



Smithsonian Institution Archives

Direct Mail Program Records, 1993-2004

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Direct Mail Program Records
Identifier:	Accession 10-212
Date:	1993-2004
Extent:	1 cu. ft. (1 record storage box)
Creator::	National Museum of the American Indian. Office of External Affairs. Member Services Department
Language:	English

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Accession 10-212, National Museum of the American Indian.
Office of External Affairs. Member Services Department, Direct Mail Program Records

Descriptive Entry

This accession consists of records documenting the National Museum of the American Indian direct mail program, contracted out to Lautman and Company. Materials include direct mail membership and renewal samples; calendars; year-end reports; postcards; newsletters; and other mailing samples.

Names and Subject Terms

This collection is indexed in the online catalog of the Smithsonian Institution under the following terms:

Subjects:

Fund raising
Indians of North America -- Museums
Museums -- Membership

Types of Materials:

Brochures
Manuscripts
Newsletters

Names:

Lautman and Company

Container Listing

Box 1

Box 1 of 1	September ? - Acquisition Mailing
Box 1 of 1	October 1993 - House Appeal Mailing (Packages A, B, C)
Box 1 of 1	March 1994 - Year-in-Review Mailing
Box 1 of 1	August 1994 - New York Times Advertisement Mailing
Box 1 of 1	December 1994 - Member Guide Mailing
Box 1 of 1	March 1995 - Year-in-Review Mailing
Box 1 of 1	March 1996 - Year-in-Review Mailing
Box 1 of 1	March 1997 - Year-in-Review Mailing
Box 1 of 1	October 1997 - Acquisition Mailing
Box 1 of 1	November 1997 - Calendar Appeal Mailing
Box 1 of 1	November 1998 - Calendar Appeal Mailing
Box 1 of 1	February 1999 - Calendar Follow-up Mailing (Packages, A, B)
Box 1 of 1	August 1999 - Groundbreaking Postcard
Box 1 of 1	August 1999 - Groundbreaking Flyer Mailing
Box 1 of 1	September 1999 - Pre-Calendar Mailing (Packages A, B)
Box 1 of 1	November 1999 - Calendar Appeal Mailing
Box 1 of 1	December 2000 - Year-end Appeal Mailing (Panels A, B, C)
Box 1 of 1	June 2001 - Acquisition Mailing (Panels A, B)
Box 1 of 1	June 2001 - Honor Wall Mailing (Panels A, B, C)

Box 1 of 1 September 2001 - Acquisition Mailing (Panels AG, B, C, D, E, F, H)

Box 1 of 1 November 2001 - Calendar Mailing (Packages A, B, C)

Box 1 of 1 February 2002 - Labels Appeal Mailing (Panels A-C, 4, 5)

Box 1 of 1 February 2002 - Calendar Follow-up Mailing

Box 1 of 1 March 2002 - Acquisition Mailing

Box 1 of 1 April 2002 - Labels Appeal Mailing (Panels A-D)

Box 1 of 1 June 2002 - Labels Appeal Mailing (Panels 1-5, A-E)

Box 1 of 1 August 2002 - Powwow Appeal Mailing (Packages RA, RB, HA, HB)

Box 1 of 1 August 2002 - Honor Wall Mailing (Packages A, B)

Box 1 of 1 September 2002 - Labels Appeal Mailing (Panels 1-5)

Box 1 of 1 September/November 2002 - Brochure Appeal Mailing

Box 1 of 1 November 2002 - Labels Appeal Mailing (Panels 1-6)

Box 1 of 1 November 2002-2003 - Calendar Appeal Mailing (Packages HA, RA, RB)

Box 1 of 1 November 2002 - Year-end Appeal Mailing (Packages A-D)

Box 1 of 1 February 2003 - Wellspring Society Mailing (Packages A-C)

Box 1 of 1 April 2003 - House Appeal Mailing (Packages A-C)

Box 1 of 1 April 2003 - Honor Wall Mailing (Packages A-C)

Box 1 of 1 April 2003 - Public Programs Flyer Mailing

Box 1 of 1 June 2003 - Note Card Appeal Mailing (Packages A&B, C&D, E)

Box 1 of 1 September 2003 - Acquisition Mailing (Panels 1-6)

Box 1 of 1 October 2003 - Insight Newsletter Mailing (Packages A, C)

Box 1 of 1 October 2003 - Public Programs Flyer Mailing

Box 1 of 1	November 2003 - Acquisition Mailing (Panels 1-6)
Box 1 of 1	November 2003 - Calendar Mailing (Packages A, B, C, D, E)
Box 1 of 1	February 2004 - Calendar Follow-up Mailing
Box 1 of 1	February 2004 - Director's Council Mailing (Packages A, B)
Box 1 of 1	February 2004 - Wellspring Society Mailing (Packages A-B)
Box 1 of 1	February 2004 - Acquisition Mailing (Packages 1-10)
Box 1 of 1	April 2004 - Planned Giving Mailing (Panels A, B)
Box 1 of 1	April 2004 - Certificate of Appreciation Appeal mailing (Panels AD, AE, B-E)
Box 1 of 1	April 2004 - Acquisition Mailing (Panels 1-8)
Box 1 of 1	April 2004 - Insight Newsletter Mailing
Box 1 of 1	May 2004 - Wellspring Society Mailing (Panels A-B)
Box 1 of 1	May 2004 - Save-the-Date Mailing
Box 1 of 1	June 2004 - Acquisition Mailing (Panels 1, 2, 3, 4, 5, 6, 9)
Box 1 of 1	July 2004 - Director's Council Mailing
Box 1 of 1	July 2004 - Planned Giving Mailing (Panels A-B)