Correspondence 12/01/1980-12/14/1980

Bob Billings – Director of Religious Participation Subject Files: Correspondence 12/15/1980-12/28/1980

- Bob Billings Director of Religious Participation Subject Files: Correspondence 12/29/1980-01/11/1981
- Bob Billings Director of Religious Participation Subject Files: Correspondence 01/12/1981-01/21/1981
- Bob Billings Director of Religious Participation Subject Files: Humanism
- Bob Billings Director of Religious Participation Subject Files: Memos In-Coming
- Bob Billings Director of Religious Participation Subject Files: Memos Outgoing
- Bob Billings Director of Religious Participation Subject Files: Miscellaneous
- Bob Billings Director of Religious Participation Subject Files: Office Correspondence
- Bob Billings Director of Religious Participation Subject Files: [Possible Musical Participants]

- Bob Billings Director of Religious Participation Subject Files: Religious Host Committee
- Bob Billings Director of Religious Participation Subject Files: Schedule of Events
- Bob Billings Director of Religious Participation Subject Files: Tickets
- Bob Billings Director of Religious Participation Subject Files: Weekly Reports: Copies from Religious Group
- Bob Billings Director of Religious Participation Subject Files: White House Reception

Box 71

- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Administrative Department Description
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Budget
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Committee Meetings
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Correspondence – Seniors
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Directories, PIC
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Forms (Miscellaneous)
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Memos (Incoming)
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Memos Outgoing
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Memos to/from Bob Williams
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Newspaper Clipping
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: [Notes]
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Official Inaugural Merchandise
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Organization Chart
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Payroll
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Procurement (Cohen/Kersey)
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Receipts
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Religious Participation
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: "Sometimes News"
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Special Groups – Group 14
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: State Coordinators – Inaugural Plans 1981
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Supplies

- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Ticket Priority
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Volunteers
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: [Handicapped Services]
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Handicapped Services '81: Access (Physical)
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Handicapped Services '81: Communications
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Handicapped Services '81: General
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Handicapped Services '81: Interpretation
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Handicapped Services '81: In-Kind Services
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Handicapped Services '81: Memos (In-House)
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: [Handicapped Services '81: 1977 Final Report]
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Handicapped Services '81: Planning
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Handicapped
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Handicapped Services '81: Press
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Handicapped Services '81: Printing
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Handicapped Services '81: Reserved Areas/Parking
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Handicapped Services '81: Resources
- Jean Berquast Director of Senior Citizens and Handicapped Subject Files: Handicapped Services '81: Transportation

Subseries L: Group XV – Parade Committee

Box 72

- [Parade Participant Files: Cardinal O'Hara H.S. PA 1]
- [Parade Participant Files: Cardozo High School DC II]
- [Parade Participant Files: Chesterton H.S. IND III]
- [Parade Participant Files: Clovis H.S. Calif IV]
- [Parade Participant Files: Dixon High School Illinois III]
- [Parade Participant Files: Eldo H.S. Nevada IV]

[Parade Participant Files: Fort Walton Beach H.S. – FLA – II]

[Parade Participant Files: Fountain Valley H.S. – California – IV]

[Parade Participant Files: Hutchinson H.S. – Kansas – III]

[Parade Participant Files: Morman Tabernacle Choir]

[Parade Participant Files: National Guard Bagpipe band – Oregon IV]

[Parade Participant Files: Portsmouth H.S. – RI – I] [Parade Participant Files: Purdue University Glee Club – IND – III] [Parade Participant Files: Ross Volunteers Texas A&M] [Parade Participant Files: Salem High School – NH – I] [Parade Participant Files: South Dakota State University – SD – III]

Box 73

[Parade Participant Files: Southern University – LA – II] [Parade Participant Files: Strom Thurmond High School – SC – II] [Parade Participant Files: Starkville H.S. – Mississippi – II] [Parade Participant Files: University of Massachusetts] [Parade Participant Files: University of Tennessee – TN – II] [Parade Participant Files: University of Texas – Texas – IV] [Parade Participant Files: Virginia Polytechnical Institute - VA (VPI) "Hightie-Tightie" II] [Parade Participant Files: West Iredell H.S. – TN – II] [Parade Participant Files: Willard H.S. – Missouri – III] [Parade Participant Files: American Driving Society – National – New York] [Parade Participant Files: American Indian Foundation Region II Virginia] [Parade Participant Files: American Morgan Horse Assoc. National Texas] [Parade Participant Files: American Quarter-Horse Assoc. National – Texas] [Parade Participant Files: American Saddle-Bred Region II Kentucky] [Parade Participant Files: Appaloosa Horse Club Region II VA] [Parade Participant Files: Belgians Newfields, NH] [Parade Participant Files: California Rangers – Region IV Calif.] [Parade Participant Files: Con Davis Region IV – Calif.] [Parade Participant Files: Connecticut Governor's Horse Guard Region I Conn.] [Parade Participant Files: Culver Military Academy Region III Indiana] [Parade Participant Files: Demer's Draft Team Region I Mass] [Parade Participant Files: Equestrian Narratives for Fact Book (Rough Drafts) [Parade Participant Files: First Maine Cavalry Region II Maryland] [Parade Participant Files: First Troop Philadelphia Cavalry Region I PA] [Parade Participant Files: Fort Hood First Cavalry National – Texas] [Parade Participant Files: Hella Horse Patrol Region IV Texas] [Parade Participant Files: International Arabian Horse Association – National]

Box 74

[Parade Participant Files: International Side-Saddle Organization Region I NJ]
[Parade Participant Files: Kena Shrine Temple Palominos Region II Virginia]
[Parade Participant Files: Lake County Sheriff's Posse, Ind Region III]
[Parade Participant Files: Medinah Black Horse Troop Region III Illinois]
[Parade Participant Files: Mounted Ranger Patrol/Cleveland Metro Park Region III Ohio]
[Parade Participant Files: New York City Police Region I New York]
[Parade Participant Files: President Horses Region IV California]
[Parade Participant Files: Sacramento Sheriff's Posse Region IV Calif.]
[Parade Participant Files: Tempel Lipizzians Region III – Illinois]

[Parade Participant Files: Third Infantry Ceremonial National – Virginia] [Parade Participant Files: U.S. Equestrian Team National – Maine] [Parade Participant Files: U.S. Park Police/National Park Service National – District] [Parade Participant Files: Bill Williams Mountain Men Region IV Arizona] [Parade Participant Files: World's Champion Dog Sleds Region IV Alaska] [Band Information] Budget – Parade Committee – 1981 – Inaugural [Cavalcade/Motorcade] [Credentials] [Equestrian Teams] [Float – Bob Luker] [Float – Hargrove] [Float – World's Fair] Floats Being Used [Form Letters] [Form Originals] Group XV – Inaugural Parade Status Report (1)-(3) Box 75

[Historical Parade Committee Reports] (1)-(3) [Inaugural Parade Booklet: General Order Number 1] Inaugural Parade Fact Book [Parade Committee Fact Sheets] [Parade Line of March] Parade News Release Parade Newspaper Clippings [Parade Notes] [Parades Staging Reports] Phone Directories [Photo File] [Plan of Operations] Press Kit: Press Briefing; 01/10/1981 [Procurement]

Box 76 [Sheet Music: Inaugural Grand March] ["The Sometimes News"] [State Coordinators List] [Weather Forecast] [Regional Parade Participant Books Middle – M I] [Regional Parade Participant Books Northeast – NE I] [Regional Parade Participant Books Southern S-I (A)] [Regional Parade Participant Books Southern S-I (B)] [Regional Parade Participant Books Western W I]

Subseries M: Group XVI - Inaugural Balls in States

Box 77 Albany Satellite Ball American Hotel & Motel Association AT&T Budget Chamber of Commerce **Dead Cities** Entertainment Final Report International Legal Legal Agreements (Sent Out) Legal Statements (Returned) List of Cities Local Inaugural Ball Sponsors Mailings Mementos - Programs - Etc. Press Production of Program Program Book Order Box 78 **Questionnaire Results Republican National Committee Republican Party Reservations**

Satellite Balls Confirmed Cities List Alabama Alaska Arizona Arkansas California Colorado Connecticut Delaware District of Columbia Florida Georgia Hawaii Idaho Illinois Indiana Iowa Kansas Kentucky Louisiana Maine

Maryland Massachusetts Michigan Minnesota Mississippi Missouri Montana Nebraska New Hampshire New Jersey New Mexico New York North Carolina North Dakota Ohio Oklahoma Oregon Pennsylvania Rhode Island South Carolina South Dakota Tennessee Texas Utah Virginia Washington West Virginia Wisconsin Wyoming

Subseries N: Group XVII – Business, Industry & Special Events Box 78, cont. [Business/Industry/Special Events Final Report] (1)-(3) Contributors – In-Kind Event I.D. Credentials Out-going Memos from This Division Personnel Press Club Event Purchasing & Procurement

Box 79 Quota Info Report Info Security Seniors/Handicapped Signs Special Events Ideas State Coordinators List Tax Status Ticket Sales Tickets Sales Receipts Tickets Tickets Received from Staff by Companies Transportation Ticket Sales Summary Book Weekly Report B/E/SE 12/08/1980 Weekly Report B/E/SE 12/12/1980 Weekly Report B/E/SE 12/19/1980 Weekly Report B/E/SE 01/02/1981 Weekly Report B/E/SE 01/09/1981

Subseries O: Group XIX – Hospitality Box 79, cont. Alphabetized List of Institutions/Performers Places Contacted (1)-(3) Budget (1)(2) Chron File (1)(2) Civic Participation [Credentials] [Day by Day Schedule Cards 01/16/1981] [Day by Day Schedule Cards 01/17/1981]

Box 80

[Day by Day Schedule Cards 01/18/1981] [Day by Day Schedule Cards 01/19/1981] [Day by Day Schedule Cards 01/20/1981] Distribution List for Official Guide Book Doriene Steeves, Director [Final Reports] [Guide Book Galley Proofs] (1)-(4) [Guide Book Inaugural Committee Lists] (1)-(3)

Box 81 [Guide Book Inaugural Committee Lists] (4)(5) [Guide Book Information] (1)(2) [Guide Book Proofs] Hospitality Booth Locations (1)(2) Hostess Briefing Hospitality Desk Working File (1)-(5) [Inaugural Guide Book, 1965] Inaugural Publicity [Inauguration 1977 Schedule of Events & Guide to Washington] Box 82 Jellybeans Materials **Organization Chart Procurement Requests** Schedule of Events **Special Events Special Hostesses** Staffed Hotels (1)(2) Status Reports for Weekly Reports Stocked Hotels [Transportation] [Tourist Information Cards A-H] [Tourist Information Cards I-S] [Tourist Information Cards T-W] Volunteers Weekly Activity Reports

Subseries P: Group XXI: Outdoor Concert Committee Box 83 Budget/Salaries "Invitations" Code #208 Myles Ambrose, Director OCC Department Description [OCC Final Report] [OCC Outgoing Correspondence, December 1980] OCC Outgoing Correspondence, January 1981] P.R. File Requests for Supplies/Equipment Telephone Directory Volunteers Weekly Report/Biebel

Subseries Q: Group XXVIII – Housing Box 83, cont. Accommodations for Rev. Moomau

SERIES VI: PRINTED MATERIAL FOR EVENTS, 1981 Box 84 [Governor's Reception Invitations] (1)-(6)

Box 85 [Inaugural Commemorative Invitations] (1)-(6)

Box 86

[Inaugural Guide Books] (1)-(6)

Box 87 [Parade Fact Books] (1)-(6)

Box 88

[Book – "A New Beginning"] [Book – "We the People: An American Celebration 50th Golden Inaugural"] **Concert Performances Kennedy Center Distinguished Ladies Reception** Governor's Reception Inaugural Commemorative Inaugural Convocation Inaugural Education Kit Inaugural First Stamp Cover **Inaugural Gala Invitations Inaugural Gala Programs Inaugural Invitations Inaugural Parade** Inaugural Parade Fact Book **Inaugural Program** Inaugural Reception – George Bush [Inaugural Tickets from Museum Collection]

Box 89

Invitations for Reception – Samuel Pierce 1981 Presidential Inaugural Committee Press Kit (1)(2) Plan for the Inaugural Ceremonies [Presidential Seal on the Johnson Proclamation] [Seniors and Handicapped Citizens Reception] Sheet Music Staff Passes [Stationary] "A Taste of America" **Telephone Directory** [Ticket Request Forms] [Various Programs, Pamphlets] [Veterans Inaugural Ball] [Transfer Sheets – Architectural Plans] [Transfer Sheets - Audio- Visual] - See full inventory of audio-visual items for this collection [Transfer Sheet – Objects]

Box 90 Poster – The Official Inaugural Plate Poster – Official Inaugural Commemoratives (4 Copies) Calendar – 1981 "We the People" Poster – Reagan/Bush (2 copies) Poster – Neiman Painting (2 copies) Commemorative Announcement – Governor's Ball (30 copies)

Box 91

Poster – Tape Recording

Poster - 1981 Inaugural Book (2 copies)

Poster - The Official Presidential Commemorative Collection with Order Forms

Box 92

Poster – Commemorative Appreciation Photo of President & Mrs. Reagan (200 copies)

Box 93

Plan for Booths at Governor's Reception Swatch Samples for Governor's Reception Braille Invitation for Vice-President's Reception Newspaper – *Washington Star* Tuesday, 01/20/1981 Newspaper – *Washington Post* Wednesday, 01/21/1981

SERIES VII: AUDIO-VISUAL RECORDS OF INAUGURAL, 1981 This material is described on transfer sheets in Box 89 and the <u>AV inventory</u>

SERIES VIII: ARTIFACTS/OBJECTS This material is described on transfer sheets in Box 89 with 11 items

SERIES IX: ARCHITECTURAL DRAWINGS This material is described on transfer sheets in Box 89 with 99 items