



# Smithsonian Institution Archives

## Event Files, 2008-2009

Finding aid prepared by Smithsonian Institution Archives

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## Collection Overview

<b>Repository:</b>	Smithsonian Institution Archives, Washington, D.C., <a href="mailto:osiaref@si.edu">osiaref@si.edu</a>
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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Accession 16-344, Smithsonian Institution. Office of Special Events and Protocol, Event Files

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## Descriptive Entry

This accession consists of records which document planning of special events at the Smithsonian Institution, such as conferences, meetings, lectures, exhibition openings, receptions, and award presentations. Materials include correspondence, memoranda, and notes; proposals; budget summaries; event schedules; agreements; meeting agendas and minutes; program information; lecture papers; press releases and clippings; guest lists; biographical information; photographs; floor plans for events; invitations; and brochures. Some materials are in electronic format.

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## Names and Subject Terms

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

### Subjects:

- Award presentations
- Congresses and conventions
- Lectures and lecturing
- Museum exhibits
- Special events
- Special events -- Marketing

Types of Materials:

Brochures  
Clippings  
Color photographs  
Compact discs  
Digital versatile discs  
Electronic records  
Floor plans  
Manuscripts

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## Container Listing

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- Box 9 of 10 SCMP Dinner for Xerox Corporation, NMAH, 11/18/2009



- Box 9 of 10 NSRC Board Meeting, NMNH, 11/19/2009
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