

UNIVERSITY *of* PENNSYLVANIA



The University Archives
and Records Center

A Guide to the
University of Pennsylvania 250th Commission
Records, 1940 – 1993 (bulk 1986 – 1992)

7 Cubic ft.

UPG 388

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**University of Pennsylvania 250th Commission
Records, 1940 – 1993 (bulk 1986 – 1992)**

7 Cubic ft.

Access is granted in accordance with the [Protocols for the University Archives and Records Center](#). The Committee Records (Series I), the Administration material (Series II), and the computer disks that record administrative matters (in Series IV) are to be closed for 25 years from 1990; the rest of the collection is open to the public.

PROVENANCE

The collection transferred to the University Archives in February 1991.

ARRANGEMENT

The records are organized into the following five series: I. Committee Records, 1986–1990; II. Administration, 1940–1993; III. Events and Activities, 1988–1990; IV. Audio-video Cassettes, Photographs, and Computer Disks, 1988–1990; V. Scrapbook and Artifacts, 1989–1990. Every series has been arranged alphabetically.

AGENCY HISTORY

The University of Pennsylvania celebrated its 250th anniversary in 1990. As early as in 1986, University leaders began to discuss plans for the celebration. In October 1987, a commission was formally set up to start the project. Dr. Martin Meyerson, co-chairman of the

Commission and former President of the University, played an important role in working out a strategic framework for the anniversary celebration. The Commission functioned through various committees and its staff, which worked from April to December 1988 under the co-directors Mary C. Carroll and Alice B. Lonsdorff, and after the reorganization of the celebration structure in late 1988, under the managing director Clare L. Wofford through the end of the celebration project. Also as a result of the reorganization, the managing director became a member of the newly-established Core Committee and Steering Committee, both under the Executive Committee of the Anniversary Commission.

The 250th anniversary celebration continued throughout the year 1990. Its first events were held on January 17 – Benjamin Franklin’s birthday, Penn’s traditional Founder’s Day. During the spring semester, various schools and student groups of the University sponsored presentations, lectures, and seminars in commemoration of the anniversary. The celebration reached the peak in the week from May 13 to May 20. Five major events stood out in the week: University Commencement, with First Lady Barbara Bush as the keynote speaker; three days of Plenary Sessions featuring speeches by leading public figures, including former United States President Ronald Reagan; an international colloquia, entitled “World Without Walls,” sponsored by Ted Koppel and panelled by former U.S. Secretary of State Henry Kissinger and Singaporean Prime Minister Lee Kuan Yew among others; dozens of alumni/faculty/student “Exchanges” covering major topics in practically all areas of human endeavor; and a grand cultural entertainment program featuring Dolly Parton, Bill Cosby, and Kenny Rogers. The Fall Festival included a Homecoming, a Centennial Exhibit of the Graduate School of Fine Arts, musical and theatrical performances, and two major symposiums. December witnessed a magnificent Holiday Party on the College Green. The year-long celebration closed on January 24, 1991 with a titled lecture in honor of Penn’s 250th anniversary arranged by the American Philosophical Society.

SCOPE AND CONTENT

The collection documents in rich detail all anniversary events which present a kaleidoscopic view of the University life, its past as well as its present.

The series of Committee Records consists of meeting records and correspondence of the anniversary commission and various committees, the latter of which include the Executive Committee, the Steering Committee, the Core Committee, the Student Committee, and the Working Staff Committee.

The Administration series comprises administrative files related to anniversary preparations and various aspects of the celebration activities. Included in this series are correspondence of Martin Meyerson, Chairman of the anniversary commission who initiated many of the strategic ideas for the celebration; news clippings; artistically-designed programs and brochures promoting the University's image as America's first university as well as its international status; correspondence of public relations; registration files; and financial material.

The Events and Activities series documents all major activities held during the 250th anniversary year. The events include a Cultural Entertainment Program, exchanges among alumni, faculty and students, Fall Festival, Founder's Day, Holiday Day, International Colloquia, Peak Week, Plenary Sessions, souvenirs, student events, and a University gift to the city.

The audio-visual material and computer disk series consists of thirty-nine video cassettes, nine audio cassettes, three photographs, and eighteen computer disks. The video cassettes present a rich and colorful documentation of the highlights of the year-long celebration activities. Of the thirty-six cassettes, twenty-two are original and fourteen duplicates. The twenty-two original cassettes can be further divided into two groups. Eight are of general coverage, of which one is an overview; six a detailed coverage of all highlights of the year; another one a summary version based on the full-length coverage. The remaining fourteen are on specific aspects or themes, which include the international colloquia of "World Without Walls," student sessions,

student life on campus, class reunions, women's experience at Penn, a seminar of lesbian, gay and bisexual students, and footage of the 1940 celebration of the University's 200th anniversary which has recorded valuable scenes of FDR's speech on the occasion. The audio cassettes are of the two symposiums held in fall on campus, one on the purposes and prospects of universities, the other on molecular biology chaired by the Penn Nobel laureate Baruch Blumberg. The computer disks record some administrative activities of either the anniversary commission or the 250th Office.

The Scrapbook and Artifacts series includes a huge scrapbook holding news clippings from August 1989 to December 1990, commemorative pins of two designs both in honor of Benjamin Franklin, three inflatable kites, three design drawings of Penn in the 21st century, and two drawings of the anniversary celebration by a New York freelance illustrator Peter T. Wadsworth.

University Archives and Records Center
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University of Pennsylvania
250th Anniversary Collection, 1940 - 1993

UPG 388

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INVENTORY

COMMITTEE RECORDS

Box 1	FF 1	Alumni Committee, meetings and correspondence, 1988 1989
	FF 2	Athletic Committee, 1988 1989
	FF 3	Board of Trustees, correspondence and addresses, 1989-1990
		Commission, Anniversary
	FF 4	Correspondence, 1986-1990
	FF 5	Membership addresses
	FF 6	Minutes and agenda, 1987-1990
	FF 7	Committee Lists
		Core Committee
	FF 8	Minutes and agenda, 1989
	FF 9	Minutes and agenda, Jan.-Mar. 1990
	FF 10	Minutes and agenda, Apr.-Nov. 1990
	FF 11	Executive Committee, minutes and agenda, 1987 1990
	FF 12	Implementation Committee, minutes and agenda, 1990

**University of Pennsylvania 250th Anniversary
UPG 388
Inventory**

COMMITTEE RECORDS (cont.)

Box 1	FF 13	International Colloquia Committee, early meetings & memos re pre-Koppel material, 1988-1989
		Operating Committee
	FF 14	Banners, 1988-1989
	FF 15	Copeland correspondence re designing, 1988
	FF 16	Hospitality services, 1988-1990
	FF 17	Maps and brochures about Penn
	FF 18	Minutes, 1988-1990
	FF 19	Physical plant, 1988-1989
	FF 20	Risk management, 1989
	FF 21	Security, 1989
		Steering Committee
	FF 22	Correspondence, 1989-1990
	FF 23	Minutes and agenda, 1989-1990
	FF 24	Student Committee, 1990
	FF 25	Student Committee, minutes, meeting notes
	FF 26	Working Staff Committee, 1989
		ADMINISTRATION
	FF 27	Alumni, prominent alumni list, 1989
	FF 28	Alumni relations office, correspondence, 1988-1990

**University of Pennsylvania 250th Anniversary
UPG 388
Inventory**

ADMINISTRATION (cont.)

Box 1	FF 29	Background information, 1940 Bicentennial, clippings
	FF 30	Brochure production, changes to be entered
	FF 31	Brochure production, program copy evolution
		Budgets
	FF 32	Detailed
	FF 33	Events
	FF 34	Projections for Peak Week
	FF 35	Summaries, 1989-1990
	FF 36	Business services
	FF 37	Calendars, celebrations of the year
	FF 38	Calendar, peak Week
	FF 39	City Council, resolution, 1990
	FF 40	Civic Center
	FF 41	Congratulations from other institutions, 1989-1990
		Creative Consultants, Inc.
	FF 42	Agreement
	FF 43	Meeting Notes
	FF 44	Proposals
	FF 45	Reference Material

**University of Pennsylvania 250th Anniversary
UPG 388
Inventory**

ADMINISTRATION (cont.)

Delegates

Box 1	FF 46	Faculty / staff listing, 1990
	FF 47	General listing, 1989, AH
	FF 48	General listing, 1989, HZ
	FF 49	Early ideas
	FF 50	Entertainment cost estimates
	FF 51	Faculty Club, sub-lease agreement with 250th Commission
	FF 52	Facilities management
	FF 53	Faculty relations

Financial

Box 2	FF 1	Comptroller office: monthly computer reports, 1989-1992
	FF 2	Correspondence, 1986-1990
	FF 3	Telephone equipment
	FF 4	Franklin, Benjamin, list of his descendants who have attended Penn
	FF 5	Franklin Fund, 1989
	FF 6	Franklin Mint, correspondence
	FF 7	Franklin Mint, medal design and distribution
	FF 8	Hackney, Sheldon, correspondence, general

**University of Pennsylvania 250th Anniversary
UPG 388
Inventory**

ADMINISTRATION (cont.)

Box 2	FF 9	Hackney, Sheldon, meeting notes and correspondence with Clare Wofford
	FF 10	Harvard University, 350th anniversary celebration, 1986
	FF 11	Homecoming
	FF 12	Institute of Contemporary Art
	FF 13	Insurance, certificate
	FF 14	Invitation newsletters and postcards, 1989-1990
	FF 15	Letterheads and logos
	FF 16	Lunch and dinner tickets sales
	FF 17	Mailing samples
	FF 18	Media center / telephone installation
	FF 19	Meyers, Mary Ann, correspondence, 1989 Meyerson, Martin
	FF 20	Correspondence and meeting notes, 1988-1989
	FF 21	Correspondence, 1990
	FF 22	Early meetings with former directors, 1988
	FF 23	Early papers re 250th anniversary, 1985-1989
	FF 24	Information handbook
	FF 25	Johns Hopkins University, centennial program, 1989

**University of Pennsylvania 250th Anniversary
UPG 388
Inventory**

ADMINISTRATION (cont.)

News clippings

Box 2	FF 26	Alumni / faculty exchanges
	FF 27	Art Day
	FF 28	Celebratory Jam
	FF 29	Dalai Lama
	FF 30	Founder's Day
	FF 31	Future Forum
	FF 32	General
	FF 33	Historical background
	FF 34	Holiday Party
	FF 35	Homecoming
	FF 36	International Colloquia
	FF 37	Miscellaneous
	FF 38	Penn publications
	FF 39	PennUltimate
	FF 40	Plenary sessions
	FF 41	University purposes symposium
	FF 42	Operation manual (I)
	FF 43	Operation manual (II)

**University of Pennsylvania 250th Anniversary
UPG 388
Inventory**

ADMINISTRATION (cont.)

Box 2	FF 44	Peak Week master plan
	FF 45	PECO, 1989-1990
Oversize		Philadelphia City Council, Resolution
Box 2	FF 46	Philadelphia Convention and Visitor's Bureau, 1988-1989
Oversize		Philadelphia Mayor's Proclamation
Box 2	FF 46	A: Philippine Women's University, citation presented by Senator Benitez
	FF 47	Planning, summary report, 1988
	FF 48	Preliminary report and schedule Programs, brochures, posters, schedules
	FF 49	Brochure "The 1740 Collection"
	FF 50	Ecumenical Worship service, 1990
	FF 50a	Master calendar of major events and activities
	FF 51	Medical School
	FF 52	Miscellaneous
	FF 53	"Music from the Curtis Organ"
	FF 54	Poster "Fall Finals"
	FF 55	Preview of 250th anniversary celebration
	FF 56	Program of 250th anniversary celebration

**University of Pennsylvania 250th Anniversary
UPG 388
Inventory**

ADMINISTRATION (cont.)

Programs, brochures, posters, schedules

Box 2	FF 56a	Programs of class reunions
	FF 57	Brochures of various schools
		Public relations
	FF 58	Almanac
	FF 59	Background information
	FF 60	Congratulatory letters
		Earle Palmer Brown and Spiro
	FF 61	Conference reports, 1989-1990
	FF 62	Correspondence, 1989-1990
	FF 63	Proposal
	FF 64	Marketing and communications plan
	FF 65	Miscellaneous
	FF 66	Pennsylvania Gazette
	FF 67	Relations to Ronald Reagan as a speaker
	FF 68	Thank you letters
	FF 69	Public safety
		Registration
Box 3	FF 1	Budgets
	FF 2	Civic Center Decoration

**University of Pennsylvania 250th Anniversary
UPG 388
Inventory**

ADMINISTRATION (cont.)

Registration

Box 3	FF 3	Colloquia #1
	FF 4	Colloquia #2
	FF 5	Colloquia #3
	FF 6	Delegates
	FF 7	Faculty / student / staff, (I)
	FF 8	Faculty / student / staff, (II)
	FF 9	Final Statistics
	FF 10	General (alumni)
	FF 11	Meal package
	FF 12	Miscellaneous
	FF 13	No-badge tickets, pre-registration
	FF 14	No-badge tickets, final
	FF 15	Report
	FF 16	Report and information package
	FF 17	Saturday picnic
	FF 18	School abbreviations
	FF 19	Spouse
	FF 20	States and events

**University of Pennsylvania 250th Anniversary
UPG 388
Inventory**

ADMINISTRATION (cont.)

Registration

Box 3	FF 21	Trustees attendance
	FF 22	VIP's
	FF 23	Volunteers
	FF 24	World Wide Registration Co., contract and estimates
	FF 25	School and area liaisons meetings, 1989-1990
	FF 26	Senior planning group
		Staff correspondence, delegates
	FF 27	1988-1990
	FF 28	Telethon results, 1990
	FF 29	Staff manual
	FF 30	Staff meeting, 1989-1991
		Staffing
	FF 31	Administrative assistant, III
	FF 32	Co-directors, 1988
	FF 33	Deputy director search, 1989
	FF 34	Job descriptions
	FF 35	Management search, 1988-1989
	FF 36	Office organization
	FF 37	Resumes

**University of Pennsylvania 250th Anniversary
UPG 388
Inventory**

ADMINISTRATION (cont.)

Staffing

- | | | |
|-------|-------|--|
| Box 3 | FF 38 | Secretary III |
| | FF 39 | Summary report, [1991?] |
| | FF 40 | Travel Now Inc., correspondence, 1989 |
| | FF 41 | Twenty-five year class reunion |
| | | 250th Office |
| | FF 42 | Correspondence, 1990 |
| | FF 43 | Correspondence, 1988-1989 |
| | FF 44 | Porter, John (Porter / Novelli), 1988-1989 |
| | FF 45 | Responses to invitations, 1989-1990 |
| | | Video production |
| | FF 46 | Agreement with CSM company |
| | FF 47 | Correspondence |
| | FF 48 | Proposal and schedule |
| | FF 49 | VIP security needs |
| | FF 50 | Volunteer manual |
| | | Volunteers |
| | FF 51 | Alumni help request |
| | FF 52 | Correspondence, 1989 |
| | FF 53 | Guidelines and procedures |

**University of Pennsylvania 250th Anniversary
UPG 388
Inventory**

ADMINISTRATION (cont.)

Volunteers

Box 3	FF 54	Lists
	FF 55	Miscellaneous
	FF 56	Orientation
	FF 57	Reception
	FF 58	Staff volunteers
	FF 59	Statistics
	FF 60	Student recruitment and housing and feeding
	FF 60a	Watson, Stuart (photographer), letter to Mark F. Lloyd of the University Archives, 1993
	FF 61	Whittington / Wofford meeting, 1990/1991
	FF 62	Wofford, Clare, talks, 1989-1990
	FF 63	Wright, Esmond, talk manuscript

EVENTS AND ACTIVITIES

	FF 64	Archbold, Ralph ("Ben Franklin")
	FF 65	Arthur Ross Gallery, program, 1989
	FF 66	Community Relations Breakfast, mailing lists
		Cultural Entertainment Program
		Outside University performers
	FF 67	"Benjamin," opera
	FF 68	Capitol Steps

**University of Pennsylvania 250th Anniversary
UPG 388
Inventory**

EVENTS AND ACTIVITIES (cont.)

Cultural Entertainment Program

Outside University performers

- | | | |
|-------|-------|---------------------------------|
| Box 3 | FF 69 | Miscellaneous |
| | FF 70 | Performing arts group on campus |
| | FF 71 | Schedules |

Exchanges

Alumni / Faculty

- | | | |
|-------|-------|---|
| Box 4 | FF 1 | Arboretum, Morris |
| | FF 2 | Abstracts, draft |
| | FF 3 | Admissions |
| | FF 4 | Annenberg |
| | FF 5 | Arts and Science, School of, abstracts |
| | FF 6 | Arts and Science, School of, correspondence,
1989-1990 |
| | FF 7 | Athletics |
| | FF 8 | Attendance statistics |
| | FF 9 | Biographical information |
| | FF 10 | Correspondence, 1988-1990 |
| | FF 11 | Deans' meetings and correspondence |
| | FF 12 | Dental School |
| | FF 13 | Education, Graduate School of, 1989-1990 |

**University of Pennsylvania 250th Anniversary
UPG 388
Inventory**

EVENTS AND ACTIVITIES (cont.)

Exchanges

Alumni / Faculty

Box 4	FF 14	Engineering and Applied science, School of
	FF 15	Final report, 1990
	FF 16	Fine Arts, Graduate School
	FF 17	Girifalco correspondence file, 1989
	FF 18	Law School
	FF 19	Logistics
	FF 20	Medicine
	FF 21	Museum
	FF 22	Moderators and panelists, list
	FF 23	Nursing
	FF 24	Room assignments
	FF 25	Social work
	FF 26	Topics list
	FF 27	Van Pelt Library
	FF 28	Veterinary Medicine
	FF 29	Wharton
	FF 30	Program

**University of Pennsylvania 250th Anniversary
UPG 388
Inventory**

EVENTS AND ACTIVITIES (cont.)

Exchanges

Box 4 FF 31 Student Life

Exhibits

FF 32 Diversity Exhibit

FF 33 Franklin Exhibit

FF 34 Ideas for exhibits across the campus

Fall Festival

FF 35 Art Day, 5 Oct. 1990

Bower Award Lectures, 9 NOV 1990

FF 36 Background information

FF 37 Program and correspondence

FF 38 Correspondence

FF 39 Early plans and ideas

FF 40 Homecoming, 26-27 Oct. 1990

James DePreist concert, 27 Nov. 1990

FF 41 Correspondence, program, etc.

FF 42 News publicity of DePreist

FF 43 Miscellaneous, Dalai Lama, 22 Sep. 1990

FF 44 Miscellaneous, international program

Molecular biology symposium

FF 45 Baruch Blumberg, correspondence, 1990

University of Pennsylvania 250th Anniversary
UPG 388
Inventory

EVENTS AND ACTIVITIES (cont.)

Fall Festival

Molecular biology symposium

Box 4	FF 46	Background material
	FF 47	Mailing lists of participants
	FF 48	Miscellaneous
	FF 49	Proposals and staff assignments
	FF 50	Schedules & calendar
		University purposes symposium, 14 Nov. 1990
	FF 51	Correspondence and invitations
	FF 52	Mailing lists and schedules
	FF 53	Miscellaneous
	FF 54	News releases and clippings
	FF 55	Fireworks
		Founder's Day
	FF 56	Correspondence, schedules, clippings, etc., 1988-1990
	FF 57	Dinner
	FF 58	Ecumenical worship service
	FF 59	Information package
	FF 60	Luncheon and Sheldon Hackney's speech
	FF 61	Planning, 1988-1989

**University of Pennsylvania 250th Anniversary
UPG 388
Inventory**

EVENTS AND ACTIVITIES (cont.)

Box 5	FF 1	Franklin celebration, 1988-1990
		Holiday Party
	FF 2	Budget, 1990
	FF 3	Committee minutes, 1990
	FF 4	Correspondence
	FF 5	Gifts distribution
	FF 6	Logistics, 1990
	FF 7	Miscellaneous
	FF 8	Penn president's remarks, 1990
	FF 9	Promotion and publicity, 1990
	FF 10	Time-line, 1990
	FF 11	Homecoming
	FF 12	International Reception
		International Colloquia
	FF 13	Correspondence of Martin Meyerson, 1988-1989
	FF 14	Discussions of subjects
		Koppel
	FF 15	Annenberg Center for Communication
	FF 16	Early lists of panelists
	FF 17	Final program and lists

**University of Pennsylvania 250th Anniversary
UPG 388
Inventory**

EVENTS AND ACTIVITIES (cont.)

International Colloquia

Koppel

Box 5	FF 18	Ideas development
	FF 19	Meyerson's correspondence
	FF 20	Montage part of the production
	FF 21	Payments
	FF 22	Promotion
	FF 23	Video cassette orders with disclamation
	FF 24	WHYY correspondence, 1989-1990

Peak Week

	FF 25	Birthday party
	FF 26	Calendar
	FF 27	Class reunions
	FF 28	Dinner, the 250th, 17 May 1990
	FF 29	Hackney, Sheldon: calendar and remarks
	FF 30	Highlights, program
	FF 31	Information guide
	FF 32	Newspaper coverage, compiled
	FF 33	Operational guidelines and procedures
	FF 34	PennUltimate, correspondence, 1988-1990

**University of Pennsylvania 250th Anniversary
UPG 388
Inventory**

EVENTS AND ACTIVITIES (cont.)

Souvenirs

Box 5 FF 51 Letter opener

 FF 52 Pennsylvania album

 FF 53 Pins/buttons

 FF 54 Postcard

Student events

 FF 55 Celebratory Jam, 15 Sep. 1990

 FF 56 Correspondence

 FF 57 Future Forums

 FF 58 "Generation-to-generation" March 1990

 FF 59 Graduate student party

University gift to the city

 FF 60 Clippings, 1989

 FF 61 Correspondence, 1988-1989

 FF 62 Immunization level survey

 FF 63 Proposal for Center on Educational Leadership, 1989

 FF 64 Report on Penn and voluntarism

 FF 65 Report "Penn Program For Public Service," 1989

AUDIO-VIDEO CASSETTES, PHOTOGRAPHS, AND COMPUTER
DISKS

Box 6 FF 1 Log of Peak Week video footage

**University of Pennsylvania 250th Anniversary
UPG 388
Inventory**

AUDIO-VIDEO CASSETTES, PHOTOGRAPHS, AND COMPUTER
DISKS (cont.)

Box 6	FF 2	Photographs, three
	FF 3	Photograph, 1, gift from PECO
		Audio cassettes
	AA 1-3	Brigg's symposium
	AA 4-9	Blumberg symposium (Molecular biology)
		Computer Disks
		One long plastic box containing ten 3.5/3.5 disks
		One square card box containing eight 3.5/3.5 disks and two 5/5 disks
		Video cassettes, 39 altogether
	VV 1	"Penn 250" (4 tapes including one of "480xst Master Broadcast C Format")
	VV 2	Short version (selected scenes, 16-91)
		Full-length celebration coverage, two duplicate sets
	VV 3	Tapes 1-4
	VV 4	Tapes 5-8
	VV 5	Tapes 9-12
	VV 6	Tapes 13-16
	VV 7	Tapes 17-20
	VV 8	Tapes 21-23

**University of Pennsylvania 250th Anniversary
UPG 388
Inventory**

A-V CASSETTES, PHOTOS & COMPUTER DISKS (cont.)

Video cassettes, 39 altogether

International Colloquia: World Without Walls

- | | | |
|-------|-------|---|
| Box 6 | VV 9 | Introduction and Part I, four sets |
| | VV 10 | Part II and Part III, six sets |
| | VV 11 | Student Session #1 (performing arts) |
| | VV 12 | Student Session #2 (globalization of Penn) |
| | VV 13 | Student Research |
| | VV 14 | Student Life at Penn: Student Activism, 250th seminar |
| | VV 15 | Student Life at Penn: The Greek Experience |
| | VV 16 | Living/Learning |
| | VV 17 | 25th Reunion of Class of `62 |
| | VV 18 | Women's Experience at Penn |
| | VV 19 | Lesbian, gay, and bisexual students at Penn |
| | VV 20 | FDR Address, 1940 celebration |
| | VV 21 | Dr. Hackney's screen test: "Penn Serum" |
| | VV 22 | St. Elsewhere/Evening Magazine |

SCRAPBOOKS AND ARTIFACTS

- | | |
|-------|--|
| Box 7 | Scrapbook, news clippings, August 1989-December 1990 |
| | Artifacts |
| | Banner with Penn's emblem in future (?) |

**University of Pennsylvania 250th Anniversary
UPG 388
Inventory**

SCRAPBOOKS AND ARTIFACTS (cont.)

Artifacts

Box 7

Block puzzles, two sets

Cards

"Events not to miss," six pieces

Merchant Identification Card

Commemorative buttons, two designs: "Ben's Best Idea"

One flat box and half a bag (big intramural mail envelope)

Commemorative envelopes, with stamps

Commemorative envelopes, with stamps

Design Drawings: Penn 2001, two, by Sukemasa Kabayama (CAS, 1991); one anonymous with the title "Future Forum: Penn Plaza, year 2040"

Inflatable kites, three pieces

Plastic plaque: "Penn's 250's celebration"

Poster, cut-and-paste

Oversize

Drawings by Peter T. Wadsworth (in flat case file)

250th Year Commencement (14 by 15 inches)

Ronald Reagan speaking at the 250th anniversary plenary session (13 by 15 inches)

Two copies of a drawing depicting Jesse Jackson in the 1988 election campaign (5.5 by 8.5)