

# **Washington Women's Arts Center Records**

# An inventory of Washington Women's Arts Center at DC Public Library

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Describing Archives: A Content Standard

Stage

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#### **Summary Information**

**Repository:** Stage

**Title:** Washington Women's Arts Center Records

**ID:** 004

**Date [inclusive]:** 1972-1988

**Physical Description:** 52 linear feet; 117 boxes

Language of the

Material:

English

Language of the

Material:

English

Language of the

Material:

English

## **Biographical / Historical**

Two events in metropolitan Washington, D.C. area were the primary catalysts for the Washington Women's Arts Center -- The Conference of Women in the Visual Arts held April 20-22, 1972 at the Corcoran Gallery; and Womansphere, an arts festival held at Glen Echo Park, Maryland in 1974. The Conference attracted significant women artists from around the country, including Elaine deKooning, Katherine Anne Porter, Lois M. Jones, and Judy Chicago. The conference steering committee consisted of Mary Beth Edelson, Cynthia Bickley-Green, Barbara Frank, Enid Sandford, Susan Sollins, Josephine Withers, and Yvonne Wulf. Participants were concerned about the presentation and involvement of so few women artists in the Corcoran's Biennial Exhibition and other exhibitions at major U.S. art galleries. As a result of these events, local women who attended began discussing and planning for a D.C. women arts center.

The Center was established in 1975 to provide a place for Washington, D.C. women to show their work, improve their artistic skills, and develop their artistic professionalism. The original founders included Barbara Frank, Katherine Butler, Janis Goodman, Sarah Hyde, and Ann Slayton-Leffler. The site of the first Center was in a renovated basement at 1821 Q Street, N.W. The Center sponsored a monthly series of lectures and published a journal, Womansphere. It also conducted workshops, and held literary readings, live performances, and gallery talks. The primary concentration of the Center was sponsoring juried exhibits of local women artists. In 1983 the Center moved to the Lansburgh Cultural Center. The Center closed in the late 1980s.

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### **Scope and Contents**

Contains general administrative files that include correspondence, Board meeting minutes, annuals reports, contracts, insurance policies, and grant files. A substantial amount of financial documentation such as Center budgets, receipts, ledgers, financial statements, deposit sheets, and cash books. Also contains records which document the Center's history and membership such as guest books, membership directories, and documentation of the Women's Conference in the Visual Arts of 1972. Publications such as Womensphere, the Center's published journal, and issues of its newsletter are included. Contains records documenting exhibits mounted at the Center such as exhibition lists, resumes, printed programs, and publicity materials. Also contains audiovisual materials, including audio recordings, video recordings, slides, and photographs of events and exhibits at the Center.

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#### **Administrative Information**

#### **Publication Statement**

Stage

#### **Custodial History**

The records were donated by Marcia Pemberton and Pamela Brown, members of the Washington Women's Arts Center in 1989.

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## **Controlled Access Headings**

- Arts
- Associations, institutions, etc

# **Collection Inventory**

#### Series 1: Historical Materials, 1972-1979

#### **Scope and Contents**

Correspondence and financial documents relating to the Women's Conference in the Visual Arts of 1972. Also contains correspondence and other items regarding the first site location, early publicity, proposals, and studies to establish the Center.

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Title/Description	Instances	
Correspondence Speakes Conference at Corcoran, 1972	Box 1	Folder 1
Finances Conference, 1972	Box 1	Folder 2
Paid Bills- Invoices, 1972	Box 1	Folder 3
Manuscripts, 1972	Box 1	Folder 4
Films and Filmmakers, 1972	Box 1	Folder 5
WWAC "Q" St Floor Plans, Undated	Box 1	Folder 6
Adopt-Downtown Building and Space Group, 1979	Box 1	Folder 7
Early History, 1975-1976	Box 1	Folder 8
Conference For Women Artists Pre WWAC- Correspondence, 1972	Box 1	Folder 9
WWAC History: Proposals and Studies, Undated	Box 2	Folder 1
Programs of WWAC, 1970s	Box 2	Folder 2
Case Study, 1979	Box 2	Folder 3
First Press Release on WWAC and Womansphere, Undated	Box 2	Folder 4
ERA March Pictures, 1978	Box 2	Folder 5
Women's Group- Art- Ext., Undated	Box 2	Folder 6
WWAC Puporicity Past, 1975	Box 2	Folder 7
Publicity and Photos for WWAC History, Undated	Box 2	Folder 8
WWAC Loose Leaf Books, Undated	Box 3	Folder 1
Misc- Early History, Undated	Box 3	Folder 2
Vinnie Ream, 1965	Box 3	Folder 3

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## **Series 2: Board of Directors, 1974-87**

#### **Scope and Contents**

Contains the Center's Board of Directors meeting minutes, annual reports, incorporation papers, and by-laws of the Center. Projected budgets from 1978 through 1987 are also among the records.

Title/Description	Instances	
Board of Directors Minutes, 1976-1977	Box 4	Folder 1
Board Minutes, 1976-1978	Box 4	Folder 2
Board of Directors, 1977-1978	Box 4	Folder 3
Board Minutes, 1978-1979	Box 4	Folder 4
Board of Directors Minutes, 1979-1980	Box 4	Folder 5
Board Minutes, 1979-1980	Box 4	Folder 6
Board Minutes, 1980-1981	Box 5	Folder 1
Board Minutes, 1981-1982	Box 5	Folder 2
Board Minutes, 1982-1983	Box 5	Folder 3
Board Minutes, 1983-1984	Box 5	Folder 4
Board Minutes, 1984-1985	Box 5	Folder 5
Board Minutes, 1985-1987	Box 5	Folder 6
Budgets, September 1978-August 1979	Box 5	Folder 7
Budget- Financial, 1982-1984	Box 5	Folder 8
Project Budget, 1978-1987	Box 5	Folder 9
Annual Reports, 1976-1983	Box 6	Folder 1
Annual Reports, 1984-1987	Box 6	Folder 2
Annual Meeting, 1984	Box 6	Folder 3
Annual Meeting, 1987	Box 6	Folder 4
Incorporation Papers, 1976	Box 6	Folder 5
WWAC Board of Directors, Undated	Box 6	Folder 6
Exhibition Committee, 1976	Box 6	Folder 7
WWAC Bylaws, Undated	Box 7	Folder 1
Bylaws, Undated	Box 7	Folder 2
Contribution to NAC, 1986-1987	Box 7	Folder 3
Coalition of Women's Art Organization Membership, 1986	Box 7	Folder 4
Donations to NAC, 1985-1988	Box 7	Folder 5

WWAC Board of Directors Bylaws, 1983	Box 7	Folder 6
Board of Directors/ Membership Directors, 1986	Box 7	Folder 7

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## Series 3: Office Files, 1976-1986

#### **Scope and Contents**

This series contains correspondence, memoranda, brochures, press releases, and reports regarding such topics as government and foundation grants, publicity, elections, Center workshops, the Lansburgh Center move, and the Edith C. Blum lecture series.

Title/Description	Instances	
General Correspondence, 1975	Box 8	Folder 1
General Correspondence, 1975		
Correspondence- Secretary, 1976	Box 8	Folder 2
Correspondence- Executive Director, 1976	Box 8	Folder 3
Correspondence of Lucy Blackstein, 1977	Box 8	Folder 4
General Correspondence, 1977-1978	Box 8	Folder 5
Correspondence- People We've Helped- Answered Questions, 1986-1987	Box 8	Folder 6
T. Rice- Peirera, 1979	Box 8	Folder 7
Election Material- Annual Meeting, 1976	Box 8	Folder 8
Election, 1977-1983	Box 8	Folder 9
Elections, 1978	Box 8	Folder 10
Election Ballots, 1985	Box 8	Folder 11
Abramson and Oronski- Probono Counsel, 1982	Box 9	Folder 1
Arts D.C. Participant, 1980	Box 9	Folder 2
CETA Proposal, 1977	Box 9	Folder 3
NEA Newsletter Grant Proposal, 1977	Box 9	Folder 4
NEA Newsletter Grant, 1977	Box 9	Folder 5
NEA Newsletter Grant, 1979	Box 9	Folder 6
NEA Grant Application, 1984-1985	Box 9	Folder 7
NEA Public Affairs, Undated	Box 9	Folder 8
Application Copy for Charitable Solicitation License, 1983-1984	Box 9	Folder 9
D.C. Government, 1979-1980	Box 9	Folder 10

Maryland- Department of Employment Training- Unemployment Insurance, 1986	Box 9	Folder 11
Workers Compensation Insurance Info, Undated	Box 9	Folder 12
W-2 Forms: Managing Directors; W-3 Forms: Pay, 1985-1986	Box 9	Folder 13
Publicity WWAC Received, 1977-1979	Box 10	Folder 1
WWAC Publicity- Misc., 1977-1978	Box 10	Folder 2
Publicity about WWAC News, 1985-1986	Box 10	Folder 3
Public Relations Mailing List: Master- Labels, 1986-1987	Box 10	Folder 4
Press Releases: General NAC, 1986-1987	Box 10	Folder 5
Paul Levy Info: New Logo Designs, 1988	Box 10	Folder 6
WWAC Brochures- History: Explanation of Center, 1976-1985	Box 10	Folder 7
Promo Materials, Undated	Box 10	Folder 8
Basic Publicity, Undated	Box 10	Folder 9
WWAC Mechanicals: Brochure; Membership App; Gallery Coordinator Job Description; Sales Policy; Workshop; Sales Receipt; Payment Request, Undated	Box 10	Folder 10
Stationary Letterhead Mechanicals- Q ST/ 7TH ST, Undated	Box 10	Folder 11
Brochures, Undated	Box 10	Folder 12
Visit of Racquel De Von Vacano- U.S. Info Agency International Visitor Program, 1984	Box 10	Folder 13
CETA/ Arts D.C., 1977-1978	Box 10	Folder 14
CETA (Proposal to Arts- Arts Center), August 18 1978	Box 10	Folder 15
Library Correspondence, 1982	Box 10	Folder 16
Workshops- Fall, 1975	Box 11	Folder 1
Workshops, 1975-1983	Box 11	Folder 2
Spring Workshops, 1982	Box 11	Folder 3
Spring Publicity, 1982	Box 11	Folder 4
Spring Workshop/ Summer Workshop- Publicity- Back, 1982	Box 11	Folder 5
Fall Workshop Info Sheet, 1982	Box 11	Folder 6
Washington Women's Art Center: Summer Workshops, 1982	Box 11	Folder 7
Financial Statements, 1982	Box 11	Folder 8
Budget Projections, 1980-1982	Box 12	Folder 1
Workshops, 1981-1984	Box 12	Folder 2
Instructors Lists, 1981-1982	Box 12	Folder 3

Course Descriptions and Long Resumes, 1982	Box 12	Folder 4
Balance Sheets, 1976-1979	Box 12	Folder 5
Information Sheets/Winter, 1983	Box 13	Folder 1
Spring Portrait Articles, 1983	Box 13	Folder 2
Summer Workshops, 1983	Box 13	Folder 3
Summer Workshops, 1983	Box 13	Folder 4
Fall Workshops: Administration, 1983	Box 13	Folder 5
Workshop: "No Limits for Women Artists"- Betsy Damon, 1986	Box 13	Folder 6
Lansburgh Building, 1979	Box 14	Folder 1
Lansburgh Lease, 1980	Box 14	Folder 2
WWAC Lansburgh Leases, 1980	Box 14	Folder 3
Lansburgh Workshop Space Leases, 1983	Box 14	Folder 4
Lansburgh CC Correspondence, 1985	Box 14	Folder 5
Lansburgh Building, 1980-1986	Box 14	Folder 6
Lansburgh's Cultural Center, 1986	Box 14	Folder 7
Lansburgh Building, Undated	Box 14	Folder 8
WWAC Workshops Program: Brochures, Undated	Box 15	Folder 1
WWAC Blum Lecture Scenes- Misc., Undated	Box 15	Folder 2
Miscellaneous, Undated	Box 15	Folder 3
Interns, 1984	Box 15	Folder 4
Institute of Museum Services Special Project Report, 1984	Box 15	Folder 5
WWAC Executive Director- Rep. of Int Festival of Women Artists, July 1980	Box 15	Folder 6
Art and the Aging, 1978	Box 15	Folder 7
Student- Teacher Show, Undated	Box 15	Folder 8
Past Open Critique Flyers, 1986	Box 15	Folder 9
Speakers: Feminist - For Possible Lecture Series, 1986-1987	Box 15	Folder 10
Noontime Reading Series- Q ST, Undated	Box 15	Folder 11
Business for the Arts Cultural Alliance, 1987	Box 16	Folder 1
Cultural Alliance, 1985	Box 16	Folder 2
April Trust, 1988	Box 16	Folder 3
Meyer Foundation Grant Application, 1975, 1978, 1982, 1983	Box 16	Folder 4
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Time Inc./ Washington Star Grant Application, 1980

Box 16	Folder 5
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Box 16	Folder 8
Box 16	Folder 9
Box 16	Folder 10
Box 16	Folder 11
Box 16	Folder 12
Box 16	Folder 13
Box 16	Folder 14
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Box 16	Folder 18
Box 16	Folder 19
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Box 16	Folder 22
Box 16	Folder 23
Box 16	Folder 24
	Box 16

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#### Series 4: Financial Records, 1975-1978

#### **Scope and Contents**

This series contains correspondence, budgets, ledgers, receipts, insurance policies, financial statements, gallery cash daybook, and other financial information. The records also cover grants from the D.C. Government and the National Education Association.

Title/Description	Instances	
Bank Finances Correspondence, Undated	Box 17	Folder 1
Grants Applied For, 1982-1984	Box 17	Folder 2
WWAC- Various Papers Accompanying, 1981-1982	Box 17	Folder 3

WWAC- Bills to be Paid, 1980-1983	Box 17	Folder 4
Sales Tally Sheets, 1981-1982	Box 17	Folder 5
IMS Grant, 1982	Box 17	Folder 6
Contracts- Direct Sales Agreement, 1982	Box 17	Folder 7
FY Annual Financial Statement (9/1/85- 8/31/86), 1985	Box 17	Folder 8
Misc. Fund Raising Material, 1988	Box 17	Folder 9
Fundraising Suggestion, Undated	Box 17	Folder 10
Goodwill Ball Donation, 1986	Box 17	Folder 11
Grant Fundraising, 1985	Box 17	Folder 12
Financial Statement, 1975-1980	Box 18	Folder 1
Fundraising: Year Summary, 1983-1984	Box 18	Folder 2
Hechinger Funds, 1986	Box 18	Folder 3
Pepco - Rent - Washington Gas and Light, 1985-1986	Box 18	Folder 4
Articles, 1985	Box 18	Folder 5
Fundraising, 1984	Box 18	Folder 6
Star Resumes, Undated	Box 18	Folder 7
Letters Requesting Donations, 1982-1984	Box 18	Folder 8
Mark Griffith- Women's National bank, 1985-1986	Box 18	Folder 9
Giant Food Fund, 1985-1986	Box 18	Folder 10
Foundation center, 1986-1987	Box 18	Folder 11
Fannie Mae, 1986	Box 18	Folder 12
Shannon Luchs, 1985-1986	Box 18	Folder 13
Mailing List, 1983-1984	Box 18	Folder 14
D.C. Humanities Council, 1985	Box 18	Folder 15
Legal- Name Change and Acct. 6 Period Change, 1978 and 1986	Box 19	Folder 1
Ainsley Wallace's Papers Re: Budget, 1981-1982	Box 19	Folder 2
Budgets, 1982-1983	Box 19	Folder 3
Budgets, 1984- 1986	Box 19	Folder 4
Budget Ideas, 1975-1977	Box 19	Folder 5
Budget, 1977-1978	Box 19	Folder 6
Budget and IRS Determination Letter, Undated	Box 19	Folder 7
Description of Exhibition Budget for 1985, Undated	Box 19	Folder 8

Stipends: K. Bahnsen; S. Snowden; J. De Vou; B. Yancey; J. Benderson, 1984	Box 19	Folder 9
D.C. Government, 1976-1978	Box 19	Folder 10
Printmakers Calendar Sales- Rec., FY 1984	Box 19	Folder 11
Donations, Undated	Box 19	Folder 12
WWAC Financial Records Files- C.I.T. Financial Services, 1984	Box 19	Folder 13
D.C. Commission on the Arts letter, Undated	Box 19	Folder 14
Financial Forms, Undated	Box 19	Folder 15
Tax Guide- Info, Undated	Box 19	Folder 16
Income Tax Exemption Letters, Undated	Box 19	Folder 17
Tax Exempt Certificates for D.C. Sales Tax, Undated	Box 19	Folder 18
2758 Tax Form, Undated	Box 20	Folder 1
Sales Tax, 1982-1988	Box 20	Folder 2
Taxes (Sales), Undated	Box 20	Folder 3
Employee ID Number- Personal Property Tax (1099), Undated	Box 20	Folder 4
Spare Tax Forms: W-2, Undated	Box 20	Folder 5
IRS Tax Exempt, Undated	Box 20	Folder 6
Copies of Tax Exempt Status- Certificate of Exemption D.C., Undated	Box 20	Folder 7
941- 941E, Undated	Box 20	Folder 8
990 Form Submissions, FY 1985	Box 20	Folder 9
990 Filed 1-10-1985, FY 1984	Box 20	Folder 10
990, Undated	Box 20	Folder 11
1099 Misc. Income Forms, 1986	Box 20	Folder 12
Tax Instructions: Fed, Undated	Box 20	Folder 13
W-4 Form for Employees, Undated	Box 20	Folder 14
Notes and Correspondent Taxes, Undated	Box 20	Folder 15
Exemption Forms and Exemption, Undated	Box 20	Folder 16
Private Foundation Status for IRS, Undated	Box 20	Folder 17
Interest on Bank Deposits- Women's National Bank, 1985	Box 20	Folder 18
Tax Info- Perpetual American Bank, Jan- Dec 1985	Box 20	Folder 19
D.C. Exemption from Franchise Tax and Non-profit Filing, Undated	Box 20	Folder 20

D.C. Combined Registration Application- To Pay our own Workmans Comp, 1985	Box 20	Folder 21
Income Stub-Current, Undated	Box 21	Folder 1
Lansburgh Rent and Expenses, 1983	Box 21	Folder 2
Calvert Group, Undated	Box 21	Folder 3
Apple Grant, Undated	Box 21	Folder 4
Community Foundation, Undated	Box 21	Folder 5
C and P Phone Funding, 1985	Box 21	Folder 6
Financial Consultant Info- Mr. Goodwin Emeritus Foundation, Undated	Box 21	Folder 7
Huntington Block Insurance, Undated	Box 22	Folder 1
Insurance Policies, 1975-1978	Box 22	Folder 2
Exhibition Insurance, 1978-1980	Box 22	Folder 3
Huntington T. Block- Insurance at WWAC, 1981	Box 22	Folder 4
Insurance- Fine Art- Huntington T. Block, 1981	Box 22	Folder 5
Insurance- Fine Art- Huntington T. Block, 1982	Box 22	Folder 6
Insurance- Fine Art- Huntington T. Block, Undated	Box 22	Folder 7
Insurance- Fine Art- Huntington T. Block, Undated	Box 22	Folder 8
Insurance- Fine Art- Huntington T. Block, 1985	Box 22	Folder 9
Insurance- Fine Art- Huntington T. Block, 1986-1988	Box 22	Folder 10
Huntington T. Block, 1988	Box 22	Folder 11
Insurance Correspondence, March 1976- July 1978	Box 23	Folder 1
Insurance Correspondence, September 1978- 1980	Box 23	Folder 2
Insurance Forms for Exhibits- Alt Specs, Undated	Box 23	Folder 3
Insurance (For Freelance Artists, Undated	Box 23	Folder 4
Insurance- Liability - Workers Comp, 1982	Box 23	Folder 5
Insurance- Liability - Workers Comp, 1983	Box 23	Folder 6
Insurance- Liability - Workers Comp, 1984	Box 23	Folder 7
Insurance- Liability- Workers Comp, 1985	Box 23	Folder 8
Special- Bins, Undated	Box 23	Folder 9
Insurance- Liability- Workers Comp, 1986	Box 23	Folder 10
Huntington T. Block Insurance, Undated	Box 23	Folder 11
Insurance- Alt Sp, 1981-1982	Box 23	Folder 12

Grant "City Spirit", 1975	Box 24	Folder 1
NEA Intern Program, 1976	Box 24	Folder 2
NEA Grant, 1976-1977	Box 24	Folder 3
NEA Grant, 1977	Box 24	Folder 4
NEA Grant, 1978	Box 24	Folder 5
ProFemina- NEA Grant, 1978-1979	Box 24	Folder 6
NEA Slide Region, 1983	Box 24	Folder 7
NEA Summer Intern Program, Fall 1978	Box 24	Folder 8
NEA Photography Publications Grant Proposal, 1979-1980	Box 24	Folder 9
NEA Grant Photography, 1979-1980	Box 24	Folder 10
NEA Grant for Exhibitions, 1979-1980	Box 24	Folder 11
NEA Grant, 1980-1981	Box 24	Folder 12
Grants, 1981-1982	Box 24	Folder 13
Institute of Museum Scores- Copy of Grant Papers, 1982	Box 24	Folder 14
Institute of Museum Services, 1984	Box 25	Folder 1
IMS and M.A.P. Grants, 1983	Box 25	Folder 2
NEA Grant For 1983, 8/84 -7/85	Box 25	Folder 3
NEA Funding, 1984-1985	Box 25	Folder 4
NEA Grant Application, 1985-1986	Box 25	Folder 5
NEA Grant Application, 1986-1987	Box 25	Folder 6
NEA, 1985-1987	Box 25	Folder 7
NEA Grant Application, 1986-1987	Box 25	Folder 8
NEA Grant Application, 1988-1989	Box 25	Folder 9
NEA Guidelines, 1988	Box 25	Folder 10
Advertising Space, Undated	Box 25	Folder 11
D.C. Commission on Arts and Humanities Grant, 1976	Box 26	Folder 1
D.C. Commission on Arts and Humanities Grant Mated, 1977-1978	Box 26	Folder 2
D.C. Commission on Arts and Humanities Grants Material, 1978	Box 26	Folder 3
D.C. Commission on Arts and Humanities Grants, 1979-1980	Box 26	Folder 4
D.C. Government Grant, 1979	Box 26	Folder 5
D.C. Commission Five-Year Plan, March 1981	Box 26	Folder 6
G		

	Box 26	Folder 7
D.C. Commission on Arts and Humanities (Alt. Sp) Grant, 1981	Box 26	Folder 8
Grant Proposal to Commission on Arts and Humanities, 1982	Box 26	Folder 9
D.C. Commission Special Constituencies, 1982	Box 26	Folder 10
D.C. Commission Grant, July 1 1978- June 30 1980	Box 26	Folder 11
Arts D.C./ CETA Proposal, 1978	Box 26	Folder 12
Arts D.C./ CETA Proposal, 1978	Box 26	Folder 13
D.C. Commission, FY 1984	Box 27	Folder 1
D.C. Commission Annual Report, 1984-1985	Box 27	Folder 2
D.C. Commission Grant Proposal, 1985	Box 27	Folder 3
D.C. Commission Grant- Awarded \$10,000, 1985	Box 27	Folder 4
D.C. Commission on Arts and Humanities Grant Application, FY 1986	Box 27	Folder 5
D.C. Commission on Arts and Humanities Grant Application, 1986	Box 27	Folder 6
Payment Request- Second Half Of, 1986	Box 27	Folder 7
Letters of Support, 1986	Box 27	Folder 8
D.C. Commission on Arts and Humanities grant Application, 1987	Box 27	Folder 9
Statement of Earnings, 1983	Box 27	folder 10
D.C. Commission- 616 E St, 1986- 1987	Box 28	Folder 1
D.C. Commission Grant-Application Grant Transmitted, October 1 1986- September 15 1987	Box 28	Folder 2
Payment Request (D.C. Funds) for Second Half of Fiscal Year 1988, 1988	Box 28	Folder 3
D.C. Commission Narrative Report, FY 1987	Box 28	Folder 4
D.C. Commission Application Materials, FY 1988	Box 28	Folder 5
D.C. Commission Applications and Background, FY 1988- 1989	Box 28	Folder 6
Unlabeled Folder: postcards, 1989 DC Commission on the Arts and Humanities Grant application, Letters of Support, Undated	Box 28	Folder 7
Tina Lunson/ WWAC Agreement, September 1982	Box 29	Folder 1
Receipts and Expenses, 1979-1980	Box 29	Folder 2
Accounts, ca 1982	Box 29	Folder 3
Art Sales, 1979	Box 29	Folder 4
Sales: Policy and Forms- Q St- 25% Commission, Undated	Box 29	Folder 5

Birth Project- Book Sales, Undated	Box 29	Folder 6
Talleys- Behalf of Artists Gallery Sales, 1982	Box 29	Folder 7
Tally Forms/ Petty Cash, Undated	Box 29	Folder 8
Petty Cash Receipts: Sylvia Snowden- Gallery Coordinator, FY 1984	Box 29	Folder 9
Petty Cash Receipts: Kitty Bahnsen- Exhibitions Committee, FY 1984	Box 29	Folder 10
Petty Cash, 1981- April 1983	Box 29	Folder 11
Quill Purchases, Undated	Box 29	Folder 12
Beaver Press (Newsletter), Undated	Box 29	Folder 13
Ads, 1986-1987	Box 29	Folder 14
Ad Rates, 1986-1987	Box 29	Folder 15
Bulk Mailing/ Postage Present, 1983	Box 29	Folder 16
WWAC Financial Records- IRS - Misc, 1988	Box 29	Folder 17
WWAC Financial Records- Misc. Papers, Undated	Box 29	Folder 18
WWAC Receipts, January 1975-December 1975	Box 30	Folder 1
WWAC Receipts, January 1976-December 1976	Box 31	Folder 1
WWAC Receipts, January 1977-December 1977	Box 32	Folder 1
WWAC Receipts, January 1978-June 1978	Box 33	Folder 1
WWAC Receipts, July 1978-December 1978	Box 34	Folder 1
WWAC Receipts, January 1979-June 1979	Box 35	Folder 1
WWAC Receipts, July 1979-December 1979	Box 36	Folder 1
WWAC Receipts, January 1980-June 1980	Box 37	Folder 1
WWAC Receipts, July 1980-December 1980	Box 38	Folder 1
WWAC Receipts, January 1981-June 1981	Box 39	Folder 1
AUndated	Box 40	Folder 1
BUndated	Box 40	Folder 2
Bahsen, Undated	Box 40	Folder 3
Barnes, Undated	Box 40	Folder 4
Becker, Undated	Box 40	Folder 5
CUndated	Box 40	Folder 6
DUndated	Box 40	Folder 7
D.C. Postmaster, Undated	Box 40	Folder 8

EUndated	Box 40	Folder 9
FUndated	Box 40	Folder 10
GUndated	Box 40	Folder 11
Gordon, Undated	Box 40	Folder 12
HUndated	Box 40	Folder 13
IUndated	Box 40	Folder 14
Insta-Print, Undated	Box 40	Folder 15
JUndated	Box 40	Folder 16
KUndated	Box 40	Folder 17
Kragh, Undated	Box 40	Folder 18
LUndated	Box 40	Folder 19
Litwak, Undated	Box 40	Folder 20
MUndated	Box 40	Folder 21
Marketpeace, Undated	Box 40	Folder 22
NUndated	Box 40	Folder 23
Northern Virginia Sun, Undated	Box 40	Folder 24
OUndated	Box 40	Folder 25
Stories, Undated	Box 40	Folder 26
Pessa, Undated	Box 40	Folder 27
QUndated	Box 40	Folder 28
RUndated	Box 40	Folder 29
SUndated	Box 40	Folder 30
TUndated	Box 40	Folder 31
UUndated	Box 40	Folder 32
VUndated	Box 40	Folder 33
WUndated	Box 40	Folder 34
Wells, Undated	Box 40	Folder 35
XUndated	Box 40	Folder 36
YUndated	Box 40	Folder 37
ZUndated	Box 40	Folder 38
WWAC Receipts, January 1984-December 1984	Box 41	Folder 1
WWAC Receipts, January 1985-December 1985	Box 42	Folder 1

WWAC Receipts, August 1986- June 1987	Box 43	Folder 1
WWAC Receipts, January 1986-December 1986	Box 43	Folder 2
WWAC Receipts, January 1987-December 1987	Box 44	Folder 1
WWAC Receipts, January 1988-July 1988	Box 44	Folder 2
WWAC Financial Records Receipts Misc., 1985-1986	Box 45	Folder 1
Cash Day Book, 1980- 1984	Box 45	Folder 2
Past Receipts, Undated	Box 45	Folder 3
Sales Receipts, 1978-1979	Box 45	Folder 4
Income and Expenditures, September 1978- August 1979	Box 45	Folder 5
WWAC Arts For Gifts Sale Book, 1982	Box 46	Folder 1
WWAC Arts For Gifts Sales Misc., 1982	Box 46	Folder 2
Cash Records- Partial, 1975-1976	Box 47	Folder 1
Deposit Detail Sheets, July 1977- August 1978	Box 47	Folder 2
Deposit Detail Sheets, August 1978- December 1979	Box 47	Folder 3
Cash Receipts- Deposit Ledgers, September 1980- August 1981	Box 47	Folder 4
Financial Records Deposit Sheet, January- August 1980	Box 47	Folder 5
Deposit Ledgers, September 1981- January 1982	Box 47	Folder 6
Deposit Ledgers, February 1982- August 1982	Box 48	Folder 1
Record of Cash Receipts- Deposit Ledgers, September- October 1982	Box 48	Folder 2

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## Series 5: Membership and Guest books, 1977-1987

#### **Scope and Contents**

Contains records which document individuals which supported and attended the Center's activities, including membership directories, guest books for Center events, an address book (1980), card index of active members (1987), and cards index of inactive members (1988).

Title/Description	Instances	
Receipt Book for Sales and Membership, 1986-1988	Box 49	Folder 1
Membership List, 1977-1978	Box 49	Folder 2
Membership List, 1979-1980	Box 49	Folder 3
Membership List, April 1980-June 1981	Box 49	Folder 4
Membership Programs, 1980	Box 49	Folder 5

Membership Lists, 1987	Box 49	Folder 6
Guest Book (Several Exhibits), 1983-1984	Box 50	Folder 1
Guest Book (Political Art Show only), July 1984	Box 50	Folder 2
Guest Book (Exhibits unspecified), 1985-1986	Box 50	Folder 3
Guest Book (Exhibits unspecified), 1987-1988	Box 50	Folder 4
Rubber Stamp- New Art Center, 6925 Willow St N.W., Undated	Box 50	Folder 5
Rubber Stamp- For Deposit Only, New Art Center, Undated	Box 50	Folder 6
Membership Lists, Card Catalog (On Index Cards), Undated	Box 51	Folder 1

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#### Series 6: Newsletters, 1975-1981

#### **Scope and Contents**

This series contains copies of the Center's newsletter, "WWAC News."

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Newsletter Articles/Copies/Ads, 1975	Box 52	Folder 1
Newsletter Various Issues, 1976	Box 52	Folder 2
Newsletter (includes telephone list of key personnel), 1977	Box 53	Folder 1
Newsletter, 1978	Box 53	Folder 2
Newsletter, 1978-1979	Box 54	Folder 1
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Newsletter, 1987-1988	Box 57	Folder 1
Newsletter, 1979-1980	Box 57	Folder 2

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#### Series 7: Exhibitions Files, 1975-1988

#### **Scope and Contents**

Contains materials, which document the preparation and publicity for exhibitions at the Center. Materials are arranged under three subseries.

#### Subseries 1: Office files, 1975-1988

#### **Scope and Contents**

Exhibition office files which contain correspondence, handwritten lists, contracts, clippings, publicity, some photographs, and resumes between the Center and the artist as well as others involved in planning for exhibitions.

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Georgina Beier, April 25- May 23 1976	Box 58	Folder 7
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Show and Tell (Workshops) - Exhibit, June 5- June 27 1976	Box 58	Folder 10
Monday Mornings, July 12 1976	Box 58	Folder 11
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Let's Face It- Photography Show (Photos in folder), October 26- November 27 1976	Box 58	Folder 13
Dimensionally Speaking, November 30- December 26 1976	Box 58	Folder 14
Religious Imagery and Self Portrait Show, December 1975	Box 58	Folder 15
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Positives Photography Show, September 20- October 8 1977	Box 59	Folder 9
New Answers- Afterwards at Kramer Books, 1977	Box 59	Folder 10
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Alternative Space- Lansburgh, 1981-1982	Box 68	Folder 10
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Alternative Space Contacts, 1986	Box 68	Folder 13
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Photographer Contacts, Undated	Box 69	Folder 2
Washington Area Lawyers for the Arts Package, Undated	Box 69	Folder 3
Exhibition Receiving Instructions, 1987	Box 69	Folder 4
Individual/Group Exhibit Acceptance Letter, Undated	Box 69	Folder 5
Artist's Responsibilities for Group Shows, Undated	Box 69	Folder 6
Artist Slide Submission- Letter of Regret, Undated	Box 69	Folder 7
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Exhibitions -Appointment Calendar, 1987	Box 69	Folder 9
Juror Confirmation Follow Up/ Gallery Talk Invitation, Undated	Box 69	Folder 10
Artist Slide Submission, Undated	Box 69	Folder 11
Juror Info Response Form, Undated	Box 69	Folder 12
Artist Slide Submission, Undated	Box 69	Folder 13
Exhibition Committee- Letter of Notice for Meeting, Undated	Box 69	Folder 14
Letter to Barbara Luther, Undated	Box 69	Folder 15

Juror Confirmation Letter, Undated	Box 69	Folder 16
Juror Addresses, Undated	Box 69	Folder 17
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Group Shows/ One Person Gallery Exhibit Space, 1987	Box 69	Folder 20
Sculpture Entries, 1988	Box 69	Folder 21
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Interesting Publicity, Undated	Box 70	Folder 1
PR Lists, 1982	Box 70	Folder 2
Artists' Acceptance Fee, 1986-1987	Box 70	Folder 3
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WWAC Photographers, 1986	Box 70	Folder 13
Press Releases, 1986, 1987	Box 70	Folder 14
Printers Prices, 1986	Box 70	Folder 15
Accepted Works Checklist (blank), Undated	Box 70	Folder 16
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Gallery Sitters- Reserve List (blank), Undated	Box 70	Folder 18
Sales Policy- Q St, Undated	Box 70	Folder 19
Exhibitions Schedule, 1986, 1987	Box 70	Folder 20
Show Entry Forms (master), Undated	Box 70	Folder 21
Work Removal Notices- 21 Days after show, Undated	Box 70	Folder 22

# Subseries 2: Notebooks, 1977-1985

#### **Scope and Contents**

Loose-leaf notebooks of all final documentation on each exhibit. They contain photographs, correspondence, resumes, lists of items in exhibitions, slides, and clips from the publications, including the Center's newsletter, Womansphere, and Artist Outreach.

Title/Description	Instances	
Four Person Show, 1977	Box 71	Folder 1
Positives: Photographs, September 20- October 8 1977	Box 71	Folder 2
Fiber Art, November 1977	Box 71	Folder 3
The Eye of Yvonne Carter, February 7- March 4 1978	Box 72	Folder 1
Printmakers Show, April 1978	Box 72	Folder 2
14 Hang-Ups, May 1978	Box 73	Folder 1
New Faces, June 27- July 22 1978	Box 73	Folder 2
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Art for Gifts Sake- Resumes, 1979	Box 74	Folder 1
Private Spaces: Photography, February 27- March 17 1979	Box 74	Folder 2
Exchange Show at AROW (Schenectady NY), April 1979	Box 74	Folder 3
Final Draft: 3RD Annual Show Art World Seminars, May 1979	Box 74	Folder 4
Painting and Sculpture, October 1979	Box 75	Folder 1
Second Annual Printmakers Show, October 30-November 24 1979	Box 75	Folder 2
Art for Gifts Sake, November 26- December 23 1979	Box 75	Folder 3
Eye of Hartigan, January 29- February 23 1980	Box 76	Folder 1
Feminist Art: Process and Product, February 26- March 22 1980	Box 76	Folder 2
Art World, May 13-31 1980	Box 76	Folder 3
Printmakers Show III, October 28- November 29 1980	Box 77	Folder 1
Portraits for Alice Neel, January 6-24 1981	Box 78	Folder 1
The Eye of May Stevens, January 27- February 21 1981	Box 78	Folder 2
Woman's Tools, February 24-March 21 1981	Box 79	Folder 1
Photography '81, March 24-April 11 1981	Box 79	Folder 2
Art World V, May 12-30 1981	Box 79	Folder 3
Exchange Exhibition, June 1981	Box 80	Folder 1
Thirty-two Pieces of Paper, June 2-27 1981	Box 80	Folder 2
Art '81, September 9-14 1981	Box 80	Folder 3

Collage and Drawing, September 8-30 1981	Box 81	Folder 1
Islands I Have Known and Loved: Postcards, October 27- November 21 1981	Box 81	Folder 2
Powerhouse, 1981	Box 81	Folder 3
Eye of Eleanor Munro, January 5-23 1982	Box 82	Folder 1
Erotic Art Show, January 26- February 20 1982	Box 82	Folder 2
Love Notes/ Erotic Postcards, January 26- February 20 1982	Box 82	Folder 3
Printmakers IV, February 23-March 20 1982	Box 83	Folder 1
Fiber '82: Miniatures, April 13-May 8 1982	Box 83	Folder 2
Woman As Myth and Archetype, May 11-29 1982	Box 83	Folder 3
Sculpture '82, June 1-26 1982	Box 84	Folder 1
Talking Pictures: Collaborations Between Visual and Literary Artists, September 7- October 2 1982	Box 84	Folder 2
The Poem is the Last Resort- Photography, November 2-21 1982	Box 84	Folder 3
Art for Gifts Sake, November 30- December 22 1982	Box 84	Folder 4
First Annual WWAC Dog Show, 1982	Box 84	Folder 5
Backgrounds, February 8-26 1983	Box 85	Folder 1
The Eye of Adelyn Breeskin, 1983	Box 86	Folder 1
Shapes and Textures, April 5-30 1983	Box 86	Folder 2
Decorative Arts Show, May 3-27 1983	Box 86	Folder 3
Printmakers V, May 31-June 24 1983	Box 87	Folder 1
Mini-Maxi, June 28-July 23 1983	Box 87	Folder 2
Painter's Choice Exhibit, September 1983	Box 87	Folder 3
Landscapes, October 4-29 1983	Box 87	Folder 4
Dreams and Daydreams, November 1-26 1983	Box 87	Folder 5
Water Exhibit, January 31-February 25 1984	Box 88	Folder 1
The Goddess Show, February 28-March 31 1984	Box 88	Folder 2
The Eye of Willem De Looper, April 3-28 1984	Box 88	Folder 3
5-4-5, June 12-30 1984	Box 88	Folder 4
Political Art Show in July, July 10-28 1984	Box 89	Folder 1
The Artist in the Art, September 11-29 1984	Box 89	Folder 2
Things that Go Bump in the Night, October 2-27 1984	Box 89	Folder 3

Printmakers Show VI, November 1-30 1984	Box 89	Folder 4
10-Day Open, December 4-15 1984	Box 89	Folder 5
Personal Expression: Sculpture, 1984	Box 89	Folder 6
Patterning and Sequential Imagery, February 5-March 5 1985	Box 90	Folder 1
The Best of '85 Sculpture, April 2-27 1985	Box 90	Folder 2
Creation/Birth Show, April 30-June 1 1985	Box 90	Folder 3
Salon Des Refuses, June 4-29 1985	Box 90	Folder 4
Photography, July 2-26 1985	Box 91	Folder 1
Reflections of Washington, September 1-28 1985	Box 91	Folder 2
Area- wide Juried Show, October 1-26 1985	Box 91	Folder 3
Printmakers VII, October 29-November 23 1985	Box 91	Folder 4
Craft Show, November 26-December 14 1985	Box 91	Folder 5
Sculpture '86, March 4-29 1986	Box 92	Folder 1
Interiors/Exteriors, May 3-24 1986	Box 92	Folder 2
Celebrations and Rituals, June 3-21 1986	Box 92	Folder 3
Sixteen Strong Sculpture Exhibition, October 3-29 1986?	Box 92	Folder 4
Juried Craft Show, November 26- December 21 1986	Box 92	Folder 5
Emerging Artists of Destruction, January 7- February 1 1987	Box 93	Folder 1
Jazz: Rhythms of the Black Community, February 6-March 1 1987	Box 93	Folder 2
Viewing Ourselves, April 1-26 1987	Box 93	Folder 3
A Salon Comes to Willow Street, June 4-28 1987	Box 93	Folder 4
Art or Craft: The Fine Line, July 8- August 12 1987	Box 94	Folder 1
Printmakers IX, November 4-29 1987	Box 94	Folder 2
Contemporary Viewpoints: Crafts in Our Changing World, December 2-20 1987	Box 94	Folder 3
Abstractions, 1987	Box 94	Folder 4
Misc, 1987	Box 94	Folder 5
Wear Your Heart on Your Sleeve; February 10- March 6, 1988	Box 95	Folder 1
The Third Dimension through the Sculptor's Eyes, 1988	Box 95	Folder 2
Object d'Art: Fine Art in Crafts; November 20- December 30, 1988	Box 95	Folder 3
Scapes: Land, City, Sea, Undated	Box 95	Folder 4

Reviews, 1976-1979	Box 96	Folder 1
Reviews, November 1979- February 1980	Box 96	Folder 2
Reviews, 1979-1982	Box 96	Folder 3
"X", Undated	Box 96	Folder 4
Artist Outreach; A-H, Undated	Box 97	Folder 1
Artist Outreach; J-S, Undated	Box 98	Folder 1
Artist Outreach; T-Z, Undated	Box 99	Folder 1
Edith Blum Lecture Series, 1978-1980	Box 100	Folder 1
Edith Blum Lecture Series, 1981-1982	Box 100	Folder 2
Edith Blum Lecture Series, 1983-1984	Box 100	Folder 3
Workshop Outlines, March 6- May 8 1978	Box 100	Folder 4
Exhibition Book- Policy and Procedural Manual, Undated	Box 101	Folder 1
Exhibitions, October 1977-September 1978	Box 101	Folder 2
Exhibitions, 1979-1980	Box 101	Folder 3
Exhibition Lists, 1975-1980	Box 101	Folder 4
Gallery Information- Willow Street, Undated	Box 101	Folder 5
Exhibitions, 1981-1982	Box 102	Folder 1
Alternative Spaces Committee, 1979-1981	Box 102	Folder 2
Women Artists News, 1978-1981	Box 102	Folder 3
Women Caucus for Art, Undated	Box 103	Folder 1
NEA Artists' Spaces Grant, 1980-1981	Box 103	Folder 2
NEA Grant Request, 1985	Box 103	Folder 3
Lansburgh Cultural Center Information, Undated	Box 103	Folder 4
Works by the Board of Directors, June 3-28 1987	Box 103	Folder 5
Exhibitions Documentary, 1976-1977	Box 104	Folder 1
The Muse Exchange Exhibit, May 1-26 1984	Box 104	Folder 2
Original Print Calendar, 1984	Box 104	Folder 3
Misc. Slides, Undated	Box 104	Folder 4
WWAC Newsletter, May 1975-December 1979	Box 105	Folder 1
WWAC Newsletter, September 1979-December 1981	Box 105	Folder 2
WWAC Newsletter, January-November 1982	Box 105	Folder 3
WWAC Newsletter, December 1982-April 1985	Box 105	Folder 4

## Subseries 3: Exhibition catalogs and programs, 1976-1987

#### **Scope and Contents**

Contain printed exhibit catalogs and programs from each exhibit. It also contains programs from other activities at the Center and other institutions.

Title/Description	Instances	
Conference of Women in the Visual Arts, April 20-22, 1972	Box 106	Folder 1
Sculpture, October 11-29, 1977	Box 106	Folder 2
Women Choose Women, January 12- February 18, 1973	Box 106	Folder 3
A.i.R. Overview- An Exhibition in Two Parts, 1972-1977	Box 106	Folder 4
Women Artists Living in Brooklyn, October 11-31, 1977	Box 106	Folder 5
From the Center, March 1-27, 1977	Box 106	Folder 6
Black and White, October 10-28, 1978	Box 107	Folder 1
The Creative Line, November 1-19, 1978	Box 107	Folder 2
Frankel, Moody, Nash, Pfeffer, January 10-28, 1978	Box 107	Folder 3
Printmakers' Show, April 4-28, 1978	Box 107	Folder 4
14 Hang-ups, May 2-27, 1978	Box 107	Folder 5
Paintings, September 12- October 7, 1978	Box 107	Folder 6
Women Artists Year 7, 1977-1978	Box 107	Folder 7
Centerwords: An Anthology of Poetry and Prose from WWAC, 1979	Box 108	Folder 1
Final Draft, May 1-19, 1979	Box 108	Folder 2
Painting and Sculpture, October 2-27, 1979	Box 108	Folder 3
Design and Layout: the Graphics Workshop, March 20-April 7, 1979	Box 108	Folder 4
New Faces, July 17-August 4, 1979	Box 108	Folder 5
Printmakers' Show II, October 30- November 24, 1979	Box 108	Folder 6
Feminist Art - Process and Product, February 26- March 22, 1980	Box 109	Folder 1
Printmakers' Show III, October 28- November 22, 1980	Box 109	Folder 2
The Founders, October 7-25, 1980	Box 109	Folder 3
Photographs, April 15- May 10, 1980	Box 109	Folder 4
Portraits for Alice Neel, January 6-24, 1981	Box 110	Folder 1
Southern Exposure, October 5-23, 1981	Box 110	Folder 2

The Eye of May Stevens, January 27-February 21, 1981	Box 110	Folder 3
Thirty-two Pieces of Paper, June 2-27, 1981	Box 110	Folder 4
Photography '81, March 24-April 11, 1981	Box 110	Folder 5
Collage and Drawing, September 8-30, 1981	Box 110	Folder 6
Art World V, May 12-30, 1981	Box 110	Folder 7
Woman's Tools, February 24- March 21, 1981	Box 110	Folder 8
Printmakers' Show IV, February 23- March 20, 1982	Box 111	Folder 1
Sculpture '82, June 1-26, 1982	Box 111	Folder 2
The Goddess Show, February 28-March 31, 1984	Box 111	Folder 3
Art Auction, 1984	Box 111	Folder 4
Shape and Texture, April 5-30, 1983	Box 111	Folder 5
The Eye of Adelyn Breeskin, March 1- April 2, 1983	Box 111	Folder 6
Her Own Space, 1983	Box 111	Folder 7
The Eye of Eleanor Munro, January 5-23, 1982	Box 111	Folder 8
Woman as myth and Archetype, May 11-29, 1982	Box 111	Folder 9
Fiber 82: Miniatures, April 13-May 8, 1982	Box 111	Folder 10
Let the Art Be First, February 4- March 1, 1986	Box 111	Folder 11
Talking Pictures, September 7-October 2, 1982	Box 111	Folder 12
Sculpture to Touch (Braille Catalog), March-April, 1987	Box 112	Folder 1
Exhibition Lists and Sample Catalogs, 1976-1984	Box 112	Folder 2

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## Series 8: Audiovisual, 1972-1989

#### **Scope and Contents**

This series contains slides, videocassettes, audiocassettes, and photographs of exhibits, performances, and other events at the Center.

Title/Description	Instances	
New Art Center "Washington Art" Gallery Talk (2 Copies on Video), March 20, 1988	Box 113	Folder 1
"Samhain- A Celebration of Life" by Chanah- New Art center Member (Video), 1988	Box 113	Folder 2
WWAC Conference (3 Reel to Reel Tapes), November 15, 1975	Box 113	Folder 3
Washington Review of the Arts (Cassette Tape), April 22, 1976	Box 113	Folder 4

Diane Brown and Lenore Miller at WWAC (Cassette Tape), Undated	Box 113	Folder 5
Washington review of the Arts (Cassette Tape), May 19, 1978	Box 113	Folder 6
Star Bullock- New Faces Show at WWAC (Cassette Tape), July 1979	Box 113	Folder 7
Newsletter Interview (Cassette Tape), March 20, 1976	Box 113	Folder 8
American Women in Art (2 Copies on Cassette Tape), 1979	Box 113	Folder 9
Judy Chicago Benefit (Cassette Tape), May 19, 1978	Box 113	Folder 10
"Consumer Services" Broadcast incl. R. Tuft Interview and WWAC Workshops and Activities (Cassette Tape), February 27, 1976	Box 113	Folder 11
Photographs, Undated	Box 114	Folder 1

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## Series 9: Memorabilia, undated

#### **Scope and Contents**

Contains a textile banner with the Center's name and various framed items from the Center's offices. It also includes miscellaneous publications of other arts organizations.

Title/Description	Instances	
Papers, Undated	Box 115	Folder 1
Summer Arts Institute at Women's Studio Workshop Catalog of Classes, 1989	Box 115	Folder 2
The Creative Woman: A Report of the Committee of Arts and Humanities, 1975	Box 115	Folder 3
Women Artist Filmmakers, Undated	Box 115	Folder 4
Audrey Levine Glassman: A Retrospective, March 30-April 18, 1983	Box 115	Folder 5
Printmakers of Washington D.C., March 6-31, 1984	Box 115	Folder 6
Framed documents, Undated	Box 116	Folder 1
Banner, Undated	Box 117	Folder 1

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