



# Smithsonian

*Institution Archives*

## Publicity Records, 1968-1988

Finding aid prepared by Smithsonian Institution Archives

Smithsonian Institution Archives  
Washington, D.C.  
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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>
<b>Title:</b>	Publicity Records
<b>Date:</b>	1968-1988
<b>Identifier:</b>	Accession 96-013
<b>Creator::</b>	National Portrait Gallery (Smithsonian Institution). Office of Public Affairs
<b>Extent:</b>	4 cu. ft. (4 record storage boxes)
<b>Language:</b>	English

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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Accession 96-013, National Portrait Gallery (Smithsonian Institution), Office of Public Affairs, Publicity Records

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## Descriptive Entry

This accession consists of records that document the work of the Office of Public Affairs in the National Portrait Gallery (NPG) from 1968 until 1988. Most of the records were created by Sandra Westin and Michele Raphoon, but early files were created by Carol Cutler. The records describe all aspects of the Museum's publicity efforts, particularly the planning and execution of events associated with exhibitions or portrait presentations, such as receptions, dinners, performances, symposia, and lectures. Included in the files are correspondence and memoranda regarding event planning; forms requesting horticulture and building services; correspondence and agreements with talent and caterers; invitations and guest lists; event programs; and contact sheets and photographs of the events. The records also contain correspondence with other museums and the media regarding exhibitions or individual portraits; press kits; press releases and fact sheets; copies of catalogs and brochures; and news clippings and reviews. These files also document the *Portraits in Motion* series from 1978 through 1985.

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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:

- Art museums
- Congresses and conventions
- Lectures and lecturing
- Museum exhibits
- Museums -- Press coverage
- Museums -- Public relations

Special events

Types of Materials:

Black-and-white photographs  
Brochures  
Clippings  
Manuscripts

Names:

Cutler, Carol  
Portraits in Motion (Exhibition) (1978: Washington, D.C.)  
Raphoon, Michele  
Westin, Sandra

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## Container Listing

Box 1	
Box 1 of 4	Miscellaneous Photographs, 1972-1975
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Box 1 of 4	Walter Reuther Portrait, June 1972
Box 1 of 4	Juliette Gordon Low Portrait, 1973
Box 1 of 4	Carl Sandburg Portrait/Congressman DeVine, July 1974
Box 1 of 4	Henry Cabot Lodge Family, August 1974
Box 1 of 4	Ole Peter Balling Descendant Visits NPG, December 1974
Box 1 of 4	Dolley Madison Portrait, 1974
Box 1 of 4	Marvin Sadik Photographs
Box 1 of 4	Miscellaneous Photographs and Contact Sheets, 1974 on, a few 1970
Box 1 of 4	Cabinet Officers' Wives Tour, April 1975
Box 1 of 4	Golda Meir Portrait, 1975
Box 1 of 4	NPG Double Decker Bus, 1975
Box 1 of 4	Henry Wallace Portrait (Jo Davidson), January 1976
Box 1 of 4	Dr. and Mrs. Nakahama [Tomoko Nakahama] (Manjiro Exhibit), 1976
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Box 1 of 4	Portraits in Motion: Lou: The Remarkable Miss Alcott, 1982
Box 1 of 4	Portraits in Motion: Byline: Nellie Bly, 1982
Box 1 of 4	Portraits in Motion, Winter/Spring 1982
Box 1 of 4	American Association of Museums Cocktail Reception, March 1982
Box 1 of 4	Dinner for Michael Quick, March 1982

Box 2

Box 2 of 4	American Portraiture in the Grand Manner - General Press, 1982
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Box 3 of 4	Portraits in Motion: Despite the Odds (Maureen Hurley), March 1984
Box 3 of 4	National Academy of Design Exhibition and Dinner, March 1984
Box 3 of 4	Portraits in Motion: An Independent Woman, Anna Dickinson (Peggy Cowles), April 1984
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