The University Archives
and Records Center

A Guide to the
University of Pennsylvania 250th Commission

7 Cubic ft.

UPG 388

Prepared by Kaiyi Chen
March 1993
University of Pennsylvania 250th Commission

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


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.
Access is granted in accordance with the Protocols for the University Archives and Records Center.

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, 1988-1990
FF 12 Implementation Committee, minutes and agenda, 1990
<table>
<thead>
<tr>
<th>Box 1</th>
<th>FF 13</th>
<th>International Colloquia Committee, early meetings &amp; memos re pre-Koppel material, 1988-1989</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FF 14</td>
<td>Operating Committee</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Banners, 1988-1989</td>
</tr>
<tr>
<td></td>
<td>FF 15</td>
<td>Copeland correspondence re designing, 1988</td>
</tr>
<tr>
<td></td>
<td>FF 16</td>
<td>Hospitality services, 1988-1990</td>
</tr>
<tr>
<td></td>
<td>FF 17</td>
<td>Maps and brochures about Penn</td>
</tr>
<tr>
<td></td>
<td>FF 18</td>
<td>Minutes, 1988-1990</td>
</tr>
<tr>
<td></td>
<td>FF 19</td>
<td>Physical plant, 1988-1989</td>
</tr>
<tr>
<td></td>
<td>FF 20</td>
<td>Risk management, 1989</td>
</tr>
<tr>
<td></td>
<td>FF 21</td>
<td>Security, 1989</td>
</tr>
<tr>
<td></td>
<td>FF 22</td>
<td>Steering Committee</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Correspondence, 1989-1990</td>
</tr>
<tr>
<td></td>
<td>FF 23</td>
<td>Minutes and agenda, 1989-1990</td>
</tr>
<tr>
<td></td>
<td>FF 24</td>
<td>Student Committee, 1990</td>
</tr>
<tr>
<td></td>
<td>FF 25</td>
<td>Student Committee, minutes, meeting notes</td>
</tr>
<tr>
<td></td>
<td>FF 26</td>
<td>Working Staff Committee, 1989</td>
</tr>
<tr>
<td></td>
<td>FF 27</td>
<td>ADMINISTRATION</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Alumni, prominent alumni list, 1989</td>
</tr>
<tr>
<td></td>
<td>FF 28</td>
<td>Alumni relations office, correspondence, 1988-1990</td>
</tr>
</tbody>
</table>
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
<table>
<thead>
<tr>
<th>Box 1</th>
<th>FF 46</th>
<th>Faculty / staff listing, 1990</th>
</tr>
</thead>
<tbody>
<tr>
<td>FF 47</td>
<td>General listing, 1989, AH</td>
<td></td>
</tr>
<tr>
<td>FF 48</td>
<td>General listing, 1989, HZ</td>
<td></td>
</tr>
<tr>
<td>FF 49</td>
<td>Early ideas</td>
<td></td>
</tr>
<tr>
<td>FF 50</td>
<td>Entertainment cost estimates</td>
<td></td>
</tr>
<tr>
<td>FF 51</td>
<td>Faculty Club, sub-lease agreement with 250th Commission</td>
<td></td>
</tr>
<tr>
<td>FF 52</td>
<td>Facilities management</td>
<td></td>
</tr>
<tr>
<td>FF 53</td>
<td>Faculty relations</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Box 2</th>
<th>FF 1</th>
<th>Comptroller office: monthly computer reports, 1989-1992</th>
</tr>
</thead>
<tbody>
<tr>
<td>FF 2</td>
<td>Correspondence, 1986-1990</td>
<td></td>
</tr>
<tr>
<td>FF 3</td>
<td>Telephone equipment</td>
<td></td>
</tr>
<tr>
<td>FF 4</td>
<td>Franklin, Benjamin, list of his descendants who have attended Penn</td>
<td></td>
</tr>
<tr>
<td>FF 5</td>
<td>Franklin Fund, 1989</td>
<td></td>
</tr>
<tr>
<td>FF 6</td>
<td>Franklin Mint, correspondence</td>
<td></td>
</tr>
<tr>
<td>FF 7</td>
<td>Franklin Mint, medal design and distribution</td>
<td></td>
</tr>
<tr>
<td>FF 8</td>
<td>Hackney, Sheldon, correspondence, general</td>
<td></td>
</tr>
<tr>
<td>Box 2</td>
<td>FF 9</td>
<td>Hackney, Sheldon, meeting notes and correspondence with Clare Wofford</td>
</tr>
<tr>
<td>-------</td>
<td>------</td>
<td>---------------------------------------------------------------------</td>
</tr>
<tr>
<td>FF 10</td>
<td>Harvard University, 350th anniversary celebration, 1986</td>
<td></td>
</tr>
<tr>
<td>FF 11</td>
<td>Homecoming</td>
<td></td>
</tr>
<tr>
<td>FF 12</td>
<td>Institute of Contemporary Art</td>
<td></td>
</tr>
<tr>
<td>FF 13</td>
<td>Insurance, certificate</td>
<td></td>
</tr>
<tr>
<td>FF 14</td>
<td>Invitation newsletters and postcards, 1989-1990</td>
<td></td>
</tr>
<tr>
<td>FF 15</td>
<td>Letterheads and logos</td>
<td></td>
</tr>
<tr>
<td>FF 16</td>
<td>Lunch and dinner tickets sales</td>
<td></td>
</tr>
<tr>
<td>FF 17</td>
<td>Mailing samples</td>
<td></td>
</tr>
<tr>
<td>FF 18</td>
<td>Media center / telephone installation</td>
<td></td>
</tr>
<tr>
<td>FF 19</td>
<td>Meyers, Mary Ann, correspondence, 1989</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Meyerson, Martin</td>
<td></td>
</tr>
<tr>
<td>FF 20</td>
<td>Correspondence and meeting notes, 1988-1989</td>
<td></td>
</tr>
<tr>
<td>FF 21</td>
<td>Correspondence, 1990</td>
<td></td>
</tr>
<tr>
<td>FF 22</td>
<td>Early meetings with former co-directors, 1988</td>
<td></td>
</tr>
<tr>
<td>FF 23</td>
<td>Early papers re 250th anniversary, 1985-1989</td>
<td></td>
</tr>
<tr>
<td>FF 24</td>
<td>Information handbook</td>
<td></td>
</tr>
<tr>
<td>FF 25</td>
<td>Johns Hopkins University, centennial program, 1989</td>
<td></td>
</tr>
<tr>
<td>Box 2</td>
<td>FF 26</td>
<td>Alumni / faculty exchanges</td>
</tr>
<tr>
<td>------</td>
<td>-------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>FF 27</td>
<td>Art Day</td>
<td></td>
</tr>
<tr>
<td>FF 28</td>
<td>Celebratory Jam</td>
<td></td>
</tr>
<tr>
<td>FF 29</td>
<td>Dalai Lama</td>
<td></td>
</tr>
<tr>
<td>FF 30</td>
<td>Founder's Day</td>
<td></td>
</tr>
<tr>
<td>FF 31</td>
<td>Future Forum</td>
<td></td>
</tr>
<tr>
<td>FF 32</td>
<td>General</td>
<td></td>
</tr>
<tr>
<td>FF 33</td>
<td>Historical background</td>
<td></td>
</tr>
<tr>
<td>FF 34</td>
<td>Holiday Party</td>
<td></td>
</tr>
<tr>
<td>FF 35</td>
<td>Homecoming</td>
<td></td>
</tr>
<tr>
<td>FF 36</td>
<td>International Colloquia</td>
<td></td>
</tr>
<tr>
<td>FF 37</td>
<td>Miscellaneous</td>
<td></td>
</tr>
<tr>
<td>FF 38</td>
<td>Penn publications</td>
<td></td>
</tr>
<tr>
<td>FF 39</td>
<td>PennUltimate</td>
<td></td>
</tr>
<tr>
<td>FF 40</td>
<td>Plenary sessions</td>
<td></td>
</tr>
<tr>
<td>FF 41</td>
<td>University purposes symposium</td>
<td></td>
</tr>
<tr>
<td>FF 42</td>
<td>Operation manual (I)</td>
<td></td>
</tr>
<tr>
<td>FF 43</td>
<td>Operation manual (II)</td>
<td></td>
</tr>
</tbody>
</table>
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
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
<table>
<thead>
<tr>
<th>Box 3</th>
<th>FF 3</th>
<th>Colloquia #1</th>
</tr>
</thead>
<tbody>
<tr>
<td>FF 4</td>
<td>Colloquia #2</td>
<td></td>
</tr>
<tr>
<td>FF 5</td>
<td>Colloquia #3</td>
<td></td>
</tr>
<tr>
<td>FF 6</td>
<td>Delegates</td>
<td></td>
</tr>
<tr>
<td>FF 7</td>
<td>Faculty / student / staff, (I)</td>
<td></td>
</tr>
<tr>
<td>FF 8</td>
<td>Faculty / student / staff, (II)</td>
<td></td>
</tr>
<tr>
<td>FF 9</td>
<td>Final Statistics</td>
<td></td>
</tr>
<tr>
<td>FF 10</td>
<td>General (alumni)</td>
<td></td>
</tr>
<tr>
<td>FF 11</td>
<td>Meal package</td>
<td></td>
</tr>
<tr>
<td>FF 12</td>
<td>Miscellaneous</td>
<td></td>
</tr>
<tr>
<td>FF 13</td>
<td>No-badge tickets, pre-registration</td>
<td></td>
</tr>
<tr>
<td>FF 14</td>
<td>No-badge tickets, final</td>
<td></td>
</tr>
<tr>
<td>FF 15</td>
<td>Report</td>
<td></td>
</tr>
<tr>
<td>FF 16</td>
<td>Report and information package</td>
<td></td>
</tr>
<tr>
<td>FF 17</td>
<td>Saturday picnic</td>
<td></td>
</tr>
<tr>
<td>FF 18</td>
<td>School abbreviations</td>
<td></td>
</tr>
<tr>
<td>FF 19</td>
<td>Spouse</td>
<td></td>
</tr>
<tr>
<td>FF 20</td>
<td>States and events</td>
<td></td>
</tr>
<tr>
<td>Box 3</td>
<td>FF 21</td>
<td>Trustees attendance</td>
</tr>
<tr>
<td>------</td>
<td>-------</td>
<td>---------------------</td>
</tr>
<tr>
<td>FF 22</td>
<td>VIP's</td>
<td></td>
</tr>
<tr>
<td>FF 23</td>
<td>Volunteers</td>
<td></td>
</tr>
<tr>
<td>FF 24</td>
<td>World Wide Registration Co., contract and estimates</td>
<td></td>
</tr>
<tr>
<td>FF 25</td>
<td>School and area liaisons meetings, 1989-1990</td>
<td></td>
</tr>
<tr>
<td>FF 26</td>
<td>Senior planning group</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Staff correspondence, delegates</td>
<td></td>
</tr>
<tr>
<td>FF 27</td>
<td>1988-1990</td>
<td></td>
</tr>
<tr>
<td>FF 28</td>
<td>Telethon results, 1990</td>
<td></td>
</tr>
<tr>
<td>FF 29</td>
<td>Staff manual</td>
<td></td>
</tr>
<tr>
<td>FF 30</td>
<td>Staff meeting, 1989-1991</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Staffing</td>
<td></td>
</tr>
<tr>
<td>FF 31</td>
<td>Administrative assistant, III</td>
<td></td>
</tr>
<tr>
<td>FF 32</td>
<td>Co-directors, 1988</td>
<td></td>
</tr>
<tr>
<td>FF 33</td>
<td>Deputy director search, 1989</td>
<td></td>
</tr>
<tr>
<td>FF 34</td>
<td>Job descriptions</td>
<td></td>
</tr>
<tr>
<td>FF 35</td>
<td>Management search, 1988-1989</td>
<td></td>
</tr>
<tr>
<td>FF 36</td>
<td>Office organization</td>
<td></td>
</tr>
<tr>
<td>FF 37</td>
<td>Resumes</td>
<td></td>
</tr>
</tbody>
</table>
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
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
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
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
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
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 |

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 |
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

17
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
EVENTS AND ACTIVITIES (cont.)

Peak Week

Box 5

FF 35 PennUltimate, program and information package for show stars

FF 36 Philomathean Society

Plenary Sessions

FF 37 Invitation letters

FF 38 Jenkins, Lord Roy

FF 39 Procession

FF 40 Reagan, Ronald

FF 41 Sanchez, President Arias

FF 42 Schedules and correspondence

FF 43 Speakers, biographical notes

FF 44 Speeches, transcripts

FF 45 VIP handling

FF 46 Processional and major evening events, consultant proposals, School events

FF 47 Engineering, solar racer

FF 48 Medical School

FF 49 Other Penn programs

Souvenirs

FF 50 Edgar B. Mooney, Jr., correspondence, 1988-1989
### EVENTS AND ACTIVITIES (cont.)

#### Souvenirs

<table>
<thead>
<tr>
<th>Box 5</th>
<th>FF 51</th>
<th>Letter opener</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FF 52</td>
<td>Pennsylvania album</td>
</tr>
<tr>
<td></td>
<td>FF 53</td>
<td>Pins/buttons</td>
</tr>
<tr>
<td></td>
<td>FF 54</td>
<td>Postcard</td>
</tr>
</tbody>
</table>

#### Student events

<table>
<thead>
<tr>
<th>FF 55</th>
<th>Celebratory Jam, 15 Sep. 1990</th>
</tr>
</thead>
<tbody>
<tr>
<td>FF 56</td>
<td>Correspondence</td>
</tr>
<tr>
<td>FF 57</td>
<td>Future Forums</td>
</tr>
<tr>
<td>FF 58</td>
<td>&quot;Generation-to-generation&quot; March 1990</td>
</tr>
<tr>
<td>FF 59</td>
<td>Graduate student party</td>
</tr>
</tbody>
</table>

#### University gift to the city

<table>
<thead>
<tr>
<th>FF 60</th>
<th>Clippings, 1989</th>
</tr>
</thead>
<tbody>
<tr>
<td>FF 61</td>
<td>Correspondence, 1988-1989</td>
</tr>
<tr>
<td>FF 62</td>
<td>Immunization level survey</td>
</tr>
<tr>
<td>FF 63</td>
<td>Proposal for Center on Educational Leadership, 1989</td>
</tr>
<tr>
<td>FF 64</td>
<td>Report on Penn and voluntarism</td>
</tr>
<tr>
<td>FF 65</td>
<td>Report &quot;Penn Program For Public Service,&quot; 1989</td>
</tr>
</tbody>
</table>

### AUDIO-VIDEO CASSETTES, PHOTOGRAPHS, AND COMPUTER DISKS

<table>
<thead>
<tr>
<th>Box 6</th>
<th>FF 1</th>
<th>Log of Peak Week video footage</th>
</tr>
</thead>
</table>

20
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")

VV2  Short version (selected scenes, 1-16-91)

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 (?)
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

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

Oversize

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)