



Smithsonian Institution Archives

## Publicity Records, 1968-1988

Finding aid prepared by Smithsonian Institution Archives

Smithsonian Institution Archives  
Washington, D.C.  
Contact us at [osiaref@si.edu](mailto:osiaref@si.edu)

# Table of Contents

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

---

## 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>Identifier:</b>	Accession 96-013
<b>Date:</b>	1968-1988
<b>Extent:</b>	4 cu. ft. (4 record storage boxes)
<b>Creator::</b>	National Portrait Gallery. Office of Public Affairs
<b>Language:</b>	English

---

## Administrative Information

### Preferred Citation

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

---

## 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.

---

## 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

---

## Container Listing

### Box 1

Box 1 of 4	Miscellaneous Photographs, 1972-1975
Box 1 of 4	Frederick Augustus Muhlenberg Portrait, 1968
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 (Manjiro Exhibit), 1976
Box 1 of 4	Mr. and Mrs. Joel Barlow, June 1976
Box 1 of 4	Duke of Northumberland Photographs, July 1976
Box 1 of 4	Portraits in Motion, September 1978
Box 1 of 4	Portraits in Motion: Colette Yglesias as Isadora Duncan, November 1979

- Box 1 of 4 Portraits in Motion: Rosette Blooston as Edna St. Vincent Millay, November 1979
- Box 1 of 4 Portraits in Motion: Christ Prouty, *Meet the Portraits II*, October 1979
- Box 1 of 4 Portraits in Motion: Eugenia Rawls as Tallulah Bankhead, October 1979
- Box 1 of 4 Charlton Heston Portrait, 1980
- Box 1 of 4 *American Portrait Drawings*, 1980
- Box 1 of 4 *Zelda and Scott: The Beautiful and the Damned*, November 1980
- Box 1 of 4 *FDR: The Early Years* - Clippings, 1982
- Box 1 of 4 *FDR: The Early Years* - Press Releases, 1982
- Box 1 of 4 *FDR: The Early Years* - Press Correspondence, 1982
- Box 1 of 4 John Alsop FDR Lecture/Reception/Dinner, January 1982
- Box 1 of 4 Smithsonian FDR Centennial Commemoration, January 1982
- Box 1 of 4 *Carl Schurz: America's Teutonic Reformer*, January 1982
- Box 1 of 4 *American Icon: 18th Century Images of George Washington* - Press Clippings, 1982
- Box 1 of 4 *American Icon: 18th Century Images of George Washington* - Press Correspondence, 1982
- Box 1 of 4 *American Icon: 18th Century Images of George Washington* - Fact Sheet, 1982
- Box 1 of 4 *American Icon: 18th Century Images of George Washington* - Tea and Reception - Invitation List, 1982
- Box 1 of 4 *American Icon: 18th Century Images of George Washington* - Tea and Reception - Forms, 1982
- Box 1 of 4 *American Icon: 18th Century Images of George Washington* - Tea and Reception - Guest List, 1982

- Box 1 of 4                    *American Icon: 18th Century Images of George Washington - Tea and Reception - Photographs, 1982*
- Box 1 of 4                    *The Eight - Press Release, February 1982*
- Box 1 of 4                    *Portraits in Motion: Look up at the Hawks: A Nebraska Dust Bowl Diary, 1982*
- Box 1 of 4                    *Portraits in Motion: A Portrait Gallery: Romantic Songs from America's Past, 1982*
- Box 1 of 4                    *Portraits in Motion: Sojourner: An Afternoon with Sojourner Truth, 1982*
- Box 1 of 4                    *Portraits in Motion: The Devil and Daniel Webster, 1982*
- 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*
- Box 2 of 4                    *American Portraiture in the Grand Manner - Press Correspondence, 1982*
- Box 2 of 4                    *American Portraiture in the Grand Manner - Press Release, 1982*
- Box 2 of 4                    *American Portraiture in the Grand Manner - Fact Sheet, 1982*
- Box 2 of 4                    *American Portraiture in the Grand Manner - Press Clippings, 1982*
- Box 2 of 4                    *American Portraiture in the Grand Manner Ball - Menu, 1982*
- Box 2 of 4                    *American Portraiture in the Grand Manner Ball - Forms, 1982*
- Box 2 of 4                    *American Portraiture in the Grand Manner Ball - Guest List, 1982*
- Box 2 of 4                    *American Portraiture in the Grand Manner Ball - Correspondence, 1982*

- Box 2 of 4                    *American Portraiture in the Grand Manner Ball - Photographs, 1982*
- Box 2 of 4                    Docent Appreciation Night, May 1982
- Box 2 of 4                    Unveiling of Henrietta Szold Portrait, May 1982
- Box 2 of 4                    *Daniel Webster: The God-Like Black Dan - Press Releases, 1982*
- Box 2 of 4                    *Daniel Webster: The God-Like Black Dan - Fact Sheet, 1982*
- Box 2 of 4                    *Daniel Webster: The God-Like Black Dan - Press Correspondence, 1982*
- Box 2 of 4                    *Daniel Webster: The God-Like Black Dan - Press Clippings, 1982*
- Box 2 of 4                    *Daniel Webster: The God-Like Black Dan - The Devil and Daniel Webster, Benet's one-act play, 1982*
- Box 2 of 4                    *Selections from National Portrait Gallery Photograph Collection - Press Correspondence, 1982*
- Box 2 of 4                    *Selections from National Portrait Gallery Photograph Collection - Press Release, 1982*
- Box 2 of 4                    *Selections from National Portrait Gallery Photograph Collection - Press Clippings, 1982*
- Box 2 of 4                    Dr. Edgar Richardson Certificate Presentation, July 1982
- Box 2 of 4                    Director's Breakfast, July 1982
- Box 2 of 4                    *John Stevens & Sons: A Family of Inventors - Press Clippings, 1982*
- Box 2 of 4                    *John Stevens & Sons: A Family of Inventors - Press Correspondence, 1982*
- Box 2 of 4                    *John Stevens & Sons: A Family of Inventors - Press Release, 1982*
- Box 2 of 4                    Director's Luncheons, 1982
- Box 2 of 4                    Jordan Kitts Fundraising, 1982
- Box 2 of 4                    *Heroes, Martyrs, and Villains: Printed Portraits of the Civil War - Correspondence, 1982*



- Box 2 of 4 *Heroes, Martyrs, and Villains: Printed Portraits of the Civil War* - Press Background, 1982
- Box 2 of 4 *Heroes, Martyrs, and Villains: Printed Portraits of the Civil War* - Press Release, 1982
- Box 2 of 4 *Heroes, Martyrs, and Villains: Printed Portraits of the Civil War* - Press Clippings, 1982
- Box 2 of 4 King Kalakaua Life Mask, September 1982
- Box 2 of 4 Holocaust Commission Luncheon, September 1982
- Box 2 of 4 The Blue and the Gray - CBS Reception, October 1982
- Box 2 of 4 Portraits in Motion: *The Legend of Sleepy Hollow* (Washington Irving), October 1982
- Box 2 of 4 Portraits in Motion: George Gershwin, October 1982
- Box 2 of 4 Portraits in Motion: Moby Dick (Jack Aronson), November 1982
- Box 2 of 4 Portraits in Motion: The Children of Pride (Robert Manson Myers), November 1982
- Box 2 of 4 Portraits in Motion: *Oh, Mr. Faulkner, Do You Write?* (John Maxwell), December 1982
- Box 2 of 4 Portraits in Motion: In Good Company (George Washington University), December 1982
- Box 2 of 4 Portraits in Motion: John Brown's Body, December 1982
- Box 2 of 4 George Abbott Living Self Portrait, November 1982
- Box 2 of 4 *Portraits by George Bellows* - Press Release, 1982
- Box 2 of 4 *Portraits by George Bellows* - Clippings, 1982
- Box 2 of 4 *Portraits by George Bellows* - Catalogue and Background, 1982
- Box 2 of 4 *Portrait Prints: The 20th Century Approach* - Clippings, 1982
- Box 2 of 4 *Portrait Prints: The 20th Century Approach* - Press Correspondence, 1982

Box 2 of 4                    *Portrait Prints: The 20th Century Approach* - Press Release, 1982

Box 2 of 4                    Reading is Fundamental Reception, December 1982

Box 2 of 4                    James Buchanan Duke Portrait, January 1983

Box 2 of 4                    Silverscreen Ball (Contributing Membership), March 1983

Box 2 of 4                    Portraits in Motion: *Let Us Now Praise Famous Men*, March 1983

Box 2 of 4                    Portraits in Motion: *Not above a Whisper* (Dorothea Dix), April 1983

Box 2 of 4                    Portraits in Motion: *The Sage of Emporia* (William Allen White), April 1983

Box 2 of 4                    Portraits in Motion: *Ever So Humble* (Don Atkinson as John Howard Payne),  
May 1983

Box 2 of 4                    Decent Appreciation Night, May 1983

Box 2 of 4                    Living Self Portrait: Clare Booth Luce, May 1983

Box 2 of 4                    Commissioners Lunch, May 1983

Box 2 of 4                    Portraits in Motion: *Affectionately, Fanny Kemble* (Eugenia Rawls), June  
1983

Box 2 of 4                    Contributing Membership Dinner, June 1983

Box 2 of 4                    Fall Lunchtime Lecture Series, 1983

Box 2 of 4                    Portraits in Motion: *Playing the Palace*, September 1983

Box 2 of 4                    Portraits in Motion: *Songs by American Composers*, November 1983

Box 2 of 4                    Portraits in Motion: *A Victorian Christmas*, December 1983

Box 2 of 4                    Portraits in Motion: Ernie Pyle (Bill Windom), December 1983

Box 2 of 4                    Portraits in Motion: *Provincetown Plays: Suppressed Desires and Constancy*,  
December 1983

Box 2 of 4                    RAP - Clarence Darrow (David Fendrick), October 1983

- Box 2 of 4 William L. Shirer Living Self Portrait, October 1983
- Box 2 of 4 D.C. American Institute of Architects Dinner, November 1983
- Box 3
- Box 3 of 4 Correspondence, 1984
- Box 3 of 4 Portraits in Motion: Tall Tales, January 1984
- Box 3 of 4 Peale Papers Luncheon, January 1984
- Box 3 of 4 Portraits in Motion: Valentine (Gaus-Woollens), February 1984
- 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
- Box 3 of 4 Smithsonian/UNESCO Conference on Historic Preservation, April 1984
- Box 3 of 4 *Variations: Musicians in Caricature, 1920-1960* Exhibition, April 1984
- Box 3 of 4 The Print Club Meeting and Reception, April 1984
- Box 3 of 4 Portraits in Motion: *Eulogy for a Flapper*, Zelda Fitzgerald (Carey Cromelin), April 1984
- Box 3 of 4 Portraits in Motion: Words of Women (Philomela), May 1984
- Box 3 of 4 Edward Bernays Living Self Portrait, May 1984
- Box 3 of 4 American Association of Museums Convention, June 1984
- Box 3 of 4 Photograph Workshop for the Visually Impaired, June 1984
- Box 3 of 4 RAP Program - A Charles Ives Fourth of July, June 1984
- Box 3 of 4 Portraits in Motion: *Variations on a Theme: A Tribute to American Musical Theater*, September 1984

- Box 3 of 4 Portraits in Motion: Eleanor Roosevelt Weekend, October 1984
- Box 3 of 4 Portraits in Motion: *Muses in the New World: Songs by American Composers*, November 1984
- Box 3 of 4 China Trade Exhibition, August 1984
- Box 3 of 4 Metropolitan Opera Special Event Arrangements, November 1984
- Box 3 of 4 NPG Commissioners' Luncheon, November 1984
- Box 3 of 4 New Republic Anniversary Dinner, November 1984
- Box 3 of 4 Mary Cassatt by Degas Acquisition, 1984
- Box 3 of 4 Margaret Chase Smith Bust, November 1984
- Box 3 of 4 Portraits in Motion: *Mencken in Winter: Reveries of an Iconoclast* (John Daniel Reaves), December 1984
- Box 3 of 4 '*O, Write My Name*': *American Portraits, Harlem Heroes* December 1984
- Box 3 of 4 *Champions on Time* - Press Releases, 1988
- Box 3 of 4 *Champions on Time* - Script, 1988
- Box 3 of 4 *Champions on Time* - Press Lists, 1988
- Box 3 of 4 *Champions on Time* - Press Kit Mailing
- Box 3 of 4 *Champions of American Sports*, 1984
- Box 3 of 4 Correspondence, 1985
- Box 3 of 4 Portraits in Motion: Thomas Paine (David Fendrick), January 1985
- Box 3 of 4 Portraits in Motion: In Good Company (George Washington University), January 1985
- Box 3 of 4 Portraits in Motion: *Lou: The Remarkable Miss Alcott* (Gayle Stahlkuth), January 1985
- Box 3 of 4 Portraits in Motion: *Not above a Whisper* (Dorothea Dix), January 1985

- Box 3 of 4                    Portraits in Motion: *Enter Frederick Douglass* (William Marshall), February 1985
- Box 3 of 4                    Portraits in Motion: *The Sage of Emporia* (William Allen White)
- Box 3 of 4                    *Private Lives of Public Figures* - Press Release, 1985
- Box 3 of 4                    *Joseph Wright* - Press Clippings, 1985
- Box 3 of 4                    *Joseph Wright* - Press Correspondence, 1985
- Box 3 of 4                    *Joseph Wright* - Press Release, 1985
- Box 3 of 4                    *Thomas Paine: A Hero Scorned* - Press, February 1985
- Box 3 of 4                    *Peace and Friendship: American Indian Medals Reception*, February 1985
- Box 3 of 4                    *White House Families: Life Magazine*, 1985
- Box 3 of 4                    Mrs. Robert McAdams Luncheon, March 1985
- Box 3 of 4                    Smithsonian Magazine Client Dinner, March 1985
- Box 3 of 4                    The Hague Club Dinner, April 1985
- Box 3 of 4                    *William Edward West* - Press Release, 1985
- Box 3 of 4                    *William Edward West* - Press Correspondence, 1985
- Box 3 of 4                    *William Edward West* - Press Clippings, 1985
- Box 3 of 4                    *Chester Harding* - Press Release, 1985
- Box 3 of 4                    *Chester Harding* - Press Correspondence, 1985
- Box 3 of 4                    *Chester Harding* - Press Clippings, 1985
- Box 3 of 4                    *William Edward West* and *Chester Harding Reception*, April 1985 (2 folders)
- Box 3 of 4                    Portraits in Motion: *A Bright and Steady Flame: The Brilliant Miss Katharine Cornell*, May 1985
- Box 3 of 4                    Portraits in Motion: *A Charles Ives Decoration Day*, May 1985

- Box 3 of 4 Portraits in Motion: *Walt Whitman: Liberal and Lusty as Nature*, May/June 1985
- Box 3 of 4 Portraits in Motion: *Journey through the Mind* (Edgar Allan Poe), June 1985
- Box 3 of 4 Ulysses S. Grant: The Unknown Soldier - Press Release, July 1985
- Box 3 of 4 Lena Horne Portrait Luncheon, July 1985
- Box 4
- Box 4 of 4 Smithsonian Society Dinner - Grant for Talcott Williams Portrait by Eakins, September 1985
- Box 4 of 4 Esquire Magazine Sweater Feature, September 1985
- Box 4 of 4 Spanish Ambassador Luncheon, September 1985
- Box 4 of 4 Center for Palladian Studies in America Lunch and Tour, September 1985
- Box 4 of 4 Living Self Portrait - Mortimer J. Adler, October 1985
- Box 4 of 4 Portraits in Motion: The Resurrection of Thomas Paine (David Fendrick), September 1985
- Box 4 of 4 Portraits in Motion: Le Cafe Concert: Mary Cassat and Edgar Degas (Karen Saillant), October 1985
- Box 4 of 4 Portraits in Motion: The Yellow Wallpaper: Charlotte Perkins Gillman (Michele LaRue), November 1985
- Box 4 of 4 *Artists on Paper* Object List, November 1985
- Box 4 of 4 Nigel Nicholson Resident Associate Program Lecture, November 1985
- Box 4 of 4 Gaston Lachaise Dinner, November 1985
- Box 4 of 4 Gene Kelly Portrait Correspondence, December 1985
- Box 4 of 4 Smithsonian Associates Christmas Dinner and Tour, December 1985
- Box 4 of 4 Stolen Civil War documents - Press releases, 1985

Box 4 of 4 Stolen Civil War Documents - Publicity, 1985

Box 4 of 4 Print Council Dinner, 1986

Box 4 of 4 SI Special Events Forms, 1986

Box 4 of 4 Smithsonian Magazine Dinner, January 1986

Box 4 of 4 Portraits in Motion: *Telling Lives: Jon Spelman and Friends*, 1986

Box 4 of 4 "Hughie" Performance (Eugene O'Neill Play), March 1986

Box 4 of 4 "Paul Robeson, American" Performance, April 1986

Box 4 of 4 Westinghouse Portrait Acquisition, April 1986

Box 4 of 4 *Life Magazine* Potential Exhibition, Summer 1986

Box 4 of 4 Katherine Dunham Living Self Portrait - Lecture and Reception Invitation List, April 1986

Box 4 of 4 Wang Easter Television Special, 1986

Box 4 of 4 A Decade of Print Collections, 1986

Box 4 of 4 Recent Acquisitions, June 1986

Box 4 of 4 *Women on TIME* Exhibition, August 1986

Box 4 of 4 Secretary of Defense Dinner, September 1986

Box 4 of 4 Portraits in American Jazz, September 1986

Box 4 of 4 *Through Light and Shadow* (Clara Shiprell), September 1986

Box 4 of 4 General Dynamics Reception and Preview of *Ike* (Eisenhower) PBS Special, September 1986

Box 4 of 4 Inter American Association of Industrial Property Reception, September 1986

Box 4 of 4 Intellectual Property Owners, Inc. Reception, October 1986

Box 4 of 4 Mathew Brady Exhibition, October 1986

Box 4 of 4 Forms for Various Events at NPG, 1987

Box 4 of 4 General Clippings, 1987

Box 4 of 4 General Correspondence, 1987

Box 4 of 4 *TIME Man of the Year* Exhibition, January 1987

Box 4 of 4 Art Libraries Society Reception, February 1987

Box 4 of 4 NPG 25th Anniversary Luncheon - Budget, Menu, Logistics, March 1987

Box 4 of 4 Lufthansa Dinner, April 1987

Box 4 of 4 National Council on Public History Reception, April 1987

Box 4 of 4 Library Group Luncheon, April 1987

Box 4 of 4 Jon Spelman Education Programs, April 1987

Box 4 of 4 Manuscript Society Event, May 1987

Box 4 of 4 American Voices Series (Washington Stage Guild), June 1987

Box 4 of 4 Trilateral Commission Event, June 1987

Box 4 of 4 Benjamin Franklin Acquisition, June 1987

Box 4 of 4 Masterfile: Swedish Portraits, 1988

Box 4 of 4 *American Colonial Portraits* - Background, 1987

Box 4 of 4 *American Colonial Portraits* - Dinner and Reception, 1987

Box 4 of 4 *American Colonial Portraits* - Publicity

Box 4 of 4 *American Colonial Portraits* - Symposium and Lectures

Box 4 of 4 *American Colonial Portraits* - Clippings, 1987

Box 4 of 4 *American Colonial Portraits* - Press Releases, 1987



- Box 4 of 4                    *The Portrait in America* - CIGNA Correspondence
- Box 4 of 4                    *American Colonial Portraits* - Press Correspondence, 1987
- Box 4 of 4                    CEO Dinner, October 1987
- Box 4 of 4                    Institute for Early American History and Culture Reception, 1987
- Box 4 of 4                    *Then and Now: American Portraits - Thomas Edison to Michael Jackson - From the National Portrait Gallery* (Japan) - Press Releases and Clippings, 1988
- Box 4 of 4                    Swann Foundation Luncheon, October 1987
- Box 4 of 4                    SI Council Dinner, October 1987
- Box 4 of 4                    *Studies from Life: Portrait Photographs by Julia Margaret Cameron from the J. Paul Getty Museum*, November 1987
- Box 4 of 4                    American Historical Association Event, December 1987
- Box 4 of 4                    *Then and Now: American Portraits of the Past Century from the National Portrait Gallery* - Hong Kong Reviews
- Box 4 of 4                    *Then and Now: American Portraits of the Past Century from the National Portrait Gallery* - Miscellaneous and Publicity (China, Hong Kong, Japan)
- Box 4 of 4                    Cancelled China Exhibition - Publicity and Press Clippings