



Smithsonian Institution Archives

Program Records, 1975-1991

Finding aid prepared by Smithsonian Institution Archives

Smithsonian Institution Archives
Washington, D.C.
Contact us at osiaref@si.edu

Table of Contents

Collection Overview	1
Administrative Information	1
Descriptive Entry.....	1
Names and Subjects	1
Container Listing	3

Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Program Records
Identifier:	Accession 94-115
Date:	1975-1991
Extent:	3 cu. ft. (3 record storage boxes)
Creator::	Cooper-Hewitt Museum. Education Department
Language:	Language of Materials: English

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Accession 94-115, Cooper-Hewitt Museum. Education Department, Program Records

Descriptive Entry

These records document the lectures, symposia, workshops and tours offered by the Education Department from 1988 to 1991. The program files include correspondence and contracts with talent and sponsors; event budget summaries; package trip planning information; event programs and background subject information; lists of participants; and correspondence and memoranda regarding event arrangements. Materials also contain administrative files from 1975 through 1990. These files contain income worksheets; quarterly and annual reports; program attendance lists; course evaluations; and budget summaries dating from 1981 through 1990. The records also include early planning documents and philosophy statements from the department.

Names and Subject Terms

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

Subjects:

- Art museums
- Lectures and lecturing
- Museums -- Educational aspects
- Tours

Types of Materials:

- Brochures
- Clippings
- Manuscripts

Container Listing

Box 1

Box 1 of 3	Los Angeles, 1988
Box 1 of 3	Los Angeles Architecture Symposium, 1990
Box 1 of 3	50s Architecture in Westchester (Fall 1988)
	Fall 1990
Box 1 of 3	Gold Bills
Box 1 of 3	Color Speakers
Box 1 of 3	Gold Symposium Speakers
Box 1 of 3	Architecture & the Gardens of Pompeii
Box 1 of 3	The Decorators
Box 1 of 3	Gilding Workshop
Box 1 of 3	Home Project (costs)
Box 1 of 3	Greek Gold
Box 1 of 3	The Galli Bibiena Family
Box 1 of 3	Union Process in Berlin
Box 1 of 3	Opera & Architecture Luncheons
Box 1 of 3	Chinese Decorative Arts
Box 1 of 3	Fall 1990 Transmittals
Box 1 of 3	Home Project
Box 1 of 3	Domestic Refinement/Reform
Box 1 of 3	Morse: Nature & Art in English Towns
Box 1 of 3	Cunard: 150 Glorious Years
Box 1 of 3	Imperial Russian Decorative Arts
Box 1 of 3	Color Symposium

Box 1 of 3 Fall 1990 Copy
Box 1 of 3 Color Symposium
Box 1 of 3 Los Angeles Brochure
Box 1 of 3 Home Project
Box 1 of 3 Sense of Place Symposium - Nature 2000, Winter/Spring 1990

Box 2

 Summer 1990
Box 2 of 3 Chicago Tour: Budget, Itinerary, etc. (3 folders)
Box 2 of 3 Chicago Registrants
Box 2 of 3 Chicago Itinerary
Box 2 of 3 Frederica Todd Harlow
Box 2 of 3 Summer 1990 General
Box 2 of 3 Designing a New Generation of Robots
Box 2 of 3 Roger White
Box 2 of 3 Summer 1990 Transmittals
Box 2 of 3 Summer Workshops, 1990
Box 2 of 3 Silver at Your Service
Box 2 of 3 Gardens of Oxford & Cambridge
Box 2 of 3 Royal Copenhagen Porcelain
Box 2 of 3 Angela Cummings Lecture
Box 2 of 3 Parsons Course: History of Jewelry
Box 2 of 3 Color, Light, Surface
 Summer 1991
Box 2 of 3 General Correspondence 1991
Box 2 of 3 Papermaking
Box 2 of 3 Pop Culture Pattern

Box 2 of 3 Pop-up Books
Box 2 of 3 Passementerie
Box 2 of 3 Serene Spaces
Box 2 of 3 Summer 1991-Workshops
Box 2 of 3 Summer Concerts 1991

Box 3

Box 3 of 3 Museum History, General Ideas
Box 3 of 3 Smithsonian Staff Procedures
Box 3 of 3 Cooper-Hewitt Staff Procedures
Box 3 of 3 Worksheet, 1981-1982
Box 3 of 3 Quarterly Reports, 1981-1982
Box 3 of 3 Annual Report, 1981-1982
Box 3 of 3 Bills, 1981-1982
Box 3 of 3 Attendance, 1981-1982
Box 3 of 3 Annual Report, 1982-1983
Box 3 of 3 Attendance, 1982-1983
Box 3 of 3 Worksheets, 1982-1983
Box 3 of 3 Quarterly Report, 1982-1983
Box 3 of 3 Bills, 1982-1983
Box 3 of 3 Quarterly Reports Fiscal, 1983-1984
Box 3 of 3 FY 1983-FY 1984 Budget Summaries
Box 3 of 3 1983-1984 Annual Report
Box 3 of 3 Programs Budget, 1983-1984
Box 3 of 3 Worksheets for, 1983-1984
Box 3 of 3 Summer Course Evaluations
Box 3 of 3 Program Deficit Memo, April 1984

Box 3 of 3	Fall 1983 Course Evaluations
Box 3 of 3	Winter 1984 Course Evaluations
Box 3 of 3	Spring 1984 Course Evaluations
Box 3 of 3	Quarterly Reports, FY 1984-FY 1985
Box 3 of 3	Annual Report, 1984-1985
Box 3 of 3	Summer 1985 Course Evaluations
Box 3 of 3	Winter 1984 Course Evaluations
Box 3 of 3	Spring 1985 Course Evaluations
Box 3 of 3	Fall 1984 Course Evaluations
Box 3 of 3	Winter 1985 Course Evaluations
Box 3 of 3	Fall 1984 Budget Summary
Box 3 of 3	Fall 1984 Course Evaluations
Box 3 of 3	Summer 1985 Course Evaluations
Box 3 of 3	Spring 1985 Course Evaluations
Box 3 of 3	Quarterly Report, 1985-1986
Box 3 of 3	Summer Course Evaluations, 1986
Box 3 of 3	Annual Report, 1986-1985
Box 3 of 3	Course Evaluations, Spring 1986
Box 3 of 3	Course Evaluations, Winter 1986
Box 3 of 3	Fall 1985 Course Evaluations
Box 3 of 3	Quarterly Reports, FY 1986-FY 1987
Box 3 of 3	Course Evaluation
Box 3 of 3	Spring Course Evaluations, 1987
Box 3 of 3	Summer Course Evaluations, 1987
Box 3 of 3	1987-1988 Annual
Box 3 of 3	FY 1987-FY 1988 Quarterly Reports

Box 3 of 3	Fall 1987 Quarterly Report Course Evaluation
Box 3 of 3	Winter 1988 Quarterly Report Course Evaluations
Box 3 of 3	Planner 1988 Calendar
Box 3 of 3	Spring 1988 Quarterly Course Evaluations
Box 3 of 3	Fall 1989 Course Evaluations
Box 3 of 3	Summer Course Evaluations
Box 3 of 3	Winter Spring Course Evaluations, 1989
Box 3 of 3	Winter Spring 1989 Course Evaluations
Box 3 of 3	Quarterly Reports, 1988-1989
Box 3 of 3	FY 1991 Transmittals
Box 3 of 3	1989-1990 Quarterly Reports
Box 3 of 3	Winter Spring 1990 Evaluations
Box 3 of 3	Summer 1990 Evaluations
Box 3 of 3	Budget Procedures
Box 3 of 3	Fee Structures
Box 3 of 3	Certificate of Attendance
Box 3 of 3	Scholarships
Box 3 of 3	Monitors
Box 3 of 3	NYSCA School Group Proposal
Box 3 of 3	NYSCA Reports/Children's Program
Box 3 of 3	Program Department Policies, October 1987
Box 3 of 3	Summer 1986 Program Survey