



Smithsonian Institution Archives

Records, 1968-1978

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Collection Overview

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|--------------------|--------------------------------------------------------------------------------------------------------|
| Repository: | Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu |
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Administrative Information

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Smithsonian Institution Archives, Accession 97-155, Smithsonian Institution, Office of Special Events, Records

Descriptive Entry

This accession consists of records that date back to when the Office of Special Events and Conference Services was known as the Office of Special Events. Meredith Johnson, Special Events Officer, and Jeannette Gladstone, Acting Special Events Officer created the bulk of the files. The records document the administrative activities of the office as well as the planning of various Smithsonian Institution functions, such as exhibition openings, meetings, receptions, lectures, film screenings, luncheons/dinners, and dedications. Also included are minutes of meetings, correspondence and memoranda, guest lists, floor and seating plans, invitations, programs, agenda, and menus.

Names and Subject Terms

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

Subjects:

- Museum exhibits
- Museums -- Public relations
- Special events

Types of Materials:

- Brochures
- Manuscripts

Names:

Gladstone, Jeannette

Johnson, Meredith

Smithsonian Institution. Office of Special Events and Conference Services

Container Listing

Series 1: EVENT FILES, 1971-1975

Box 1

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Box 1 of 7 January - Opening of Renwick Gallery - January 25, 1972, 1971-1972

Box 1 of 7 January - Opening of Renwick Gallery - January 26, 1972, 1971-1972

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Box 1 of 7 February - Link Lecture and Dinner, 1972

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Box 1 of 7 May - Cooper-Hewitt Reception and Preview Benefit, 1972

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Box 2 of 7 Ceremony and Christmas Party, 1975

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Box 4 of 7 January - Double Day Events, 1974-1975

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