441 Freedom Parkway NE
Atlanta, GA 30307
http://www.jimmycarterlibrary.gov

RG 274: Records of the 1977 Inaugural Committee: A Guide to Its Records at the Jimmy Carter Library

Collection Summary

Creator: 1977 Inaugural Committee. (11/08/1976 - 02/28/1977)

Title: RG 274: Records of the 1977 Inaugural Committee

Dates: 1976-1977

Quantity: 24 linear feet, 11 linear inches, 57 containers

Identification:
Accession Number: 80-1
National Archives Identifier: 600

Scope and Content:
This collection consists of reports, correspondence, memoranda, participant lists, invitee lists, schedules, meeting minutes, plans, contracts, finance information, press releases, and memorabilia. The material relates to the planning details for President Elect Jimmy Carter's inaugural celebration. The collection material includes planning for parades, parties, financing, volunteer recruitment, staffing, entertainment, military and civilian participation, advertising, and press related activities. The collection material demonstrates how this was accomplished from the largest to the smallest details.

Creator Information: 1977 Inaugural Committee
The Inaugural Committee was formed by President-Elect Jimmy Carter in December of 1976 to plan for a five-day inaugural celebration. The Inaugural Committee's responsibility was to successfully plan, implement, and manage, a $3.5 to $5.0 million break-even business over a sixty-five-day period. This included recruiting 3,000 or 4,000 staff and volunteer workers, supporting 16,000 to 20,000 military and civilian participants, culminating in inaugural functions with 500,000 to 1,000,000 people at the parade and more than 60,000 attending party related functions.

The committee was co-chaired by Vicki Rogers and Bardyl Tirana who selected the thirty-nine committee members at the request of President-elect Jimmy Carter. The members represented a non-partisan cross section of leading Americans including governors, mayors, union presidents, business executives, cultural leaders, and early campaign workers and advisors. The committee oversaw every aspect of the inauguration except the swearing-in ceremony, which is the responsibility of the Joint Congressional Committee on Inaugural Ceremonies. The theme of the inauguration was "A New Spirit, A New Commitment, and A New America."

Biographical information on key office personnel is located at the end of the finding aid.

Restrictions:

Restrictions on Access: These papers contain documents restricted in accordance with applicable executive order(s), which governs National Security policies, applicable statutes/agency restrictions, and material which has been closed in accordance with the donor's deed of gift.

Terms Governing Use and Reproduction: Copyright interest in these papers has been donated to the United States Government. Some of the records may be subject to copyright restrictions (i.e. newspapers, publications, etc.). Researchers should contact the publisher for further information.

Related Material:

Related materials in this repository:

Index Terms:

Limited to major topics under each category
Persons: Bardyl Tirana, Vicki Rogers

Subjects: Presidential Inaugurations

Places: Washington, D.C.

Types of Material: Reports, invitations, tickets, correspondence, memoranda, participant lists, invitee lists, schedules, meeting minutes, plans, contracts, final reports, finance information, press releases, and memorabilia.

Administrative Information:

Preferred citation: [Type of Document], [Names of Sender and Recipient or Title of Document], [Date], [Collection Title], [Series Title], [Folder Title], [Box Number], Jimmy Carter Presidential Library.

Acquisition information: These historical materials were received under provisions of the instrument of gift that Jimmy Carter signed January 31, 1981.

Processing information: The first series of the collection was opened in 2001. Subsequent series in the collection were opened in 2001. The open dates are indicated in the series descriptions.

System of Arrangement:

The records of the 1977 Inaugural Committee are divided into twenty series:

Series Title	National Archives Identifier
Pre-Inaugural Consultant Files	138369
Bardyl Tirana's and Vicki Roger's General Office Files	138727
Armed Forces after Action and Final Report Files	139271
Executive Director's Special Administrator's Subject Files	139446
Press Office Subject Files	138227
Advertising Office Files	138302
License Plate Sales and Application Files	138352
Special Presidential VIP and Congressional Liaison Files	138520
Host and Protocol Diplomatic Corps Files	138587
Invitation and Ticket Request Subject Files	138608
Cultural Events Scheduling and Performance Request Files	138852
Parade Director's Band and Float Files	138892
Director's Entertainment, Parties, and Performer's Files	139144
Logistical Support and Transportation Files	139199
Housing and Hospitality Committee Files	139233
Credentials and Security Subject Files	139318
Correspondence Control and Information Office Files	139270
Final Report Files	139386
Veterans' Committee Files	139334
Vice Presidential Reception and Memorabilia Files	139176

Detailed Description of the Collection

Pre-Inaugural Consultant Files

Scope and Content: Container 1. This series opened in 2001. The series contains a consultant report, proposed management plans, and flow charts. Arranged alphabetically by folder title.

Bardyl Tirana and Vicki Roger's General Office Files

Scope and Content: Containers 2-6. This series opened in 2001. The series consists of material relating to finance records, contracts, party information, general office files, and other material relating to the inauguration. Also included are material relating to the internal workings of the Committee, such as applications, memorandums, payroll, passes, scheduling manuals, and invitation processing. Arranged alphabetically by folder title.

Armed Forces after Action and Final Report Files
Scope and Content: Container 7-9. This series opened in 2001. The series contains reports concerning the armed forces involvement in the inaugural activities. Also included is the final report sent to the committee's chairman. Arranged alphabetically by folder title.

Executive Director's Special Administrator's Subject Files
Scope and Content: Containers 10-14. This series opened in 2001. This series consists of material relating to the committee's articles of incorporation, financial issues, housing information and material relating to various administrative functions. Arranged alphabetically by folder title.

Press Office Subject Files
Scope and Content: Containers 15-18. This series opened in 2001. The series consists of material relating to internal public relations information such as art portfolios, press releases, mailing lists, and band stand diagrams. Arranged alphabetically by folder title.

Advertising Office Files
Scope and Content: Container 19. This series opened in 2001. The series contains advertising agreements with Gerald Rafshoon and others, advertising gimmicks, and correspondence. Arranged alphabetically by folder title.

License Plate Sales and Application Files
Scope and Content: Containers 20-22. This series opened in 2001. The series contains material relating to the license plate fundraising effort including bids, orders, and applications. Arranged alphabetically by folder title.

Special VIP and Congressional Liaison Files
Scope and Content: Container 23-26. This series opened in 2001.The series contains a compilation of concert events, invitation lists of Congressmen, and an administrative background on the swearing in ceremony. state invitation lists, governor and mayor lists, information on committee organization and responsibility functions, and other administrative duties of the VIP liaison staff. Also included are scheduling requests for Senator and Mrs. Mondale, list of military aids for their family, ticket requests, information relating to the Peanut Brigade and Peanut Day activities for the Georgian delegation. Arranged alphabetically by folder title.

Host and Protocol Diplomatic Corps Files
Scope and Content: Containers 27. This series opened in 2001. The series contains correspondence, information on the responsibilities and far-reaching involvement of the host committees, lists of local Washington D.C. hosts in charge of contracts, administrative files. The material also relates to hosts in other states responsible for information packets, state society receptions, and other related aspects. Also included is the organization's mission, procedures and logistics, protocol for VIP visits, information on prior inaugurals, and a final report. Arranged alphabetically by folder title.

Invitation and Tickets Lists Subject Files
Scope and Content: Containers 28-32. This series opened in 2001. The series contains invitation lists for national officials, President-Elect Jimmy Carter and his family, Walter Mondale and his family, past Presidents, state officials, outgoing Congressional members, unsuccessful candidates, full-time volunteers, and invitees from Plains, Georgia. Also included are invitations and lists regarding who should be considered for tickets, administrative and budget issues, special invitee problems, logistics, VIP protocol, and scheduling seating arrangements. The series gives insight on the problems and different aspects of inviting the entire nation to a presidential inauguration. Arranged alphabetically by folder title.

Cultural Events Scheduling and Performance Request Subject Files
Scope and Content: Container 33-35. This series opened in 2001. The series contains correspondence, scheduling files, music sheets, songs sent to the committee for use in the inaugural celebration, and letters from the public related to cultural events. Arranged alphabetically by folder title.

Parade Director's Band and Float Files
Scope and Content: Container 36-40. This series opened in 2001.The series consists of correspondence, memoranda, reports, state float participants from all states. Also included lists of floats from all states and parade routes. Arranged alphabetically by folder title.

Director's Entertainment, Parties and Performers Files
Scope and Content: Container 41-45. This series opened in 2001. The series contains correspondence, memoranda, and a list of entertainers and performers. Arranged alphabetically by folder title.

Logistical Support Transportation Files
Scope and Content: Container 46-47. This series opened in 2001. The series contains correspondence, memoranda, press releases, reports, and notes. Arranged alphabetically by folder title.

Housing and Hospitality Committee Files
Scope and Content: Containers 48-49. This series opened in 2001. The series consists of correspondence, memorandum, newspaper clippings, and schedules. Arranged alphabetically by folder title.

Credentials and Security Files
Scope and Content: Container 50. This series opened in 2001. The series consists of correspondence, memoranda, schedules, and security plans. Arranged alphabetically by folder title.

Correspondence Control and Information Office Subject Files
Scope and Content: Containers 51-52. This series opened in 2001. The series consists of correspondence, memorandum, reports, telephone lists, and inventory logs. Arranged alphabetically by subject and chronologically thereunder.

Final Report Files
Scope and Content: Containers 53-55. This series opened in 2001. This series contains correspondence, working and final copies of reports, transmittals of reports, printed reviews of reports for inauguration activities. Arranged alphabetically by folder title.

Veterans' Inaugural Committee Files
Scope and Content: Containers 56. This series opened in 2001. The series consists of reports, correspondence, invitations, meeting notes, and press releases. Arranged alphabetically by folder title.

Vice-Presidential Reception and Memorabilia Files
Scope and Content: Containers 57. This series opened in 2001. The series consists of correspondence, memorandum, schedules, and notes. Arranged alphabetically by subject and chronologically thereunder.

Return to series list

Container List

Pre-Inaugural Consultant Files

Container 1
Finances
Floats
Flow Charts [1]
Flow Charts [2]
Inaugural Consultant Report, 1977 [1]
Inaugural Consultant Report, 1977 [2]
Management
Planning
Preliminary Copy - A Proposed Management Plan for the Inaugural Committee by the 1969 Inaugural Committee [1]
Preliminary Copy - A Proposed Management Plan for the Inaugural Committee by the 1969 Inaugural Committee [2]

Return to series list

Bardyl Tirana's and Vicky Roger's General Office Files

Container 2
Activity Scheduling
Activity Scheduling System [1]
Activity Scheduling System [2]
Applications
Brown, Ben
Budget
Carter, Jimmy - Personal
Ceremony
Choirs
Church Service - Inaugural Day
Committee Armed Forces Inaugural [1]
Committee Armed Forces Inaugural [2]
Committee - Carter, Jimmy
Committee - Finance
Committee - Inaugural
Committee - Inaugural Host
Committee Heads - Staff Directory
Concert - Gala
Concerts

Container 3
Congressional Liaison

Contractors
Contracts
Contributions - Inaugural Committee
Correspondence - General
Correspondence - Miscellaneous
Creative Productions
Cultural Affairs
Cultural Events
Daily Reports
Ethnic
Ethnic - Albanians
Executive Memos
Facilities and Equipment Committee - Final Report
Finance
Franklin Mint
Fundraising
Gala
Handicapped
Happy Birthday U.S.A. 7/2-5/76
Hospitality
Housing [1]
Housing [2]
Inaugural Committee
Index
Insurance [1]
Insurance [2]
Insurance Assistance
Insurance - Russell, Marsh and Kennedy Inc., - Information Booklet
Invitation Processing Procedures Manual

Container 4
Invitations - Accepted
Invitations - Declined
Invitations - Moffett, Curt
Invitations - Special
Invitations - Tickets
Legal [1]
Legal [2]
Letter of Thanks - General
License Tags
Logistics
Mail System - Dawson
Marketing - Advertising
Master File
Medical Service
Memo - Distribution of Tickets
Memorandums
Military

Miscellaneous [1]
Miscellaneous [2]
Night, Weekend, and Holiday Passes - Presidential Inaugural Committee, Tempo ABC Building
Original New Hire Form

Container 5
OSCAR - (On-Line System for Controlling Activities and Resources)
Parades [1]
Parades [2]
Parks
Parties [1]
Parties [2]
Payroll Authorization Forms
Payroll Information
Personal
Personnel
Photographers
Poems
Press [1]
Press [2]
Press Information and Releases
Program Inaugural
Protest
Protocol [1]
Protocol [2]
Purchasing Information

Container 6
Receptions [1]
Receptions [2]
Requests Answered
Resumes
Room Assignment
Rotary Key for Registered Pouch (Empty)
Secret Service
Souvenirs Sent
Speaking Engagements
Speeches
Staff and Function
Stationary
Suggestions for Inauguration
Supreme Court
Telephones
Television [1]
Television [2]
Television [3]
Temporary Agency

Things to Do
Transportation
Trinkets
Union Questions
Volunteers
Volunteer Services
Word Processing Form

Return to series list

Armed Forces after Action and Final Reports

Container 7
Armed Forces Inaugural Committee After Action Report, 1977 [1]
Armed Forces Inaugural Committee After Action Report, 1977 [2]
Armed Forces Inaugural Committee After Action Report, 1977 [3]
Armed Forces Inaugural Committee After Action Report, 1977 [4]
Armed Forces Inaugural Committee After Action Report, 1977 [5]
Armed Forces Inaugural Committee After Action Report, 1977 [6]

Container 8
Cultural Events
Final Report [1]
Final Report [2]
Final Report [3]
Final Report - Communications - Parade
Final Report - Parade - Parties
Final Report - Parties - Vice Presidential Timetables
Inaugural Parties and Special Events
Inaugural Support Activities
Introduction and Executive Director's Report

Container 9
Liaison Activities and Invitation Control
Parade Committee
Office Management
Press [1]
Press [2]
Sales and Promotion
Script Book [1]
Script Book [2]
Script Book [3]
Security and Credentials

Return to series list

Executive Director's Special Administrator's Files

Container 10
Activity Schedule
Advertising
Answered Correspondence [1]
Answered Correspondence [2]
Archives
Articles of Incorporation
Band/Float
Brebbia, Jack
Budget
Cafeteria
Carter, Jimmy
Catering
Commemoratives
Communications
Congressional
Congressional Liaison
Consolidation of Goods and Services
Contracts
Correspondence Control
Correspondence - Incoming
Correspondence - Outgoing
Creative
Cultural Affairs
Cultural Events

Container 11
Decorations
Entertainment
Executive Director's Budget
Final Report
Finance [1]
Finance [2]
Finance Manual - Accounting
Fundraising
General Information
Georgia Delegation
Hospitality
Host City
Housing
Housing Committee
Inaugural Book
Inaugural Ceremonies
Inaugural Committee

Inaugural Parade Subcommittee Correspondence, 1973
Information Center
Insurance
Insurance Claims
Invitation - Control
Invitations [1]
Invitations [2]
Invites - Kieves, Lawrence
Legal Matters
Letters Program
License Plate
License Plates Committee
Logistics / Transportation

Container 12
Mail
Medal of Honors
Medical
Medical Committee
Memos
Military Affairs
Minutes and Lists
Music
Organization [1]
Organization [2]
Parade
Parade - Kieves, Lawrence
Parades
Parties [1]
Parties [2]
Parties Committee
Presidential Inaugural Committee 1977 Information Brochure
Press
Press Committee
Press Newsletter
Press Releases

Container 13
Procurement
Production Center
Project Milestone
Protocol / VIPs
Report Outline
Resumes [Carter/Mondale Staff] [1]
Resumes [Carter/Mondale Staff] [2]
Resumes [Carter/Mondale Staff] [3]

Resumes - Kieves, Lawrence
Schedule of Meetings and Meeting Notices
Security [1]
Security [2]
Security [3]
Staff
Status Report
Swearing In
Tickets - Invitations
Transition (Empty)
Transportation

Container 14
Unions [1]
Unions [2]
Unions [3]
Veterans Administration
Veterans Committee
Vice-President
Vice President Mondale Receptions
VIP Committee
Volunteers
Volunteers Committee
White House Reception [1]
White House Reception [2]
White House "Thank You" List - Professional Team
Will Call
Wrap Up

Return to series list

Press Office Subject Files

Container 15
Activity Schedule
Archives Release
Art Portfolio
Atlanta Boys Choir
Background - Release #1 (Finance Committee)
Background - Release #2 (Inaugural Committee Members)
Background - Release #4 (Inaugural Medal)
Biographies
Budget
Budget - Press Office
Concert
Congressional Newsletter

Contractors
Copies - Forms
Correspondence
Credentials
Credentials - Miscellaneous
Credentials - Seat Assignments - Parade
Daily Article Listing
Diplomatic Corps
Distribution Delivery
Flatbed Trucks
Forms for Kit Work
Forms - Originals
Garden Club of Georgia
Georgia "Peanut Special"
Georgia State Exhibit
Handicapped Facilities
Hardback Book
Hospitality Desks
Host Committee
Housing
Inaugural Medal
Invitations
Lafayette Park - Bleacher - Section B
Lafayette Park - Bleacher - Section C
Lafayette Park - Media Stand
License Tags

Container 16
Logistics
Log of Releases
Mailing List
Media List
Memorandums
Memorandums - Department Heads
Memorandums - Sent
Military
Miscellaneous
Morgenstern, J.D. 's Notes on PSA's to Plug Inaugural Events
Newspaper Clippings - Inaugural, 12/11/76 - 5/76
Newspaper Clippings - Inaugural, 1/9/77 - 12/13/76
Newspaper Clippings - Inaugural, 1/17/77 - 1/10/77
Newspaper Clippings - Inaugural, 1/19/1977 - 1/18/1977
Newspaper Clippings - Inaugural, 1/20/77
Newspaper Clippings - Inaugural, 1/25-1/21
Notes [General Notes - Committees]
Office Memos

Original Forms
Parade
Parade Photographs, Stills/Reels
Parade - Pool Cameras
Parade - Press Vehicles
Parade - Script Book
Parade - Treasury Photo Stand

Container 17
Parade - Unilateral Requests
Parties
Past Inaugurals
Photo Session, 1/11/ 77 - Floats
Pool Coverage - Miscellaneous
Post-Inaugural Newspaper Clippings [1]
Post Inaugural Newspaper Clippings [2]
"Presentation of License Plate" Event
Press Advance
Press Briefings
Press Briefing, 1/12/77 - D.C. Schools
Press Buses
Press Conference, 1/4/77
Press Conference, 1/6/77
Press Conference Notification Notes
Press Conference - "The New Spirit Inaugural Concert"
Press Conferences - Other
Press Kit
Press Kit - Background
Press Kit - Checklist
Press Kit - Information
Press Kit - Miscellaneous
Press List
Press Release [1]
Press Release [2]
Press Update
Prior Inaugurations, 1973 - Don Womack
Printer
Public

Container 18
Radio Spots - Citizen
Radio - TV Colleges
Radio - TV Daily Press
Radio - TV Foreign
Radio - TV High Schools
Radio - TV Minorities

Radio - TV Photographers
Related Releases
Release Calling - List
Release Calling - Miscellaneous
Report
Routing
Schedule, Finished and Unfinished
Specific Requests
Square Dance
Staff List
Stand Diagrams
Swearing In
Tirana, Bardyl - Letter to Committee Members
Tirana, Bardyl - Letter to IBM [In-Kind Contribution]
Treasury Stand - Photos/Reels and Stills
TV Coverage
Volunteers
VP Reception
White House Reception
Worksheet for State Releases

Return to series list

Advertising Office Files

Container 19
Agreements - Contracts with Persons other than Rafshoon
Book
Correspondence
Creative Help/Assistance
General Inaugural Information
Gimmicks
Housing
Inaugural Memorabilia
Invitations
License Plate Information
Magazines and Publications
Marketing
Medallions
Medals
Memos
Museums
Office Information
Parade
Parade Seating
Parties

Press Clippings
Press Kit
Print Help
Printer Publishing Information
Program Request
Program [Souvenir]
Rafshoon Correspondence
Rafshoon Memos - Office Meetings
Theme

Return to series list

License Plate Sales and Application Files

Container 20
Administrative Records [1]
Administrative Records [2]
Administrative - DOT
Applications Forwarded - No Addresses
Batch Orders from Accounting [1]
Batch Orders from Accounting [2]
Bids - Action Taken
Brand - Letters and Memos
Budget
Canada
Canal Zone
Director's Correspondence
Extra Copy
Georgia, A-F
Georgia, G-L

Container 21
Georgia, M-R
Georgia, S-Z
Inaugural License Plates 1977, Regular Numbers and Special
In-Coming Correspondence
Inquiries Answered 3/3/77, Mailed Applications
Insurance Loss Report
Lorton List - Personnel Tags
Master file - Orders Placed and Received
Miscellaneous Correspondence - Completed
Orders
Original Letters
Other
Outgoing Correspondence
Pending - Response from Customer

Puerto Rico and other Non-States [Except D.C.]

Container 22
Plate Applications
[Press Advertising]
Press Update
Registration Orders - Samples, New Hampshire
Registration Orders - Samples, New Mexico
Rejection Letters
Republic of Germany
Requests for License Information [1]
Requests for License Information [2]
Shipping Orders
Surplus Plate Bids
Tag Lists - Special - from Lorton
Tags - Daily Listings
Tags Issued
[To be Posted then Filed]
T.V. Publicity File [Empty]
United Kingdom
Weekly Action Report

Return to series list

Special VIP and Congressional Liaison Files

Container 23
Administration [1]
Administration [2]
Administration [3]
Arthur Anderson
Bands and Parade, Walter F. Mondale
Cabinet
Carter, Chip's Miscellaneous Notes
Carter, Jimmy Georgia Inaugural Special
Concert List
Daily Activity Reports
Democratic National Committee
D.C. Mayor, Chief Justice of the U.S., and Joint Chiefs of Staff
Extra Copies of VIP List
Extra Requests for Commemoratives
For Mailings - Attention of
Georgia Delegation
Governor's List
Housing
Inaugural Committee

Inaugural Host Committee
Invitation Lists, Congressional
Joint Center for Political Studies
Joint Congressional Committee
Joint Congressional Committee on Inaugural Ceremonies Correspondence
Legal
Letters Received, 11/5/76-1/11/77
Letters Received, 1/11/77-1/17/77

Container 24
Lieutenant Governors
List of Congressmen
List - Incumbent, Congressional
List - Mondale, Walter F.
List - Newly Elected Members
Mayor - Beam, Abe - New York City, New York
Mayor - Folsom, Robert - Dallas, Texas
Mayor - Gibson, Kenneth - Newark, New Jersey
Mayor - Hayes, Janet - San Jose, California
Mayor - Latimer, George - St. Paul, Minnesota
Mayor - Luken, James - Cincinnati, Ohio
Mayor - Maier, Henry W. - Milwaukee, Wisconsin
Mayor - McNichols, William - Denver, Colorado
Mayor - Moscone, George - San Francisco, California
Mayor - Rizzo, Frank - Philadelphia, Pennsylvania
Mayor - Stenrig, Charles Minneapolis, Minnesota
Mayor - Young, Coleman Detroit, Michigan
Mayors
Military
Military Aids
Military Aids - Walter F. Mondale Family
Miscellaneous Notes - Inauguration
Mondale, Joan
Mondale, Walter F., - Scheduling
Organization Responsibilities [W.I.C.]
Outgoing Cabinet Members
Parade
Parade [Peanut Brigade]
Peanut Day
Press Releases - Legal Options
Reference, 1973
Resume
Secret Service - Inaugural
Security and Credentials Information
Shoreham
Shoreham Americana Party, Betty Caraway's File

Special Requests
Staff Memorandum

Container 25
State File - Alabama
State File - Alaska
State File - American Samoa
State File - Arizona
State File - Arkansas
State File - California
State File - Canal Zone
State File - Colorado
State File - Connecticut
State File - Delaware
State File - District of Columbia
State File - Florida
State File - Georgia
State File - Guam
State File - Hawaii
State File - Idaho
State File - Illinois
State File - Indiana
State File - Iowa
State File - Kansas
State File - Kentucky
State File - Louisiana
State File - Maine
State File - Maryland
State File - Massachusetts
State File - Michigan
State File - Minnesota
State File - Mississippi
State File - Missouri
State File - Montana
State File - Nebraska
State File - Nevada
State File - New Jersey
State File - New Mexico
State File - New York
State File - North Carolina
State File - North Dakota
State File - Oklahoma
State File - Oregon
State File - Pennsylvania
State File - Puerto Rico
State File - Rhode Island

State File - South Carolina
State File - South Dakota
State File - Tennessee
State File - Texas
State File - Trust Territories of the Pacific
State File - Utah
State File - Vermont
State File - Virgin Islands
State File - Virginia
State File - Washington
State File - West Virginia
State File - Wisconsin
State File - Wyoming

Container 26
State Societies
Swearing In
Swearing-In Ceremony
Telephone Directories
Ticket Requisitions
Tickets
Transition Office
Veterans Events
Veterans Participation
VIP Address Lists [Presidents, Vice Presidents, Widows, Children]
VIP Arrangements, Master Spreadsheet
VIP Lists
Volunteers
White House Reception - Mondale

Return to series list

Hosts and Protocol Diplomatic Corps Files

Container 27
Hosts - D.C. - Contracts
Hosts - D.C. - Correspondence
Hosts - D.C. - Lists
Hosts - D.C. - Minutes of Meetings
Hosts - D.C. - Notes
Hosts - D.C. - Prayers
Hosts - D.C. - Procedures
Hosts - D.C. - Programs
Hosts - States - Budget - Kelly, Joan
Hosts - States - Data - Frazier, A.D.
Hosts - States - California

Hosts - States - Connecticut
Hosts - States - Colorado
Hosts - States - Idaho
Hosts - States - Kansas
Hosts - States - Maine
Hosts - States - Massachusetts
Hosts - States - Missouri
Hosts - States - Montana
Hosts - States - Nebraska
Hosts - States - New Hampshire
Hosts - States - New York
Hosts - States - Packet File - When Sent
Hosts - States - Press - Ellen Berlow
Hosts - States - [Regional Contacts]
Hosts - States - Rhode Island
Hosts - States - Security - Members of Host Committee
Hosts - States - State Society Reception
Hosts - States - Utah
Hosts - States - Vermont
Hosts - States - Volunteer Coordination
Hosts - States - Wyoming
Information on Prior Inaugurals
Inaugural Procedures and Logistic
Invitation to the 1973 Inauguration
Miscellaneous
Protocol Assistance - Treatment of Senator Humphrey as former Vice President
Protocol Assistance - Visit of Mrs. Lopez Portillo
Protocol - Diplomatic - Final Report
Protocol - Diplomatic Corps - Final Report to the Executive Directors, 1977 Inaugural Committee
Protocol - Diplomatic Office Organization and Mission
White House Receptions

Return to series list

Invitation and Ticket Request Subject Files

Container 28
Administration
Administration Appointees
AFSCME - Mixed
AFL - CIO, Area Cope Directors [Empty]
AFL - CIO, Executive Boards [Empty]
AFL - CIO, International Presidents
AFL - CIO, Other [Empty]
AFL - CIO, State Federation President

Armed Forces Inaugural Committee
Background, 1965
Beazley, Mary
Budget
Cabinet
Carter, Chip and Caron
Carter Family
Carter, Jack and Judy
Carter, Jeff and Annette [Empty]
Carter, Jimmy
Carter - Mondale Workers - Top Priority
Carter Relatives [G.H. Hughes Heirs]
Carter, Rosalynn
City Council
Codes
Code Sheet
Contributors [1]
Contributors [2]
Contributors - Less than $99.99
Contributors - $100.00 - $249.99 [Empty]
Contributors - $250.00 - $499.99 [Empty]
Contributors - $500.00 - $999.99
Contributors - $1, 000.00
Correspondence
Costanza, Midge 's List

Container 29
Democratic National Committee - Contributors
Democratic National Committee - Executive Committee
Democratic National Committee - Members
Democratic National Committee - Staff
Democratic National Committee - State Chairman
Democratic Party
Dolvin, Sissy
Early Supporters
Elected Officials - Congress
Elected Officials - State Governors
Elected Officials - State Legislature
Elected Officials - U.S. House
Elected officials - U.S. Senators
Family Member Requests - Carter, Chip and Caron
Family Member Requests - Carter, Jack and Judy
Family Member Requests - Carter, Jeff and Annette
Family Member Requests - Carter, Miss Lillian
Family Member Requests - Dolvin, Aunt Sissy
Family Member Requests - Mondale [Other than Family or VIP]

Family Member Requests - Smith, Allie
Foreign
Former Presidents
Former Vice Presidents
Forms
Full Time Volunteers
Georgia
Inaugural Committee
Inaugural Finance Committee

Container 30
Inaugural Invitation Requests [1]
Inaugural Invitation Requests [2]
Inaugural Invitation Requests [3]
Inaugural Invitation Requests [4]
Invitations and Tickets, Requests for General Information, Indiana
Joint Chiefs
Jordan, Hamilton
Large Contributor
Mayor of Washington D.C.
Mayors
Memos
Mid-Level Campaign
Military [1]
Military [2]

Container 31
Military Requests - 1-Star
Military Requests - 2-Star
Military Requests - 3-Star
Military Requests - 4-Star
Military Requests - 5-Star
Minority Leaders
Minority List [Rita Samuels]
Miscellaneous Lists
Mondale Campaign Staff
Mondale Family
Mondale [Non-Family]
Mondale Senate Staff
National Association of County Officials
National Educators Association - Officers [Empty]
National Educators Association - Others [Empty]
National Officials - Diplomatic Corps [Empty]
National Officials - Supreme Court
Party Site
Plains List

Powell, Jody
Presidential Families
Problem Invitations
Procedures
Protocol
Scheduling
Seating
Special Handling
Special Lists
Staff - General
Staff - Primary [Empty]
Staff - Transition

Container 32
State List - Georgians Completed List
State List - Georgians First Priority
State List - Georgians Second Priority
State List - Georgians Third Priority
State List - Marriott, J Willard's List
State List - Minnesotans [Empty]
State List - Other State Lists [1]
State List - Other State Lists [2]
State List - Outgoing Congress
Superintendent, Services Academies
Supporters - National Finance Committee
Telephone Responses
Transition
Transition/Inaugural
Unions
Unions - AFL-CIO - Executive Board
United Auto Workers - Executive Board
United Auto Workers - Others
Unsuccessful Candidates
White House Receptions
Widows

Return to series list

Cultural Events Scheduling and Performance Request Subject Files

Container 33
Administrative
Architect of the Capitol
Archives
Atlanta Boys Choir
Atlanta/National Concert

Bands
Budget
Bus Logistics, Prayer Service - Regular Bus Schedule
Calendar - Return Forms
Children's Programs
Choral Arts Society - Washington, D.C.
Chron File - Tuesday, 1/18/77
Chron File - Wednesday, 1/19/77
Chron File - Thursday, 1/20/77
Chron File - Friday, 1/21/77
Chron File - Saturday, 1/22/77
Chron File - Sunday, 1/23/77
Church Response
Clippings
Complete Package
Concerts - 200
Corcoran Gallery
Correspondence
Correspondence - Action
Correspondence - Decline Participation
Cost Estimates
Cultural Events Article / The Washington Star
Cultural Events Calendar Requests
Cultural Events Miscellaneous
Democratic Forum - Review
Department of Health Education and Welfare
D.C. Arts Commission
D.C. Office of Recreation
Ethnic Participation
Events Not Included in Calendar
Executive Receptions

Container 34
General Service Administration
Inaugural Committee
Inaugural Festival Press and Contacts
Inaugural - General Press
Inaugural Inter-Office
Institutional Participation List
Joint Committee on the Bicentennial
Kennedy Center
Library of Congress
Lipizaners
Lists - Smithsonian
Mall Events and National Visitors Center
Martin Luther King Library

Master Schedule
Metrobus Contract
Military
Mondale, Joan
Museum Open Longer
Museums
Music
Music sent by the Public
National Capital Parks
National Gallery
National Visitors Center
Nobel Invites
Office
Organizations - Private
Original Songs, Works, etc.
Parking Permits
Park Service
Peanut Brigade
Performers
Prayer Service
Press Release - Press Conference
Printing
Printing Master
Profile of Events
Programs
Public Events Take Shape
Rafshoon
Rental Vehicle
Requisition
Schedule

Container 35
Schedule - Cultural Events
Smithsonian
Soundsystem
Special Events Checklist
State Department
State Parties
State Society Lists
State Society Meetings
Tentative Events
Tours
Transportation
Two Huge Folk Dances Planned
United Nations Group
U.S. Capitol Historical Society

VIP Tours
Visitor Center
Volunteers
Wide Range of Events
Working Master
Zambelli

Return to series list

Parade Director's Band and Float Files

Container 36
Administration
AFL-CIO
American - ARA Drivers
American Railroad Association
American Samoa
Americus, Georgia
Background, 1973
[Band Information Sheets]
Band Mailing, 1/5/77
Bands and Marching Units Participation
Bands Information, 1977 - Not Complete
Bent, Donald J.
Car Barn [Official Correspondence]
Completed Band Application Forms
Construction Sites
Energy Research Development Administration (ERDA)
Energy Themes
Float Order
Float Report, 1973
Float Riders
Float Riders and Addresses
General Order #1
Handicapped
Hargrove Float

Container 37
Housing
Inaugural Parade,1977 - Horse after Action and Accompanying Documents
Inaugural Parade Equestrian, 1977 [1]
Inaugural Parade Equestrian,1977 [2]
Information from Military [1]
Information from Military [2]
Information Sheet
Inspection Sheets

Invitation to Bands
Invitees - Committee
Invitees - State
Kemp Float
Letter to Governors, 11/29/76
List of Governors
Logistics, Locations of Groups along Parade Route
Lukar Float
Maps
McGloon Float
Messmore Float
Military Towers
Miscellaneous
Olney Haywagon Float
Parade
Parade Bands

Container 38
Parade Band State - Alabama
Parade Band State - Alaska
Parade Band State - Arizona
Parade Band State - Arkansas
Parade Band State - California
Parade Band State - Colorado
Parade Band State - Connecticut
Parade Band State - Delaware
Parade Band State - District of Columbia
Parade Band State - Florida
Parade Band State - Georgia
Parade Band State - Guam
Parade Band State - Hawaii
Parade Band State - Idaho
Parade Band State - Illinois
Parade Band State - Indiana
Parade Band State - Iowa
Parade Band State - Kansas
Parade Band State - Kentucky
Parade Band State - Louisiana
Parade Band State - Maine
Parade Band State - Maryland
Parade Band State - Massachusetts
Parade Band State - Michigan
Parade Band State - Minnesota
Parade Band State - Mississippi
Parade Band State - Missouri
Parade Band State - Montana

Parade Band State - Nebraska
Parade Band State - Nevada
Parade Band State - New Hampshire
Parade Band State - New Jersey
Parade Band State - New Mexico
Parade Band State - New York
Parade Band State - North Carolina
Parade Band State - North Dakota
Parade Band State - Ohio
Parade Band State - Oklahoma
Parade Band State - Pennsylvania
Parade Band State - Rhode Island
Parade Band State - South Carolina
Parade Band State - South Dakota
Parade Band State - Tennessee
Parade Band State - Texas
Parade Band State - Vermont
Parade Band State - Virginia
Parade Band State - Washington
Parade Band State - West Virginia
Parade Band State - Wisconsin

Container 39
Parade Script Book
Participating Route Bands
Peanut Brigade
Physical Fitness
Policy for Band Participation
Pre-Parade Activities Information
Press Advance
Report
Report, 1977
Report Memorandum
Route Band Information
Route Bands
Sample Parade Band Applications, Pennsylvania
Scheduling Materials and Charts
Shumaker, Gordon Float
Shupe - Utah Float
Sound
State Coordinator List
State Float Coordinator
State Float Participant - Alabama
State Float Participant - Alaska
State Float Participant - Arkansas
State Float Participant - California

State Float Participant - District of Columbia
State Float Participant - Georgia
State Float Participant - Guam
State Float Participant - Kentucky
State Float Participant - Maryland
State Float Participant - Massachusetts
State Float Participant - Minnesota
State Float Participant - Mississippi
State Float Participant - Missouri
State Float Participant - Montana
State Float Participant - New Jersey
State Float Participant - New York
State Float Participant - North Carolina
State Float Participant - Pennsylvania
State Float Participant - South Carolina
State Float Participant - Tennessee

Container 40
State Float Participant - Texas
State Float Participant - Utah
State Float Participant - Virgin Islands
Swanson Float
Telephone Notes on Floats
Telephoning
Theme Float [1]
Theme Float [2]
Thomas Command
Timetable - Bands
Tuner Float
Veterans
Viewgraph for Float Builder Briefing, 12/7/1976
Volunteers
Zambelli Fireworks

Return to series list

Director's Entertainment, Parties and Performers Files

Container 41
Airmen of Note
American Variety International, Inc.
Armed Forces and Aids, Coordination
Axton, Hoyt
Beacon Artists Corporation
Benton, Brook
Buckacre

Budget
Catering
Chapin, Jim
Charlie Daniels Band
Checklists and Memoranda for Cities - General Office Manager
Choice
Contract Correspondence - Caterers - Office
Country Music
Daryl and the Day-Rells
Decorations / Lighting / Etc.
Devron, Howard
Donati, Gene
Ellington, Duke
Franklin, Aretha
General Information
Gentlemen of Sound
Hall, Tom T.

Container 42
Harron - Background Material, Office Manager
Harron - Contracts - General Office Manager
Hotel Accommodation Request
Instrument Needs
International Set
Jazz
Jim and Jesse
Johnson, Claudette
Jordan, Steve
Joyful Noise and Good Seed
Kramer, C.P.
La Fonda
Lists on Bands
Lombardo, Guy
Marshall, Jerry
Marshall Tucker Band
Martin Welling Band
Meyer Davis Music
Miller, Glen
Miscellaneous Parties
Mission Mountain Wood Band
Moore, Melba
Morris Watstein's Orchestra
Muskrat Productions
Orchestra Requests
Parking
Performer's Needs - Pianos, Transportation, etc.

Phone Numbers

Container 43
Photographer - Perskie
Photography
Planning / Logistics
Polish Music [Polka]
Press Release
Red Allen / Bluegrass
Rich, Buddy
Rock Requests
Sam Wilhoit Productions
Schedule
Secret Service
Security
Simon, Joey
Sites
Sites - Armory
Sites - Capacity
Sites - Contracts - Preliminary Letters - Office Manager
Sites - Hyatt Regency
Sites - Mayflower
Sites - National Visitor Center
Sites - Sheraton Park
Sites - Shoreham
Sites - Statler Hilton
Sites - Washington Hilton
Songs
Sound Equipment
Square Dancing Entertainment
Staffing - Paid
Staffing - Volunteers
Stanly Paul Orchestra
Sweet Tooth
Talley, James
Technicians
Trade wind
Unsolicited Occasional Music

Container 44
Unsolicited Performance Offers, National Anthem
Unsolicited Performance Requests
Unsolicited Performers [1]
Unsolicited Performers [2]
Unsolicited Performers [3]
Unsolicited Performers [4]

Container 45
VIP'S
VIP's Congressional [Empty]
VIP's / Diplomats
Volunteer Request Forms
Volunteers [1]
Volunteers [2]
Weiss, Maurice
"Why Not The Best"
Wolverines Classic Jazz Orchestra
World's Greatest Jazz Band

Return to series list

Logistical Support and Transportation Files

Container 46
Action Report
Administration
Background, 1973 - Group I, Transportation
Budget Estimates
Committee
Cap Plaza
Church Service
Communications
Correspondence
Demonstrations
Inaugural Notebook 1977 [1]
Inaugural Notebook 1977 [2]
Inaugural Notebook 1977 [3]
Inaugural Parade, Transportation
Inauguration Bus Tours
Limos and Parking
Meeting Notes - Civil
Meeting Notes - Military
Memos
Metro

Container 47
National Park Service
Notes on I.C. Organization
Parking
Parties
President and VP Schedules, January 19 and 20
Press Releases - Discussing "Public Events"
Reception

Small Business Contracts
Snow
Special Groups
"Technical Book"
Trains
Transportation
VIP'S
VIP's Cars
Volunteers
White House Receptions

Return to series list

Housing and Hospitality Committees Files

Container 48
Arlington Chamber of Commerce
Atlanta University Choir
Bands
Beard, Tom
Briefings
Carter Family
Congressional Medal Housing
Correspondence [1]
Correspondence [2]
Correspondence - Answered
Deliveries
Durchin, Peter - Parties
Final Report
Free Private Housing
Georgians
Hospitality Desks Information
Hotel Rate Chart
Hotels - Distribution
Housing - Parades [Floats]
Impending Hotel Rooms
Interoffice Memo
Kieves, Larry
Lipscomb, Mac
Master Notebook 1977
Material Distributed at Hospitality Desks

Container 49
Minnesotans, Frank Phifer
Notes on Housing
Petty Cash

Plains, Georgia, Amtrak
Press Releases
Reports
Republican Governors
Rogers, Vicki
Schedules
Shoreham Hotel
Special Requests
Student Housing
Tirana, Bardyl
Transition
VIP's Who Need Rooms / Suites
Washington, D.C. Hotel Map
Washington Institute for Planners

Return to series list

Credentials and Security Subject Files

Container 50
Administration
Badges
Congressional Information
Correspondence
Credentials
Credentials Issued
ID-Badges
Inaugural Badges
Lincoln Memorial
Meetings
Memorandums - Incoming
Notes
Participants at Meetings
Parties
Pinkerton Contract, Ushers - Ticket Tokens - Crowd Control Plan
Press Credentials
Request for Proposal
Schedules
Security Credentials Meeting, 12/21/76
Security Credentials Meeting, 1/4/77
Security Credentials Meeting, 1/11/77
Security Credentials Meeting, 1/18/77
Site Plans
Site Poster
Site Security Plans

V.P. Reception
Yippies

Return to series list

Correspondence Control and Information Office Subject Files

Container 51
Archives
Armed Forces Inaugural Committee
Completed Job Orders
Correspondence
Counsel
Executive Director and Office Manager
General Order #1, Inaugural Parade
Host Committee - States
Inaugural Committee Directors
Inaugural Committee Index]
Inaugural Committee Information Brochure
Inaugural Committee Telephone List
Information Manual] [1]
[Information Manual] [2]

Container 52
Inventory
MAG Card Files, Printed Examples
Mailing List
Mayor's Liaison
Memorabilia
Parties
Passes
Report
Sample Correspondence Department - Acceptances
Sample Correspondence Department - Regrets
Support Activities, US, GSA

Return to series list

Final Report Files

Container 53
[Final Report Index]
1.0 Intro
2.0
3.1 General Office and Administration
3.2 Correspondence Control

3.3 Activity Schedule
3.4 Volunteer Committee
3.5 Historian -Archivist
3.6 GSA Support
4.1 Press Office
4.2 Field Operation Media
4.3.1 Press Credential
5.1 Advertising and Production
5.2 Commemorative Medals
5.3 License Plates
5.4 Printing
5.5 Art Portfolio
5.6 Inaugural book
6.1 Vice Presidential Liaison
6.2 Congressional Liaison
6.3 Protocol / Diplomatic Corps
6.4 VIP / Special Liaison

Container 54
6.5 Host Committee
7.1 Invitations and Tickets
7.2 Ticket Distribution
7.3 Management Consulting
8.0 & 8.1 Cultural Events and Director's Overview
8.2 Folk and Ethnic
8 .3 Museum Programs
8.4 Music Program
8.5 Children' Program
8 .6 Lincoln Memorial
8.7 Special inaugural City Tours
9.0 & 9.1 Parade Committee and Parade Director's Overview
9.2 Parade Bands Division
9.3 Parade Float Division
9.4 Parade Equestrian
9.5 Presidential and VP Motorcade
9.6 Handicapped and Special Groups Participation
9.7 Parade Grandstand
9.8 Parade Sound System

Container 55
10.0 Parties
11.1 VP Receptions
11.2 New Spirit Inaugural Concert
12.1 Transportation Logistics
12.2 Housing

12.3 Public Information office
12.4 Hospitality Committee
12.5 Medical Committee
12.6 Georgia Committee
13 Security Credentials

Return to series list

Veterans' Inaugural Committee Files

Container 56
Activity Support
Chron Record [1]
Chron Record [2]
Correspondence - General
Drafts - Old
Final Report
Fund Raising
Fundraising Letter, MAG Card #1
Joint Congressional Committee
Minutes
Party Invitations
Press Releases, 1/2-7/77
Roster and Lists of Congressional Medal of Honor
Transportation Plan
Veterans Inaugural Committee Administration and Staff

Return to series list

Vice-Presidential Reception and Memorabilia Files

Container 57
Administrative
Budget
Caterers
Correspondence
Daily Notes
Decorators
Inaugural Events
Inaugural License Plate
Inaugural Parade
Invitations
Manager [Not Used]
Meetings
Memos [Interoffice]
Military Bands and Entertainment

Official Commemoratives
Orders Placed
Parking
Pension Building Plan
Program for Inaugural Ceremonies
Schedule
Secret Service
Security
Sites
Sound
Vice President Reception, Volunteer and Aides
Volunteer Request Forms

Return to series list

Return to collection Summary

Last modified: 11/09/2023