

## **Business and Financial Papers**

**Finding Aid Created by Jessi Fishman, GRA, Spring 2009**

### **SCOPE AND CONTENTS**

The original Austin Theatre Alliance donation included over 879 oversize production and movie posters as well as hundreds of playbills and programs, which have been documented separately in Excel spreadsheets and are on file at the Fine Arts Library. The collection also contained single-sheet promotional materials, Paramount Theatre season newsletters, fundraising materials (most in the form of letters with envelopes), and glossy head shots and other photographs, all of which have also been documented separately, and can be accessed from the Fine Arts Library.

Another large subset of the donation includes general historical, business, and financial documents; correspondence; group order sales forms and advertising forms and receipts; assorted awards, newsletters, oversize material, and information booklets from other theaters and companies; press releases and newspaper articles grouped together; and folders and groups of material related to individual plays and performances. Other minor documentation in the collection involves political issues, architectural drawings, and information regarding catering, parties, and general promotion. The collection spans 1976 to 2002, bulking in the mid 1980s, with documentation of numerous individual productions, especially productions of "Dracula" starring Martin Landau and "Best Little Whorehouse in Texas" starring Dolly Parton and Burt Reynolds. Key items of note include a photocopy of a letter from Lady Bird Johnson, thanking Mr. Laurence Luckinbill of the John Houseman Theater Center for the invitation to the New York opening of "Lyndon!" dated January 15, 1991; a photocopy of a letter from Chief Justice of the Supreme Court of Texas Jack Pope to Mr. William W. Monroe, Managing Director of the Paramount Theater, in appreciation for the theater lending the Supreme Court some stanchions and ropes for an induction ceremony, dated October 23, 1984; two photocopies of a letter from J.J. Pickle, Texas representative in the U.S. Congress to Dr. Jim Prentice, complimenting the cast of "Dracula" dated January 3, 1985; copies of author and illustrator Edward Gorey's stage sets for "Dracula"; and detailed information about the Debbie Reynolds performance of February 14, 1998, including transportation and rider documentation. The collection spans 12 Hollinger boxes and two Bankers boxes.

### **BOX AND FOLDER LIST**

#### **Box 1: General Information:**

**Folder 1 & 2: Paramount**

**Folder 3: Austin Theater Alliance**

**Folder 4: State Theater**

#### **Box 2: General Information:**

**Folder 1: Texas Opera Theater**

**Folder 2: Correspondence**

**Folder 3 & 4: Financial papers**

**Folder 5: Promotional, catering, and parties documents**

**Box 3:**

**Folder 1-3: Group order sales forms**

**Folder 4: Advertising and program purchasing papers**

**Folder 5: Political Papers**

**Box 4:**

**Folder 1-3: Individual performance information: "Best Little Whorehouse in Texas"**

**Folder 4: "Best Little Whorehouse in Texas" photos**

**Box 5: Individual performances information (continued)**

**Folder 1: Deathtrap**

**Folder 2: Deathtrap Programs**

**Folder 3: Amadeus**

**Folder 4: Mass Appeal and original folder of various performances**

**Box 6: Individual performances (continued)**

**Folder 1: Dracula: Novel and playbills**

**Folder 2: Dracula: Press and publicity, Edward Gorey**

**Folder 3: Dracula: Tour materials**

**Folder 4: Dracula: Tour materials (continued)**

**Box 7: Individual performances (continued)**

**Folder 1: Legal Eagles**

**Folder 2: Rocky Horror Picture Show**

**Folder 3: Anna Russell, Julliard String Quartet, Broadway Tonight!**

**Folder 4: Some Enchanted Evening, Johnnie Ray and the Big Band Gala of Stars**

**Folder 5: The Chieftans, Chinese Acrobats, Biloxi Blues**

**Folder 6: Chuck Berry, A Chorus Line**

**Box 8: Individual performances (continued)**

**Folder 1: One Mo' Time**

**Folder 2: Joffrey II Dancers, Arlo Guthrie**

**Folder 3: Jerry Jeff Walker/Willie Nelson, The Foreigner, The Roches**

**Folder 4: Dancin in the Streets, Spyro Gyra, Nadine, Momix, Paul Rodriguez**

**Folder 5: Debbie Reynolds, Touchstone, Vagina Monologues, A Macbeth, Aeros**

**Box 9: Undated Show Material**

**Folder 1: Various playbills/programs**

**Folder 2: Marx Bros, Gigi, Stomp, Magic of Mozart, Einstein on the Beach**

**Folder 3: Texas Toast III and IV**

**Folder 4: The Oldest Living Graduate**

**Folder 5: Ken Berry and Brenda Thomson**

**Folder 6: Les Ballets Trockadero de Monte Carlo**

**Box 10: Undated Show Materials (continued); Newspaper and Press Clippings originally grouped together**

**Folder 1: Hot Mouth CD, Assorted Scripts**

**Folder 2: Assorted Scripts, incl. Sweeney Todd**

**Folder 3: Newspaper and press clippings**

**Box 11: Newspaper and Press Clippings originally grouped together; Assorted Materials**

**Folder 1-2: Newspaper and press clippings**

**Folder 3-4: Newsletters**

**Folder 5: Junior League of Austin**

## **Box 12: Assorted Materials**

**Folder 1: Meadows Foundation, Ford Foundation, Audience Survey, Calendars**

**Folder 2: Telefunding, Mailing Lists**

**Folder 3: Fundraising/Promotion papers**

**Folder 4: Assorted reports, article, photo, booklets and pamphlets**

## **Bankers Box 1: Assorted Materials (continued)**

**-Austin Directory of Events/Workshops/Services, etc. 2006**

**-Film: The Critic's Choice: coffee table book**

**-The Biz Directory: An Actor's Guide: 1991-92**

**-Computer Software and User Guides**

**-Marilyn Monroe Pin; Christmas Cards; Bookend**

## **Bankers Box 2: Oversize Material and Awards**

## **DETAILED INVENTORY**

### **Box 1**

**-Folder 1 & 2: General: Paramount**

**-Paramount Histories**

**-Copies of newspaper articles, April 1983 and undated**

**-Paramount maps and photo booklets**

**-Black and white photos, 1978**

**-Prospectus Information**

**-Paramount Theater Booking Conference book, January 1983**

**-"A Strategic Plan for the Paramount Theatre" August 1998**

**-Paramount board lists, meeting minutes: 1983, 1987-88, 1990-91**

**-Folder 3: General: Austin Theater Alliance**

- 2001 Retreat , Development Plan, Brand Development Recommendation
- 2002-03 Project survey, Fund Drive and Sponsorship Opportunities
- 2003 contracts with Primus networks (IT)
- Folder 4: General: State Theater
  - 1983-85 budgets, correspondence, news articles, lease agreements
  - 1985 correspondence, copies of news articles
  - 2000: Benefit performances, TheatreDiscovery
  - 2002: Press release for “The Little Prince”

## **Box 2**

- Folder 1: General: Texas Opera Theater
  - General Correspondence, October 1986
  - “La Boheme” materials, 1987: correspondence, photos, press releases, background information, program, publicity material
- Folder 2: General Correspondence, including items of note, two personal cards to Paul Beutel, and one attached news article. 1980-86, 1991, and undated
- Folder 3 & 4: General Financial papers
  - Study Guide 1974
  - “Early Fund Raising Efforts” 77-79
  - Financial Statements August 1979
  - City uses of theater info May 1980 (multiple copies)
  - SEC Form 10-K Diamond Shamrock Corporation 1981
  - Grant information June 1981
  - 1982 City of Austin Cultural grants info
  - SEC Form 10-K Dresser Industries Inc. 1982
  - 1983: Salary proposals, large check/receipt book, Assistance forms, Fund raising forms

- 1983-85 plans, budgets, notes
- 1983-87 "presentations": list of productions with costs
- 83/84 Budget
- June-September 1984 Contract (original and copy) with International Alliance of Theatrical Stage Employees and Moving Picture Machine Operators
- September 1984 and 1985: Financial Statements, handwritten notes
- Operating Budget 1985/86
- Financial Statements and Marketing Studies: September 1987, July 1994, March 1999
- Folder 5: General: Promotional and Catering/parties
  - Arts and Science Development Service: 1982: help with financial support
  - Creative Cinema Corp, 2004: for entry in book on classic theaters
  - Corporate Concierge: Party info, 1999
  - Fine Host Corporation: Party info, 2000

### **Box 3**

- Folder 1-3: Group ticket order sales
  - Bulk: Orders with Jonathan Pehl, 1999-2000, 2001, 2002
  - Order forms: undated
  - Order forms: blank
- Folder 4: Program/Advertising financial papers
  - 1983/84 Advertising contract with First City National Bank of Austin
  - Financial statements for advertising for Film Fest in Austin American Statesman
  - Copies of invoices/receipts, 1984
  - CSI Art Proof for "Biloxi Blues", 1987
  - 1990-1991 Arts Program Cover
  - 2000 Program Outline

- Program for "Proof", 2002-2003

-Folder 5: Political papers

-1985 Bond issue: People for a Better Austin: budget, news articles (original and copies), press releases

#### **Box 4**

-Folder 1-3: "Best Little Whorehouse in Texas", June-July 1982

-Original news articles, write-ups, reviews

-Copies of news articles from all over Texas

-Preliminary Informational Packets

-Press packets (numerous photos, press releases, background and bio info)

-Folder 4: "Best Little Whorehouse" PHOTOS

#### **Box 5**

-Folder 1-2: "Deathtrap", November 1982

-Correspondence, January 1983

-News articles (original and copies), press releases, photos

-Numerous copies of different playbills/programs for the production

-Folder 3: "Amadeus", May 1983

-Folder: advertising info, magazine with write-up, original news articles and copies, reviews

-Paramount news bulletin/press release

-Folder of numerous copies of promotional materials

-Folder 4: "Mass Appeal", January 1984

-Playbill, copies of news articles, press releases, photos

-Folder 4: Large folder containing news articles, press releases, background information, schedules, photos for "A Chorus Line" (November '86), "The Sleeping Beauty" (September '86), "Little Shop of Horrors" (September '86), "Snoopy" (December '86), "Biloxi Blues" (February '87)

## **Box 6**

-Folder 1-4: "Dracula", 1984-1985

-Original book by Bram Stoker

-Copies of playbills/programs

-Press releases, photos, copies of news articles, biographical information

-Hotel, travel, and tour information for every stop on Dracula tour, in alphabetical file folders

## **Box 7**

-Folder 1: "Legal Eagles", May 1986

-Photos of Robert Redford, publicity photos, copies of news articles, budgets, correspondence, Sundance Film Festival information

-Folder 2: "Rocky Horror and the Picture Show", September 16-28, 1986

-Slides, photos, correspondence, preview pieces, reviews, promotional material, press releases, original newspaper articles

-Folder 3: "Anna Russell Farewell Tour", October 2, 1986

-Promotional material, photos, publicity materials, press releases, correspondence

-Folder 3: "Julliard String Quartet", October 5, 1986

-Press material, photos, promotional material

-Folder 3: "Broadway Tonight!" November 7, 1986

-Background information, photos, press kits

-Folder 4: "Some Enchanted Evening" 86/87

-Publicity material, photos, press material, promotional material

-Folder 4: "Johnnie Ray and the Big Band Gala of Stars", January 1987

-Press material

-Folder 5: "The Chieftans", February 1, 1987

-Receipt, photos, press material, biography, slides

-Folder 5: "Chinese Acrobats", February 8, 1987

-Slides, photos

-Folder 5: "Biloxi Blues", February 20-22, 1987

-Publicity request form, photos, press releases, original news articles, playbills

-Promotional materials, copies of news articles, press information

-Folder 6: "Chuck Berry", March 7, 1987

-Original news articles, biographies, press and program material, correspondence, photos

-Folder 6: "A Chorus Line", April 1-2, 1987

-Copy of show poster, playbill

### **Box 8**

-Folder 1: "One Mo' Time", April 10-13, 1987

-Playbill, photos, news articles (original and copies), slides, correspondence, handwritten note from producer Bernard Tansey, press releases, program revision information

-Folder 2: "Joffrey II Dancers", April 21, 1987

-Photos, promotional materials, background information, copies of news articles, program copy

-Folder 2: "Arlo Guthrie", April 22, 1987

-Photos, background information, copy of news article

-Folder 3: "Jerry Jeff Walker/Willie Nelson", May 1, 1987

-Original newspaper ad, photos, copy of news article

-Folder 3: "The Foreigner", May 8-17, 1987

-Playbill, photos, news articles (original and copies), press release, radio spot cassette

-Folder 3: "The Roches", May 29, 1987

-Photos, background information, copy of news article

-Folder 4: "Dancin in the Street—Canceled" July 19, 1987

-Photos, background information, copy of news article

-Folder 4: "Spyro Gyra", July 22, 1987

-Radio spot cassette, photo, press release

-Folder 4: "Nadine", August 4, 1987

-Photos, Tri-Star pictures production notes

-Folder 4: "Momix", September 23, 1987

-Photos, copies of news articles, promotional material

-Folder 4: "Paul Rodriguez", August 15, 1996

-Lease information set-up sheet, handwritten notes

-Folder 5: "Debbie Reynolds", February 14, 1998

-Seating charts, invoices, handwritten notes, transportation info, quotes, rider, contracts, receipts

-Folder 5: Touchstone 1999: Walter Prescott Webb Historical Society: book of articles with accompanying letter from Darla Blaha, Houston, to Marketing at Paramount re: Best Little Whorehouse, Chicken Ranch

-Folder 5: "Vagina Monologues", November 1999

-Contact sheet, press material, reviews, history

-Folder 5: "A Macbeth", February 2000

-Original news articles, CD of "final poster", printouts of Austin Chronicle reviews

-Folder 5: "Aeros", January 2001

-Review, photos

### **Box 9: Undated Show Material**

-Folder 1: Playbills/programs: Macbeth, "Da", The Paul Lynde Show, Sherlock Holmes, The Belle of Amherst, Equus, San Francisco Ballet, How the Other Half Lives, Dear Liar, Tom Jones in Concert, A Matter of Gravity, A Little Night Music, A Taste of Ireland, Greater Tuna, Little Shop of Horrors at the Plaza Theatre (with handwritten note attached)

-Folder 2: Marx Bros. folder: photos, promotional material for "At The Circus", "Copacabana", "A Night at the Opera", "A Day at the Races"

-Folder 2: GiGi: photos, press materials, promotional material

-Folder 2: Stomp: study guide (2 copies)

-Folder 2: Flyer for The Magic of Mozart (2 copies)

- Folder 2: "Einstein on the Beach": script, press release
- Folder 3: "Texas Toast III": photos, cast list, promotional material, background information
- Folder 3: "Texas Toast IV": "rules of the game", set list, cast list, sheet music
- Folder 4: "The Oldest Living Graduate"
  - Tour promotion materials, photos, press releases, promotional materials, phone messages,
- Folder 5: Photos and biographical information of Ken Berry and Brenda Thomson, unknown production
- Folder 6: -Les Ballets Trockadero de Monte Carlo
  - Promotional material, photos, press material, copies of news articles

## **Box 10**

### **Undated individual show material, continued**

- Folder 1: "Hot Mouth" : compact disc recorded at Saint Peter's Church
- Folder 1: Scripts: The Last Meeting of the Knights of the White Magnolia, Lu Ann Hampton Lavery Oberlander, A Texas Trilogy by Preston Jones; The West Side Waltz by Ernest Thompson; Colonel Mustard by Tom White; The Nerd by Larry Shue; The Dracula Spectacular by John Gardiner; Mass Appeal by Bill C. Davis (2 copies);
- Folder 2: Scripts: The Intelligent Design of Jenny Chow by Rolin Jones; Point-of-Purchase by Gary Powell; Sweeney Todd by Stephen Sondheim and Hugh Wheeler
- Folder 3, and into **Box 11, Folders 1-2**: Newspaper and press articles, originals, and copies, grouped together originally. Put in chronological order. Spans 1976-2002. Bulk: Dracula (1984), Best Little Whorehouse, Christmas Carol.

## **Box 11**

### **-Folder 3-4: Assorted Materials: Newsletters**

-ArtsNews, Paramount Prompter, GuidePost, Ballet Austin Footnotes, The Marquee, Center Stage, others. 1981-1986, 2000-2001

- Folder 5: Junior League of Austin folder: Correspondence, project request forms, guidebooks 1981-83
- Folder 5: Junior League of Austin: project manual 1982

## **Box 12**

- Folder 1: Meadows Foundation Incorporated of/for Texas: Annual report 1981
- Folder 1: Ford Foundation Project on Social Welfare and the American Future: Occasional papers 1 and 2, 1987
- Folder 1: Audience Survey Training Manual and Procedures for Local Member Organizations Fall 2002
- Folder 1: Monthly schedule: November 2002 (2 copies), handmade schedule/calendars
- Folder 2: Telefunding scripts, forms, calling lists
- Folder 2: Arts and Science Development Service: information on subscribers to mailings
- Folder 3: Various fundraising/promotion papers
- Folder 4: ACUCAA Event Report January 1983
- Folder 4: Round Rock/Palmer Maps folder
- Folder 4: 2000-2001 Season folder: receipts, schedules
- Folder 4: Promotional packets/cards
- Folder 4: Loose newspaper article November 1980
- Folder 4: Loose Capitol Courier receipt, undated
- Folder 4: Envelope of unknown slides
- Folder 4: Signed black and white photo (unknown)
- Folder 4: Austin Circle of Theaters 27<sup>th</sup> Annual B. Iden Payne Theater Industry Awards booklet
- Folder 4: Dance Theater of Harlem booklet
- Folder 4: City Tour booklet
- Folder 4: Grand Opera House, Wilmington, Delaware booklet
- Folder 4: Van Wezel Performing Arts Hall, Sarasota, Florida booklet
- Folder 4: La Posada hotel, McAllen, Texas pamphlet
- Folder 4: Insert to CD from 41 Original Hits from the Soundtrack of American Graffiti
- Folder 4: The Driskill hotel, Austin booklet
- Folder 4: Fleishman Hillard International Communications booklet

- Folder 4: Arts Houston booklet, 2002

### **Bankers Box 1**

-Austin Directory of Events/Workshops/Services, etc. 2006

-Film: The Critic's Choice: coffee table book

-The Biz Directory: An Actor's Guide: 1991-92

-Dell M770mm Color Monitor User's guide

-Adobe InDesign CD and user guide

- QuarkXPress: guide books, software materials

- Paper Direct Paper Selector

- Marilyn Monroe stamp pin in little bag

- Paramount Christmas cards

-Bookend: "Knowledge"

### **Bankers Box 2: Oversize Materials**

-Architectural drawings

-Project Analysis PA-309-13: Block 124: Original City of Austin. State Building Commission, Austin, Texas. 1975? Undated.

-Paramount Architectural Drawings, undated

-50 Years of Movie Posters: A Bounty Book Compiled and Edited by John Kobal, Introduction by David Robinson. Numerous old large movie posters.

-Several copies of a large poster for Dark Side of the Moon

-Reproduction of "How I Get Out of a Strait-Jacket" by Harry Houdini from the Ladies Home Journal, 1918

-Oversized black and white sketch of inside of Paramount Theater

-Inset for promotional mailing/fundraiser

-Texas Sesquicentennial Press, Inc. article

## **Awards**

- Austin Chronicle: Best of Austin. Best Theatre Space: Paramount (single sheet flyer)
- Austin Circle of Theaters: B. Iden Payne Awards 2003. Outstanding Set Design (heavy circle object)
- For UT Archive: heavy green envelope: metal working for engraved invitation
- Metal plates for 10<sup>th</sup> Anniversary Season engraving, 1984-85
- City of Austin Certificate of Commendation to Paramount Theatre, Designated as an Historic Landmark, October 26<sup>th</sup>, 1978. **Oversize**
- Bell Ringer Award from Salvation Army to Paramount: medium, framed
- Austin Eastside Story Foundation to Paramount: appreciation: medium, framed