



Smithsonian Institution Archives

Event Files, 1974-1979, 1991-1993

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

Table of Contents

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

Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Event Files
Identifier:	Accession 97-060
Date:	1974-1979, 1991-1993
Extent:	4 cu. ft. (4 record storage boxes)
Creator::	Cooper-Hewitt Museum. Office of Membership and Special Events
Language:	Language of Materials: English

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Accession 97-060, Cooper-Hewitt Museum. Office of Membership and Special Events, Event Files

Historical Note

In 1990, Michele Raphoon assumed the dual title of Membership Coordinator and Special Events Coordinator, and the next year she became Membership and Special Events Manager. The office was reconfigured in 1993, and the membership and special events functions were separated. By FY 1994, Pamela Haylock had become Special Events Coordinator.

Descriptive Entry

These records primarily document special events held at the Museum from 1991 through 1993. Event files include lists of participants, invitation samples and mailing lists, contracts with talent and caterers, publicity, and press clippings. Materials also include some membership records and files from the Museum's benefit auctions from 1974 through 1979. Some materials are in electronic format.

Names and Subject Terms

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

Subjects:
Fund raising
Special events

Types of Materials:

Brochures
Electronic records
Floppy disks
Manuscripts

Names:

Cooper-Hewitt Museum -- Auctions
Haylock, Pamela Jo
Raphoon, Michele

Container Listing

Box 1

Box 1 of 4	Auction report, 1974
Box 1 of 4	Auction catalogue requests
Box 1 of 4	Benefit committee
Box 1 of 4	1979 catalogue
Box 1 of 4	Addenda
Box 1 of 4	Party
Box 1 of 4	1979 auction prospects
Box 1 of 4	Winning bid sheets
Box 1 of 4	Acquisitions committee, 1979
Box 1 of 4	Auction expenses
Box 1 of 4	Printing
Box 1 of 4	Auction party
Box 1 of 4	Aber, Mr./Mrs. Joshua
Box 1 of 4	Herman Miller event, June 26, 1991
Box 1 of 4	Bridge in the Garden, July 1991 (includes electronic records)
Box 1 of 4	James Smithson Society event, June 10, 1991
Box 1 of 4	Reading is Fundamental, 8/22/1991
Box 1 of 4	National Dance Institute performance, 7/30/1991
Box 1 of 4	Smithsonian National Associates Program (SNAP) reception, 9/19/1991
Box 1 of 4	Educators' reception, 9/16/1991
Box 1 of 4	AIGA event, 9/25/1991
Box 1 of 4	Diane Pilgrim reception, 9/30/1991
Box 1 of 4	DAA/Abrams book signing, 10/9/1991

Box 1 of 4 Public Dimension, MAP III workshop, 4/5/1991

Box 1 of 4 Oregon Arts Commission meeting, 11/13/1991 (canceled)

Box 1 of 4 SNAP European treasures, 11/21/1991, dinner

Box 1 of 4 American ceramics circle, 11/7/1991

Box 1 of 4 American Scandinavian Foundation event, 11/13/1991

Box 1 of 4 List of members for book mailing, higher category and non-residents, 1991

Box 1 of 4 Behind the Scenes tour, 11/18/1991

Box 1 of 4 Theater benefit, 11/22/1991

Box 1 of 4 Holiday events, 12/4 & 16/1991

Box 1 of 4 Holiday gift membership, 1991

Box 1 of 4 Book benefit, 1991

Box 1 of 4 Corporate membership solicitation, 1991

Box 1 of 4 Membership solicitation, 1991

Box 1 of 4 Archives, Alan Bain, 1990

Box 1 of 4 Corporate membership info, pre-1990

Box 1 of 4 Corporate membership/renewal/follow, 1990-1992

Box 1 of 4 Background information on members

Box 1 of 4 Corporate membership and party queries

Box 1 of 4 Smithsonian corporate associates, 1990

Box 1 of 4 Special events procedures, 1985

Box 1 of 4 Deskey Associates, January 22, 1991

Box 1 of 4 Corporate membership, general information, 11/1991

Box 1 of 4 Corporate membership possibilities, 1991

Box 1 of 4 Corporate sponsorship, 1991

Box 1 of 4 Gold of Greece, 9/11/1990

Box 1 of 4 JC event, Benaki gold, 1990

Box 1 of 4 Greek embassy correspondence

Box 1 of 4 Benaki museum reception, 1/10/1991

Box 2

Box 2 of 4 Design Directions, 1991

Box 2 of 4 Sandy Smith, 1991

Box 2 of 4 Design Professionals reception

Box 2 of 4 Cooper-Hewitt Museum/Parsons/Vitae event, 4/11/1991

Box 2 of 4 Badgley, John, intern, 1991

Box 2 of 4 Peter Trippi, 1991 fall intern

Box 2 of 4 SI marketing committee, 1991

Box 2 of 4 Special events calendar, 1991

Box 2 of 4 SNAP solicitation, 5/1991, Columbus Quincentenary

Box 2 of 4 Civitas, May 16, 1991

Box 2 of 4 Arthur Ross Terrace and Garden, 1991

Box 2 of 4 Lester Lanin

Box 2 of 4 Seating, June 3, 1991

Box 2 of 4 A Gala in the Garden, 1991

Box 2 of 4 Museum professional event, June 17, 1991

Box 2 of 4 Committee declines, A Gala in the Garden, 1991

Box 2 of 4 Spring Benefit, June 3, 1991

Box 2 of 4 Committee invitation lists

Box 2 of 4 Catering, A Gala in the Garden, 1991

Box 2 of 4 Invitation, A Gala in the Garden, 1991

Box 2 of 4 Tent, A Gala in the Garden, 1991

Box 2 of 4 Members garden party, June 10, 1991

Box 2 of 4 National Museum of the American Indian (NMAI) board meeting, 6/7/1991

Box 2 of 4 Museum mile, 1991

Box 2 of 4 Lisa Taylor memorial tea, 6/7/1991

Box 2 of 4 Junior Committee reception, 4/23/1991

Box 2 of 4 Junior Committee wine tasting, 7/18/1991

Box 2 of 4 Wallance archives reception, 6/19/1991

Box 2 of 4 Pending events, July 1992

Box 2 of 4 Corporate membership solicitation, 9/1992

Box 2 of 4 CH address, 1992

Box 2 of 4 Request for membership information, 1992-1993

Box 2 of 4 Event requests, 1992-1993

Box 2 of 4 Exhibition committee meetings, 1992

Box 2 of 4 New York City membership council meeting, 2/24/1992

Box 2 of 4 Black architects in current practice, book signing and reception, 2/26/1992

Box 3

Box 3 of 4 April 1992 professional solicitation

Box 3 of 4 Museums Council of New York City reception, 4/6/1992

Box 3 of 4 Science School gala, April 24, 1992

Box 3 of 4 Activities for Daily Living reception, May 13, 1992

Box 3 of 4 Benefit, June 1

Box 3 of 4 The Concierge, filming, 5/18/1992

Box 3 of 4 D-day schedule

Box 3 of 4 Colbert Foundation

Box 3 of 4 Guggenheim event, June 1992

Box 3 of 4 Links reception

Box 3 of 4 Church of the Heavenly Rest, 1992

Box 3 of 4 Museum mile festival, 7/14/1992

Box 3 of 4	Miscellaneous 6
Box 3 of 4	NDI, 1992
Box 3 of 4	Subcommittee on Cultural Institutions
Box 3 of 4	Democratic National Convention, July 1992
Box 3 of 4	Conservation concerns book, 1992 (higher category members)
Box 3 of 4	Saks 5th Avenue photo shoot, 7/6/1992
Box 3 of 4	Director's reception, 9/24/1992
Box 3 of 4	Power of Maps, October 1992
Box 3 of 4	Press review, Power of maps, 1992
Box 3 of 4	Members' opening, Power of Maps, 10/5/1992
Box 3 of 4	Power of Maps, American Express
Box 3 of 4	Women of Design (includes electronic records)
Box 3 of 4	Hammerson Group even, October 22, 1992
Box 3 of 4	Behind the Scenes tour, 11/16/1992
Box 3 of 4	Ports International/Vogue event, 11/19/1992
Box 3 of 4	Maps corporate event, November 5, 1992
Box 3 of 4	Maps packet
Box 3 of 4	Carnaval, 1992
Box 3 of 4	Memos and correspondence, 1992
Box 3 of 4	Young affiliates survey, 1992
Box 3 of 4	Corporate members, 8/3/1992
Box 3 of 4	Corporate patron letter information, 1992
Box 3 of 4	IRS sponsorship guidelines, 1992
Box 3 of 4	SI marketing committee, 1992
Box 3 of 4	1994 archives
Box 3 of 4	SI events calendar, 1993

Box 3 of 4 NSFRE event schedule, 1993

Box 3 of 4 VIP list member solicitations, 1993

Box 3 of 4 Smithsonian database, 1993

Box 4

Box 4 of 4 SI special events policy, 1993

Box 4 of 4 CH special events policy

Box 4 of 4 Week-end volunteers, shop, 1993

Box 4 of 4 SI marketing committee, 1993

Box 4 of 4 ID magazine ad, January/February 1993

Box 4 of 4 Decorative Arts Association tour and reception for Russian porcelain,
1/28/1993

Box 4 of 4 GE company dinner, 2/23/1993

Box 4 of 4 Tupperware benefit, 1993/1994

Box 4 of 4 Decorative Arts Trust event, Yale-Smithsonian material culture seminar on
map, 3/5-7/1993

Box 4 of 4 Gourmet program, 1993

Box 4 of 4 D & P tour for garden volunteers

Box 4 of 4 Garden fund-raising event

Box 4 of 4 Czech cubism event

Box 4 of 4 Perry Ellis International event, 4/19/1993

Box 4 of 4 Kurland-Zabar benefit for library, 4/27/1993

Box 4 of 4 Cheryl Riley exhibition, April 1993

Box 4 of 4 ID Magazine event

Box 4 of 4 Columbia School of Social Work, 5/20/1993

Box 4 of 4 Members' garden party, 1993, invitation folder

Box 4 of 4 Members' garden party invitations, 5/24/1993

Box 4 of 4 Epsilon, 5/12/1993

Box 4 of 4	YDL Dine and Design, 6/7/1993
Box 4 of 4	Comite Colbert benefit, 6/9/1993
Box 4 of 4	NDR performance, 7/23/1993
Box 4 of 4	ID Magazine benefit
Box 4 of 4	Waistcoats, 8/17/1993-1/2/1994
Box 4 of 4	Tiffany/YDL event, 9/14-16/1993
Box 4 of 4	Church of the Heavenly Rest, 9/14/1993
Box 4 of 4	New York Women's Foundation, 9/22/1993
Box 4 of 4	SI Magazine event, 9/29/1993
Box 4 of 4	Educators' reception for mechanical brides, 10/4/1993
Box 4 of 4	NOMA national conference, 10/1993
Box 4 of 4	Morse dinner, 10/14/1993
Box 4 of 4	Memorial service for Eleanor Merrill, 10/25/1993
Box 4 of 4	Benefactors' private tour, 11/1/1993
Box 4 of 4	Lady Fairfax dinner, 11/1993
Box 4 of 4	DAA wine tasting, David McFadden
Box 4 of 4	Paul Rudolph event, Marilyn Symmes, 11/10/1993
Box 4 of 4	Members' opening for Mechanical Brides, 9/20/1993
Box 4 of 4	Mechanical Brides, 1993
Box 4 of 4	YDL Mechanical Brides brunch, 11/7/1993
Box 4 of 4	Rowena Reed Kostellow award/Pratt Institute, 11/29/1993
Box 4 of 4	Jay Vannatta memorial service, 12/1/1993
Box 4 of 4	AIGA awards ceremony, 12/6/1993
Box 4 of 4	NYNEX event, 12/8/1993
Box 4 of 4	NSFRE meeting, 12/14/1993
Box 4 of 4	Members' holiday party, 12/13/1993

Box 4 of 4	Director's holiday card, 1993
Box 4 of 4	CC guest list for 3/29/1989
Box 4 of 4	YDL by-laws and goals, 1993
Box 4 of 4	YDL mailing lists, 1993
Box 4 of 4	Memos and correspondence, 1993
Box 4 of 4	YDL restaurant idea
Box 4 of 4	YDL, 7/29/1993
Box 4 of 4	YDL event, Flatiron tour
Box 4 of 4	YDL memos, member letters and information, 1990-1991
Box 4 of 4	Kevin Clarke, director of communications, 1993 YDL
Box 4 of 4	YDL Tupperware event, 1993
Box 4 of 4	Miscellaneous, 1993