

RECORDS OF PRESIDENTIAL INAUGURAL COMMITTEES, 1933-1989 (NATIONAL ARCHIVES RECORD GROUP 274): Presidential Inaugural Committee, 1980-1981: Records

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**RECORDS OF PRESIDENTIAL INAUGURAL COMMITTEES: Presidential Inaugural Committee, 1980-1981: Records**

This collection is arranged into nine series that closely follow the working functions of the Presidential Inaugural Committee (PIC).

**SERIES I: OFFICE OF THE CHAIRMAN, 1980-1981**

Robert K. Gray and Charles Wick were the co-chairmen of the 1981 Presidential inaugural. The Library has material for this series from Mr. Gray only. Please see the donated personal papers of Charles Wick for more information on his role on this Committee. Material within this series is arranged into five subseries. They are Subseries A: Robert K. Gray Office Files; Subseries B: General Counsel Office Files; Subseries C: Armed Forces Inaugural Committee; Subseries D: Communications Committee; and Subseries E: Final Reports to the Chairmen.

**SERIES II: OFFICE OF THE EXECUTIVE DIRECTORS**

There were three co-Executive Directors of the 1981 Presidential Inaugural Committee. They were Frederick K. Biebel, Robert G. McCune and Colonel George W. Kersey. The Library has material for this series from Mr. Biebel and Mr. McCune. Material from Col. Kersey can be found in other parts of the collection. Col. Kersey mostly handled the heavy military involvement in the Inaugural and his work is reflected in the multiple final reports from the military units covering their responsibilities

This series contains two subseries. They are Subseries A: Frederick K. Biebel Office Files; and Subseries B: Robert G. McCune Office Files.

**SERIES III: OFFICE OF THE EXECUTIVE ADVISOR**

This series contains material regarding coordination with Congress and the judicial branch and their roles in the 1981 Inaugural. This series contains two subseries. They are Subseries A: Congressional Liaison Committee; and Subseries B: Judicial Liaison Committee.

Series IV: Executive Office Staff contains seven subseries. They are Subseries A: Correspondence Control; Subseries B: Facilities; Subseries C: Personnel; Subseries D: Procurement; Subseries E: Security and Clearances; Subseries F: Ticket and Invitation Control; and Subseries G: Transportation.

Series V: Inaugural Committee Groups contains seventeen subseries. They are Subseries A:

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Series VI: Printed Materials for Events, 1981

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Correspondence – 11/21/1980-12/08/1980  
Correspondence/Memos – Alpha File, A-D  
Correspondence/Memos – Alpha File, E-M  
Correspondence/Memos – Alpha File, O-X

Box 45  
Contracts/Agreements: AFTRA  
Contracts/Agreements: Ball Facilities and Catering (1)-(7)  
Contracts/Agreements: Contract for Balloonist  
Contracts/Agreements: Brink's Incorporated  
Contracts/Agreements: City Decorations  
[Contracts/Agreements: O/C: Director's Guild of America]  
Contracts/Agreements: Inaugural Ball Telecast

Box 46  
Contracts/Agreements: Map Reproduction and Use  
Contracts/Agreements: Miscellaneous  
Contracts/Agreements: Office Trailer, GSA Design Space  
Contracts/Agreements: Photographers  
Contracts/Agreements: Taste of America (1)-(3)  
Contracts/Agreements: TV Spot by Charlton Heston, StarFax

Subseries E: Security and Clearances, 1980-1981  
Box 46, cont.  
Application for credentials (Temp A & B Building Only)

Applications for Credentials (Limited Access) Empty  
Armed Forces Inaugural Briefing  
Budget Forms (20a, 20b, 20c)  
Credentials  
Credentials (Worksheet)  
[Daily Reports]  
[Directory – Security Office Telephone]  
Enforcement Contact  
Fire/Security  
GSA Correspondence (Empty)  
General Bingling Corporation Photo IDs  
Gubutosi, Robert K. Inaugural Invitation List  
Gubutosi, Robert K. Personal File (1)(2)  
Inaugural Invitations for Employees (empty)  
Inaugural Events Contact Sheet  
Inaugural Invitation List Volunteers  
Inaugural Invitation Lists Working Papers and Forms  
Interoffice Memorandums Sent  
Invoices and Receipts  
Letters to be Given to the Secret Service  
Lost and Found Forms  
Meeting and Briefing Notes  
Memos to Mr. Biebel  
Memorandum and Filing Policy  
Memorandum Policy Inter-Office  
Memorandum – Passes/Credentials

Box 47  
Memorandum Received (1)(2)  
Memorandum Sent (1)(2)  
Memorandum – Supply Room  
Memos to Mr. Biebel  
Notes/Minutes  
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Parking Permits  
Pinkerton  
[Presidential Inaugural License Plates] (1)(2)  
Property Removal  
[Receipts for Property – GSA]  
Request for Supplies or Procurement  
Request for Issue or Turn-In  
Secret Service Credentialing Forms  
Security Office – Miscellaneous  
Sign-In Sheets  
Staff Directory – Presidential Inaugural Committee 1981  
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Typewriters – Information  
Wackenhut  
Wells Fargo

Subseries F: Ticket Control  
Box 48  
Charts  
Data Entry Batch Number File Invitation List Control (1)-(4)  
[Data Entry Receipts (Copies Returned)] (1)(2)  
Invitation Control: Correspondence – Requests (1)-(3)

Box 49  
[Invitations Control: Final Report, 1973]  
[Swearing-In Tickets]  
[Swearing-In Tickets: Final Report]  
[Swearing-In Tickets Requests]  
[Swearing-In Tickets: Williams, Dave Files]  
Tickets, Miscellaneous  
Will Call Envelope Voucher

Subseries G: Transportation, 1980-1981  
Box 49, cont.  
Air and Ground Transportation for Balls, Bands  
Ambulances  
AMC  
Amectran  
Americar Rental System  
Armed Forces  
Auto Manufacturers  
Ball Directory  
Ball Site Diagrams  
Bechtel Corporation  
Britt  
Boy Scout Escorts  
Brown & Root, Inc.  
Budget  
Budget 12/19/1980

Box 50  
Budget 12/29/1980  
Budget 12/30/1980  
Bush (Family)  
Busses  
Capitol Centre  
Car Accident Information  
Car Call

Cars (Permanent)/Drivers  
Car Wash  
Chains  
Check Requisition Forms (Empty)  
Chevron  
Chrysler  
Contact Sheet  
Courier Services  
Daily Reports  
DeStefano, Bob  
Dispatch  
Donations  
Driver's Manual  
Entertainment  
Events  
Exxon  
[Final Report – 01/28/1981 – Transportation] (1)(2)

Box 51  
[Final Report – 01/28/1981 – Transportation] (3)  
[Final Report – Supporting Material – Correspondence, Etc.] (1)-(3)  
Finance  
Finance (Military)  
Fireworks  
Floor Diagrams  
Ford Motor Company  
FTS Directory (empty)  
Gasoline  
GM  
Government Regulation  
Governors  
Greyhound  
Gulf Oil Corporation  
Hotels  
Ice Scrapers/Umbrellas  
Inaugural Book  
[Inauguration, 1973]  
In-house Memo  
Insurance  
Kennedy Center  
License Tags  
Loan Agreement – Auto  
[Mahaffey, Rob]  
[Mann, Bob]  
Maps  
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Box 52  
Masters and Extra Copies  
Mayors  
Meeting Attendees  
Meetings (Minutes)  
Memos Received  
Messenger Service  
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Mobil  
Motor Pool (Executives)  
Motor Pool Inventory  
Motor Pool Services  
Oil Companies  
Oil Companies (General)  
Organizational Charts  
Organization Charts (PIC 1981)  
Osmonds  
Parade  
Parking  
Parking Credentials  
Parking Violations  
People's Gas Company  
Press Inquiries  
Prince George's County Government  
Procurement/Supplies  
Progress Report 12/08/1980  
Progress Report 12/12/1980  
Progress Report 12/19/1980  
Progress Report 12/26/1980  
Progress Report 01/02/1981  
Progress Report 01/09/1981  
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Purchasing and Procurement  
Report – 1977 Armed Forces Inaugural Committee  
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Security Info  
Shell Oil  
Shuttle Service  
Signal Oil Company  
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Box 53  
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Staff (Executive) Duty Hours  
Staff Meetings  
Staff Memos, Misc.  
Standard Oil  
State Delegation  
States  
Sun Oil  
Superior Oil Company  
Task Force Members  
Tax Opinion  
Tax Status  
Taxi Service (PIC)  
Tenneco Inc.  
Texaco  
Texas Eastern Transmission  
Tickets  
Tickets (Bus)  
Time Chart  
[Truck Rental]  
Vehicle Requests  
Volunteers  
Wackenhut Security  
Westminster Motor Company  
Wright, Shirley  
Congressional Liaison Transportation Requests  
Distinguished Ladies Reception Transportation Requests  
Entertainment Transportation Requests  
First and Second Family Transportation Requests  
Full Time Transportation Requests  
Governor's Participation Transportation Requests  
Hospitality Transportation Requests

Box 54  
Inaugural Balls Transportation Requests  
Judiciary Transportation Requests  
Limousines  
Police – Accidents Requests and Reports  
Special Groups Transportation Requests  
Vice President – Family and Friends  
Young Voters Transportation Requests

SERIES V: INAUGURAL COMMITTEE GROUPS, 1980-1981  
Subseries A: Advertising/Promotion, 1980-1981 Group II)  
Box 54, cont.  
[Archival Orders for Reagan Library & Hoover Institute]  
Art Folder



Artwork  
Audio Cassette  
Broadcasting File  
[Broadcasting – Review of PSA Campaign]  
Candlelight Dinner Plate  
Catalogues (Distribution)  
Catalogue – Invoices  
Catalogue – Items  
Catalogue – Misc.  
Catalogue Ordering  
Catalogue Printing

Box 55  
[Catalogue – Regrets]  
Catalogue Sales  
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Credentialing  
Direct Mail Lists (Catalogue)  
Environmental Educators  
Fine Arts Project  
Inaugural; Backgrounds  
Inaugural Book  
Inaugural Events  
Inauguration Order Forms  
Insurance  
Interdepartmental Memos  
Invitation Lists  
Legal  
Mailing Lists, PIC  
Memorabilia  
[Memos General]  
Memos to Bob Gray  
Miscellaneous  
Miscellaneous Correspondence  
Motor Pool Information  
Neiman Painting  
Official Invitation  
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Box 56  
Petty Cash Vouchers  
Poster  
Press  
Program  
Program Marketing  
Purchase Orders – Made

[Purchase Request & Forms]  
Purchasing Contract Policy  
Retailing  
Scripts – Producers, etc  
Staff Information  
Team Telephone  
Vendors  
VIP Official Inaugural Collection  
Volunteers  
Zorthian, Barry  
George Stringer Office Files: Accomplishments  
George Stringer Office Files: Budget (Current)  
George Stringer Office Files: Budget (Historical)  
George Stringer Office Files: Business Oversight Team  
George Stringer Office Files: Catalogue  
George Stringer Office Files: Collier Graphics  
George Stringer Office Files: Contracts

Box 57

George Stringer Office Files: Final Reports  
George Stringer Office Files: Flags  
George Stringer Office Files: Inaugural Medal  
George Stringer Office Files: Inaugural Programs  
George Stringer Office Files: Insurance Information Interoffice Memos  
George Stringer Office Files: Legal  
George Stringer Office Files: Merchandise Packing, Slips/Receipts  
George Stringer Office Files: Miscellaneous  
George Stringer Office Files: Post Office BRE Receipts  
George Stringer Office Files: Post Office Receipts  
George Stringer Office Files: Printing Bids  
George Stringer Office Files: Reserved Plate Info  
George Stringer Office Files: Time Schedules (Projects)  
George Stringer Office Files: Transportation  
George Stringer Office Files: TV-Radio PSA Mailing  
George Stringer Office Files: Vending  
George Stringer Office Files: Welch, Frankie  
George Stringer Office Files: “What’s Happened Since 1776”

Subseries B: Inaugural Balls, 1980-1981 (Group III)

Box 57, cont.

AF to M Performance and TV Scales  
Beach Boys/Youth Concert  
Brown, James  
Contracts  
Cover Letters for Contracts  
December Correspondence (1)(2)

Box 58  
Entertainment  
[Group III Final Report Materials] (1)(2)  
General Notes File  
[Hampton, Lionel]  
January Correspondences (1)-(3)

Box 59  
January Correspondences (4)  
1973 Notes  
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Subseries C: Inaugural Concert and Candlelight Dinner, 1980-1981 (Group IV)

Box 59, cont.  
Activity Control & Organization  
Budget Reports  
Candlelight Dinners/Concert Committee  
Concert Program  
Final Report of the Entertainment Committee, 1973  
[Material for the Final Report, 1981]  
Memos

Subseries D: Vice-President's Reception, 1980-1981 (Group V)

Box 59, cont.  
Commemorative Contributors  
Congressional Acceptances  
DC Hostess Lists  
Honorary Response Sheets (1)

Box 60  
Honorary Response Sheets (2)  
In-House Memoranda  
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Mailing Lists for Medallions, Programs and Pens, Etc.  
Maryland Hostesses  
Memo Originals  
Names for Invitations Checked  
Purchase Orders  
Security Clearance  
Sometimes News, The  
Staff and Volunteers – Sign In/Out Sheets  
Support Personnel for V-P's Reception (1)(2)  
Virginia Hostesses  
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Subseries E: Governor's Reception, 1980-1981 (Group VI)

Box 61

Administrative

Badges & Pins

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Chamberlin's Outgoing Memos

Committee Checklist

[Credentials]

[Decoration Bids]

Diplomatic Protocol

Entertainment

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[Final Report – Background Material]

[Final Reports from Subcommittee]

Floor Committee

Forms

[Governor Information]

Honorary Chairmen

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Information Memos

Box 62

Liaison – Communication with Governors

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Medical

[Meetings (Reports)]

Military Aides to Governors

Military Liaison

Music

Name Lists

[National Naval Medical Center]

1969 Governor's Reception Inaugural

Outgoing Correspondence

Press & Public Relations

Purchasing & Procurement

Quotas

Secret Service Clearance

Schedule of Events

[Schedule Plan]

Sheraton Group Contacts

Supplies

Telephone Directories (Office)

Ticket Control

[Time Sheets]

Transportation

[Volunteers]

Subseries F: Distinguished Ladies Reception, 1980-1981 (Group VII)

Box 63

Budget

Contributions

[Correspondence, Memos and Lists]

Diplomatic Wives

Draft – Distinguished Ladies Reception

Hostesses for Distinguished Ladies Reception

Maps

Press/Staff

Program

Renee Rubinson

[A Reporter's Guide to Inaugural Washington]

Site Coordination and Services

Subseries G: Inaugural Souvenir Book, 1980-81 (Group VIII)

Box 63, cont.

Advertisements

Advertising & Production; Final Report, 1977

Articles re: RR and Inauguration

Assignments

[Background & Research material]

Book Committee (BA)

[Book Text – Drafts] (1)

Box 64

[Book Text – Drafts] (2)

[Book Text – Editing Copy]

[Book Text – Page 1-10]

Budget

Bumper Stickers

Captions to All Pictures

[Complimentary Copies]

Congressional Letters of Appreciation

Contact Sheets – Transferred to AV 5/15/94

Contracts

[Copyright Information]

Credentials

Daily Log (Trans and Written)

Departmental Logos

[Design Treatment]

Editorial/to Typesetter

Edwards, James Burrows

[Event Specifications]

[Final Report Background Material] (1)

Box 65

[Final Report Background Material] (2)  
First Family – Bio Data  
Gray, Bob  
Historical Xerox Copies, National Gallery  
Honorary Advisors  
Hotels  
Image  
[Inaugural Book Jackets]  
[Inaugural Book – Master for Lover]  
Inaugural History  
Inaugural Seals (Negatives)  
[Inaugural Souvenir Book, 1969]  
Inaugural Weather  
Invitations  
Invoices  
Labor Committee  
Lanier Instructions  
[(Legal) Inaugural Book]  
[Letters to Governors Wives (Not Sent)]  
Mailing Receipts  
[Maps, Drawings]  
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Memos Duke Zeller/Staff  
Mementos

Box 66

[News & Public Information Committee Report, 1973] (1)-(3)  
Outline – “A Great New Beginning”  
Personnel  
Petty Cash Receipts  
[Photograph Lists]  
[Photograph Credits]  
[Photographers]  
[Photographs]  
Presidential Inaugural Committee 1981 – Accounting  
Procedures Manual – Cost Center Directors  
Press Lists  
[Press Party]  
Press Releases  
[Previous Inaugural Programs]  
Procurement Forms Sent to Supply  
Production  
Reagan, Nancy Bio & Article  
Registration for License Plate

Release Form  
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Box 67  
Resumes  
Rodgers, Nancy  
Schedule of Events (Drafts)  
[Smithsonian Historical Slides Order]  
Tampico, Illinois  
Transition – Arts & Humanities  
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White House Book Presentation Ceremony

Subseries H. Group X. Civic Participation  
Box 67, cont.  
Group X – Civic Participation

Subseries I. Group XI. Public Safety & Reviewing Stands  
Box 67, cont.  
Balls  
Boy Scouts of America  
Correspondence Baker  
Cost Center 22252  
Group XI Memos  
Housing  
Insurance  
Legal  
Miscellaneous PIC Office Memos  
Parade Tickets  
Press  
Reviewing Stands, Etc. Chron  
Security  
Transportation  
USSS Clearance

Subseries J. Group XIII License Plates  
Box 68  
Background License Information  
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Budget  
Budget for License Plate Division  
Communications  
Comps  
Correspondence & Memos – Outgoing  
D.C. Space Sales  
DMV

Events  
Fact Sheet  
Family Schedule  
FIC & PIC Information  
Final Report  
[Final Report & Attachments]  
Flyer  
Governors  
Incoming Memos  
License Plates, Misc.  
Lists  
Marketing Plans  
Memos  
Motorcade  
News/Promotion  
News Release  
Notes  
Numbers  
Orders – Exec. (not PD)  
Personnel  
Pictures

Box 69  
Press Releases  
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Procedure Handling Plate Sales  
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PSA's  
Purchase Orders  
PX's  
Radio Programs  
Registration/Order Forms  
"Sometimes News"  
State Sales  
[States Sales order Forms]  
Telephone Bank  
Telephone Directory  
Transportation  
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Weekly Reports

Subseries K. Group XIV – Special Groups  
Box 69, cont.  
Budget  
Budget Forms  
Budget Reports



Chron File – December  
Chron File – January  
Commemorative Lists  
Forms  
[Memos/Letters – Williams]  
[Memos/Letters – Wu]  
Organizational Chart/Personnel  
Schedule of Events  
Special Group: Blacks  
Special Group: Hispanics  
Special Group: Nationalities  
Special Group: Religious  
Special Group: Senior Citizens/Handicapped  
Special Group: Veterans  
Special Group: Young Voters  
Special Group Phone Listing

Box 70  
Staff File  
Staff Resumes  
State Coordinators  
Volunteers  
Washington D.C. Committee  
Weekly Reports  
Bob Billings – Director of Religious Participation Subject Files: Convocation Meeting  
Bob Billings – Director of Religious Participation Subject Files: Correspondence  
11/04/1980-11/12/1980  
Bob Billings – Director of Religious Participation Subject Files: Correspondence  
11/13/1980-11/20/1980  
Bob Billings – Director of Religious Participation Subject Files: Correspondence  
11/21/1980-11/30/1980  
Bob Billings – Director of Religious Participation Subject Files: Correspondence  
12/01/1980-12/14/1980  
Bob Billings – Director of Religious Participation Subject Files: Correspondence  
12/15/1980-12/28/1980  
Bob Billings – Director of Religious Participation Subject Files: Correspondence  
12/29/1980-01/11/1981  
Bob Billings – Director of Religious Participation Subject Files: Correspondence  
01/12/1981-01/21/1981  
Bob Billings – Director of Religious Participation Subject Files: Humanism  
Bob Billings – Director of Religious Participation Subject Files: Memos – In-Coming  
Bob Billings – Director of Religious Participation Subject Files: Memos – Outgoing  
Bob Billings – Director of Religious Participation Subject Files: Miscellaneous  
Bob Billings – Director of Religious Participation Subject Files: Office Correspondence  
Bob Billings – Director of Religious Participation Subject Files: [Possible Musical  
Participants]

Bob Billings – Director of Religious Participation Subject Files: Religious Host Committee  
Bob Billings – Director of Religious Participation Subject Files: Schedule of Events  
Bob Billings – Director of Religious Participation Subject Files: Tickets  
Bob Billings – Director of Religious Participation Subject Files: Weekly Reports: Copies from Religious Group  
Bob Billings – Director of Religious Participation Subject Files: White House Reception

Box 71

Jean Berquast – Director of Senior Citizens and Handicapped Subject Files: Administrative Department Description  
Jean Berquast – Director of Senior Citizens and Handicapped Subject Files: Budget  
Jean Berquast – Director of Senior Citizens and Handicapped Subject Files: Committee Meetings  
Jean Berquast – Director of Senior Citizens and Handicapped Subject Files: Correspondence – Seniors  
Jean Berquast – Director of Senior Citizens and Handicapped Subject Files: Directories, PIC  
Jean Berquast – Director of Senior Citizens and Handicapped Subject Files: Forms (Miscellaneous)  
Jean Berquast – Director of Senior Citizens and Handicapped Subject Files: Memos (Incoming)  
Jean Berquast – Director of Senior Citizens and Handicapped Subject Files: Memos – Outgoing  
Jean Berquast – Director of Senior Citizens and Handicapped Subject Files: Memos to/from Bob Williams  
Jean Berquast – Director of Senior Citizens and Handicapped Subject Files: Newspaper Clipping  
Jean Berquast – Director of Senior Citizens and Handicapped Subject Files: [Notes]  
Jean Berquast – Director of Senior Citizens and Handicapped Subject Files: Official Inaugural Merchandise  
Jean Berquast – Director of Senior Citizens and Handicapped Subject Files: Organization Chart  
Jean Berquast – Director of Senior Citizens and Handicapped Subject Files: Payroll  
Jean Berquast – Director of Senior Citizens and Handicapped Subject Files: Procurement (Cohen/Kersey)  
Jean Berquast – Director of Senior Citizens and Handicapped Subject Files: Receipts  
Jean Berquast – Director of Senior Citizens and Handicapped Subject Files: Religious Participation  
Jean Berquast – Director of Senior Citizens and Handicapped Subject Files: “Sometimes News”  
Jean Berquast – Director of Senior Citizens and Handicapped Subject Files: Special Groups – Group 14  
Jean Berquast – Director of Senior Citizens and Handicapped Subject Files: State Coordinators – Inaugural Plans 1981  
Jean Berquast – Director of Senior Citizens and Handicapped Subject Files: Supplies

Jean Berquast – Director of Senior Citizens and Handicapped Subject Files: Ticket  
Priority

Jean Berquast – Director of Senior Citizens and Handicapped Subject Files: Volunteers

Jean Berquast – Director of Senior Citizens and Handicapped Subject Files:  
[Handicapped Services]

Jean Berquast – Director of Senior Citizens and Handicapped Subject Files: Handicapped  
Services '81: Access (Physical)

Jean Berquast – Director of Senior Citizens and Handicapped Subject Files: Handicapped  
Services '81: Communications

Jean Berquast – Director of Senior Citizens and Handicapped Subject Files: Handicapped  
Services '81: General

Jean Berquast – Director of Senior Citizens and Handicapped Subject Files: Handicapped  
Services '81: Interpretation

Jean Berquast – Director of Senior Citizens and Handicapped Subject Files: Handicapped  
Services '81: In-Kind Services

Jean Berquast – Director of Senior Citizens and Handicapped Subject Files: Handicapped  
Services '81: Memos (In-House)

Jean Berquast – Director of Senior Citizens and Handicapped Subject Files:  
[Handicapped Services '81: 1977 Final Report]

Jean Berquast – Director of Senior Citizens and Handicapped Subject Files: Handicapped  
Services '81: Planning

Jean Berquast – Director of Senior Citizens and Handicapped Subject Files: Handicapped

Jean Berquast – Director of Senior Citizens and Handicapped Subject Files: Handicapped  
Services '81: Press

Jean Berquast – Director of Senior Citizens and Handicapped Subject Files: Handicapped  
Services '81: Printing

Jean Berquast – Director of Senior Citizens and Handicapped Subject Files: Handicapped  
Services '81: Reserved Areas/Parking

Jean Berquast – Director of Senior Citizens and Handicapped Subject Files: Handicapped  
Services '81: Resources

Jean Berquast – Director of Senior Citizens and Handicapped Subject Files: Handicapped  
Services '81: Transportation

Subseries L: Group XV – Parade Committee

Box 72

[Parade Participant Files: Cardinal O'Hara H.S. - PA – I]

[Parade Participant Files: Cardozo High School – DC – II]

[Parade Participant Files: Chesterton H.S. – IND – III]

[Parade Participant Files: Clovis H.S. – Calif – IV]

[Parade Participant Files: Dixon High School – Illinois – III]

[Parade Participant Files: Eldo H.S. – Nevada – IV]

[Parade Participant Files: Fort Walton Beach H.S. – FLA – II]

[Parade Participant Files: Fountain Valley H.S. – California – IV]

[Parade Participant Files: Hutchinson H.S. – Kansas – III]

[Parade Participant Files: Mormon Tabernacle Choir]

[Parade Participant Files: National Guard Bagpipe band – Oregon IV]

[Parade Participant Files: Portsmouth H.S. – RI – I]  
 [Parade Participant Files: Purdue University Glee Club – IND – III]  
 [Parade Participant Files: Ross Volunteers Texas A&M]  
 [Parade Participant Files: Salem High School – NH – I]  
 [Parade Participant Files: South Dakota State University – SD – III]

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[Parade Participant Files: Southern University – LA – II]  
 [Parade Participant Files: Strom Thurmond High School – SC – II]  
 [Parade Participant Files: Starkville H.S. – Mississippi – II]  
 [Parade Participant Files: University of Massachusetts]  
 [Parade Participant Files: University of Tennessee – TN – II]  
 [Parade Participant Files: University of Texas – Texas – IV]  
 [Parade Participant Files: Virginia Polytechnical Institute – VA (VPI) “Hightie-Tightie” II]  
 [Parade Participant Files: West Iredell H.S. – TN – II]  
 [Parade Participant Files: Willard H.S. – Missouri – III]  
 [Parade Participant Files: American Driving Society – National – New York]  
 [Parade Participant Files: American Indian Foundation Region II Virginia]  
 [Parade Participant Files: American Morgan Horse Assoc. National Texas]  
 [Parade Participant Files: American Quarter-Horse Assoc. National – Texas]  
 [Parade Participant Files: American Saddle-Bred Region II Kentucky]  
 [Parade Participant Files: Appaloosa Horse Club Region II VA]  
 [Parade Participant Files: Belgians Newfields, NH]  
 [Parade Participant Files: California Rangers – Region IV Calif.]  
 [Parade Participant Files: Con Davis Region IV – Calif.]  
 [Parade Participant Files: Connecticut Governor’s Horse Guard Region I Conn.]  
 [Parade Participant Files: Culver Military Academy Region III Indiana]  
 [Parade Participant Files: Demer’s Draft Team Region I Mass]  
 [Parade Participant Files: Equestrian Narratives for Fact Book (Rough Drafts)]  
 [Parade Participant Files: First Maine Cavalry Region II Maryland]  
 [Parade Participant Files: First Troop Philadelphia Cavalry Region I PA]  
 [Parade Participant Files: Fort Hood First Cavalry National – Texas]  
 [Parade Participant Files: Hella Horse Patrol Region IV Texas]  
 [Parade Participant Files: International Arabian Horse Association – National]

#### Box 74

[Parade Participant Files: International Side-Saddle Organization Region I NJ]  
 [Parade Participant Files: Kena Shrine Temple Palominos Region II Virginia]  
 [Parade Participant Files: Lake County Sheriff’s Posse, Ind Region III]  
 [Parade Participant Files: Medinah Black Horse Troop Region III Illinois]  
 [Parade Participant Files: Mounted Ranger Patrol/Cleveland Metro Park Region III Ohio]  
 [Parade Participant Files: New York City Police Region I New York]  
 [Parade Participant Files: President Horses Region IV California]  
 [Parade Participant Files: Sacramento Sheriff’s Posse Region IV Calif.]  
 [Parade Participant Files: Tempel Lipizzians Region III – Illinois]

[Parade Participant Files: Third Infantry Ceremonial National – Virginia]  
[Parade Participant Files: U.S. Equestrian Team National – Maine]  
[Parade Participant Files: U.S. Park Police/National Park Service National – District]  
[Parade Participant Files: Bill Williams Mountain Men Region IV Arizona]  
[Parade Participant Files: World's Champion Dog Sleds Region IV Alaska]  
[Band Information]  
Budget – Parade Committee – 1981 – Inaugural  
[Cavalcade/Motorcade]  
[Credentials]  
[Equestrian Teams]  
[Float – Bob Luker]  
[Float – Hargrove]  
[Float – World's Fair]  
Floats Being Used  
[Form Letters]  
[Form Originals]  
Group XV – Inaugural Parade Status Report (1)-(3)

Box 75

[Historical Parade Committee Reports] (1)-(3)  
[Inaugural Parade Booklet: General Order Number 1]  
Inaugural Parade Fact Book  
[Parade Committee Fact Sheets]  
[Parade Line of March]  
Parade News Release  
Parade Newspaper Clippings  
[Parade Notes]  
[Parades Staging Reports]  
Phone Directories  
[Photo File]  
[Plan of Operations]  
Press Kit: Press Briefing; 01/10/1981  
[Procurement]

Box 76

[Sheet Music: Inaugural Grand March]  
[“The Sometimes News”]  
[State Coordinators List]  
[Weather Forecast]  
[Regional Parade Participant Books Middle – M I]  
[Regional Parade Participant Books Northeast – NE I]  
[Regional Parade Participant Books Southern S-I (A)]  
[Regional Parade Participant Books Southern S-I (B)]  
[Regional Parade Participant Books Western W I]

Subseries M: Group XVI - Inaugural Balls in States

Box 77

Albany Satellite Ball  
American Hotel & Motel Association  
AT&T  
Budget  
Chamber of Commerce  
Dead Cities  
Entertainment  
Final Report  
International  
Legal  
Legal Agreements (Sent Out)  
Legal Statements (Returned)  
List of Cities  
Local Inaugural Ball Sponsors  
Mailings  
Mementos – Programs – Etc.  
Press  
Production of Program  
Program Book Order

Box 78

Questionnaire Results  
Republican National Committee  
Republican Party Reservations  
Satellite Balls Confirmed Cities List  
Alabama  
Alaska  
Arizona  
Arkansas  
California  
Colorado  
Connecticut  
Delaware  
District of Columbia  
Florida  
Georgia  
Hawaii  
Idaho  
Illinois  
Indiana  
Iowa  
Kansas  
Kentucky  
Louisiana  
Maine

Maryland  
Massachusetts  
Michigan  
Minnesota  
Mississippi  
Missouri  
Montana  
Nebraska  
New Hampshire  
New Jersey  
New Mexico  
New York  
North Carolina  
North Dakota  
Ohio  
Oklahoma  
Oregon  
Pennsylvania  
Rhode Island  
South Carolina  
South Dakota  
Tennessee  
Texas  
Utah  
Virginia  
Washington  
West Virginia  
Wisconsin  
Wyoming

Subseries N: Group XVII – Business, Industry & Special Events

Box 78, cont.

[Business/Industry/Special Events Final Report] (1)-(3)

Contributors – In-Kind

Event I.D. Credentials

Out-going Memos from This Division

Personnel

Press Club Event

Purchasing & Procurement

Box 79

Quota Info

Report Info

Security

Seniors/Handicapped

Signs

Special Events Ideas  
State Coordinators List  
Tax Status  
Ticket Sales  
Tickets Sales Receipts  
Tickets  
Tickets Received from Staff by Companies  
Transportation  
Ticket Sales Summary Book  
Weekly Report B/E/SE 12/08/1980  
Weekly Report B/E/SE 12/12/1980  
Weekly Report B/E/SE 12/19/1980  
Weekly Report B/E/SE 01/02/1981  
Weekly Report B/E/SE 01/09/1981

Subseries O: Group XIX – Hospitality  
Box 79, cont.  
Alphabetized List of Institutions/Performers  
Places Contacted (1)-(3)  
Budget (1)(2)  
Chron File (1)(2)  
Civic Participation  
[Credentials]  
[Day by Day Schedule Cards 01/16/1981]  
[Day by Day Schedule Cards 01/17/1981]

Box 80  
[Day by Day Schedule Cards 01/18/1981]  
[Day by Day Schedule Cards 01/19/1981]  
[Day by Day Schedule Cards 01/20/1981]  
Distribution List for Official Guide Book  
Doriene Steeves, Director  
[Final Reports]  
[Guide Book Galley Proofs] (1)-(4)  
[Guide Book Inaugural Committee Lists] (1)-(3)

Box 81  
[Guide Book Inaugural Committee Lists] (4)(5)  
[Guide Book Information] (1)(2)  
[Guide Book Proofs]  
Hospitality Booth Locations (1)(2)  
Hostess Briefing  
Hospitality Desk Working File (1)-(5)  
[Inaugural Guide Book, 1965]  
Inaugural Publicity  
[Inauguration 1977 Schedule of Events & Guide to Washington]



Box 82  
Jellybeans  
Materials  
Organization Chart  
Procurement Requests  
Schedule of Events  
Special Events  
Special Hostesses  
Staffed Hotels (1)(2)  
Status Reports for Weekly Reports  
Stocked Hotels  
[Transportation]  
[Tourist Information Cards A-H]  
[Tourist Information Cards I-S]  
[Tourist Information Cards T-W]  
Volunteers  
Weekly Activity Reports

Subseries P: Group XXI: Outdoor Concert Committee

Box 83  
Budget/Salaries  
“Invitations” Code #208  
Myles Ambrose, Director  
OCC Department Description  
[OCC Final Report]  
[OCC Outgoing Correspondence, December 1980]  
OCC Outgoing Correspondence, January 1981]  
P.R. File  
Requests for Supplies/Equipment  
Telephone Directory  
Volunteers  
Weekly Report/Biebel

Subseries Q: Group XXVIII – Housing

Box 83, cont.  
Accommodations for Rev. Moomau

SERIES VI: PRINTED MATERIAL FOR EVENTS, 1981

Box 84  
[Governor’s Reception Invitations] (1)-(6)

Box 85  
[Inaugural Commemorative Invitations] (1)-(6)

Box 86

[Inaugural Guide Books] (1)-(6)

Box 87

[Parade Fact Books] (1)-(6)

Box 88

[Book – “A New Beginning”]

[Book – “We the People: An American Celebration 50<sup>th</sup> Golden Inaugural”]

Concert Performances Kennedy Center

Distinguished Ladies Reception

Governor’s Reception

Inaugural Commemorative

[Inaugural Convocation](#)

Inaugural Education Kit

Inaugural First Stamp Cover

Inaugural Gala Invitations

Inaugural Gala Programs

[Inaugural Invitations](#)

Inaugural Parade

[Inaugural Parade Fact Book](#)

[Inaugural Program](#)

Inaugural Reception – George Bush

[\[Inaugural Tickets from Museum Collection\]](#)

Box 89

Invitations for Reception – Samuel Pierce

[1981 Presidential Inaugural Committee Press Kit \(1\)](#)

[1981 Presidential Inaugural Committee Press Kit \(2\)](#)

[Plan for the Inaugural Ceremonies](#)

[Presidential Seal on the Johnson Proclamation]

[Seniors and Handicapped Citizens Reception]

[Sheet Music](#)

Staff Passes

[Stationary]

“A Taste of America”

Telephone Directory

[Ticket Request Forms]

[Various Programs, Pamphlets]

[\[Veterans Inaugural Ball\]](#)

[\[Transfer Sheets – Architectural Plans\]](#)

[\[Transfer Sheets - Audio- Visual\] – See full inventory of audio-visual items for this collection](#)

[\[Transfer Sheet – Objects\]](#)

Box 90

Poster – The Official Inaugural Plate

Poster – Official Inaugural Commemoratives (4 Copies)  
Calendar – 1981 “We the People”  
Poster – Reagan/Bush (2 copies)  
Poster – Neiman Painting (2 copies)  
Commemorative Announcement – Governor’s Ball (30 copies)

Box 91

Poster – Tape Recording  
Poster – 1981 Inaugural Book (2 copies)  
Poster – The Official Presidential Commemorative Collection with Order Forms

Box 92

Poster – Commemorative Appreciation Photo of President & Mrs. Reagan (200 copies)

Box 93

Plan for Booths at Governor’s Reception  
Swatch Samples for Governor’s Reception  
Braille Invitation for Vice-President’s Reception  
Newspaper – *Washington Star* Tuesday, 01/20/1981  
Newspaper – *Washington Post* Wednesday, 01/21/1981

SERIES VII: AUDIO-VISUAL RECORDS OF INAUGURAL, 1981

This material is described on transfer sheets in Box 89 and the [AV inventory](#)

SERIES VIII: ARTIFACTS/OBJECTS

This material is described on transfer sheets in Box 89 with 11 items

SERIES IX: ARCHITECTURAL DRAWINGS

This material is described on transfer sheets in Box 89 with 99 items