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RG 274, Records of the 1989 Presidential Inaugural Committee

Extent

131 Boxes

Access

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Provenance

Gift of the 1989 Presidential Inaugural Committee, 1989

Processed By

Staff Archivists, August–October 2016

Scope and Content

RG 274, Records of the 1989 Presidential Inaugural Committee consists of correspondence, contracts, lists, press release, printed materials, programs, reports, and schedules of the following operating divisions: Administrative, Communications, Computer Operations, Congressional Affairs, Events, Finance, Invitations, Marketing, Media, Operations, Public Liaison, Publications, Scheduling, and Tickets, as well as the Armed Forces Inaugural Committee. Also included are records of groups responsible for accessibility and disability, catering, corporate affairs correspondence, graphics and calligraphy, insurance and contracts, personnel, political affairs, procurement, receptions, technical communications, transportation, and volunteers, 1988–89.

Administrative History

Established, pursuant to the Presidential Inaugural Ceremonies Act, by President-elect George Bush

PIC [Presidential Inaugural Committee] 300 to PIC [Presidential Inaugural Committee] 324
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Box 5 **Wood, Catherine E., Files [Executive Secretariat]** [OA/ID 26873]

PIC [Presidential Inaugural Committee] 400 to PIC [Presidential Inaugural Committee] 424
PIC [Presidential Inaugural Committee] 425 to PIC [Presidential Inaugural Committee] 449
PIC [Presidential Inaugural Committee] 450 to PIC [Presidential Inaugural Committee] 474
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PIC [Presidential Inaugural Committee] 575 to PIC [Presidential Inaugural Committee] 599

Box 6 **Wood, Catherine E., Files [Executive Secretariat]** [OA/ID 26874]

PIC [Presidential Inaugural Committee] 600 to PIC [Presidential Inaugural Committee] 624
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PIC [Presidential Inaugural Committee] 650 to PIC [Presidential Inaugural Committee] 674
PIC [Presidential Inaugural Committee] 675 to PIC [Presidential Inaugural Committee] 699
PIC [Presidential Inaugural Committee] 700 to PIC [Presidential Inaugural Committee] 724
PIC [Presidential Inaugural Committee] 725 to PIC [Presidential Inaugural Committee] 749
PIC [Presidential Inaugural Committee] 750 to PIC [Presidential Inaugural Committee] 774
PIC [Presidential Inaugural Committee] 775 to PIC [Presidential Inaugural Committee] 799
PIC [Presidential Inaugural Committee] 800 to PIC [Presidential Inaugural Committee] 824

Box 7 **Wood, Catherine E., Files [Executive Secretariat]** [OA/ID 26875]

PIC [Presidential Inaugural Committee] 825 to PIC [Presidential Inaugural Committee] 849
PIC [Presidential Inaugural Committee] 850 to PIC [Presidential Inaugural Committee] 874
PIC [Presidential Inaugural Committee] 875 to PIC [Presidential Inaugural Committee] 899
PIC [Presidential Inaugural Committee] 900 to PIC [Presidential Inaugural Committee] 924
PIC [Presidential Inaugural Committee] 925 to PIC [Presidential Inaugural Committee] 949
PIC [Presidential Inaugural Committee] 950 to PIC [Presidential Inaugural Committee] 974
PIC [Presidential Inaugural Committee] 975 to PIC [Presidential Inaugural Committee] 999
Auto Pen 6B/DQ [Photos Inside]
Form Letters
Military Assistants/Cars

Box 8 **Wood, Catherine E., Files [Executive Secretariat]** [OA/ID 26876]

Inaugural Photography
Truman's Inaugural Program
Eisenhower's Identified Photos
Kennedy's Seating Chart
Johnson's Seating Chart
Nixon's Seating Chart
Carter's Seating Chart
Reagan's 1981 Inaugural Reports

Box 9 **Urbanski, Lynn Collins, Files [Finance Division]** [OA/ID 26877]

VIP—Hotel/Limo/Ticket Information
Administration
1989 Loan Guarantors
Armed Forces Memos

Loan Guarantors—Brunch Event
 Guide Book
 Volunteers
 Special Events
 Sample Stationary
 Correspondence
 Personnel
 Inaugural Guaranty Loan—Check Transmittal Sheets
 Chairman's Office
 Forms—License Plates
 Legal Opinions
 Baskets
 Armed Forces
 Site
 Gala Box
 Political Affairs
 Finance Staff Memos
 Donor Cards
 Inaugural Gala Ball Box—Check Transmittal Sheets
 Budget
 Treasury—Memorandums
 Site Location—Inaugural Ball

Box 10 Turner, Laurie Snow, Files [Director of Communications] [OA/ID 26878]

Credentialing [1]
 Credentialing [2]
 Outgoing Memoranda
 Media Handbook—Legal/Copyright Clearances
 Incoming Correspondence and Queries
 Media Handbook—Budgets and Bids
 Status Reports
 Overview, Plans, Newsletters, News Releases, News Clips [1]
 Overview, Plans, Newsletters, News Releases, News Clips [2]
 Overview, Plans, Newsletters, News Releases, News Clips [3]
 Overview, Plans, Newsletters, News Releases, News Clips [4]
 Director's Overview

Box 11 Turner, Laurie Snow, Files [Director of Communications] and Huckaby, J. Stanley, Files [Chief Financial Officer] [OA/ID 26879]

Personnel/Operations/Procedures Handbook
 News Clips—[Newspapers and Clippings Inside]
 Photos: President, Co-Chairmen, Executive Director [Glossy Photos]
 Media Handbook [1 of 2]
 Media Handbook [2 of 2]
 Refund Procedures Handbook
 Miscellaneous Charts of Accounts, Trial Balances, Completed Contractors List
 Finance Office ("Treasury") [EMPTY]

Box 12 Clarey, Donald A., Files [Administrative Division] [OA/ID 26880]

Agenda's Meetings
 Budget
 Calendar of Events
 Employment Procedures—Payroll Schedule

Events
Executive Driver's Office
Executive Offices
GSA Memos
Graphics
Inaugural Information
Guidelines
Invitation Mailing

Box 15 Armstrong, Kathy, Files [Principle Deputy Director of Administration]

[OA/ID 26883]

Lists/Invitations
Meeting Minutes
Memos
Administration Memos
Newsletters—Newspaper Inside
Operations
Procurement
Personnel Material
Production Meetings [1]
Production Meetings [2]
Security
Shipping and Receiving
Stationery, Business Cards, etc.
Technical Communications
Telephone
Telephone Directories [1]
Telephone Directories [2]
Temporaries (Hired for Telemarketing)
[Miscellaneous]

Box 16 Armstrong, Kathy, Files/Williams, Michael, Files

[OA/ID 26884]

Transportation
Tickets
Volunteers [1]
Volunteers [2]
Treasury
Weather Forecasts
Invitations weekend 12/16–12/18 [1988]
Will Call
Xerox
AFIC
Closing
Copying
Donations
Food
Furniture
[Volunteers]
Lafayette Park
Pepsi
Miscellaneous [1]
Miscellaneous [2]
Property File

Soft Drinks
Temporaries

- Box 17** **Marshall, Kelsey, Files [Accessibility and Disability Advisor]** [OA/ID 26885]
[File Information Sheet]
[Accessibility Fact sheets] [1–14]
[Accessibility Fact sheets] [15–29]
[Accessibility Fact sheets] [30–33]
[Accessibility Fact sheets] [34–45]
[Braille Calendar of Events] [3 copies]
- Box 18** **Marshall, Kelsey, Files [Accessibility and Disability Advisor]** [OA/ID 26886]
[File Information Sheet]
Filled Requests
[Accessibility Documents and Memos] [1 of 2]
[Accessibility Documents and Memos] [2 of 2]
1988 Republican National Committee Handicap Policy
[Official Guidebooks Enlarged Print—Visually Impaired] [1 of 2]
[Official Guidebooks Enlarged Print—Visually Impaired] [2 of 2]
- Box 19** **Marshall, Kelsey, Files [Accessibility and Disability Advisor]** [OA/ID 26887]
Accessibility & Disability Book [1]
Accessibility & Disability Book [2]
Accessibility & Disability Book [3]
- Box 20** **Madden, Sarah, Files [Graphics and Calligraphy Office]** [OA/ID 26888]
Administration
Artists/Volunteers
Calligraphy
Executive Offices
Finance
Graphics Order Forms
Letterhead
Letters
License Plates
[Armed Forces Graphics]
Logos
Marketing—Saturday
Operations—Wednesday
Organizational Charts [Attachment A]
Public Liaison [EMPTY]
Purchase Orders (Blank)
Invitations
Purchase Orders (Sent) Incomplete file
Quayle Family
Receiving
Special Events
Signs
Supplies
PIC [Presidential Inaugural Committee] Request Forms
Printers
Telephone List
To Do

Billy Lane Orchestra and Sounds of Glenn Miller
Blues Alley Quintet
Bob Dini Music
Bonita, Angelo
Brewer Communications
Brewood Corp.
Brindisi Reef Productions
Bookvale Associates, Inc.
Buddy Brock Orchestra
Burmec (Coat Check) [EMPTY]
Bus Boys
Cable News Network
Cameron-Howe, Helen
Capitol Connection (TV Cable)

Box 23 Greenwood, Ralf Files and Knechtle, John Files [Insurance and Contracts]

[OA/ID 26891]

Capron Lighting and Sound
Carlson Promotion Group/Commemorative Catalog
CBS/Gala [EMPTY]
Cellular One
Cherokee Wholesalers
Clarey, Donald A.
CMAC Bus Contract
Conley, John
Continental Airlines
Convention Center Caterers
Corcoran Gallery of Art
Corey, Terry
Cox, Clayton
Creative Photocrafts, Inc. [EMPTY]
Crowell, Ray
D.C. Armory
Daka, Inc.
Danny Ward Sextet
Daughters of the American Revolution
Design Associates—Guidebook Printing
Design Cuisine
Design Ink, Inc.
Designing Parties
Dimarco, Sal
Direct Marketing
Directline
Disabled American Veterans
Dodge Color, Inc.
Vanderbrook, Don
Donati, Gene Presentations
Drapkin, Arnold
Drapkin, David
Drew-Corcoran Orchestra

Box 24 Greenwood, Ralf Files and Knechtle, John Files [Insurance and Contracts]

[OA/ID 26892]

E-Lite Sanitatio
Estrin, Larry
Falcon, Paul
Farley, M.R.
Fete Accomplie
Fleishell, William S.
Floating Opera
Flowers, Plants, Gardens
Fogel, Maggie
Foley, William
Freeman Decorating Co.
Frost Associates
Funt, John
Future View
GM
Gatlin Brothers
General Audio Video
Georgetown Park [EMPTY]
Gleason, Jr., Robert R.
Global Artists
Good Impressions, Inc.
Graham, Ashton
Greenworks—Jaki Ettinger
Grucci
GSA—Departmental Auditorium [EMPTY]
GSA—PIC [Presidential Inaugural Committee]
Handy Distributors, Inc.
Hardwick, Bob

Box 25 Greenwood, Ralf Files and Knechtle, John Files [Insurance and Contracts]

[OA/ID 26893]

Hargrove, Inc.
Bill Harrington Productions
Harton, Sarah C.
HDO Productions, Inc.
Haywood Bricker and Associates
Heller Electric Co., Inc.
Higbie, Mark
Hilton Hotel and Towers
Hogates Catering
IBM Contract
I. D. Systems, Inc.
Imero Fiorentino Associates
Iverson, J. Scott
Jack Morton Productions
The Jets
Joel McAfee Agency
Johnson, Jeanne
Johnson, Robert (Bob) M.
J.W. Marriott Hotel
Kennard, Byron C.

Kennedy Center
Kolk, Peter

Box 26 Greenwood, Ralf Files and Knechtle, John Files [Insurance and Contracts]

[OA/ID 26894]

LaVor, Marty
Lester Lanin Orchestras
Lionel Hampton Enterprises
Long Consultants, Inc.
Lundgren, Mary Ann
Luster, William
MacFarland Corp.
Martinez, Karen
Marriott-Tyson's Corner
Mathis Concessions Sales
Matushita Electric
McCormick, Stephen
McGuire Sisters
Meersman, Roger
Merchant Bank (Master Card/Visa)
Metro Services International
Metromedia Paging
Michael Carney Orchestra
Mid-American Enterprise
Miller, Michael
Don Mischer Productions, Inc.
Moorcroft Associates
Musco Mobile Lighting, Limited
Mydans, Carl
Nadeau, Leo W.
Naptown Jazz Quintet
David J. Nash Associates, Inc.
National Media, Inc.
Nation Museum of American History (Smithsonian Institution)
National Park Service
National Park Service—Lincoln Memorial
National Zoo
Neal Smith and his Orchestra
Nighthawks
Norcross, David
North's Office Machine Exchange
Nosegay Flower Shop
Occasions Caterers
Omni Georgetown Hotel
Omni Shoreham Hotel
O'Neill, Timothy P.
Ohlson/Skipworth
Page, Ethelmae

Box 27 Greenwood, Ralf Files and Knechtle, John Files [Insurance and Contracts]

[OA/ID 26895]

Page Plus
Panafax

Paris Caterers
Party Political Planning
Peoples Brown Printing/Inaugural Guide Book
Peter Duchin Orchestra
PIC [Presidential Inaugural Committee]-AFIC Agreement
Philip Baloun Designs
Plankinton, Herbert
Preservation Hall Band
Prince Georges Equestrian Center
Professional Services Industries, Inc
Rasley, George K., Jr.
REMCO
Reserve Officers Association
Restaurant Associates, Inc.
Ridgewell's Caterer
Rogers, Alexander
Rogers, B. J.
Ronnie Kole Productions
Sam Schreiber Orchestra
Schumacher, Karl
See Factor, Inc.
Senate Art Gallery
Schmidt, Virginia
Sferrazza, Carl
Sheraton Washington Hotel

Box 28 Greenwood, Ralf Files and Knechtle, John Files [Insurance and Contracts]

[OA/ID 26896]

Sovran Bank/Visa—Mastercard
Spencer's Safe and Lock Service
Stebbins, Diane
Strolling Strings Associates
Teo and His New York All Star Blues Quintet
Thompson, Jessica
Tony Kelley and His Royal Ambassadors
Union Station
Urbanski, Lynn
U.S. Postal Service
Veda, Inc.
Washington Convention Center
Washington Education Resources
Washington Marriott Hotel
Washington Strategies Corp.
Waste Management
Weintraub Entertainment Group, Inc.
Weiss, Dolores
Woody Herman Orchestra
The Wonder Co.
Windows Catering
Worldvision Enterprises, Inc.
Zimmerman, Robert
Marsh & McLennan, Inc. Claims Manual for Reporting Procedures
Binder—Insurance Manual [1 of 4]

Binder—Insurance Manual [2 of 4]
Binder—Insurance Manual [3 of 4]
Binder—Insurance Manual [4 of 4]

Box 29 Greenwood, Ralf Files and Knechtle, John Files [Insurance and Contracts]

[OA/ID 26897]

Property/Equipment
Press Release
D&O Applications [Insurance]
Crime Bond
Marsh and McLennan
Terms and Conditions
Special Events
1985 PIC [Presidential Inaugural Committee] Insurance Policies
Memos
Fire Insurance Policies
Liquor Law Liability Coverage
PIC [Presidential Inaugural Committee] Contact Form—First Draft
GSA Insurance Request
Authorized Signatures
Afteraction Report
Inventory File
Insurance Analysis
Events
Terms for Donation of Goods

Box 30 Greenwood, Ralf Files and Knechtle, John Files [Insurance and Contracts]

[OA/ID 26898]

Motor Pool Inventory
Contract Approval Procedures
Contract Approval Forms
Circulars
Contracts
Insurance File
After Action and Files Guidelines
Avenger Insurance Binder
Contract Pool
Umbrella Binder
[Miscellaneous]
For Terry
Don

Box 31 Greenwood, Ralf Files and Knechtle, John Files [Insurance and Contracts]

[OA/ID 26899]

Auto Claim Forms [1 of 4]
Auto Claim Forms [2 of 4]
Auto Claim Forms [3 of 4]
Auto Claim Forms [4 of 4]
Property Loss Claim Forms
Finances
Worker's Compensation Claim Forms
Contractors Certificates of Insurance
Coat Check Certificates

Caterers' Certificates

Box 32 Greenwood, Ralf Files and Knechtle, John Files [Insurance and Contracts]

[OA/ID 26900]

Marsh and McLennan
Sanctioned Events Certificates
PIC [Presidential Inaugural Committee] Certificates of Insurance
Sanctioned Events [1]
Sanctioned Events [2]
Sanctioned Event Agreement
Model Contracts

Box 33 Greenwood, Ralf Files and Knechtle, John Files [Insurance and Contracts]

[OA/ID 26901]

Inaugural Ball Site Contracts
Health Insurance
Ball Sites
Vendor Lists
Gala Contracts
PIC [Presidential Inaugural Committee] Goods, Services and Licensing Contracts
PIC [Presidential Inaugural Committee] Consulting Contracts
Parade Contracts
General Liability Claim Forms
Claims
PIC [Presidential Inaugural Committee] Standards of Conduct
Alcoholic Beverage Coverage
Volunteers
Responsibilities
CBS Contract
Crime and Directors and Officers Liability Insurance
1985 Inaugural Insurance
Contracts
Presidential Inaugural Express Contracts
Event Coverage [1]
Event Coverage [2]
Event Coverage [3]

Box 34 Rogers, Buck, Files [Group Director for Technical Communications]

[OA/ID 26902]

[Technical Communications Miscellaneous]
Correspondence
Equipment
Contracts—Page+, USAT One, Etc.
Page Plus: Gail Zienty Bode
Metromedia Paging: Emily McRae
V.S.A. AFIC Radios
USAT1—Cellular One: Bob Rawlins
Check Holding Documentation
Beepers—Checkout
Cellular Telephones—Checkout [1]
Cellular Telephones—Checkout [2]
Bell Atlantic: Kimberly Jenkins
U.S. West: Jim Hughes

Box 35 Shurtleff, Alison, Files [Group Director for Procurement]

[OA/ID 26903]

Reference Manual Binder
Mail Information
Requests
Acme Plastics, Inc.
Advanced Computer Concepts
Alcatel-Friden
American Computer Rental, Inc.
American Traffic Control, Inc.
American Way TV Rentals
A Plus Rental Center
Appliance Distributors
Art Display Company
AT&T
Audio-Visual Resources (AVR)
Balmar Printing Company
Baltimore Display Industries, Inc.
BCE Corporation of Rockville
Bell Atlantic, Inc.
W. Bell and Company
Best Television Rental
Bethesda Engravers
Blank Purchase Orders
Canteen Service Company
Capital Antenna Company
Capitol Connection
The Choice for Temporaries
Contracts

Box 36 Shurtleff, Alison, Files [Group Director for Procurement]

[OA/ID 26904]

Didion Travel Agency
Design Associates, Inc.
Economy Office Furniture
Egghead Software
Electronic Industries Panasonic
Falcon Microsystems, Inc.
Fax—Blank Fax Covers [EMPTY]
BPA—Federal Sales Service, Inc.
Gerstel Office Furniture
Ginns Company
Gold Office Products, Inc.
GSA—PIC [Presidential Inaugural Committee] Supply
Guernsey's Office Products
Hargrove, Inc.
International Auto Pen
Inventory Forms—Drafts
Jacobs Gardner
Jiffy John, Inc.
W. S. Jenks and Son
Kelly Services, Inc.
L'Enfant Hotel
Laser Publishing Company

List of PC's, TV's, etc.
Maryland Sound
Memo's
Mico Service and Supply
Micro-Rent
NCR
North Office Machines
Panafax
Potomac Technology, Inc.
Radio Shack
Rapidprint, Inc.
Remco
Rent-A-Computer
Rent-A-PC
Sears
Sharp Fax Machine
Tax Exemption
Sir Speedy Printers
Southwest Distribution, Inc.
Visual Systems Company, Inc.
Xerox
Washington Gas Light Company

Box 37 Loud, Susan, Files [Group Director for Personnel] [OA/ID 26905]

Financial [Forms]
Federal Pay Scale
Originals
Personnel [Forms]
Personnel Action [Forms]
Personnel Consultants [Forms]
Personnel Detailees
Scott Bush Letter
Employment Entry (SF171-1)
Employment Entry (SF171-2)
Employment Entry (SF171-3)
Personnel Ethics
Personnel Memorandums

Box 38 Loud, Susan, Files [Group Director for Personnel] [OA/ID 26906]

Binder—Personnel Manual [1 of 4]
Binder—Personnel Manual [2 of 4]
Binder—Personnel Manual [3 of 4]
Binder—Personnel Manual [4 of 4]

Box 39 Inaugural Invitations [OA/ID 26907]

Inaugural Invitations [1]
Inaugural Invitations [2]
Inaugural Invitations [3]
Inaugural Invitations [4]
Inaugural Invitations [5]
Inaugural Invitations [6]

- Box 40 Inaugural Invitations** [OA/ID 26908]
 Inaugural Invitations [7]
 Inaugural Invitations [8]
 Inaugural Invitations [9]
 Inaugural Invitations [10]
 Inaugural Invitations [11]
 Inaugural Invitations [12]
- Box 41 Inaugural Invitations** [OA/ID 26909]
 Inaugural Invitations [13]
 Inaugural Invitations [14]
 Inaugural Invitations [15]
 Inaugural Invitations [16]
 Inaugural Invitations [17]
 Inaugural Invitations [18]
- Box 42 O'Meara, Linda Reed, Files [Group Director for Volunteers]** [OA/ID 26910]
 Final Report, Operations and Management Plan [1 of 2] [3.5 Diskette Inside]
 Final Report, Operations and Management Plan [2 of 2]
 Binders—Volunteers
 Miscellaneous Memoranda
 Site Trip
 General Correspondence
 Volunteer Forms, Samples of Resumes
 Staff License Plate Forms
 Forms [Office Procedures]
 Souvenir Invitations
 Invitation Lists
 Souvenir Invitation List
- Box 43 O'Meara, Linda Reed, Files [Group Director for Volunteers]** [OA/ID 26911]
 GSA Order Forms, Supply Forms
 Weekly Individual Status Report
 Weekly Meeting with Linda O'Meara
 Will Call Records [1 of 2]
 Will Call Records [2 of 2]
 Will Call [Forms]
 Administration [1]
 Administration [2]
 Memos, Status Reports, etc.
 Linda's—Event Information
- Box 44 O'Meara, Linda Reed, Files [Group Director for Volunteers]** [OA/ID 26912]
 Events—Key Information [Two Envelopes of Photographs]
 [Girl Scout—Boy Scout Volunteers]
 Volunteer Office Listing Schedules, December
 Linda's Outgoing Memo File—December
 Memos—Internal Volunteer Office
 Memos—Incoming
 Memos—Outgoing

Box 45 **Nolan, Trisha Files [Supervisor of Receptionists/Operations] and Smith, Jackie, Files [Group Director for Correspondence]** [OA/ID 26913]

CMS Reports—11/28–12/5 [1988]
CMS Reports—12/6–12/20 [1988]
CMS Reports—12/21–1/1 [1988–1989]
CMS Reports—1/1–1/25 [1989]
ABPIC Information Center Notebook
Binder—Memo Log Book
Memoranda
Forms [Blank]
Form Letters
Autopen Control Forms
Equipment Requests
Mail Regulations
Pitney Bowes
Autopen
Messenger Express
Couriers
FedEx
U.S. Postal Information

Box 46 **Smith, Jackie, Files [Group Director for Correspondence]** [OA/ID 26914]

Phone Requests Answered [1 of 3]
Phone Requests Answered [2 of 3]
Phone Requests Answered [3 of 3]
Calendar of Events
Original Cover Letters
Special Requests
[Miscellaneous]
[Miscellaneous Requests] [1 of 2]
[Miscellaneous Requests] [2 of 2]
[Final Report]

Box 47 **McCully, Tom, Files [Group Director for Transportation]** [OA/ID 26915]

Limousine Information
[Printing]
General Motors
Budget
Ford
Chrysler
Exxon
1985 Transportation Final Report [1]
1985 Transportation Final Report [2]
1985 Report
Donated Vehicle Information Form
Ryder Truck Rental
Inaugural Motor Pool Transportation Request
Binder—[Transportation]
Smithsonian Institution Photo Documentation Project—General and Site Files [EMPTY]
Correspondence, Credential Application

Box 48 **McCully, Tom, Files [Group Director for Transportation]** [OA/ID 26916]

Site Directory, Site Plans

Press and Microwave Trucks Information
Site Information—Press, Etc. [1 of 3]
Site Information—Press, Etc. [2 of 3]
Site Information—Press, Etc. [3 of 3]

Box 49 Curtis, Grant R., Files [Director of Marketing Division]

[OA/ID 26917]

Medallic Art Company
Peerless Umbrella Co., Inc.
Creative Photo Crafts, Inc.
Product Log/Vendor Addresses
Bulova Corp.
The Alex Gallery
The Ad Solution
Black, Starr and Frost Ltd.
Boehm, Inc.
Carter and Holmes
Richard Daniel Clark
A.T. Cross Company
Decatur Wayne Co., Menze Ind.
Emblems and Graphics
Ground Control
Harpswell House
Heritage Enterprises
Lenox
Horizon
Independence House
International Consumer Corp.
Korbel/Brown-Forman
Koala-Tees Co.
Joseph Lipic Pen Company
Louisville Stoneware Co.
Lucchese
Hampton Hall, Ltd.
M & B Headware Co.
MAG Instruments
George C. Matteson Co., Inc.
Jake McGuire Photographer
George McWeeney Co., Inc.

Box 50 Curtis, Grant R., Files [Director of Marketing Division]

[OA/ID 26918]

Mottahedeh and Company, Inc.
National Trust for Historic Preservation
Norco—A Division of Greentree Marketing
Ohlson-Skipworth Photographers
Orweco Frocks, Inc.
Parker Pen
The Pearson Group, Inc.
Reflections Photographers
Salgo Corp.
Schuessler Knitting Mills, Inc.
Ben Silver Corp.
Spalding Companies
Sprague Industries, Inc. (JADCO, Inc.)

Starwood Publishing
Steuben [Tiffany's]
United States Postal Service
Universal Pen Company, Inc.
Vantage Custom Classics, Inc.

Box 51 **Curtis, Grant R., Files [Director of Marketing Division]** [OA/ID 26919]

Authorized Seal Recipients
Capitals Sponsorship Promotion
Catalog Distribution
Catalog Products, Pricing and Margins
Catalog Program—Carlson
Commemorative Catalog [1]
Commemorative Catalog [2]
Commemorative Catalog [3]
Critical Path Information
Procedures, Accounting and Tracking
Inaugural Book
Inaugural Seal Sign-Out Log
Licensee Reporting

Box 52 **Curtis, Grant R., Files [Director of Marketing Division]** [OA/ID 26920]

Merchandise Request Forms
Parade Merchandise Licensing Permit
Personnel
Retail Distribution
Retail/Merchandise and Licensee
Sale of Inaugural Dinner Items
Site Vendors
Staff Store [EMPTY]
State Chairman/Committee Information
Trade Mark License Agreement
Vendors/Licensees [EMPTY]

Box 53 **Curtis, Grant R., Files [Director of Marketing Division]** [OA/ID 26921]

Binder—Marketing Division—Promotion, Advertising and Production, Volume One [1 of 2] [Inside Folder: Cassette "Opening Ceremonies" National Media: 60 Radio Spot 1/13/89]
Binder—Marketing Division—Promotion, Advertising and Production, Volume One [2 of 2]
Binder—Marketing Division—Promotion, Advertising and Production, Volume Two
Binder—Marketing Division—Promotion, Advertising and Production, Volume Three
Advertising—Publicity
Finance
License Plate Manual
License Plate Marketing Files

Box 54 **Cameron, Helen R., Files [Director of Public Liaison]** [OA/ID 26922]

Office Procedures
Flow Charts
Source Codes
Allocations
Disabled and Senior Citizens—Code 155 and 154
Cabinet
Memorandums Outgoing

[Miscellaneous]
Signed Release Forms
Protocol and Housing—Karen Castleman
Corporate Affairs—Bruce Holmberg
Political—Norm
Special Groups—Colleen
Events
Telephone Directory

Box 55 Budget Files, Public Liaison Division [OA/ID 26923]

Budget—General
Supply Order Forms—Completed
Directors
Special Groups
Budget—Miscellaneous Worksheets
Budget—Miscellaneous Files
Budget—Corporate Events
Budget—Diplomats, VIP Lunch
Protocol and Housing
Political Affairs/Government and Executive Branches
Corporate Affairs, Governors Event, Veterans, Teachers, Youth
Officials Reception Staff
Alphabetical Files [1 of 3]
Alphabetical Files [2 of 3]
Alphabetical Files [3 of 3]
Budget—Invitation List
Binder—Public Liaison Budget

Box 56 Hohlt, Rick, Files [Special Groups, Religious Activities] [OA/ID 26924]

[National Cathedral Invitation Report of 1/11/89] [1 of 2]
[National Cathedral Invitation Report of 1/11/89] [2 of 2]
[Evangelicals]
[Family Issues]
[National Coalition of Ministers and Laymen]
Religious Activities—Principal Participants and Events

Box 57 Cummings, Norman, Files [Group Director of Political Affairs] [OA/ID 26925]

Public Liaison—Organization Manual
Ticket Allocations—Source Codes
Ticket Allocations—VIPs
Ticket Allocations by State
Political Affairs Incoming Memos—Governors
Outgoing Correspondence—(Memos, Letters, etc.)
Inaugural Information—Events Volunteers
Governors
Governors—Invitations and Tickets Correspondence [1 of 2]
Governors—Invitations and Tickets Correspondence [2 of 2]

Box 58 Cummings, Norman, Files [Group Director of Political Affairs] [OA/ID 26926]

Governors Invitations and Tickets—Correspondence—Mid Atlantic
Governors Contact Book

Box 59 **Holmberg, Bruce, Files [Group Director of Corporate Affairs]** [OA/ID 26927]

Corporate Affairs
Final Report: "A Teacher's Inaugural Experience"
Inaugural Sponsorship Program
"In Kind" Corporate Correspondence
Veterans
Diplomat Program
Senior Citizens
Educators
Problem Referral Forms
Asian-American
Disabled Citizens
Governors Luncheon
Hispanic-Americans
State Legislators/Mayors (Sanctioned Event)
Youth
Youth Celebration
Legal Opinions
Delivery Forms
Return In Kind Forms
In Kind Contribution Memos
Licensing Agreement
Progress Sheets
Congressional Medal Honor Society
Sponsorship Advisory Committee
Commemoratives Sent per Suzanna
Inaugural Sponsors Letter
Lists [1 of 2]
Lists [2 of 2]
[Volunteer Enrollment Forms]

Box 60 **Holmberg, Bruce, Files [Group Director of Corporate Affairs]** [OA/ID 26928]

American Bar Association
American National Can Company
American Petrofina
Anheuser Busch
American Recreation Center
Apple Computer, Inc.
ARCO Oil and Gas
Associated Builders
AT&T
Bellsouth, Inc.
Boston Popcorn Company
Brown and Williamson Tobacco
Champion International Corp.
The Chlorine Institute
Coca Cola International
Chrysler Motors
Clark, Martin
Consolidated Natural Gas
Cooper, Tom
Dow Chemical U.S.A.
Dual and Associates, Inc.

DuPont Company
Edison Electric Corporation
Electronic Data Systems
Enron Corporation
Exxon Corporation
Fenster, Milton
Famous Artists Corporation
Export-Import Bank of the U.S.
Food Marketing Institute
Ford Motor Co.
General Dynamics Corp.
General Electric Corp.
General Motors Corp.
Glass Packing Institute
Great Lakes Financial Services
Heublein Inc.
Historical Documents Company
Honeywell Inc.
International Business Machines Corp.
Huizenga Holdings, Inc.
Johnson and Johnson Corp.
Eastman Kodak
Mary Jane Cook
Met Life
NEA [Empty]
Necco Candy Co.
Neuchatel Chocolates
Ocean Spray Cranberries, Inc.
Joe Sneider—Olympic Bank
Pangburn and Associates
Paralyzed Veterans of America
Pennzoil Company
Philip Morris U.S.A.

Box 61 Holmberg, Bruce, Files [Group Director of Corporate Affairs] [OA/ID 26929]

Pepsi Cola Bottling
Phillips Petroleum Company
PPG Industries
RJR Nabisco
Richardson Afterdinner Mints
Rockwell International
Sandoz Corporation
Seagrams
Shell Oil Company
Society of American Florists
Southern California Edison
Steven Some Associates
Sun Company, Inc.
Susan Davis Companies
Texas Air Corporation
Texas Utilities
Textron
3M

Times Mirror
TRW Inc.
Union Pacific Corporation
United Technologies
U.S. News
U.S. Tobacco
U.S. West, Inc.
Waste Management, Inc.
Weir, Bill
Westinghouse
Xerox Corporation

Box 62 **Holmberg, Bruce, Files [Group Director of Corporate Affairs]** [OA/ID 26930]
[Miscellaneous Ticket Information]
[Ticket Release Forms] [1 of 2]
[Ticket Release Forms] [2 of 2]

Box 63 **Holmberg, Bruce, Files [Group Director of Corporate Affairs]** [OA/ID 26931]
[Miscellaneous] [1 of 3]
[Miscellaneous] [2 of 3]
[Miscellaneous] [3 of 3]
Bruce's Ticket Folder, Part III
Products—In Kind
Steering Committee
Task Force Meetings
Benefits Package
Event Underwriting
Bruce—To Approve
["Wish List"]
Binder—Corporate Affairs
[Sponsorship Miscellaneous] [1 of 2]
[Sponsorship Miscellaneous] [2 of 2]
[In Kind Wish List]
[Steno Pad—Miscellaneous]

Box 64 **Castleman, Karen, Files [Group Director of Protocol and Housing]** [OA/ID 26932]
Binder—Protocol [1 of 2]
Binder—Protocol [2 of 2]
Binder—Protocol—Budget
Binder—Protocol—Daily Reports [1 of 2]
Binder—Protocol—Daily Reports [2 of 2]
Binder—Protocol—Housing
Binder—Protocol—Information Handbook
Hill Movements
Hill Transport Notes

Box 65 **Castleman, Karen, Files [Group Director of Protocol and Housing]** [OA/ID 26933]
Binder—Protocol—Hospitality [1 of 2] [Inaugural 1998 map inside]
Binder—Protocol—Hospitality [2 of 2]
Binder—Weekly Reports [1 of 2]
Binder—Weekly Reports [2 of 2]
Public Liaison Memos [1 of 3]
Public Liaison Memos [2 of 3]

Public Liaison Memos [3 of 3]

Box 66 Castleman, Karen, Files [Group Director of Protocol and Housing] [OA/ID 26934]

Diplomatic Liaison—Memos, Calligraphy
Diplomatic Liaison—Address Lists: Diplomatic Corps, Diplomatic Advisory Committee
Diplomatic Liaison Notebook [1 of 2]
Diplomatic Liaison Notebook [2 of 2]
Binder—Volunteers
Final Report
Initial Draft—Guidebook
Reports and Files [1 of 2]
Reports and Files [2 of 2]

Box 67 Harris, William D., Files [Director of Operations Division] [OA/ID 26935]

Files of William Harris, Director of Operations
Master Calendar—Critical Path Revisions 1–7
Senior Staff Meeting Minutes
Correspondence
File of Events Director, Blake Williams—Operations Division
Diplomatic Corps Reception—State Department, January 21, 1989
Inter-Office Memos
Event Plans and Script

Box 68 Harris, William D., Files [Director of Operations Division] [OA/ID 26936]

[Hargrove, Inc.]
[Andrews Bartlett Exposition Services] [1 of 2]
[Andrews Bartlett Exposition Services] [2 of 2]
[Freeman Decorating Company] [1 of 2]
[Freeman Decorating Company] [2 of 2]

Box 69 Events Director, Catering Files [OA/ID 26937]

Records of the Events Director Relating to Catering (General Files) [Table of Contents—Director of Catering]
Records of the Events Director Relating to Catering (General Files) Alcohol
Records of the Events Director Relating to Catering (General Files) Barware/Paper Goods
Records of the Events Director Relating to Catering (General Files) Budget
Records of the Events Director Relating to Catering (General Files) Caterers
Records of the Events Director Relating to Catering (General Files) Coat Check
Records of the Events Director Relating to Catering (General Files) Dinner Proposals
Records of the Events Director Relating to Catering (General Files) Forms
Records of the Events Director Relating to Catering (General Files) Inaugural Sponsorship
Records of the Events Director Relating to Catering (General Files) In-Kind

Box 70 Events Director, Catering Files [OA/ID 26938]

Records of the Events Director Relating to Catering (General Files) Vendors of Inaugural Events
Records of the Events Director Relating to Catering (General Files) Volunteers
Records of the Events Director Relating to Catering (General Files) Constitution Hall
Records of the Events Director Relating to Catering (General Files) Departmental Auditoriums
Records of the Events Director Relating to Catering (General Files) First Lady's Salute
Records of the Events Director Relating to Catering (General Files) Corcoran Gallery
Records of the Events Director Relating to Catering (General Files) Lincoln Memorial
Records of the Events Director Relating to Catering (General Files) Governor's Luncheon
Records of the Events Director Relating to Catering (General Files) Pension Building

Box 71 Events Director, Catering Files [OA/ID 26939]
Records of the Events Director Relating to Catering (Special Events/Inaugural Ball) [Table of Contents Director of Catering]
Records of the Events Director Relating to Catering (Special Events/Inaugural Ball) Union Station
Records of the Events Director Relating to Catering (Special Events/Inaugural Ball) Diplomatic Reception
Records of the Events Director Relating to Catering (Special Events/Inaugural Ball) Vice President Reception
Records of the Events Director Relating to Catering (Special Events/Inaugural Ball) Vice President Reception II
Records of the Events Director Relating to Catering (Special Events/Inaugural Ball) Youth Ball II
Records of the Events Director Relating to Catering (Special Events/Inaugural Ball) Youth Celebration
Records of the Events Director Relating to Catering (Special Events/Inaugural Ball) Air & Space Museum
Records of the Events Director Relating to Catering (Special Events/Inaugural Ball) Armory
Records of the Events Director Relating to Catering (Special Events/Inaugural Ball) Kennedy Center
Records of the Events Director Relating to Catering (Special Events/Inaugural Ball) Pension Building [1 of 2]
Records of the Events Director Relating to Catering (Special Events/Inaugural Ball) Pension Building [2 of 2]

Box 72 Events Director, Catering Files [OA/ID 26940]
Records of the Events Director Relating to Catering (Special Events/Inaugural Ball) Sheraton Washington Hotel
Records of the Events Director Relating to Catering (Special Events/Inaugural Ball) Omni Shoreham
Records of the Events Director Relating to Catering (Special Events/Inaugural Ball) Union Station
Records of the Events Director Relating to Catering (Special Events/Inaugural Ball) Washington Hilton
Records of the Events Director Relating to Catering (Special Events/Inaugural Ball) Washington Convention Center— Hall A
Records of the Events Director Relating to Catering (Special Events/Inaugural Ball) Washington Convention Center—Hall B

Box 73 Pilon, Nancy, Files [Events Division Site Director] [OA/ID 26941]
Salute to the First Lady, Kennedy Center—Site Notebook [1 of 2]
Salute to the First Lady, Kennedy Center—Site Notebook [2 of 2]

Box 74 Zeller, F.C. Duke, Files [Director of Publications] [OA/ID 26942]
Chronological File—Publication [1 of 2]
Chronological File—Publication [2 of 2]
Publication's—Chronological File
Lists [1 of 2]
Lists [2 of 2]
Final Event Programs [1 of 3]
Final Event Programs [2 of 3]
Final Event Programs [3 of 3]

Box 75 Zeller, F.C. Duke, Files [Director of Publications] [OA/ID 26943]
Good Impressions, Inc./Book—Individual Programs
Good Impressions, Inc.—(Howard A. Leaman) Publications

Good Impressions, Inc.—Coloring Book
 International Standard Book Numbering . . (ISBN) H for book—C. R. Frank
 Budget
 Invoice Requisitions
 Walsworth Contract
 Purchase Orders
 Frost Associates Budget (Mike Medeza)
 Dodge Color, Inc.
 Tony Baltes—Creative Photocrafts, Inc. (Distribution/Marketing)
 Tim O'Neil
 Karen Martinez
 Byron C. Kennard
 Arnold Drapkin
 Helen Casey
 Ohlson—Photo Contract
 Carl Sterrazza
 Executed Photographers Contract
 Insurance Matters
 VIREO (Eagles)
 Final Program—Costs

Box 76 Zeller, F.C. Duke, Files [Director of Publications]

[OA/ID 26944]

Marketing—Lists and Distribution
 S. Winchell and Associates, Inc.
 Marketing Letters
 Post Office Marketing—Placard
 [Media]
 Lists of Individual Contributors to Bush
 Photo—Personal Data
 Photographer Sch. (Photographers)
 Photographers—Film Assignments
 Photographers' Data
 Kodak Information
 Guarantors
 Political Consultants
 Financial List
 Legal List

Box 77 Zeller, F.C. Duke, Files [Director of Publications]

[OA/ID 26945]

RNC [Republican National Committee] List
 Master List
 PR [Public Relations] List/Labels
 Trade Association
 Past Purchasers Book and Labels
 Trade !!! [Computer Diskette 5.25"]
 To Be Entered
 Master List Political Const. [Consultants]

Box 78 Zeller, F.C. Duke, Files [Director of Publications]

[OA/ID 26946]

Miscellaneous Newspaper Clippings [Preservation Required] Inaugural and Pre-Inaugural [1 of 6]
 Miscellaneous Newspaper Clippings [Preservation Required] Inaugural and Pre-Inaugural [2 of 6]
 Miscellaneous Newspaper Clippings [Preservation Required] Inaugural and Pre-Inaugural [3 of 6]

- Box 79** **Zeller, F.C. Duke, Files [Director of Publications]** [OA/ID 26947]
Miscellaneous Newspaper Clippings [Preservation Required] Inaugural and Pre-Inaugural [4 of 6]
Miscellaneous Newspaper Clippings [Preservation Required] Inaugural and Pre-Inaugural [5 of 6]
Miscellaneous Newspaper Clippings [Preservation Required] Inaugural and Pre-Inaugural [6 of 6]
- Box 80** **Zeller, F.C. Duke, Files [Director of Publications]** [OA/ID 26948]
Historical
Bush—Political Pre-VP [Photos Inside]
Bush—Youth [Photos Inside]
Bush [Photos Inside]
Barbara Bush [Photos Inside]
Bush Family [Photos Inside]
Bush—Campaigns [Photos Inside]
[Bush Family Photographs]
Quayle Family [Photos Inside]
Bush Family [Photos Inside]
Quayle Contact Sheets—Karl Schumacher [Photos Inside]
Quayle [Early Quayle/Quayle Family Photographs]
Quayle [Photos Inside]
Bush/Quayle [Photos Inside]
George Bush [Photos and Slides Inside]
Dan Quayle [Photos Inside]
Marilyn Quayle [Photos Inside]
Entertainment [Photos Inside]
EOSAT [Earth Observation Satellite Company]
White House Engraving [Line Shoot]
Martin L. King Library [Photos Inside]
Copy of Text [Miscellaneous]
- Box 81** **Thorwald, Frank, Files [Media Operations]** [OA/ID 26949]
Index January 18 Events [1989]
[Index] January 19 Events [1989] [1 of 2]
[Index] January 19 Events [1989] [2 of 2]
Index, January 20 Events [1989] [1 of 3]
Index, January 20 Events [1989] [2 of 3]
- Box 82** **Thorwald, Frank, Files [Media Operations]** [OA/ID 26950]
Index, January 20 Events [1989] [3 of 3]
[Index] January 21 Events [1989]
[Index] January 22 Events [1989]
Cancelled Event
- Box 83** **Hazelrigg, Peggy, Files [Critical Path] and Moley, Kevin E., Files [Director of Events Division]** [OA/ID 26951]
Binder—Final Countdown Meeting January 14–16, 1989 [1 of 3]
Binder—Final Countdown Meeting January 14–16, 1989 [2 of 3]
Binder—Final Countdown Meeting January 14–16, 1989 [3 of 3]
Binder—Critical Path Revision 1/10/89 [1 of 2]
Binder—Critical Path Revision 1/10/89 [2 of 2]
- Box 84** **Volcansek, Frank, Files [Managing Director]** [OA/ID 26952]
Salute to the First Lady
Congressional Luncheon

General Governors Information [1 of 2]
General Governors Information [2 of 2]
Governors' Luncheon Overheads
Governors' Reception [1 of 3]
Governors' Reception [2 of 3]
Governors' Reception [3 of 3]

Box 85 **Volcansek, Frank, Files [Managing Director]** [OA/ID 26953]

Governors' Reception
Indian Treaty Room—OEOB [Overhead Projections]
Airlines
Mormon Tabernacle Choir—Tyson's Corner Marriott
Movements
Transportation
Military Information
Communications Equipment
Mormon Tabernacle Choir Miscellaneous Information [Photos Inside]

Box 86 **Volcansek, Frank, Files [Managing Director]** [OA/ID 26954]

Mormon Tabernacle Choir [1 of 2]
Mormon Tabernacle Choir [2 of 2]
Constitution Hall—An American Tribute to Democracy
Gala—Convention Center

Box 87 **Geissinger, Spencer, Files [Managing Director]** [OA/ID 26955]

Opening Ceremony
General/All Events
Transparencies
Office Equipment
Rick Pharr
The Armed Forces Inaugural Committee
Kennedy Center Inaugural Ball
Salute to the First Lady
Diagrams

Box 88 **Geissinger, Spencer, Files [Managing Director]** [OA/ID 26956]

[J.F.K. Center Overhead Projections]
Convention Center Ball
Critical Path Schedules
Air and Space Ball
Washington Hilton Ball
Kennedy Center Ball
Pension Building Ball
Washington Sheraton Ball
Omni Shoreham Ball
Union Station Ball
Youth Ball
Constitution Hall Events
Diplomatic Corps Reception
Governors' Luncheon/Reception
Opening Ceremony
Presidential Pageant
Vice President's Reception

Georgetown Park Dinner
Corcoran Art Gallery Dinner
Departmental Auditorium Dinner
Union Station Dinner

Box 89 Allison, Jay, Files [Managing Director] [OA/ID 26957]

Events—Jay Allison—Miscellaneous Information
Memos and Notes [1 of 2]
Memos and Notes [2 of 2]
Diagrams and Information
Union Station Ball
Departmental Auditorium Dinner
Air and Space Ball
Information on Previous Events
Pension Building
Memos Sent Concerning Pension Building
Union Station Dinner

Box 90 Fendler, Gary, Files [Deputy Director of Events for Press] [OA/ID 26958]

Events—Gary Fendler—Press [1 of 2]
Events—Gary Fendler—Press [2 of 2]
Events—Gary Fendler—Press [1 of 2]
Events—Gary Fendler—Press [2 of 2]
Events—Gary Fendler—Press [1 of 2]
Events—Gary Fendler—Press [2 of 2]

Box 91 Fendler, Gary, Files [Deputy Director of Events for Press] [OA/ID 26959]

Events—Press Office—Lincoln Memorial
Events—Press Office—National Cathedral
Events—Press Office—National Air and Space Museum Ball
Events—Press Office—Departmental Auditorium
Events—Press Office—St. John's Church
Events—Press Office—Union Station Ball
Events—Press Office—Vice President's Reception
Events—Press Office—George to George—200 Years
Events—Press Office—American Celebration of Democracy
Events—Press Office—Youth Ball
Events—Press Office—D.C. Convention Center Ball I
Events—Press Office—Kennedy Center Ball
Events—Press Office—Salute to First Lady
Events—Press Office—Celebration for Young Americans
Events—Press Office—Omni Shoreham Ball
Events—Press Office—Inaugural Gala
Events—Press Office—D.C. Convention Center Ball II
Events—Press Office—Pension Building Dinner
Events—Press Office—Pension Building Ball
Events—Press Office—Sheraton Washington Ball
Events—Press Office—Union Station Dinner
Events—Press Office—Georgetown Park, Corcoran Gallery Dinners

Box 92 Canary, William, Files [Deputy Director of Events for Scheduling] [OA/ID 26960]

Production Meeting II Notebook—Family Scheduling, Marilyn Armor [1 of 3]
Production Meeting II Notebook—Family Scheduling, Marilyn Armor [2 of 3]

Production Meeting II Notebook—Family Scheduling, Marilyn Armor [3 of 3]
First Count-Down Book—Family Scheduling, Office of Vice President Elect, George Rasley [1 of 2]
First Count-Down Book—Family Scheduling, Office of Vice President Elect, George Rasley [2 of 2]

Box 93 Helsing, Craig, R., Files [Director of Congressional Affairs Division] [OA/ID 26961]

Congressional Relations Files [1 of 2]
Congressional Relations Files [2 of 2]

Box 94 Computer Operations, Tickets, and Invitations Division Files [OA/ID 26962]

Final Report—Computer Support
Computer Support [1 of 3]
Computer Support [2 of 3]
Computer Support [3 of 3]

Box 95 Armed Forces Inaugural Committee (AFIC)—1989 Plan [OA/ID 26963]

The Armed Forces Inaugural Committee Plan—1989 [1 of 3]
The Armed Forces Inaugural Committee Plan—1989 [2 of 3]
The Armed Forces Inaugural Committee Plan—1989 [3 of 3]
Appendix 1 (Parade) to Annex C (Operations) to the Armed Forces Inaugural Plan 1989 [Spiral Bound]

Box 96 After Action Reports Files [OA/ID 26964]

Final Report—Administration: Graphics & Calligraphy Office [Diskette Inside]
Final Report—Administration: Personnel
Final Report—Administration: Liaisons
Final Report—Administration: Accessibility and Disability
Final Report—Administration: Microcomputer Support
Final Report—Administration: Correspondence and Information Department
Final Report—Administration: Insurance/Contracts Section
Final Report—Administration: Telephone Main Line Service—Reception/Operations
Final Report—Administration: Technical Communications
Final Report—Administration: Procurement Office
Final Report—Administration: Switchboard
Final Report—Administration: Volunteers
Final Report—Administration: Transportation (Main and Subordinate Reports) [1 of 2]
Final Report—Administration: Transportation (Main and Subordinate Reports) [2 of 2]
Final Report—Public Liaison Division
Final Report—Government and Executive Affairs, Public Liaison Division
Final Report—Youth Division, Public Liaison Division
Final Report—Governors' Liaison, Public Liaison Division

Box 97 After Action Reports Files [OA/ID 26965]

Final Report—Protocol & Housing, Public Liaison Division—Hospitality, Housing, Guidebook, Protocol and Volunteers
Final Report—Political Affairs, Public Affairs Division
Final Report—Host Committee, Public Liaison Division
Final Report—Hospitality Office, Public Liaison Division, Protocol and Housing (Duplicate)
Final Report—Housing, Public Liaison Division, Protocol and Housing (Duplicate) [1 of 2]
Final Report—Housing, Public Liaison Division, Protocol and Housing (Duplicate) [2 of 2]
Final Report—(Duplicate)—Public Liaison Division
Final Report—Protocol Office, Public Liaison Division, Protocol and Housing (Duplicate)

Final Report—Volunteers, Public Liaison Division, Protocol and Housing (Duplicate) [Includes Medallion]

Final Report—Religious Activities [1 of 2]

Final Report—Religious Activities [2 of 2]

Final Report—Office of Public Liaison, Special Groups Division, January 25, 1989 [1 of 2]

Box 98 After Action Reports Files [OA/ID 26966]

Final Report—Office of Public Liaison, Special Groups Division, January 25, 1989 [2 of 2]

Final Report—Veterans Committee, Public Liaison Division

Final Report—Diplomatic Liaison [1 of 2]

Final Report—Diplomatic Liaison [2 of 2]

Diplomatic Liaison [1 of 2]

Diplomatic Liaison [2 of 2]

Box 99 After Action Reports Files [OA/ID 26967]

Diplomatic Liaison [1 of 2]

Diplomatic Liaison [2 of 2]

Final Report—Special Events: Parade

Final Report—Special Events: Events Division Overall Report

Final Report—Special Events: Opening Ceremony

Final Report—Special Events: Corcoran Gallery Dinner

Final Report—Special Events: Pension Building Dinner

Final Report—Special Events: Union Station Dinner

Final Report—Special Events: Inaugural Forum

Final Report—Special Events: Salute to the First Lady

Final Report—Special Events: American Presidential Pageant

Final Report—Special Events: Governors Luncheon

Final Report—Special Events: Governors Reception

Final Report—Special Events: St. John's Church Service

Final Report—Special Events: Vice President's Reception

Final Report—Special Events: Diplomatic Reception

Final Report—Special Events: First Family Site Representative

Final Report—Special Events: National Cathedral Service

Final Report—Special Events: Convention Center Site Representative

Final Report—Special Events: Duplicate Reports

Box 100 After Action Reports Files [OA/ID 26968]

Final Report—Special Events: Gala

Final Report—Special Events: Celebration for Young Americans

Final Report—Special Events: Pension Building Ball

Final Report—Special Events: Young American Ball

Final Report—Special Events: Shoreham Ball

Final Report—Special Events: Young American's Youth Ball (B)

Final Report—Special Events: Convention Center Ball (B)

Final Report—Special Events: Kennedy Center Ball

Final Report—Special Events: Washington Hilton Ball

Final Report—Special Events: Constitution Hall Events [George to George "Tribute to Democracy"]

Final Report—Special Events: National Air and Space Museum Ball

Final Report—Special Events: Convention Center Balls ["Stars" and "Stripes"]

Final Report—Ticket Division

Final Report—First Family Scheduling—Special Events Division

Final Report—Office of Vice President Elect—Special Events Division

Final Report—Marketing Division: License Plates

Box 101 After Action Reports Files [OA/ID 26969]

Final Report—Communications/Media—Office of Communications
Final Report—Media Handbook—Office of Communications
Final Report—News and Public Affairs—Office of Communications
Final Report—Invitations Division [1 of 2]
Final Report—Invitations Division [2 of 2]

Box 102 Brooks, Philip, C., Files [Historian/Archivist] [OA/ID 26970]

1989 PIC [Presidential Inaugural Committee]—Final Report and Draft
NARA SF-258—Records Transfer Report
1989 Inaugural Committee—"Inaugural Insight" Newsletter
Final Report—1989 PIC [Presidential Inaugural Committee] Historian—Archivist
Smithsonian Institution—Deeds of Gift
Box List, Merchandise List, Organization Chart
1989 PIC [Presidential Inaugural Committee]—Historian—Archivist—Labels for Boxes
1989 PIC [Presidential Inaugural Committee]—Historian—Archivist—Wrap-Up
Historian—Archivist Reports (1969 on)
1989 PIC [Presidential Inaugural Committee]—Historian—Archivist—Miscellaneous
Calligraphy Coded Lists
Correspondence—Scottish Police Museum
1989 PIC [Presidential Inaugural Committee]—Historian—Archivist—Research
1989 Inaugural Committee—Organization and Phone Charts
1989 Inaugural Committee—Memos
1989 Inaugural Committee—Forms
1989 Inaugural Committee—Press Releases/Advisories—Medals & License Plates
1985/89 PIC [Presidential Inaugural Committee] Phone Books

Box 103 Brooks, Philip, C., Files [Historian/Archivist] [OA/ID 26971]

1981 & 1977 Accession Files [1 of 2]
1981 & 1977 Accession Files [2 of 2]
Inaugural Legal and Finance Papers
Inaugural History and Trivia—1989 to Present (1989 PIC)
1985 Accession Folder
[Booklet]: The American Bicentennial Presidential Inaugural 1789–1989—Official Guidebook

Box 104 Administration Division Files [OA/ID 26972]

Media Notebook [1 of 2]
Media Notebook [2 of 2]
[Binder]: ABPIC [American Bicentennial Presidential Inaugural Committee]—Information Center
Notebook—2 copies [Only One Copy in File]
[Binder]: ABPIC Information Center Notebook—[1 of 2 copies]
[Binder]: ABPIC Information Center Notebook—[2 of 2 copies]

Box 105 Administration Division Files [OA/ID 26973]

[Binder]: ABPIC Information Center Notebook—[1 of 2 copies]
[Binder]: ABPIC Information Center Notebook—[2 of 2 copies]

Box 106 Administration Division Files [OA/ID 26974]

Sales Agreement Copy
Contracts
Inaugural Guarantee Fund—1989 (7)

General Services Administration (23A)
 Corporate Donors—PIC: Corporate Underwriters (23C)
 [The American Presidential] Pageant (24)
 [American] Tribute [to Democracy] (25)
 The Inaugural Ball Air and Space Museum (26A)
 KC [John F. Kennedy Center] Ball (26B)
 The Inaugural Ball Omni Shoreham (26C)
 Pension [National Building Museum Ball] (26D)
 The Inaugural Ball Sheraton Washington (26E)
 Union Station Ball (26F)
 The Inaugural Ball Washington Convention Center Stars (26G)
 [The Inaugural Ball Washington Convention Center] Stripes (26H)
 The Inaugural Ball Washington Hilton (26I)
 Young Americans Ball (27)
 Youth Celebration (28)
 The Inaugural Dinner (29)
 1989 Presidential Inaugural Gala (31)
 George to George (32)
 Governor's Reception (33)
 The Inaugural Opening Celebration (35)
 The Inaugural Parade (36) [Empty folder]
 Prayer Service (37)
 Salute to the First Lady (38)
 Vice President's Reception (39)
 Individuals That Need to be Thanked
 [Black Notebook Inaugural Plans and Photos] [Photos and Slides Inside]

Box 107 Publications Committee Files [OA/ID 26975]
 Publications Committee—Book Photos [Oversized Box—Transferred to A/V]

Box 108 Publications Committee Files [OA/ID 26976]
 Organizational Matters—Marketing
 Graphic Standards
 200 years of the American Presidency [Hard Bound Books]
 200 years of the American Presidency [Hard Bound Books]

Box 109 Armed Forces After Action Reports [OA/ID 26977]
 1989 Armed Forces Inaugural Committee After Action Report [1 of 2]
 1989 Armed Forces Inaugural Committee After Action Report [2 of 2]
 1989 After Action Report [Armed Forces Inaugural Committee] Folder 1—March 31, 1989—1 thru E-1
 1989 After Action Report [Armed Forces Inaugural Committee] Folder 2—[March 31, 1989]—F-1 thru I-4

Box 110 GSA After Action Reports Files [OA/ID 26978]
 The American Bicentennial Presidential Inaugural—G.S.A. After Action Report [1 of 2]
 The American Bicentennial Presidential Inaugural—G.S.A. After Action Report [2 of 2]

Box 111 [OA/ID 28778]
 Information Handbook
 Information Handbook
 Inaugural Invitations [1]
 Inaugural Invitations [2]

Presidential Inaugural Telephone Directory
Inaugural Invitations and Admission Tickets
Diplomatic Handbook

Box 112 [OA/ID 31607]
[Binder]: The American Bicentennial Presidential Inaugural 1789–1989: Media Handbook [1 of 2]
[Binder]: The American Bicentennial Presidential Inaugural 1789–1989: Media Handbook [2 of 2]
[Binder]: The American Bicentennial Presidential Inaugural 1789–1989: Media Handbook [1 of 2]
[Binder]: The American Bicentennial Presidential Inaugural 1789–1989: Media Handbook [2 of 2]

Box 113 [OA/ID 31608]
[Binder]: The American Bicentennial Presidential Inaugural 1789–1989; Media Handbook;
MISSING: Cover Letter [1 of 2]
[Binder]: The American Bicentennial Presidential Inaugural 1789–1989; Media Handbook;
MISSING: Cover Letter [2 of 2]
[Binder]: The American Bicentennial Presidential Inaugural 1789–1989; Media Handbook;
MISSING: Cover Letter [1 of 2]
[Binder]: The American Bicentennial Presidential Inaugural 1789–1989; Media Handbook;
MISSING: Cover Letter [2 of 2]

Box 114 [OA/ID 31609]
[Small Booklet]: The American Bicentennial Presidential Inaugural 1789–1989: Official Guidebook
Guide; CBS News Inauguration of the President: Washington, D.C. January 20, 1989 [1 of 2]
Guide; CBS News Inauguration of the President: Washington, D.C. January 20, 1989 [2 of 2]
The American Bicentennial Presidential Inaugural 1789–1989: Media Handbook [1 of 2]
The American Bicentennial Presidential Inaugural 1789–1989: Media Handbook [2 of 2]
The American Bicentennial Presidential Inaugural 1789–1989; Official Program
[Book]: 200 Years of the American Presidency

Box 115 [OA/ID 31610]
1989 GALA Notebook [1 of 3]
1989 GALA Notebook [2 of 3]
1989 GALA Notebook [3 of 3]

Box 116 [OA/ID 31611]
Political Liaisons
Special Affairs [1 of 2]
Special Affairs [2 of 2]
[No Folder]: Final Report Special Groups; January 24, 1989
[No Folder]: Final Report Public Liaison Division
[No Folder]: Employment Procedures and General Policies
[No Folder]: Employment Eligibility Verification Form
Final Report
Security
Scheduling First Family and VP Family
License Plates
[No Folder]: 50th American Presidential Inaugural Schedule of Events
[No Folder]: After Action Report Director of Inaugural
Young Americans
Washington Hilton
Shoreham Hotel
Pension Building
Sheraton Washington

Kennedy Center
Convention Center Hall B
Convention Center Hall A
Air and Space
[No Folder]: Celebration for Young Americans [1 of 2]
[No Folder]: Celebration for Young Americans [2 of 2]

Box 117

[OA/ID 31612]

[No Folder]: Final Report of the Advisory Committee to the 1985 Presidential Inaugural Committee
[No Folder]: Catering [1 of 2]
[No Folder]: Catering [2 of 2]
[No Folder]: Sponsorship
[No Folder]: After Action Reports 1985; 1981
[No Folder]: Critical Path PIC Operations
[No Folder]: Critical Path PIC Operations
[No Folder]: Finance Committee
[No Folder]: Entertainment After Action Report
[No Folder]: Special Events Final Report
[No Folder]: Invitations and Tickets Division

Box 118

[OA/ID 31616]

Transportation: St John's Church Final Report
St. John's Final Report
Governor's Luncheon Final Report
Transportation: Air and Space Ball Report
Transportation Departmental Audit Report
Transportation Convention Center Report [empty]
Transportation: JFK Center Ball Report
Transportation Hilton Ball Report
List Development
Development and Production
Publications Overview
Publications After Action Report
Final Report
Description of Department
Plans and Procedures: Volunteers
Transportation Union Station Report
Hospitality Office Final Report
Event Transportation Final Report
After Action Report
Graphics and Calligraphy Final Report
List Development—Invitations
Final Report
Housing Assistance Forms
Special Group Housing
Parade Housing
State Delegation Housing
MD, VA, DC Hotel List (with phone numbers)
Housing Summary Sheet, DC MD, VA; 1/12/89–1/24/89
Ticket Department Mail Order Sales (Tickets)

Box 119

[OA/ID 31617]

Final Report
Final Report
Final Report
Housing Report
Women Final Report
Report of Youth Division
Looking Forward Final Report (Inaugural Forum DC Armory)
Youths Final Report
Law Enforcement Report
Labor Desk—Final Report
Jewish Advisory Committee Final Report
Hispanics Final Report
Environmentalists Final Report
"Access to Opportunity" '89 Final Report
Accessibility and Disability Final Report
Access to Opportunity Final Report
Business and Professional Advisory Committees Final Report
Asian Pacific Americans Final Report
American Indians Ball Status
Agriculture Final Report
Afro-Americans Business Luncheon Reply Forms
Special Groups Final Report
Expense Reports, Costs, Inaugural Memos, Transportation [1 of 2]
Expense Reports, Costs, Inaugural Memos, Transportation [2 of 2]

Box 120

[OA/ID 31618]

Events [empty]
1989 Telephone Directory
1989 PIC [Presidential Inaugural Committee] Files Inventory
Communications/Press: Media Handbook
Communications/Press: Communications Department Overview
Communications/Press: News and Public Affairs
Operations: Inaugural Gala
Operations: Parade Operation
Publications Committee: Development of "200 Years of the American Presidency" Book
Special Events Division (Overview)
Opening Celebration
Corcoran Gallery of Art Dinner
Pension Building Dinner
Union Station Dinner
Inaugural Forum (D.C. Armory)
"Salute to the First Lady" (JFK Center)
American Presidential Pageant
Diplomatic Director
Pension Building Ball
Young America's Youth Ball
National Air & Space Museum Ball
Convention Center Ball B
Omni Shoreham Ball
Convention Center Ball ("Stars" & "Stripes")
Kennedy Center Ball
Young American Ball

Hilton Inaugural Ball
Special Events for First Family
First Family Schedule
Office of the Vice President Elect
Vice President's Reception
St. John's Church Service

Box 121

[OA/ID 31619]

Governors Luncheon
Governors Reception
Diplomatic Reception
Washington Cathedral
Washington Convention Center
Celebration for Young Americans
Constitution Hall Events
Invitations: Invitations Department
Invitations: Invitations Administration
Invitations: Vendor Relations (Development and Production)
Invitations: List Development & Processing
Invitations: Computer Operations
Tickets: Ticket Department
Administration: Contracts & Insurance
Administration: Graphics and Calligraphy
Administration: Disability Access Office
Administration: Computer Support Systems Manager
Microcomputer Support
Administration: Information Center
Administration: Administrative Liaison
Administration: Correspondence and Information Department
Administration: Personnel
Administration: Procurement
Administration: Procurement Reference Manual
Transportation: Events Coordinator
Transportation (Overview)
Transportation: Special Project for First Family
Transportation: Pension Building Events
Transportation: Sheraton Hotel Site
Transportation: Air and Space Ball
Transportation: J. W. Marriott Ball
Transportation: Departmental Auditorium Dinner
Transportation: Omni Shoreham Hotel Site
Transportation: St John's Church
Transportation: Constitutional Hall Events

Box 122

[OA/ID 31620]

Transportation: Union Station Events
Transportation: Vice Presidential Reception
Transportation: Inaugural Ball
Transportation: JFK Center Ball
Transportation: Salute to the First Lady
Transportation: Volunteer Responsibilities
Transportation: Food, Signs, and Parking Permits
Transportation: Convention Center

Technical Communications
Volunteers
Marketing: License Plates
Public Liaison: Director (Overview)
Public Liaison: Political Affairs
Public Liaison: Political Affairs, Governors Liaison
Public Liaison: Government Affairs
Public Liaison: Host Committee
Public Liaison: Protocol and Housing
Public Liaison: Protocol and Housing, Diplomatic Liaison
Public Liaison: Special Groups (Overview)
Public Liaison: Special Groups, Veterans Committee
Public Liaison: Special Groups, Youth Division
Public Liaison: Special Groups, Religion

Box 123

[OA/ID 31621]

AFIC memo of agreement
Department of Defense Guidelines
Administrative Division Liaisons
Transportation: Overall Final Report
Transportation Facilitator
Transportation: Food for Drivers Final Report
Personnel [empty]
Procurement Final Report
Internal Communications (Walkie-Talkies, Beepers, Cellulars, etc.) [empty]
Volunteers
Insurance
Correspondence; Information Center; Mail Room: Administration Division
Final Report
Marketing
Sales [empty]
Commemorative Products [empty]
Promotion Advertisement, and Production [empty]
Final Report [empty]
Security
Labor Desk Final Report
Constitution Hall Events After Action Overview
Transportation Constitution Hall Report
National Day of Thanksgiving After Action Report
National Day of Prayer Correspondence
Report of Youth Division
Looking Forward—Inaugural Forum D.C. Armory Final Report
Final Report
Public Liaison Special Group Index
Special Groups Final Report
Public Liaison Agriculture Group Final Report
Public Liaison Afro-Americans Business Awards Luncheon Reply Forms
Public Liaison American Indians Memo American Indian Ball Status
Public Liaison Asian Pacific American
Public Liaison Business and Professional Advisory Committees Final Report
Environmentalists Final Report
Hispanics Final Report
Jewish Advisory Committee Final Report

Public Liaison Law Enforcement Final Report
Public Liaison Special Groups Women Final Report
Public Liaison Youths Final Report
Public Liaison Government and Executive Affairs Final Reports
Housing [empty]
Protocol Final Report
Protocol and Housing [empty]
Governor's Liaison Final Report

Box 124

[OA/ID 31622]

GAO Report—Agencies Supporting Roles
Government Affairs
Hospitality Office Final Report
Political Affairs Final Report
Political Affairs [empty]
Parade
Operations Final Report
Appointment Center
[No Folder]: After Action Report on Master Events Schedule Operations
Computers
Correspondence Control
Furniture
Mail Room
Switchboard Ops.
[No Folder]: After Action Report for the Youth Concert, Sheraton, Shoreham and Hilton Hotels
[No Folder]: After Action Report for Leadership Forum for Young Americans
[No Folder]: After Action Report—Jefferson Memorial
[No Folder]: After Action Report—Young Americans Concert
[No Folder]: Event Transportation Final Report
[No Folder]: After Action Reports of the Special Events Section, Operations Division
[No Folder]: Security Liaison & Public Accommodations
Diplomatic Reception After Action Report
[No Folder]: Protocol Office Final Report
[No Folder]: Hospitality Final Report
[No Folder]: Housing Final Report
[No Folder]: Youth Final Reports
[No Folder]: House Final Report
Phones
Procurement
[No Folder]: Graphics and Calligraphy Final Report
[No Folder]: GSA Organizational Chart
[No Folder]: Housing Final Report
[No Folder]: Invitations Division
[No Folder]: Final Report on the Inaugural Project
Correspondence and Info
[No Folder]: Presidential Inaugural Schedule of Events
Parade

Box 125

[OA/ID 31623]

[No Folder]: Daily Report: November 28, 1988
[No Folder]: Accessibility and Disability Issues Final Report
[No Folder]: Hospitality Office Final Report
[No Folder]: Department of Defense Guidelines

Gala
[No Folder]: After Action Report: Washington Cathedral
St. John's Church
Vice President Reception
Youth Forum
Dinners
Presidential Pageant
Salute to the First Lady
Luncheons
[No Folder]: Transportation [1]
[No Folder]: Transportation [2]
[No Folder]: Division of Operations Final Report
[No Folder]: Credentials Operation Final Report
[No Folder]: Law Enforcement Liaison Operation Final Report
[No Folder]: Headquarters Security Final Report
[No Folder]: Diplomats Final Report

Box 126 [OA/ID 31624]

[No Folder]: Marketing Department Presentation
[No Folder]: Public Liaison Division Finale Report
[No Folder]: Judiciary/District of Columbia Committee Final Report
[No Folder]: Governors Committee Final Report
[No Folder]: Senate Liaison Office Final Report
[No Folder]: Computers
[No Folder]: Inaugural Project Final Report
[No Folder]: Washington Convention Center After Action Report
[No Folder]: Telephone Directory

Box 127 [OA/ID 31626]

Transparencies—1989 Inaugural Seal (positive and negative)
Poster—1989 Inaugural Seal

Box 128 [OA/ID 31627]

Signs from Newspaper Racks, Baltimore Sun, Announcing Election of Bush
Envelope with camera ready copy of Inaugural Seal and Stationery
Design for Decoration at Youth Ball, Armory Float Design, Anheuser Bush Unidentified Float
Design

Box 129 [OA/ID 31628]

Prints—George to George
Sign for Information Kiosk

Box 130 [OA/ID 31629]

3 maps of Washington
2 Inaugural Maps 1989
1 tracing of downtown area
DC Convention Center floor plans (1)
Kennedy Center plans (7)

Box 131 [OA/ID 31630]

Corcoran Gallery floor plan (3)
Lincoln Memorial site plans (4)
Union Station floor plan (10)

Inaugural Map 1989 (2)
Bleacher Seating Plan—Pennsylvania Avenue (3)
Design for Inaugural Ball Stage (2)
Poster—National Trust for Historic Preservation
Poster—Celebration for Young Americans, event of 1/21/89
Street Plan—Lincoln Memorial area

Last modified: 10/15/2018