

North Carolina Collection

Carolina Theatre Records

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| Title: | Carolina Theatre Records |
| Inclusive Dates: | 1926-[ongoing] (bulk 1978-2005) |
| Extent of Materials: | 115 boxes and 4 oversize folders |
| Location: | Duke Storage, oversize folders are in Map case drawer #11 |
| Date of Accession: | |
| Donor: | Margaret "Pepper" Fluke |
| Relationship of donor or materials to the DCL/NCR: | |
| Processor: | Amy McDonald |
| Subject Headings: | Carolina Theatre (Durham, N.C.) |
| | Durham (N.C.) -- History -- 20th century |
| | Historic preservation. |
| | Performing arts -- Management. |
| | Theaters -- North Carolina -- Durham. |
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| Scope and Content Note: | <p>The Carolina Theatre records illuminate the life of the historical theatre from its reopening as an arthouse/small-run film theatre in 1978, through its major renovation in the 1990s, to —although documentation here is more limited at present—its operations as one of Durham's key performing arts spaces in the 2000s. The records combine documentation from Dr. Montrose "Monte" J. Moses, who led the efforts to reopen the theatre in 1978 and served as the theatre's director in the 1980s; Pepper Fluke, a long-time volunteer and member of the Carolina Cinema Corporation board who was deeply involved in the theatre's renovations; Stephen Barefoot, the theatre's manager; and other prominent members of the theatre's board and staff. The documentation is useful as a case study of the operations of a nonprofit performing arts organization; of relations between the Carolina Theatre, the Durham Arts Council, and Durham's city and county governments; and of the benefits and challenges of historic preservation. There is also extensive documentation—including promotional photographs, flyers, and posters—about performances and films shown at the Carolina Theatre, particularly in the 1990s. Documentation about the renovation is largely administrative, concerning discussions between the architects, the Durham government, and the committees tasked with the oversight of the renovation; there are limited blueprints or other technical construction documents. However, this material is supplemented by a sizeable collection of photographs taken by Pepper Fluke, which cover the building's condition before and during renovation and restoration. There is also a small set of audiovisual materials mainly from the 1980s and early 1990s that feature promotions and features on local media about the theatre. An extensive series of clippings covers the theatre's film and performance programs, the theatre's renovation, and the state of film and the arts in North Carolina. Some pre-1978 ephemera and artifacts from the theatre may be found in both Montrose Moses and Pepper Fluke's papers.</p> |

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| Historical Note: | |
| | <p>February 2, 1926: Durham Auditorium opens with "Kiwanis Jollies of 1926." 1929: The Durham Auditorium becomes the Carolina Theatre, a commercial movie theater that occasionally presents stage shows and concerts. August 22, 1948: Start of five-day run of film This is Durham. 1963: The Carolina Theatre desegregates by court order. Although African-Americans patrons have always been admitted, the box office, facilities, and seating were segregated. March 1978: The City Council leases the Carolina Theatre to the Carolina Cinema Corporation (CCC), with Dr. Monte Moses as president and Maggie Dent as the theater manager. The CCC's intention is to run the Carolina Theatre as an art film theatre. June 1978: The CCC takes a start-up loan of \$10,000. The loan is paid off by December. June 14, 1978: The Carolina Theatre reopens with a Charlie Chaplin film festival. October 8, 1978: The CCC holds a reopening gala, which includes a screening of 42nd Street. September 1979: Architects Depasquale, Thompson and Wilson issue "An Adaptive Use Program for the Carolina Theatre." September 14, 1982: Maggie Dent resigns as Carolina Theatre manager; she is succeeded by Jim Steele, who leaves to manage the Varsity Theatre in Chapel Hill in March 1983. 1983: The Durham Arts Council (DAC) and the Carolina Cinema Corporation begin to plan the Durham Arts Complex. Phase I of the plan calls for a renovation of the former City Hall building on Morris Street for the Durham Arts Council. Phase II calls for the renovation of the Carolina Theatre. March 11, 1983: Darcy Paletz is hired as Carolina Theatre manager. June 1984: The renovated Connie Moses Ballroom opens. August 1985: Stephen Barefoot is hired as Carolina Theatre manager. A year later, he is promoted to director of programming. September 23, 1985: Pepper Fluke is appointed to the Carolina Cinema Corporation's Board of Directors. 1986: A Durham County/City bond issue totalling \$7.8 million is approved for the Carolina Theatre's renovation. May 1987: Carolina Theatre Design Committee appointed by DAC executive director Adam Abram. June 11, 1988: The Carolina Theatre hosts the world premiere of Bull Durham. July 1988: Architects Hardy Holzman Pfeiffer Associates present their plans for the Carolina Theatre's renovation. The cost is estimated at \$21.4 million. July 31, 1988: Construction of the Omni Hotel and Civic Center forces the Carolina Theatre to close. It will remain closed for the duration of the construction. January 31, 1989: Michael Marsicano resigns as executive director of DAC. Mark Roundtree serves as interim executive director. April 25, 1989: Hardy Holzman Pfeiffer Associates submits revised conceptual design and estimate (\$11.4 million) for reduced program for renovation. Eventually, it is decided that the project should be reevaluated and a new architect chosen. Durham's city manager's office takes control of the project. June 24, 1989: The Carolina Theatre's "temporary facelift" project. July 1989: E. G. "Skip" Schreiber begins as executive director of the Durham Arts Council. March 1990: The Carolina Theatre Coordinating Group is appointed to advise on the renovation. 1990: Daniel P. Coffey & Associates of Chicago is selected as the renovation architect. May 3, 1991: The Carolina Theatre's Board of Trustees holds its first meeting. February 2, 1992: The Re-Birthday Celebration marks the start of the renovation. March 1, 1993: Don Anderson begins as executive director of the Carolina Theatre. November 1993: "The Campaign for the Carolina" begins. The capital campaign's goal is \$2,500,000. January 1, 1994: Carolina Theatre film theaters reopen with screenings of La Strada and Ruby in Paradise. February 1-5, 1994: Carolina Theatre stage reopens with "Something to Point To." An opening week of live performances is planned. February 2, 1995: The Carolina Theatre's 69th birthday celebration includes the southern premiere of Death and the Maiden. April 3, 1995: Stephen Scott-Martin begins as executive director of the Carolina Theatre. September 18, 1995: The Board of Trustees is renamed as the Carolina Theatre of Durham, Inc.</p> |
| Related Materials: | Charles H. Lewis Scrapbooks. David M. Rubenstein Rare Book & Manuscript Library, Duke University. |
| | Durham Arts Council Records, 1975-1977. David M. Rubenstein Rare Book & Manuscript Library, Duke University. |
| | Durham Savoyards Records, 1898-1989 and undated. David M. Rubenstein Rare Book & Manuscript Library, Duke University. |
| | History of the Arts in Durham Records. North Carolina Collection, Durham County Library. |
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| | Duke University. |
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| Restrictions: | The collection is open for research. Payroll documentation about Carolina Theatre staff that includes social security numbers has been redacted. Newspaper clippings have been photocopied (except in cases of event programs and calendars printed on newsprint) and the original clippings have been discarded. Use copies of audiovisual materials may need to be prepared before those materials can be reviewed. |
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| Organization of Collection: | 1. Carolina Theatre Archives |
| | 2. Montrose Moses Papers |
| | 3. Pepper Fluke Papers |
| | 4. Carolina Theatre Staff Papers |
| | a. Maggie Dent Papers |
| | b. Jim Steele Papers |
| | c. Darcy Paletz Papers |
| | d. Bill Cash Papers |
| | e. Film Programming Papers |
| | f. Cynthia Mebane-Watts Papers |
| | g. Don Anderson Papers |
| | h. Stephen Barefoot Papers |
| | 5. Clippings |
| | 6. Oversize Materials |
| Container List: | |
| CAROLINA THEATRE ARCHIVES | |
| | |
| Carolina Cinema Corporation Archives | |
| | Box 1 |
| | Mailing Permit, 1978-1979 |
| | N.C. Privilege Licenses, 1978-1982 |
| | Carolina Theatre Licenses and Permits, 1985-1991 |
| | Carolina Cinema Corporation Insurance, 1984-1990 |
| | Carolina Cinema Corporation Treasurer's Records, 1988-1992 |
| | Financial Reports from J. Byron Morris (CCC Treasurer), 1987-1993 |
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| | Carolina Cinema Corporation Treasury Basic Notes, ca. 1980 |
| | These notes appear to have been prepared by Julie Hart, possibly for Pepper Fluke. |
| | Carolina Cinema Corporation Board of Directors Materials (2 folders), 1984-1986 |
| | These materials have an uncertain provenance: some appear to have been created by St. Clair Williams and some by Kenny Williams (both Board of Directors members). |
| | CCC Board of Directors and Theatre Management Study Committee Reference Binder (2 of 3 folders), 1978-1989 |
| | This binder was prepared by Pepper Fluke as a reference source for Carolina Theatre staff or board members. |
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| | Box 2 |
| | CCC Board of Directors and Theatre Management Study Committee Reference Binder (3 of 3 folders), 1978-1989 |
| | Preservation Durham File of Carolina Theatre Start-up Materials, 1978-1989 (bulk 1978-1979) |
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| | Deborah Christie Files |
| | Christie served a number of positions on the Carolina Cinema Corporation's Board of Directors, including President, Vice President, Secretary, and Treasurer. |
| | Durham Arts Complex, 1982-1986 |
| | Carolina Cinema Corporation Insurance, 1985 |
| | Manzari and Eckerman Consultant Agreement, 1985 |
| | Tucker Pettus (Union) Termination Correspondence, 1985 |
| | Miscellaneous Carolina Cinema Corporation Documentation, 1985-1986 |
| | This folder includes an unsigned copy of the letter of agreement between the CCC and Stephen Barefoot about his position as the Manager of the Carolina Theatre (1985); a memo detailing Stephen's vision for the ballroom; and documentation from 1985 and 1986 board meetings. |
| | Lease and Bylaws Revisions, 1986 |
| | Letters to the Editor about 1986 Bond Referendum, 1986 |
| | Manager's Reports to the Carolina Cinema Corporation Board of Directors, 1986 |
| | Unemployment Insurance, 1986 |
| | Black Film Retrospective, July-November 1986 |
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| | Olivia Singleton Files |
| | At the time these materials were collected, Singleton served as the board's Vice President, as well as co-chair (with Kenny Williams) of the Programming Committee, before moving on to a position as the board's treasurer. |
| | Carolina Cinema Corporation Board of Directors Materials, 1988-1990 |
| | D. C. May Rental and Storage: Claims for Reimbursement, 1992-1993 |
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| | Kenny Williams Files |
| | Duke University English faculty member Kenny Williams joined the Carolina Cinema Corporation's Board of Directors at the September 23, 1985 annual board meeting. As co-chairs of the programming committee, she and Olivia Singleton developed the Book-to-Film Series. |
| | Program Committee, 1988 |
| | Carolina Cinema Corporation Materials, 1978-1988 |
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| | Box 3 |
| | Carolina Cinema Corporation Tax Materials |
| | Carolina Cinema Corporation Tax Returns, 1978-1985 |
| | 1985 Carolina Cinema Corporation Tax Return, 1985 |
| | 1986 Carolina Cinema Corporation Tax Return, 1986 |
| | 1987 Carolina Cinema Corporation Tax Return, 1987 |
| | 1988 Carolina Cinema Corporation Tax Return, 1988 |
| | 1989 Carolina Cinema Corporation Tax Return, 1989 |
| | 1990 Carolina Cinema Corporation Tax Return, 1990 |
| | 1991 Carolina Cinema Corporation Tax Return (filed January 15, 1993), 1991-1993 |
| | 1992 Carolina Cinema Corporation Tax Return, 1992 |
| | 1993 Carolina Cinema Corporation Tax Return, 1993 |
| | 1994 Carolina Cinema Corporation Tax Return, 1994 |
| | 1995 Carolina Cinema Corporation Tax Return, 1995 |
| | 1996 Carolina Cinema Corporation Tax Return, 1996 |
| | 1997 Carolina Cinema Corporation Tax Return, 1997 |
| | 1998 Carolina Cinema Corporation Tax Return, 1998 |
| | 1999 Carolina Cinema Corporation Tax Return, 1993-2000 |
| | 2000 Carolina Cinema Corporation Tax Return, 2000-2001 |
| | 2001 Carolina Cinema Corporation Tax Return, 2001-2002 |
| | 2002 Carolina Cinema Corporation Tax Return Documentation, 2001-2002 |
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| Carolina Theatre Documentation from Jane Mickey, Durham Arts Council | Box 4 |
| | Durham Arts Council Budgets and Salaries (from Michael Marsicano), 1982-1987 |
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| | Carolina Theatre, "The Book," 1982-1986 (2 folders), 1982-1986 |
| | Carolina Theatre, "The Book," 1987 (3 folders), 1987 |
| | Carolina Theatre, "The Book" (2 of 5 folders), 1988 |
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| | Box 5 |
| | Carolina Theatre, "The Book" (3 of 5 folders), 1988 |
| | Consultant Selection Proposal by Hardy, Holzman, Pfeiffer Associates, 1988 |
| | Carolina Theatre, "The Book" (4 folders), 1989 |
| | |
| | Box 6 |
| | "An Analysis of the Need for an Expanded Community Cultural Facility in the City of Durham, North Carolina," Joseph Golden, January 1984 |
| | "A Report to the Durham Arts Council and the Carolina Cinema Corporation on a Market Study for the Durham Community Arts Center," Joseph W. Zeigler, February 29, 1984 |
| | This folder contains transparencies which are losing their text; these have been interfiled with acid-free paper. |
| | Carolina Theatre User Survey Notes, 1987 |
| | Notes from 187 survey interviews with community members/stakeholders interested in the renovation of the Carolina Theatre. These appear to have been taken by several interviewers, including Michael Marsicano, the Durham Arts Council's Executive Director. They are rough and handwritten. |
| | Design Team Interviews, 1987 |
| | Documentation about the User Surveys used by Hardy, Holzman, Pfeiffer Associates and given to Pepper Fluke or Jane Mickey by Jack Rupplin. |
| | Downtown Durham Historic District Preservation Plan, DRAFT, Durham City / County Planning Department, October 1988 |
| | Downtown Durham Revitalization Plan, DRAFT, Durham City / County Planning Department, March 1989 |
| | "Downtown Economic Development Strategy & Master Land Use Plan" (Phase I: Interim Report), February 20, 1987 |
| | Hardy Holzman Pfeiffer Revised Design and Estimate, 1988-1989 |
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| | Box 7 |
| | "Proposal to the State of North Carolina for a Regional Arts Complex in Durham, NC", ca. 1988-1989 |
| | "Carolina Theatre Project Reference File", March 1990 |
| | This folder contains Stephen Barefoot's reports to the Carolina Cinema Corporation Board of Directors between 1986 and 1988. This reference file was prepared for consultant Janis Barlow in March 1990. |
| | Request for Proposals for Design Services Packet, January 1987 |
| | Architect Proposals (1987) |
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| | Black & Veatch, 1987 |
| | Brockwell / Hoke, 1987 |
| | Calloway Johnson Moore, 1987 |
| | CHR Associates, 1987 |
| | Clark Tribble Harris & Li, 1987 |
| | DePasquale Thompson Wilson, 1987 |
| | Dodge & Associates, 1987 |
| | Envirotek, Inc., 1987 |
| | Ford, Powell & Carson, 1987 |
| | Hager Smith & Huffman Group / Burnstudio, 1987 |
| | Jenkins Peer, 1987 |
| | Knight Hepler & Hall, 1987 |
| | LSV Partnership / Marcellus Wright Cox & Smith, 1987 |
| | Middleton, McMillan, 1987 |
| | Newman & Jones, 1987 |
| | O'Brien / Atkins Associates, 1987 |
| | Quick Associates, 1987 |
| | Ramsay Associates, 1987 |
| | Six Associates / Jean Rosenthal Associates, 1987 |
| | F. Carter Williams, 1987 |
| | |
| | Box 8 |
| | Carolina Theatre Coordinating Group Packet #1 (3 folders), October 1989-April 1990 |
| | Carolina Theatre Coordinating Group Packet #2 (3 folders), February-November 1990 |
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| | Box 9 |
| | Carolina Theatre Coordinating Group Packet #3 (3 folders), November 1990-August 1991 |
| | Carolina Theatre Coordinating Group Packet #4 (2 folders), July 1991-July 1992 |
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| | Box 10 |
| | Architect Proposals (1990) |
| | A copy of Daniel P. Coffey & Associates' proposal may be found in the "Carolina Theatre Renovation" series of Pepper Fluke's papers. |
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| | Bhavnani & King / Carl Myatt, 1990 |
| | Black & Veatch, 1990 |
| | Calloway Johnson Moore, 1990 |
| | Wesley M. Coble, 1990 |
| | CRS Sirrinc, 1990 |
| | DePasquale Thompson Wilson, 1990 |
| | Ford, Powell & Carson, 1990 |
| | Freelon Group, 1990 |
| | Hanbury Evans Newill & Vlattas, 1990 |
| | Haskins, Rice, Savage & Pearce, 1990 |
| | Marcellus Wright Cox & Smith, 1990 |
| | Newman & Jones, 1990 |
| | Philip Szostak / Killis Almond, 1990 |
| | Harry Weese, 1990 |
| | |
| Historical Materials | Box 11 |
| | Ambassador Theatre Opening Program, February 21, 1938 |
| | Boxoffice Magazine, July 10, 1961 |
| | Carrier Air Conditioning Manual, ca. 1937 and 1968 |
| | Concessions Equipment, 1953-54 and undated |
| | Cutawl Operating Instructions and Brochures, ca. 1950s |
| | Documents from the Rivoli & Carolina Theatre, Greenville, SC, 1936, 1955, & undated |
| | Film Press Kits and Advertising Mailers, ca. 1930s-1940s |
| | Heating, Air Conditioning, and Electrical Equipment Manuals, 1931-1948 |
| | "Joint Statement by Col. H. A. Cole and Pat McGee in Behalf of the Council of Motion Picture Organizations", April 20, 1953 |
| | Miscellaneous Carolina Theatre Documents, 1933-1948 and undated |
| | This folder includes financial documents, bills and invoices, newspaper ads for the Carolina Theatre, information about Theatre carpeting and lighting, and a photograph of the Theatre marquee, circa early 1940s. |
| | "Pepper" Engraving Plates, ca. 1936 |
| | Seating Plan for Carolina Theatre (Wil-Kin, Inc.), September 12, 1966 |
| | This seating plan has been removed to Oversize Folder 1. |
| | Teacher and Student Free Admission Certificates (2), undated |
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| | Theatre Lighting Catalogs, 1936, 1966, and undated |
| | "This is Durham" Advertisement from the Durham Morning Herald, August 22, 1948 |
| | The fragile original has been removed to Oversize Folder 1. Photocopies of the advertisement remain in this folder. |
| | Trailer and Theatre Supply Company Catalogs, 1942-1955 and undated |
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| Carolina Theatre Publications | Box 12 |
| | Film Schedules, 1978 |
| | Film Schedules, 1979 |
| | Film Schedules, 1980-1982 |
| | Film Schedules, 1983 |
| | Film Schedules, 1984 |
| | Miscellaneous Flyers, 2005 |
| | The collector of these flyers is unknown. |
| | Showtime (the official magazine of the Carolina Theatre; issue 1), Fall 2011 |
| | Showtime (the official magazine of the Carolina Theatre; issues 2 and 3), Spring & Fall 2012 |
| | Showtime (the official magazine of the Carolina Theatre; issues 4 and 5), Spring & Fall 2013 |
| | Showtime (the official magazine of the Carolina Theatre; issues 6 and 7), Winter & Fall 2014 |
| | Showtime (the official magazine of the Carolina Theatre; issues 8 and 9), Winter & Spring 2015 |
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| MONTE MOSES PAPERS | |
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| Carolina Cinema Corporation Board of Directors Records | Box 13 |
| | Carolina Cinema Corporation 501(c)3 Status, 1978, 1983, and 1989 |
| | Carolina Cinema Corporation Articles of Incorporation, 1978 (amended 1985) |
| | Carolina Cinema Corporation Bylaws, 1978-1988 |
| | Board of Directors Materials, 1978 |
| | Nominating Committee, 1978 |
| | Program and Scheduling Committee, 1978 |
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| | List of Carolina Theatre-related Meetings and Activities, 1978 |
| | RSVPs for CCC Annual Meeting, 1978 |
| | Biographies of CCC Board of Directors, 1978-1983 |
| | Board of Directors Materials, 1979 |
| | This folder includes documentation from the August 6, 1979 meeting, where the BOD and representatives from several Durham performing groups discussed the four alternate plans for the Carolina Theatre's renovation proposed by architectural firm DePasquale, Markham, Thompson and Wilson. |
| | 1979 Annual Report, 1978-1980 |
| | Long-Range Planning Committee, 1979 |
| | Monte's Notes, Board of Directors Executive Committee Meetings, September 10, 1979-May 24, 1984 |
| | Board of Directors Materials, 1980-1981 |
| | |
| | Box 14 |
| | Monte's Notes, Miscellaneous Meetings , December 23, 1981-October 9, 1984 |
| | This folder includes notes from meetings with CT staff and CCC directors, as well as the City Council and County Commissioners. |
| | Board of Directors Materials, 1982 |
| | Monte's Notes, CCC Business and Finance Committee, April 15, 1982-December 2, 1983 |
| | Monte's Notes, Board of Directors Meetings, January 19, 1982-February 15, 1984 |
| | Board of Directors Materials, 1983 |
| | CCC Annual Meeting, December 12, 1983 |
| | Board of Directors Materials, 1984-1985 |
| | Long-Range Planning Committee, 1985-1986 |
| | Board of Directors Materials, 1986 |
| | Board of Directors Executive Committee Materials, 1986 |
| | Monte's Notes from Stephen Barefoot's Manager's Reports, 1986-1989 |
| | Board of Directors Materials, 1987 |
| | Board of Directors Executive Committee Materials, 1987 |
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| | Box 15 |
| | Board of Directors Materials , 1988 |
| | Board of Directors Executive Committee Materials, 1988 |
| | Board of Directors Materials (2 folders), 1989 |
| | Board of Directors Executive Committee Materials, 1989 |
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| | Monte Moses became secretary of the CCC Board of Directors at the November 1, 1989 annual meeting. |
| | Board of Directors Meeting, October 18, 1990 |
| | Settling Durham Herald-Sun Account, 1990 |
| | Board of Directors Materials, 1991 |
| | Board of Directors Materials, 1992 |
| | Board of Directors Materials, 1993 |
| | Board of Directors Materials, 1994 |
| | Board of Directors Materials, 1995 |
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| Carolina Cinema Corporation Financial Records | Box 16 |
| | Carolina Cinema Corporation Monthly Financial Statements |
| | These statements were prepared by the CCC's accountants. |
| | FY1979 Monthly Financial Statements (2 folders), 1978-1979 |
| | FY1980 Monthly Financial Statements, 1979-1980 |
| | FY1982 Monthly Financial Statements, 1981-1982 |
| | FY1983 Monthly Financial Statements, 1982-1983 |
| | FY1984 Monthly Financial Statements, 1983-1984 |
| | FY1986 Monthly Financial Statements, 1985-1986 |
| | |
| | Box 17 |
| | Carolina Cinema Corporation Monthly Financial Statements (cont.) |
| | Carolina Cinema Corporation End-of-Year Financial & Bank Statements, 1978-1983 |
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| | Carolina Cinema Corporation Quarterly / Monthly Financial Documentation |
| | These records (initially gathered quarterly, then monthly) were gathered first by Monte Moses and then by Stephen Barefoot for review by Monte Moses. They cover the period ending with the noted date. |
| | Carolina Cinema Corporation Financial Records, 1978 |
| | Carolina Cinema Corporation Financial Records, December 1980 |
| | Carolina Cinema Corporation Financial Records, January 1981 |
| | Carolina Cinema Corporation Financial Records, April 1981 |
| | Carolina Cinema Corporation Financial Records, December 1981 |
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| | Carolina Cinema Corporation Financial Records, March 1983 |
| | Staff social security numbers have been redacted. |
| | Carolina Cinema Corporation Financial Records, June 1983 |
| | Carolina Cinema Corporation Financial Records, September 1983 |
| | Carolina Cinema Corporation Financial Records, December 1983 |
| | Carolina Cinema Corporation Financial Records, February 1984 |
| | Carolina Cinema Corporation Financial Records, March 1984 |
| | Carolina Cinema Corporation Financial Records, April 1984 |
| | Carolina Cinema Corporation Financial Records, July 1984 |
| | Carolina Cinema Corporation Financial Records, September 1984 |
| | Carolina Cinema Corporation Financial Records, December 1984 |
| | Carolina Cinema Corporation Financial Records, March 1985 |
| | Carolina Cinema Corporation Financial Records, April 1985 |
| | Carolina Cinema Corporation Financial Records, May 1985 |
| | Carolina Cinema Corporation Financial Records, June 1985 |
| | Carolina Cinema Corporation Financial Records, July 1985 |
| | Carolina Cinema Corporation Financial Records, August 1985 |
| | Carolina Cinema Corporation Financial Records, September 1985 |
| | Carolina Cinema Corporation Financial Records, October 1985 |
| | Carolina Cinema Corporation Financial Records, November 1985 |
| | Carolina Cinema Corporation Financial Records, December 1985 |
| | Staff social security numbers have been redacted. |
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| | Box 18 |
| | Carolina Cinema Corporation Quarterly / Monthly Financial Documentation (cont.) |
| | Carolina Cinema Corporation Financial Records, January 1986 |
| | Carolina Cinema Corporation Financial Records, February 1986 |
| | Carolina Cinema Corporation Financial Records, March 1986 |
| | Carolina Cinema Corporation Financial Records, April 1986 |
| | Staff social security numbers have been redacted. |
| | Carolina Cinema Corporation Financial Records, May 1986 |
| | Carolina Cinema Corporation Financial Records, June 1986 |
| | Carolina Cinema Corporation Financial Records, July 1986 |
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| | Carolina Cinema Corporation Financial Records, September 1986 |
| | Carolina Cinema Corporation Financial Records, November 1986 |
| | Carolina Cinema Corporation Financial Records, December 1986 |
| | Carolina Cinema Corporation Financial Records, January 1987 |
| | Staff social security numbers have been redacted. |
| | Carolina Cinema Corporation Financial Records, February 1987 |
| | Carolina Cinema Corporation Financial Records, June 1987 |
| | Carolina Cinema Corporation Financial Records, July 1987 |
| | Carolina Cinema Corporation Financial Records, October 1987 |
| | Carolina Cinema Corporation Financial Records, 1988-1990 |
| | Carolina Cinema Corporation Financial Records, January 1988 |
| | Staff social security numbers have been redacted. |
| | Carolina Cinema Corporation Financial Records, February 1988 |
| | Carolina Cinema Corporation Financial Records, March 1988 |
| | Carolina Cinema Corporation Financial Records, April 1988 |
| | Staff social security numbers have been redacted. |
| | Carolina Cinema Corporation Financial Records, May 1988 |
| | Carolina Cinema Corporation Financial Records, June 1988 |
| | Carolina Cinema Corporation Financial Records, 1989 |
| | Carolina Cinema Corporation Financial Records (after closing), 1987-1989 |
| | Quarterly Tax Returns, August 1988-August 1989 |
| | Staff social security numbers have been redacted. |
| | Carolina Cinema Corporation Financial Records, March 1990 |
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| | Box 19 |
| | Miscellaneous Financial Documentation, 1978-1982 |
| | Monte Moses's title for this folder was "Financial." It includes documentation of Max Abramovitz's consulting expenses, expenses from the 1978 gala, and a request from Maggie Dent to the Unemployment Security Commission of NC for a revision of the theatre's rate for unemployment insurance contributions. |
| | Miscellaneous Financial Documentation, FY1984-1985 |
| | Monte Moses's title for this folder was "Fiscal '84-'85." |
| | Miscellaneous Financial Documentation, 1985 |
| | Monte Moses's title for this folder was "Current Financial '85." It includes the terms of a renegotiated contract with projectionist Tucker Pettus. |
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| | CCC Expenses Paid by Monte and Connie Moses, 1978-1979 |
| | Ledger Sheets (2 folders), 1978-1979 |
| | Daily Gross Figures, 1979-1982 |
| | Contracts with Accountants, 1978-1984 |
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| | Box 20 |
| | Worker's Compensation / Unemployment Insurance, 1977-1984 |
| | Social Security Numbers of employees have been redacted. |
| | Lease with City of Durham, 1978-1987 |
| | Property and Valuations (Purchases and Donations), 1978-1986 |
| | 1981-1982 Budget, ca. 1981 |
| | FY1983 Budget, 1982-1983 |
| | Carolina Theatre Five Year Financial Summary, 1983 (covers 1978-1983) |
| | Leasehold Expenses (Related to Maintenance of CT under Terms of Lease), 1983 |
| | Employment Tax, 1983-1984 |
| | Friends & Ballroom Accounts Summaries for FY1984, ca. 1984 |
| | Financial Crisis Meeting Transcript, December 16, 1984 |
| | CCB Loan (2 folders), 1984-1985 |
| | |
| | Box 21 |
| | Donations to the Carolina Theatre, 1984-1987 |
| | This folder includes lists of donations from the Friends of the CT, as well as a record of 1985 donations to the Connie Moses Memorial Fund. |
| | Brame Specialty Company Invoices, 1984-1998 |
| | Charlotte Theatre Supply Invoices , 1984-1988 |
| | City of Durham Water Service Invoices, 1984-1988 |
| | Bailey, Self, Harris & Co. (Accountants) Invoices, 1985-1986 |
| | Carolina Distributing Invoices, 1985-1986 |
| | Cinema Concepts Mailings and Invoices, 1985-1987 and undated |
| | Miscellaneous Invoices , 1985-1989 |
| | BFI (Trash Collection) Invoices, 1987-1988 |
| | Blackman & Sloop (Accountants) Invoices, 1987-1989 |
| | Financial Summaries for Grant Applications, 1988 |
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| Carolina Cinema Corporation Administrative Records | Box 22 |
| | Maggie Dent's Proposal for the Carolina Theatre Cinema, March 16, 1978 |
| | Correspondence from Maggie Dent, 1978-1983 |
| | People Involved in the Beginning of the Carolina Cinema Corporation, 1978 |
| | Monte's Notes & Correspondence on Starting the Carolina Cinema Corporation, March-June 1978 |
| | Organizing Committee's Proposal to City Council, March- October 1978 |
| | Carolina Theatre Benefit Gala, 1978 |
| | Purchase of Milo Crawford Inventory, 1978 |
| | "The Story So Far" by Monte Moses, July 12, 1978 |
| | Start-Up Documentation from Joann Preiss, 1978 |
| | Lease with the City of Durham, 1978-1984 |
| | Lease with the City of Durham, 1986 |
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| | Box 23 |
| | Darcy Paletz's Resume, ca. 1977-1982 |
| | Originals and Clip Art for Flyers and Promotional Materials, 1978-1979 and undated |
| | Kudos, 1978-1981 |
| | This folder includes a letter from George Watts Hill praising the Golden Anniversary Film Festival. |
| | Air Conditioning, 1978-1982 (bulk 1982) |
| | Guidelines and Blank Applications for Use of the Carolina Theatre, 1978-1982 |
| | Local Climatological Data, 1978-1982 |
| | Theatre Upgrading and Building Concerns, 1978-1983 |
| | Union Contracts, 1978-1984 |
| | Correspondence with the City, 1978-1985 |
| | Staff Resumes, 1978-1985 |
| | Correspondence, 1978-1989 |
| | This is miscellaneous correspondence. The folder includes a note from local sculptor Frank Smullin; a note from George Watts Hill congratulating Monte and Connie about the opening of the Ballroom; a letter from Monte to Terry Sanford thanking him for attending a Ballroom event; and a letter from Maggie Dent to Monte with two free film passes. |
| | Uses of Carolina Theatre by Community Groups (2 folders), 1979-1984 |
| | This folder includes the May 1980 issue of Arterie (DAC's newsletter). |

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| | Durham Arts Council Arts Assembly (1 of 2 folders), 1979-1985 |
| | DAC's annual reports for 1978-1979; 1981-1982; and 1984-1985 are included here. |
| | |
| | Box 24 |
| | Durham Arts Council Arts Assembly (2 of 2 folders), 1979-1985 |
| | Theatre Faults, 1980 |
| | Letters to the Editors by Monte Moses, 1980-1994 |
| | Arterie (DAC Newsletter), September, October, and December 1981 |
| | Maggie Dent's Resignation, September 1982 |
| | This folder includes documentation about Jim Steele's appointment as her successor. |
| | Press Releases about Staff, 1982-1983 |
| | Press releases about Maggie Dent's resignation and Darcy Paletz's hiring as manager are included. |
| | Organ for the Carolina Theatre, 1982-1986 |
| | Distributor Partnership Appeal, June 1983 |
| | Carolina Theatre Lighting Associates (2 folders), 1982-1985, 1995 |
| | Greg Shriver Report on Carolina Theatre Stage Rigging, 1983 |
| | |
| | Box 25 |
| | PR Plans, 1983-1984 |
| | This folder includes a document by Bill Cash outlining a three-part plan to promote the CCC and the ballroom and implement the Friends of the Carolina Theatre. |
| | Friends of the Carolina Theatre, 1983-1986 |
| | This folder includes seven blank Friends of the Carolina Theatre membership cards, as well as copies of the first three issues of Persistence of Vision . |
| | Talks about the Carolina Theatre, 1984-1987 and undated |
| | Harry Miller Talk Information, 1986 |
| | Carolina Theatre Marquee, 1985 and undated |
| | Corporate Sponsorship (2 folders), 1985-1987 |
| | Corporate Sponsorship, 1986 |
| | |
| | Box 26 |
| | Spectator Magazine Award Certificates, 1985-1987 |
| | Employee Lists, 1985-1988 |
| | Employee Phone Lists, 1986 and undated |
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| | |
| | Durham Arts Council Newsletter, September 1986 and February 1987 |
| | Governor's Business Awards Nomination, 1987 |
| | Prints of Michael Rigsbee's Carolina Theatre Painting, 1987 |
| | DAC PSI Theater Projection Booth Modification, 1988-1989, 1991 |
| | Research and Planning Documents for 1988 DAC/CCC Orientation Sessions , 1926 (photocopies), 1978-1988 |
| | Office Space, Archives, and Inventory, 1990-2000 |
| | Paul Gabriel Memorial, 2000 |
| | CCC Stationery, undated |
| | |
| Programming Records | Duke University Opera Festivals (National Opera Company), 1978-1979 |
| | Weekly Film Gross by Title, June 1978-August 1984 |
| | This document was printed on December 10, 1984. |
| | Weekly Film Grosses and Head Counts, 1978-1986 |
| | Film Programming Promotional Material, 1978-1988 |
| | |
| | Box 27 |
| | Programming Development, 1979-1983 |
| | This folder includes correspondence with F. Borden Mace (NC School of Science and Math) about developing a film course for NCSSM students. |
| | Event Programs (Stage), 1979, 1985 |
| | Programs from the Merce Cunningham Dane Company's 1979 ADF performance and "An Evening with Phoebe Tyler" are included. |
| | Film Programming and Contracts, 1979-1986 |
| | This folder includes a copy of a letter from Darcy Paletz to Woody Allen asking him to show Zelig at the Carolina Theatre as a fundraiser for the Democratic Party of NC. |
| | Golden Anniversary Film Festival, 1980-1982 |
| | Durham Centennial Programming, 1981 |
| | Brainstorm Premiere, 1981-1983, 2011 |
| | Audience Analysis / Questionnaires, 1981-1984 |
| | Black Film Retrospective, 1986 |
| | Northgate Merchants Council Benefit, 1986 |
| | Bull Durham Premiere (2 folders), 1987-2005 |
| | This folder includes publicity photos for the film. |
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| Ballroom Records | Box 28 |
| | Ballroom Rentals, 1981-1986 |
| | "The Ballroom Nobody Sees" by Connie Moses, February 18, 1982 |
| | Setting Up the Ballroom (Ballroom Project), 1982-1984 |
| | Ballroom Chandeliers, 1983 |
| | Ballroom Expenses, May-December 1983 |
| | Ballroom Pamphlet, 1983 |
| | Comparisons with Other Event Venues, 1983 |
| | Ballroom Committee, 1983-1984 |
| | Correspondence with Durham Real Estate Office, 1983-1984 |
| | Ballroom Calendars, 1983-1985 |
| | Mailing List, 1983-1985 and undated |
| | Alcohol Permit, 1984 |
| | Ballroom Beer and Wine Invoices, 1984 |
| | Ballroom Clippings, 1984 |
| | Ballroom Expenses , 1984 |
| | Ballroom Stationery, 1984 |
| | Ballroom Furniture Layout, 1984 and undated |
| | |
| | Box 29 |
| | Ballroom Staffing, 1984 and undated |
| | This folder includes Stephen Barefoot's resume and letter outlining his vision of Ballroom operations. |
| | Ballroom Publicity / Flyer Design Ideas, 1984 and undated |
| | Miscellaneous Ballroom Event Programs, 1984 and undated |
| | This folder includes an invite from Mary Duke Biddle Trent Semans to meet Linda Edmisten (ca. 1984?) |
| | Ballroom Income, 1984-1985 |
| | Ballroom Expenses, 1985 |
| | Debbie Fier Concert (Ladyslipper Music), 1985 |
| | Sunday Salons in the Ballroom, 1985 |
| | Ballroom Account Statements, 1985-1986 |
| | Ballroom Tallies and Payroll, 1984-1986 |
| | Mallarme Chamber Players, 1984-1986 |

Carolina Theatre Records

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| | Ballroom Logo (designed by Phyllis Reynolds), 1986 and undated |
| | Ballroom Handouts, undated |
| | Ballroom Inventories, undated |
| | Ballroom Procedures and How-Tos, undated |
| | |
| Durham Arts Complex Development Records | Box 30 |
| | Background Material on the Carolina Cinema Corporation, the Carolina Theatre, and the Durham Arts Complex" (binder assembled by Monte), 1978-1988 |
| | DePasquale Markham Thompson Wilson Study, 1978-1979 |
| | "An Adaptive Use Program for the Carolina Theatre" (DMTW Report), September 1979 |
| | Copies of DMTW Plans, ca. 1979 |
| | "Downtown Durham Development Potential" (Zuchelli, Hunter & Associates), January 1980 |
| | Durham Progress Group, 1980-1982 |
| | Report to Durham Progress Group Committee on the Performing Arts, May 9, 1980 |
| | |
| | Box 31 |
| | Ad Hoc Committee on the Arts Downtown (2 folders), 1980-1984 |
| | Meeting Notes, Ad Hoc Committee on the Arts Downtown, 1981-1984 |
| | Joseph Zeigler Market Study, 1981, 1983 |
| | "Durham Economic Summary" (Greater Durham Chamber of Commerce), 1981 |
| | "Report on Potential Market Demand & Statements of Estimated Annual Operating Results for a Proposed 300-Room Civic Center Hotel", May 1981 |
| | "Conference Center Needs in the Research Triangle Park" (Research Triangle Institute), September 1981 |
| | Ad Hoc Committee on the Arts Downtown Meeting with Max Abramovitz, October 14, 1981 |
| | "A Proposal for a Downtown Arts Complex" (first draft), November 6, 1981 |
| | |
| | Box 32 |
| | Durham Center Drawings, 1982 |
| | Civic Center Bond Referendum, 1982 |
| | "An Interim Proposal for a Downtown Arts Complex for Durham", May 1982 |
| | NEA Design Arts Grant Application, May 1982 |
| | Supplementary Materials, Durham Center Arts Complex Grant Request to Z. Smith Reynolds Foundation, 1982 |
| | |

Carolina Theatre Records

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| | 1982 |
| | Joseph Golden, 1982-1984 |
| | Jaycees Benefits, March 26 and April 27, 1983 |
| | The April 27th benefit also supported the Ballroom. |
| | Durham Community Arts Center Feasibility Studies, 1983 |
| | NEA "Test Program" Grant Application, 1983 |
| | Private Syndication Financing (Washington Financial Group), 1983 |
| | |
| | Box 33 |
| | Letter to Editor in Response to "Test Program" Grant Application Media Coverage, July 1983 |
| | Grants from State of North Carolina to Carolina Theatre and DAC, 1983-1984 |
| | "A Report on the Fund-Raising Potential for Private Contributions to the Durham Community Arts Center" (Ross, Johnston, & Kersting, Inc.), September 19, 1983 |
| | Durham Community Arts Center, Session I Documents (Architectural Plan), February 14, 1984 |
| | "Market Study for the Durham Community Arts Center" (Joseph Zeigler), February 29, 1984 |
| | Civic Center, 1984 |
| | Design and Construction Committee Meeting Minutes, 1985-1986 |
| | "Durham Arts Center" (Community Development Group, NC State University), undated |
| | |
| Redesigning and Renovation of Carolina Theatre Records | Box 34 |
| | Contract Negotiations with Hardy, Holzman, Pfeiffer Associates (HHPA), December 1987-June 1989 |
| | Theatre Design Development with HHPA (4 folders), June 1987-October 1989 |
| | |
| | Box 35 |
| | Architect Selection Committee, 1987 |
| | ADF Facilities, 1987-1989 |
| | Cinema Operations ProFormas, 1988 |
| | DAC Executive Committee, 1988 |
| | HHPA Architectural Plans, ca. 1988 |
| | Scharf-Godfrey Cost Estimate, July 1988 |
| | "Proposal to the State of NC for the Carolina Theatre Durham Arts Complex", 1988 |

Carolina Theatre Records

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| | Maureen Patton Visit, 1989 |
| | Long-Range Planning Retreat (DAC board and staff), May 4, 1989 |
| | Memo re: Theatre Design & Use, September 1989 |
| | Presentation of Durham Auditorium Performing Arts Center Master Plan, ca. 1989 |
| | |
| | Box 36 |
| | Proposal to be Design Committee Project Director, 1989 |
| | Theatre Management Study Committee, 1989 |
| | This folder contains reference documents from 1982-1987. |
| | Theatre Use, 1989 |
| | This folder contains reference documents from 1983-1984. |
| | Triangle Arts Planning Consortium Report, 1989 |
| | Carolina Theatre Design Committee, 1990 |
| | DAC revived the Design Committee on January 10, 1990. |
| | Letters to the Editor about Renovation, 1990 |
| | Janis Barlow Reports, 1990 |
| | Daniel Coffey Plans for the Carolina Theatre, ca. 1991 |
| | |
| Subject Files | Box 37 |
| | Arts in Baltimore, 1981-1982 |
| | Arts in Syracuse, 1982-1984 |
| | Arts in Winston-Salem, 1976-1984 |
| | Carolina Theatre, Greensboro, 1975-1983 |
| | Historic Preservation Society of Durham, 1978-1995 |
| | Information on Theatre Restorations, 1978-1979 |
| | Key Volunteer of the Year, 1979 |
| | Marketing the Arts, 1981-1982 |
| | Moses Family History, 1961-2005 and undated |
| | Publicity Materials from Other Theaters, 1976-1986 and undated |
| | Rialto Theatre (Raleigh), 1985 |
| | What Other Theatres Are Doing, 1981-1984 |
| | Related Organizations, 1978-1982 |
| | |
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Carolina Theatre Records

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| | Box 38 |
| | Student Research Papers |
| | "Durham's Downtown Development: Not Just a 'Tobacco Town'," Susan Tolmie, April 1982 |
| | "From City Cultural Center to the Carolina Theatre and Back Again," Richard K. Frank, Spring 1989 |
| | "Local Movie Theaters in the '20s and '30s," Anne Knecht, 1986 |
| | Printed Materials |
| | Durham Architectural and Historic Inventory, 1982 |
| | Downtown Durham Historic District Preservation Plan, Durham City / County Planning Department (draft), October 1988 |
| | |
| Carolina Theatre Board of Trustees | Box 39 |
| | BOT Meeting Materials, May 3, 1991 |
| | BOT Meeting Materials, May 8, 1991 |
| | BOT Meeting Materials, May 15, 1991 |
| | BOT Meeting Materials, May 22, 1991 |
| | City Council Budget Hearing Materials, June 6, 1991 |
| | BOT Meeting Materials, June 12, 1991 |
| | BOT Meeting Materials, June 26, 1991 |
| | BOT Meeting Materials, July 10, 1991 |
| | BOT Meeting Materials, July 24, 1991 |
| | BOT Meeting Materials, August 14, 1991 |
| | BOT Meeting Materials, August 28, 1991 |
| | BOT Meeting Materials, September 18, 1991 |
| | BOT Meeting Materials, October 1, 1991 |
| | BOT Meeting Materials, October 16, 1991 |
| | BOT Meeting Materials, August 1991-April 1992 |
| | BOT Meeting Materials, October-November 1991 |
| | BOT Meeting Materials, May-December 1992 |
| | BOT Meeting Materials, September 20, 1992 |
| | |
| | Box 40 |
| | BOT Meeting Materials, June-December 1993 |
| | Fundraising Feasibility Study Report, The North Group, June 13, 1993 |

Carolina Theatre Records

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| | BOT Meeting Materials, January-May 1994 |
| | BOT and Committee Meeting Materials, 1994-1995 |
| | BOT Meeting Materials, July 19, 1994 |
| | BOT Meeting Materials, August 16, 1994 |
| | BOT Meeting Materials, September 20, 1994 |
| | Fundraising Strategy Development Meeting with Halsey and Alice North, October 15, 1994 |
| | BOT Meeting Materials, October 18, 1994 |
| | BOT Meeting Materials, November 15, 1994 |
| | BOT Meeting Materials, December 13, 1994 |
| | BOT Meeting Materials, January 17, 1995 |
| | BOT Called Meeting Materials, March 7, 1995 |
| | Stephen Scott-Martin's appointment as Executive Director was confirmed at this meeting. |
| | Press Release about June 1995 Financial Audit, 1995 |
| | |
| | Box 41 |
| | Board of Trustees Committees |
| | Organization of BOT Committees, 1991 |
| | Budget, Finance, and Fundraising Committee, 1993-1995 |
| | Building and Design Committee (3 folders), 1990-1992 |
| | Oversized floor plans of the Carolina Theatre (on tracing paper) have been removed to Oversize Folder 2. |
| | |
| | Box 42 |
| | Board of Trustees Committees (cont.) |
| | Presentation to City and County (by Building and Design Committee), December 1991-January 1992 |
| | Campaign for the Carolina Leadership Committee , 1993-1996 |
| | Campaign for the Carolina Leadership Committee , 1996-1997 |
| | Executive Director Search Committee, 1994-1995 |
| | BOT Organization / Structure Committee, 1991 |
| | Personnel Committee, 1994-1995 |
| | Program Policy Subcommittee, 1995-1996 and undated |
| | Programming and Facilities Committee, 1993-1994 |
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Carolina Theatre Records

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| Executive Director Records | Box 43 |
| | Friends of the Carolina Theatre Mailing Lists, 1984 and 1995 |
| | Fletcher Performing Arts Fund, 1988-1994 |
| | Executive Director Search, 1991-1995 |
| | Carolina Theatre / Durham Arts Council Task Force, 1992-1994 |
| | Carolina Theatre Staff, 1993 and undated |
| | This folder contains a copy of Paul Gabriel's contract as Technical Director / Operations Manager and an undated staff list. |
| | ABC Board, 1994 |
| | Blank Forms, 1994 and undated |
| | Brightleaf Music Workshop, 1994 |
| | Carolina Theatre Status Information |
| | This was Monte's title for this particular folder, which contains statistics, budgetary information, and programming highlights. Much of the information was gathered relatively soon after Monte became interim executive director. |
| | Dedication of the Darcy Paletz Chandelier, 1994 |
| | Durham County Loan, 1994 |
| | Film Equipment, 1994 |
| | Financial, 1994 |
| | Lease Agreement Revisions, 1994 |
| | This folder contains a diskette containing the revised lease agreement and the theatre's operations policy. Please check with NCC staff about accessing this information. |
| | |
| | Box 44 |
| | Miscellaneous Correspondence, 1994 |
| | This folder includes a letter from Janis Barlow about a strategic planning workshop for theatres. |
| | Monte's Daily Calendar, November-December 1994 |
| | "Report on Survey of Film Patrons" by Kathie Moon and Frank Tucciarone, August 7, 1994 |
| | Ticket Design, ca. 1994 |
| | Video Store Flyer, ca. 1994 |
| | Video Store Robbery, December 1994 |
| | Volunteer Coordinator Search, 1994 |
| | Carolina Theatre Calendar of Events, 1994-1995 |
| | Comment and Complaint Correspondence, 1994-1995 |
| | Daily Box Office Reports (2 folders), 1994-1995 |

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| | Reports are in reverse chronological order. |
| | Durham Cinematheque, 1994-1995 |
| | Durham Convention & Visitors Bureau, 1994-1995 |
| | This folder includes issues of Durham Bull's Eye from May/June 1994 through March/April 1995., 1994-1995 |
| | Education Program, 1994-1995 |
| | Event Schedules, 1994-1995 |
| | |
| | Box 45 |
| | Fall 1994 Stage Series, 1994-1995 |
| | An oversized poster / schedule for the "Stress Reduction Series" has been removed to Oversize Folder 2. |
| | Fall 1994 Stage Series: Nnenna Freelon, 1994 |
| | This folder includes a ticket stub from this concert. |
| | Fall 1994 Stage Series: New Vic Theatre Company, 1994 |
| | Film Programming, 1994-1995 |
| | Fletcher Hall Reports, 1994-1995 |
| | Programming, 1994-1995 |
| | An autographed program from the 1994 performance of "King Mackerel and the Blues are Running" is included. |
| | Security, 1994-1995 |
| | Theatre Repairs, Maintenance, and Improvements, 1994-1995 |
| | Death and the Maiden Premiere, 1994-1995 |
| | A copy of the play, autographed by Ariel Dorfman, has been removed to the main Library collection. A film poster has been removed to Oversize Folder 2. |
| | |
| | Box 46 |
| | Memos from Pepper, 1994-2003 (bulk 1994) |
| | February 1995 Downtown Durham Supplement, 1995 |
| | House Manager, 1995 |
| | NC Arts Council New Realities Program Proposal, ca. 1995 |
| | Press Releases and Promotional Writing, 1995 |
| | This folder includes a press release announcing Stephen Scott-Martin's first day as executive director. |
| | Carolina Theatre Progress Report, March 21, 1995 |
| | Rentals |
| | |

Carolina Theatre Records

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| | Rental Contracts (blank) and Regulations, 1993-1995 and undated |
| | Rental Coordinator, 1994 |
| | Carolina Theatre Rentals, 1994-1995 |
| | File Organization for Rentals (Caryn Becker), 1994-1995 |
| | Backstage / Equipment Estimates / Invoices, 1994 and undated |
| | ACT UP Triangle Rental, 1993-1994 |
| | NC League of Municipalities Convention, 1993-1995 |
| | Centerfest, 1994 |
| | The Empowerment Project, 1994 |
| | New York Symphonic Ensemble Rental, 1994 |
| | Durham Savoyards Rentals, 1995 |
| | Seating Charts, Fletcher Hall, undated |
| | |
| PEPPER FLUKE PAPERS | |
| | |
| Carolina Cinema Corporation Board of Directors Records | Box 47 |
| | Board of Directors Materials, August-December 1985 |
| | Board of Directors Materials, July 1985-June 1986 |
| | Board of Directors Materials, January-September 1986 |
| | Board of Directors Materials, July 1986-June 1987 |
| | Board of Directors Materials, July 1987-June 1988 |
| | Board of Directors Materials, January-August 1988 |
| | |
| | Box 48 |
| | Board of Directors Materials (2 folders), September 1988-September 1989 |
| | Board of Directors Materials, September 1989-July 1990 |
| | Board of Directors Materials, 1990-1994 |
| | Board of Directors Materials, 1995-2000 |
| | CCC Financial Documents, 1994-1996 |
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| | By-Laws Committee |
| | CCC By-Laws, 1978-1988 |
| | By-Law Revisions, October 1988 |
| | Brown Grand Opera House By-Laws, undated |
| | Grand 1894 Opera House By-Laws, 1988 |
| | Maryland Theatre Association By-Laws, 1986 |
| | Michigan Theater Foundation By-Laws, undated |
| | Pajaro Valley Arts Council By-Laws, undated |
| | Programming Committee |
| | Book-to-Film Series, 1988-1989 |
| | Frances Gray Patton Tribute Event, 1989 |
| | Carolina Cinema Corporation Board of Directors Subject Files |
| | Durham Herald-Sun Weekly Statements, 1984-1990 |
| | Harlan Laws / Temporary "Face Lift" for Carolina Theatre, 1985-2001 |
| | Carolina Theatre Organ, 1986 and undated |
| | This folder includes information about the Board's trip to the Carolina Theater in Greensboro to see their organ and the Board's proposed resolution on the Piedmont Theater Organ Society's offer to donate an organ to the Durham Carolina Theatre. Two stickers from the American Theatre Organ Society are also included. |
| | Corporate Sponsorship Brochure, 1986 |
| | City and County Bond Referendums, 1986 |
| | Durham Arts Council Assistance with Film Rentals, 1986 |
| | Durham Herald-Sun Advertising Settlement, 1986-1990 |
| | League of Historic American Theatres Membership Certificate, 1987 |
| | |
| | Box 50 |
| | DC May Warehouse Rental, 1987-2001 |
| | City Council Resolution Renaming Carolina Theatre, September 19, 1988 |
| | Naming Controversy Clippings, 1988 |
| | Stephen Barefoot's Final Report to the CCC Board, 1988 |
| | CCC Resignation Letters, 1988-1989 |
| | Carolina Theatre / Durham Arts Council Task Force, 1988-1992 |
| | Carolina Cinema Corporation Archives, 1988-2001, 2011, and undated |
| | CCC Property Inventories, 1988-1993, 2002 |
| | Carolina Theatre Project Materials, 1988-1993 |
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Carolina Theatre Records

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| | The folder includes the original copy of Maureen Patton's final report. (A copy of this report may also be found in the "Maureen Patton Workshop" folder in the Carolina Theatre Project subseries.) |
| | Move Out of Carolina Theatre, August-September 1988 |
| | Workshop / Retreat with Michael Marsicano (Durham Arts Council), January 1989 |
| | Centerfest, 1989 |
| | Directory of Community Resources, Durham County Library, 1989 |
| | |
| | Box 51 |
| | American Film Institute Affiliation, 1989-1990 |
| | PSI Theatre Design Services, 1989, 1991 |
| | A Southern Season / Michael Barefoot, 1989, 1994, and undated |
| | Development of a Film Association, 1992-1993 |
| | D. C. May Warehouse Use Policies, 1992, 1997, and undated |
| | Letter to Carolina Theatre Trustees about Continuation of the CCC, September 27, 1993 |
| | The letter includes information about CCC inventory turned over to the Carolina Theatre BOT and the CCC archives. |
| | Ballroom Décor, 1993, 1999 |
| | Darcy Paletz Chandelier, 1993-1994 |
| | Anita Morris, 1994 |
| | Yard Sale / Centerfest, 2002 |
| | Friends of the Carolina Theatre |
| | Alan Teasley's Friends of the Carolina Theatre Plan, May 22, 1983 |
| | Persistence of Vision (the newsletter of the Friends of the CT), January-August 1984 |
| | Friends Mailings, 1985-1988 |
| | Information about the Friends written for the BOT's Board Book, ca. 1990-1991 |
| | Friends of the Carolina Theatre Revitalization Letter, 1991 |
| | |
| | Box 52 |
| | |
| Carolina Theatre Board of Trustees Records | Box 53 |
| | Carolina Theatre Board of Trustees Manual (3 folders), 1990-1991 |
| | The materials in these three folders come from a single binder. A table of contents is included in the first folder. |
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Carolina Theatre Records

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| | These are possibly draft (or incomplete) versions of sections 7, 8, and 10-12. |
| | 501(c)(3) Status & EIN Documents, 1991-1992 |
| | Interlocal Agreement, 1991-1993 |
| | Pepper Fluke's Applications for Appointment to Board of Trustees, 1991-1994, 2004 |
| | This folder also includes Pepper's February 1994 and February 2004 letters of resignation from the Board and her November 1994 reapplication. |
| | |
| | Box 54 |
| | Pepper Fluke's Appointment to the Board of Trustees, 1991 |
| | Appeals to Apply for the Carolina Theatre Board of Trustees, 1991 |
| | Board of Trustees Membership Lists, 1991-2003 |
| | BOT Members's Terms and Meeting Attendance, ca. 1991-1994 |
| | BOT Meeting Materials, May 3, 1991 |
| | Although these folders are dated by meeting date, additional materials issued between meetings may be found in the folder of the preceeding meeting. |
| | BOT Meeting Materials, May 8, 1991 |
| | BOT Meeting Materials, May 15, 1991 |
| | BOT Meeting Materials, May 22, 1991 |
| | BOT Meeting Materials, June 12, 1991 |
| | BOT Meeting Materials, June 26, 1991 |
| | BOT Meeting Materials, July 10, 1991 |
| | BOT Meeting Materials, July 24, 1991 |
| | BOT Meeting Materials, August 14, 1991 |
| | BOT Meeting Materials, August 28, 1991 |
| | BOT Meeting Materials, September 18, 1991 |
| | BOT Meeting Materials, October 1, 1991 |
| | BOT Meeting Materials, October 15, 1991 |
| | Stephen Barefoot's Interim Management Consultant Proposal, October 23, 1991 |
| | Alternate #9 Lobbying Effort, 1991 |
| | BOT Meeting Materials, November 19, 1991 |
| | BOT Meeting Materials, December 3, 1991 |
| | December 16, 1991 City Council Meeting, December 1991 |
| | BOT Mission Statement Development, ca. 1992-1993 |
| | BOT Applications, 1992-1993 |
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Carolina Theatre Records

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| | Social Security Numbers of applicants have been redacted. |
| | BOT Articles of Incorporation, 1992 |
| | BOT Meeting Materials, January 7, 1992 |
| | |
| | Box 55 |
| | BOT Meeting Materials, January 21, 1992 |
| | BOT Meeting Materials, February 4, 1992 |
| | BOT Meeting Materials, February 18, 1992 |
| | BOT Meeting Materials, March 3, 1992 |
| | BOT Meeting Materials, March 17, 1992 |
| | BOT Meeting Materials, April 7, 1992 |
| | BOT Meeting Materials, April 21, 1992 |
| | Social Security Numbers of BOT applicants have been redacted. |
| | BOT Meeting Materials, May 5, 1992 |
| | BOT Meeting Materials, May 19, 1992 |
| | BOT Correspondence, May-June 1992 |
| | This folder includes documentation about the May 28, 1992 City Council Finance Committee Budget Meeting. |
| | City Council Presentation, May 28, 1992 |
| | BOT Meeting Materials, June 2, 1992 |
| | BOT Meeting Materials, June 16, 1992 |
| | Carolina Theatre Board of Trustees Audit Report (June 30, 1992), 1992-1993 |
| | BOT Meeting Materials, July 7, 1992 |
| | BOT Meeting Materials, July 21, 1992 |
| | BOT Meeting Materials, August 4, 1992 |
| | BOT Meeting Materials, September 1, 1992 |
| | BOT Meeting Materials, September 15, 1992 |
| | BOT Meeting Materials, October 6, 1992 |
| | BOT Meeting Materials, October 20, 1992 |
| | BOT Meeting Materials, November 3, 1992 |
| | BOT Meeting Materials, November 17, 1992 |
| | Carolina Theatre Progress Report, December 1992 |
| | BOT Meeting Materials, December 1, 1992 |
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| | BOT Meeting Materials, December 15, 1992 |
| | BOT Meeting Materials, January 5, 1993 |
| | BOT Meeting Materials, January 26, 1993 |
| | BOT Meeting Materials, February 2, 1993 |
| | Air Raid Siren, 1992-1993 |
| | BOT Meeting Materials, February 17, 1993 |
| | BOT Meeting Materials, March 2, 1993 |
| | BOT Meeting Materials, March 16, 1993 |
| | BOT Meeting Materials, April 6, 1993 |
| | BOT Meeting Materials, April 20, 1993 |
| | BOT Meeting Materials, May 4, 1993 |
| | BOT Meeting Materials, June 1, 1993 |
| | BOT Information for FY1994, 1992-1993 |
| | This folder includes a list of officers and committee chairs for FY1994, the BOT's By-Laws, and the BOT's Articles of Incorporation. |
| | BOT Meeting Materials, July 6, 1993 |
| | BOT Meeting Materials, July 13, 1993 |
| | Fundraising Feasibility Study (North Group), 1991-1993 |
| | This folder includes documentation from BOT Retreat and Fundraising Workshop led by North Group, September 20, 1992 |
| | BOT Meeting Materials, August 3, 1993 |
| | BOT Meeting Materials, September 7, 1993 |
| | Letter from Pepper Fluke (CCC) to Peter Anlyan (BOT), September 27, 1993 |
| | BOT Meeting Materials, October 5, 1993 |
| | Bridge Loan, 1993-1998 |
| | BOT Meeting Materials, November 2, 1993 |
| | BOT Meeting Materials, December 7, 1993 |
| | BOT Information Packet (incomplete), 1994 |
| | BOT Meeting Materials, January 4, 1994 |
| | BOT Meeting Materials, February 8(?), 1994 |
| | |
| | Box 57 |
| | BOT Meeting Materials, March 1, 1994 |
| | BOT Meeting Materials, April 26, 1994 |
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Carolina Theatre Records

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| | BOT Meeting Materials, May 6, 1994 |
| | BOT Meeting Materials, May 17, 1994 |
| | BOT Called Meeting Materials, June 8, 1994 |
| | BOT Orientation, June 14, 1994 |
| | BOT Meeting Materials, July 19, 1994 |
| | BOT Meeting Materials, September 20, 1994 |
| | BOT Executive Committee Meeting Minutes, October 13, 1994 |
| | BOT Meeting Materials, October 18, 1994 |
| | BOT Meeting Materials, November 15, 1994 |
| | BOT Meeting Materials, December 13, 1994 |
| | Statements of Revenue and Expense with Comparison to Budget, August-December 1994 |
| | Carolina Theatre Staff Lists, January 9, 1995 and February 19, 1995 |
| | BOT Meeting Materials, January 17, 1995 |
| | Information for Potential Executive Director Search (2 folders), 34716 |
| | BOT Meeting Materials, February 15, 1995 |
| | This folder includes the Management Audit prepared by David Jenkins |
| | BOT Meeting Materials, March 7, 1995 |
| | BOT Executive Committee Meeting Materials, April 7, 1995 |
| | BOT Meeting Materials, April 18, 1995 |
| | |
| | Box 58 |
| | BOT Executive Committee Meeting Materials, May 9, 1995 |
| | BOT Meeting Materials, May 16, 1995 |
| | BOT Meeting Materials, June 20, 1995 |
| | BOT Information for FY1996, 1995-1996 |
| | This folder includes documentation on the BOT's name change to Carolina Theatre of Durham, Inc. (effective September 18, 1995) |
| | BOT Financial Audit, June 30, 1995 |
| | Carolina Theatre Staff Lists & Board of Trustees Committee Lists for FY1996, 1995 |
| | Executive Committee & Staff Board Retreat (2 folders), July 18, 1995 |
| | Board Retreat Summary Report, July 18, 1995 |
| | BOT Executive Committee Meeting Materials, July 25, 1995 |
| | BOT Executive Committee Meeting Materials, August 15, 1995 |
| | BOT Meeting Materials, August 16, 1995 |
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Carolina Theatre Records

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| | Please note that Pepper's undated meeting notes don't seem to match the August 16, 1995 agenda. Meeting materials were organized chronologically in a binder; it's possible a meeting was skipped. |
| | BOT Executive Committee Meeting Materials, September 19, 1995 |
| | BOT Annual Meeting Materials, September 26, 1995 |
| | BOT Executive Committee Meeting Materials, October 24, 1995 |
| | This folder includes a copy of Stephen Scott-Martin's Executive Director contract. |
| | BOT Executive Committee Meeting Materials, November 21, 1995 |
| | BOT Executive Committee and BOT Annual Meeting Materials, November 28, 1995 |
| | BOT Executive Committee Meeting Materials, January 16, 1996 |
| | BOT Meeting Materials, January 23, 1996 |
| | This folder also includes meeting minutes for the January 16, 1996 executive committee meeting. |
| | Special BOT Meeting Materials, February 26, 1996 |
| | BOT Executive Committee Meeting Materials, March 19, 1996 |
| | BOT Meeting Materials, March 26, 1996 |
| | BOT Executive Committee Meeting Materials, April 16, 1996 |
| | Correspondence with Bill Tunstall, 1996 |
| | Mr. Tunstall had been an usher at the Carolina Theatre as a teenager. He wrote to Pepper and Stephen Scott-Martin wondering if the marquee would be returned to the renovated Carolina Theatre. |
| | |
| | Box 59 |
| | BOT Executive Committee Meeting Materials, May 21, 1996 |
| | BOT Meeting Materials, May 28, 1996 |
| | BOT Executive Committee Meeting Materials, June 18, 1996 |
| | BOT Meeting Materials, July 30, 1996 |
| | BOT Executive Committee Meeting Materials, August 20, 1996 |
| | BOT Executive Committee Meeting Materials, September 17, 1996 |
| | BOT Annual Meeting Materials, September 24, 1996 |
| | BOT Executive Committee Meeting Materials, October 22, 1996 |
| | BOT Executive Committee Meeting Materials, November 19, 1996 |
| | BOT Meeting Materials, December 3, 1996 |
| | BOT Executive Committee Meeting Materials, December 20, 1996 |
| | BOT Executive Committee Meeting Materials, January 21, 1997 |
| | BOT Meeting Materials, January 28, 1997 |
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| | BOT Executive Committee Meeting Materials, March 18, 1997 |
| | BOT Meeting Materials, March 25, 1997 |
| | BOT Executive Committee Meeting Materials, April 16, 1997 |
| | BOT Executive Committee Meeting Materials, May 20, 1997 |
| | |
| | Box 60 |
| | BOT Meeting Materials, May 27, 1997 |
| | Stephen Scott-Martin Review (Pepper Fluke's comments), June 1997 |
| | BOT Meeting Materials and Correspondence, FY1998, 1997-1998 |
| | Copy of PowerPoint Presentation and Handouts on Carolina Theatre History and Programming, ca. 2001 |
| | The source of the material in this folder is unclear; it may be from Stephen Scott-Martin., |
| | BOT Administrative Documents for FY2003-2004, ca. 2003 |
| | BOT Executive Committee Meeting Materials, July 22, 2003 |
| | BOT Meeting Materials, July 29, 2003 |
| | BOT Executive Committee Meeting Materials, August 19, 2003 |
| | BOT Executive Committee Meeting Materials, September 23, 2003 |
| | BOT Meeting Materials, September 30, 2003 |
| | BOT Executive Committee Meeting Materials, October 21, 2003 |
| | BOT Meeting Materials, November 25, 2003 |
| | BOT & Executive Committee Meeting Materials (2 folders; not in chronological order), July 2003-July 2004 |
| | The second folder includes the May 2004 Board members self-assessment. |
| | Materials Gathered as Member of CT Board of Ambassadors, 2007 |
| | Carolina Theatre Proposal to Manage the Durham Armory, undated |
| | |
| | Box 61 |
| | Board of Trustees Committees Files |
| | Building and Design Committee, 1989-1993 |
| | Marketing and Public Relations Committee (2 folders), 1991-1994 |
| | Programming and Facilities / Programming Committee, 1992-1994 |
| | BOT By-Laws Committee |
| | BOT By-Laws Committee, 1992-1995 |
| | By-Laws, 1995 and 1996 Revisions, 1995-1996 |
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Carolina Theatre Records

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| | Campaign for the Carolina Leadership Committee, 1993-1997 |
| | Institutional Advancement Committee, 1993-2003 (bulk 2002-2003) |
| | Development and Fundraising Committee, 2005 |
| | |
| | Box 62 |
| | Personnel Committee |
| | Administrative Assistant Position, 1992 |
| | Development Director Search, 1992 |
| | Sample Job Descriptions, 1992 |
| | Executive Director Job Descriptions, 1992-1994 |
| | Box Office Supervisor Search, 1993 |
| | Carolina Theatre Staff Employment Contracts, 1993 |
| | Film Programmer / Manager Search, 1993 |
| | Safety and Operations Manual, after 1993? |
| | House Rules, Policies, and Procedures, ca. 1994? |
| | Employee Handbook, January 1994 |
| | Staff Resumes, 1994 |
| | Management Audit by David Jenkins, 1994-1995 |
| | Personnel Policies Manual and Employee Handbook (Draft), ca. 1994-1995? |
| | Carolina Theatre Staff Job Descriptions, ca. 1994-1995 |
| | This folder includes a staff list with salaries as of January 18, 1995 and an organizational chart circa 1995. |
| | Personnel Policies for Full-Time Employees, April 1994 |
| | Guidelines for Executive Director's Performance Appraisal, NC Center for Non-Profits, 1995-1996 |
| | Personnel / Administration Committee, 1995-1997 |
| | Staff Resignations and Firings, 1995-1998 |
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| Carolina Theatre Project Records | Box 63 |
| | Carolina Theatre Design Committee (3 folders), 1987-1989 |
| | Carolina Theatre Design Committee, 1989-1990 |
| | Report of the Carolina Theatre Design Committee, February 12, 1990 |
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| | Carolina Theatre Coordinating Group Binder #1 (2 folders), 1989-1991 |
| | Carolina Theatre Coordinating Group Binder #2 (3 folders), December 1989-August 1990 |
| | Folder one contains clippings and documentation from Killis Almond's consulting visit. Folder two contains documentation on the development of the new Request for Proposals. Folder three contains documentation on the architect selection process. |
| | Carolina Theatre Coordinating Group Loose Correspondence, 1989, 1991 |
| | Much of the discussion here focuses on conflicts over changes to the theatre's redesign, particularly the dispute over the size of the orchestra pit. A 1991 letter from Pepper Fluke to Mrs. Mary D. B. T. Semans and Dr. James Semans is included. A copy of a 1989 memo from Stephen Barefoot outlining his thoughts on how the renovation process should move ahead is also included. |
| | |
| | Box 65 |
| | CTCG Meeting #1 with Design Team, September 1990 |
| | This folder also includes a complete schedule of meetings with the Design Team. Clippings related to each meeting are included here and in the following folders. The materials in this box were removed from a single binder, created by Pepper Fluke. |
| | CTCG Meeting #2 with Design Team, October 1990 |
| | CTCG Meeting #3 with Design Team, October-November 1990 |
| | CTCG Meeting #3A with Design Team, November 1990 |
| | CTCG Meeting #4 with Design Team, November-December 1990 |
| | CTCG Meeting #5 with Design Team, December 1990-January 1991 |
| | CTCG Meeting #6 with Design Team, January 1991 |
| | CTCG Meeting #7 with Design Team, January-February 1991 |
| | CTCG Meeting #8 with Design Team, February-March 1991 |
| | CTCG Meeting #9 with Design Team, March-April 1991 |
| | CTCG Meeting #10 with Design Team, April-May 1991 |
| | Meetings 11-13 appear to have been meetings with design consultants. An agenda from Consultants' Meeting #3 is in this folder. |
| | CTCG Meeting #14 with Design Team, June-August 1991 |
| | Renovation Design Addendums, October-November 1991 |
| | |
| | Box 66 |
| | Robert Lorelli Associates, ca. 1982-1993 |
| | Carolina Theatre Seating, 1988-1994 |
| | A seating plan for the Carolina Theatre orchestra floor level has been removed to Oversize Folder 3. For additional information about seating, see the seating photo album in box 97. |
| | Theatre Management Study Committee Report, June 21, 1989 |
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Carolina Theatre Records

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| | A check from Pepper Fluke to LHAT has been redacted. |
| | Reduced Plan Presentation to Potential User Groups (June 23, 1989), April-June 1989 |
| | Gala Pit Lift, 1989-1993 |
| | Durham Arts Council and Carolina Theatre Funding, 1989-1994 |
| | This folder includes documentation about the Fletcher Endowment Fund, as well as minutes of DAC Board and Executive Committee meetings (1989) about the Carolina Theatre's renovation. A draft of the Project Manager job description--eventually held by Monte Moses--is also present. |
| | Architectural Terra Cotta /Plaster, 1989-1995 and undated |
| | Applications for LHAT No-Fee Consultancy Program, ca. 1990 |
| | A blank application and a draft application are included here. |
| | Carolina Theatre Design Committee Report, February 12, 1990 |
| | Janis Barlow's Consulting Work |
| | Janis Barlow, 1990, 1993 (bulk 1990) |
| | The Elgin & Winter Garden Theatres, 1989-1994 and undated |
| | |
| | Box 67 |
| | Janis Barlow's Consulting Work (cont.) |
| | Historical Research / Writing on the Carolina Theatre, 1978-1991 |
| | Ken Harper Research Draft, ca. 1990 |
| | Materials for Request for Proposals , 1990 |
| | Daniel P. Coffey and Associates Proposal for Professional Services, April 25, 1990 |
| | Daniel P. Coffey and Associates Interview Document, May 16, 1990 |
| | Daniel P. Coffey and Associates Brochure and Newsletter, undated |
| | Pepper Fluke's Reimbursement Claims for Carolina Theatre Project, 1990 |
| | "The Secretary of the Interior's Standards for Rehabilitation", ca. 1990? |
| | User Survey, 1990 |
| | Hannivan & Co. Interior Finishes Analysis, 1990-1993 |
| | Decorative Finishes Binder, 1989-1993 |
| | This folder includes samples of the paint used in the theatre restoration. |
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| | Box 68 |
| | Asbestos Curtain Treatment, 1991 |
| | Carolina Theatre Lighting Plans, August 20, 1991 |
| | Carolina Theatre Project Media Conference, 1991-1992 |
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Carolina Theatre Records

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| | This media conference, held on January 15, 1992, announced the beginning of the renovations. |
| | Carolina Theatre Fact Sheet Master Copy, 1992 |
| | Carolina Theatre Project Office Open House, 1992 |
| | Re-Birthday Celebration, 1992 |
| | Sound and Projection Equipment, 1992 |
| | C. C. Woods Construction Meetings, 1992-1994 |
| | Carolina Theatre Project Informational Brochure, March 1993 |
| | Furniture, Fixtures, and Equipment, 1993 |
| | See also the Bridge Loan discussion in Pepper's BOT series. |
| | Carolina Theatre Photos for Lucy Stokes, undated |
| | |
| Office Subject Files and Work-Related Projects | Box 69 |
| | Connie Moses Ballroom, 1982-1988 |
| | Employee Lists, 1985-1988 and undated |
| | Staff Social Security Numbers have been redacted. |
| | Employee Handbooks and Responsibilities, 1986-1994 |
| | Pinky Wyoming and Duke Lacrosse, 1988-1989 |
| | Brightleaf Music Workshop, 1989-1994 |
| | This folder includes photographs of the workshop's 1993 fundraising auction. |
| | Carolina Theatre Blank Forms, 1990s |
| | March 13, 1990 Bond Referendum, 1990-1992 |
| | Pepper Fluke's Carolina Theatre Work Diary, September 17, 1990-October 28, 1990 |
| | General Correspondence, 1990-2000 |
| | This folder includes a letter to Pepper from Mary Duke Biddle Trent Semans and Dr. James Semans thanking Pepper for her work to promote the arts in Durham and a note from Pepper to Terry and Margaret Rose Sanford thanking them for their support of the Carolina Theatre renovation. |
| | Letters to the Editors from Pepper and Don Fluke, 1990, 2005 |
| | Carolina Marketplace |
| | Carolina Marketplace (3 folders), 1991-1992 |
| | A laminated Carolina Marketplace sign has been removed to Oversize Folder 3. |
| | Carolina Marketplace Kiosk, 1992 |
| | Carolina Marketplace Clippings, 1992 |
| | Saturday Market, Eugene, Oregon, 1991-1992 |

Carolina Theatre Records

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| | See also "Saturday Market Movie, 1976" and "Saturday Market: A New American Town Square, 1991" in the Audiovisual Materials Series. |
| | Carolina Marketplace Photographs, 1992 |
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| | Box 70 |
| | Carolina Theatre Address Book, April 30, 1992 |
| | This is a computer print-out with contact information from vendors and other professionals that the Carolina Theatre had worked with. |
| | Centerfest, 1992 |
| | Monte Moses's History of the Carolina Theatre for Callboard, 1992 |
| | Volunteer of the Year (Volunteer Center of Greater Durham), 1992 |
| | Carolina Theatre Speaker's Bureau, 1992-1993 |
| | Media Lists, 1992-1993 and undated |
| | Hard Hat Tours / Carolina Theatre Historical Tours, 1992-1996 |
| | Carolina Theatre Treasure Hunt |
| | Carolina Theatre Treasure Hunt, 1992-1994 |
| | "Book of Happiness" Ticket Books (2), undated |
| | Local Sources of Possible Historical Information, 1934-1993 |
| | Clippings about Charlie Lewis, 1975, 1985, 1991 |
| | Article about Charlie Lewis Scrapbooks, June 15, 1994 |
| | Photocopies of the Charlie Lewis Scrapbooks are located in box 73. The original scrapbook is part of the collections of the David M. Rubenstein Rare Book & Manuscript Library at Duke University. |
| | Donations to the Carolina Theatre by the Flukes, 1992-1998, 2008 |
| | Claudio Oswald Niedworok, 1992-2007 |
| | Performer and storyteller Claudio Oswald Niedworok worked as part of the Carolina Theatre's backstage crew. |
| | Carolina Theatre Education Program |
| | 1991-1992 DAC Season Grant Application, May 17, 1991 |
| | Carolina Theatre Education Program, 1992-1994 |
| | Carolina Theatre Education Program Resource Materials, 1992-1993 and undated |
| | |
| | Box 71 |
| | Carolina Theatre Education Program (cont.) |
| | GTE Grant Application, 1992-1993 |
| | Carolina Theatre Study Guide Project, 1993-1994 |
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| | Carolina Theatre Study Guide Grants and Grant Reporting, 1993-1994 |
| | Rick Flemming Proposed Study Guide, 1993 |
| | Oversized pages of notes outlining the study guide have been removed to Oversize Folder 3., |
| | Gita Gulati's Revisions of the Flemming Study Guide, 1993 |
| | Carolina Theatre Study Guide, ca. 1993 |
| | School Tours, 1994-1995 |
| | Carolina Theatre Promotional Video, 1993 |
| | Carolina Theatre Rental Policies and Rates, 1993 |
| | Centerfest, 1993 |
| | Governor's Conference on Travel and Tourism, 1993 |
| | Letter to the Editor Writing Campaign, 1993 |
| | Skip Schreiber Obituaries, 1993 |
| | Schreiber was the executive director of the Durham Arts Council. |
| | Topping Out Celebration, 1993 |
| | Don Anderson |
| | This folder includes headshots of Don Anderson and a copy of his business card, as well as materials related to his termination as Executive Director. |
| | Development / Marketing Assistant, 1993-1994 |
| | Staff Meetings, 1993-1994 |
| | This folder includes staff memos and contact lists, as well as documentation related to theatre fundraising and naming opportunities and the set-up of the staff workspaces after reopening. |
| | Theatre Rental Policies, 1993-1994 |
| | Workplace Issues Discussions with Don Anderson, 1993-1994 |
| | Staff Memos, 1993-1995 |
| | Carolina Theatre Public Art Project |
| | Public Art Project Advisory Committee, 1993 |
| | Grants, 1993-1994 |
| | |
| | Box 72 |
| | Carolina Theatre Public Art Project (cont.) |
| | Finalists, 1993 |
| | Connie Floyd, 1993 |
| | A sketch of Connie Floyd's mural has been removed to Oversize Folder 3. |
| | Connie Floyd Postcard, 1994 |

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| | Reception Invitation Lists, 1994 |
| | Reception Photos and Slides |
| | Carolina Theatre Gift Gallery |
| | Carolina Theatre Gift Gallery Survey, 1993 |
| | Gift Gallery (2 folders), 1994-1995 |
| | Carolina Theatre Video Library, 1993-1998 |
| | Best in the Triangle Award, The Spectator, 1994 |
| | "The Carolina Theatre: A Personal Tour," written for Historical Preservation Society of Durham Newsletter, 1994 |
| | Centerfest Planning, 1994 |
| | Concessions / Café Training Session, 1994 |
| | Film Attendance Reports, 1994 |
| | Hecht's Grand Opening (Donation to the Carolina Theatre), 1994 |
| | Sister Cities (Toyama, Japan and Kostroma, Russia), 1994 |
| | Staff Lists, 1995 |
| | Stephen Scott-Martin's Appointment and Welcoming Reception, 1995 |
| | |
| | Box 73 |
| | Photocopies of Charlie Lewis's Scrapbook, 1934-1948 |
| | Lewis managed theatres in Winston-Salem (the Carolina Theater) and High Point (the Carolina and Broadhurst Theaters) before coming to Durham to manage the Carolina. Copied by Frances Evans, the photocopies have been foldered by year, and a key giving page numbers, advertisements of film screenings and stage performances, and their dates is included with each folder. The original scrapbooks are part of the collections of the David M. Rubenstein Rare Book & Manuscript Library at Duke University. |
| | Photocopies of Charlie Lewis's Scrapbook (High Point & Winston-Salem), 1934-1936 |
| | Photocopies of Charlie Lewis's Scrapbook, 1939 |
| | Photocopies of Charlie Lewis's Scrapbook, 1940 |
| | Photocopies of Charlie Lewis's Scrapbook, 1941 |
| | Photocopies of Charlie Lewis's Scrapbook, 1942 |
| | Photocopies of Charlie Lewis's Scrapbook, 1946 |
| | Photocopies of Charlie Lewis's Scrapbook, 1947 |
| | Photocopies of Charlie Lewis's Scrapbook, 1948 |
| | |
| Volunteer Coordination and Volunteering | Box 74 |
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| | Volunteer Committee Resource Book (2 folders) , undated |
| | Documentation from a Duke University Continuing Education course that Pepper Fluke took. |
| | Volunteer Coordinator Position Development, 1991-1999 |
| | Volunteer Program, 1992-1997 |
| | Notes and Handouts from Volunteer Management Courses, 1993 |
| | Black Business Expo, October 1993 |
| | Volunteers, The Forest at Duke, 1994 |
| | Docent and Tour Guide Program, 1994-1995 |
| | |
| | Box 75 |
| | Usher / Volunteer Scheduling, 1994-1995 |
| | Event and Film Schedules, 1994-1995 |
| | Documents from Sarah Farmer, Volunteer Coordinator, 1994-1995 |
| | Farmer served as the Carolina Theatre's Volunteer Coordinator from November 1994 to March 1995. |
| | Volunteer Lists, 1994-1997 and undated |
| | TROSA Volunteers, 1994-1997 |
| | Volunteer Organization Steering Committee, 1997-1998 |
| | Ushering / Volunteering, 1999-2000 |
| | Names for the Carolina Theatre Database, 1999, 2001, and undated |
| | |
| Events and Programming | Box 76 |
| | Carolina Theatre Events Circulars and Programs, 1979-1988 and undated |
| | Film Programming, 1979-1992 |
| | This folder includes promotional photos for My Life as a Dog . |
| | Film Programming, 1993-1995 |
| | This folder includes clippings and ads for the theatre reopening events and the 1994 Asian-American Film Festival. |
| | Carolina Theatre Opening Events |
| | Press Kit for Press Conference about Opening / First Season, September 28, 1993 |
| | This folder includes Don Anderson's statement issued at the media conference. |
| | Opening Events Planning, 1993-1994 |
| | Cinemas Opening Press Materials, 1993-1994 |
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| | Opening Week Rack Cards, 1994 |
| | Opening Week Artist Biographies and Publicity Photos, 1994 |
| | "Something To Point To", 1993-1994 |
| | "Something To Point To" Script, 1994 |
| | "Something To Point To" Press Releases |
| | Note from Don Anderson to Staff about Opening , 1994 |
| | Opening Clippings, 1994 |
| | |
| | Box 77 |
| | Bopha! Event (Fund for Democratic Elections in South Africa Benefit), February 6, 1994 |
| | "Sunday in the Park with George", February 19, 1994 |
| | Count Basie Orchestra, February 22-23, 1994 |
| | "Vanishing Runners," African American Dance Ensemble, February 26-27, 1994 |
| | Southern Living Cooking School, March 3, 1994 |
| | Joyce Gear, March 5, 1994 |
| | "Clear Pictures" (Film about Reynolds Price), March 18, 1994 |
| | Childrens' Saturday Mornings at the Carolina, 1994 |
| | "The Ghost Net," The Grumbling Gryphons, March 19, 1994 |
| | The Jefferson Awards, March 23, 1994 |
| | Marlon West Gospel Concert (Orange Grove Missionary Baptist Church), March 26, 1994 |
| | Timmy Abell, March 27, 1994 |
| | Front Page Awards, March 28, 1994 |
| | Friends of Tibet, March 29, 1994 |
| | Clogging Convention, April 2-3, 1994 |
| | Dinosaur Mountain, April 16, 1994 |
| | The Platters, April 23, 1994 |
| | Durham Symphony, April 24, 1994 |
| | Durham Savoyards, April 28-May 1, 1994 |
| | Thom Mount (National Tourism Day), May 4, 1994 |
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| | Box 78 |
| | Joan Baez, May 5, 1994 |
| | This folder contains promotional photos autographed to the Carolina Theatre and CT staff. |
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| | Spotlight on Education, May 5, 1994 |
| | "A Muscial Bouquet for Mother's Day," Durham Chorale, May 7, 1994 |
| | "How I Got Over", May 8, 1994 |
| | "Reinventing Community" Conference, May 10-11, 1994 |
| | "Coppelia," Carolina Ballet Theatre, May 14, 1994 |
| | Ballet Group International, May 21, 1994 |
| | Durham Alive, May 26, 1994 |
| | "La Traviata," Triangle Opera Theater, June 1, 3, 5, 1994 |
| | "It's All Good" Comedy Show, Two Directions, June 18, 1994 |
| | State Games of North Carolina Opening Ceremonies, June 24, 1994 |
| | The Empowerment Project (Media Impact Workshop/Festival), June 25, 1994 |
| | Visions of Light Film Festival, July 15-August 11, 1994 |
| | The Tonics and Brightleaf Music Workshop, July 15-August 6, 1994 |
| | Brightleaf Music Workshop, August 3-6, 1994 |
| | Nnenna Freelon and Jon Lucien, September 16, 1994 |
| | This folder includes promotional photos. |
| | North Carolina Symphony, September 22, 1994 |
| | Mallarme Chamber Players, September 25, 1994 |
| | Johannischer Chor Berlin, October 24, 1994 |
| | Durham Christmas Pageant, December 4, 1994 |
| | "Hansel and Gretel," National Opera Company, December 30-31, 1994 |
| | |
| | Box 79 |
| | Miscellaneous Events, 1994 |
| | Events , 1995 |
| | Forever Plaid, January 15, 1995 |
| | 69th Birthday Gala Committee, 1994-1995 |
| | Featuring the southern premiere of "Death and the Maiden," the birthday celebration was held on February 3, 1995. |
| | Sweet Honey in the Rock, February 14, 1995 |
| | The Bobs, February 18, 1995 |
| | "Romantic Repertoire," Carolina Ballet Theatre, March 12, 1995 |
| | Mike Cross (Food Bank Benefit), March 17, 1995 |
| | "A Closer Walk with Patsy Cline", March 30, 1995 |
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| | Herald-Sun Front Page Awards, April 1995 |
| | "La Traviata," Triangle Opera Theater, June 1, 3, 5, 1995 |
| | Pride / North Carolina Gay & Lesbian Film Festival, June 1995 |
| | King Mackerel & The Blues Are Running / Future Arts II Conference, September 10, 1994 |
| | Corky Siegel's Chamber Blues, November 19, 1995 |
| | Events , 1996 |
| | Mardi Gras Celebration Gala, February 1, 1996 |
| | Triangle Opera Theater, 1996-1999 |
| | Events , 1997 |
| | 1997 Gala Committee, 1996-1997 |
| | Events , 1998 |
| | "The Gin Game," National Actors' Theatre, October 27-November 1, 1998 |
| | Events , 1999 |
| | Miscellaneous Event Programs and Flyers, 2001-2005 |
| | The folder includes a flyer for the 8th Annual NC Gay and Lesbian Film Festival. |
| | 80th Birthday Gala, 2006 |
| | Pepper presented a slide show history of the Carolina Theatre at this celebration. Her slide captions are included, as well as a small number of photos from the event. |
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| | Box 80 |
| | Film Series |
| | Durham Cinematheque / Tom Whiteside, 1993-1994 and undated |
| | Worldwide Travelogue Film Series, 1994-1995 |
| | Asian American Film Festival, 1994-1995 |
| | African American Film Festival, 1995-1996 |
| | Jewish American Film Festival, 1999-2000 |
| | |
| Carolina Theatre Publications | Performance Season Brochures, 1994-1997/1998 |
| | The oversized newspaper for the 1995-1996 season has been removed to box 82. |
| | Performance Season Brochures, 2000/2001-2004/2005 and 2007/2008 |
| | Carolina Theatre Brochures, 1978-1999 |
| | Carolina Theatre Annual Reports, 1995/1997, 2001/2002-2004/2005 |
| | Call Board, 1992-1994 |
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| | Film Clips, June 29, 1994 |
| | Carolina Preview, 1996-2000 |
| | Oversized issues of Carolina Preview from 1995-1996 are in box 82. |
| | Call Board, 1998-2000 |
| | "Information for friends and benefactors of the Carolina Theatre of Durham, Inc." |
| | Call Board, Summer 2005 |
| | "The newsletter for friends and benefactors of the Carolina Theatre of Durham, Inc." |
| | Encore, 2006-2010 |
| | |
| | Box 81 |
| | Carolina Theatre 1995-1995 Season Newspaper, ca. 1995 |
| | Carolina Preview, 1995-1996 |
| | Carolina Theatre Calendar of Events, 1994-1995 |
| | Oversized event calendars have been removed to Oversize Folder 3. |
| | Stage & Screen, 2000-2004 (incomplete) |
| | "The Herald-Sun Niche Magazines in association with community partners." |
| | Bulls Illustrated(3rd edition), 1994 |
| | Light Up Durham Program, 1999 |
| | Downtown Durham, February, April, June 1995 |
| | This special supplement to the Herald-Sun was a collaboration between the Carolina Theatre and other Durham cultural, entertainment, and tourism organizations. |
| | Discover Durham, 1996 |
| | "A bi-monthly advertising supplement to the Herald-Sun ." This publication is a continuation of Downtown Durham , produced by many of the same partners. |
| | Discover Durham, 1997-1998 |
| | Discover Durham, 1999 |
| | Discover Durham, 2000 |
| | Discover Durham, 2001-2002 |
| | |
| League of Historic American Theatres | Box 82 |
| | LHAT Bulletin (Vol. 11, nos. 2-10), 1988 |
| | LHAT Bulletin (Vol. 12, nos. 1-12), 1989 |
| | LHAT Bulletin (Vol. 13, nos. 1-12), 1990 |

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| | LHAT Bulletin (Vol. 14, nos. 1-12), 1991 |
| | LHAT Bulletin (Vol. 15, nos. 1-5), 1992 |
| | LHAT Bulletin (Vol. 16, nos. 1-6), 1993 |
| | LHAT Bulletin (Vol. 17, nos. 1-6), 1994 |
| | LHAT Bulletin (Vol. 18, nos. 1-6), 1995 |
| | LHAT Bulletin (Vol. 20, nos. 1-4), 1996 |
| | inLEAGUE (Vol. 21, nos. 1, 3-4), 1997 |
| | inLEAGUE (Vol. 22, no. 1), 1998 |
| | inLEAGUE (Vol. 23, nos. 1, 3-4), 1999 |
| | inLEAGUE (Vol. 24, nos. 1-4), 2000 |
| | inLEAGUE (Vol. 25, nos. 1-4), 2001 |
| | inLEAGUE (Vol. 26, nos. 1-3), 2002 |
| | |
| | Box 83 |
| | Theatre Classics (4 issues), 1987-1990 |
| | Theatre Classics (3 issues), 1991-1993 |
| | LHAT Mailings and Membership Material, 1987-1991 |
| | This folder includes LHAT By-laws and history, as well as Pepper's membership cards, 1987-1991 |
| | LHAT Conference Press Release, 1990 |
| | LHAT Annual Conferences (2 folders), 1987-2001 |
| | "The Role of a Restoration Architect" by Peter Capone (LHAT Paper), June 23, 1990 |
| | LHAT Conference Notes, undated |
| | |
| Course and Workshop Materials | Box 84 |
| | "Focus on the '90s: Strategic Planning & Board Responsibility", April 5, 1991 |
| | "Managing the Arts" (Duke University; taught by Skip Schreiber), Spring 1992 |
| | "Survival Techniques for Changing Times: Success in Diversifying Your Funding Base", September 18, 1992 |
| | "The Dynamics of Board / Staff Relations" (Duke University Institute in Non-Profit Management), September 26, 1994 |
| | |
| Printed Materials | "A Directory of Durham's Assets in the Arts" (photocopy), ca. 1965 |
| | |

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| | Work Papers 1: Rethinking and Restructuring the Arts Organization, FEDAPT, 1990 |
| | "Curtain Up: New Life for Historic Theaters," National Trust for Historic Preservation Information Series, No. 72 (2 copies), 1993 |
| | |
| Organizations Related to the Carolina Theatre | Durham Arts Council, 1990-2000 |
| | Historic Preservation Society of Durham, 1991-2010 |
| | Historic Preservation Society of Durham Clippings, 1975-2003 |
| | Historic Preservation Society of Durham Silver Anniversary, 1989 |
| | Historic Preservation Society of Durham 25th Anniversary Gala Invitation, 1999 |
| | |
| | Box 85 |
| | Durham County Historic Inventory (Historic Preservation Commission), 1993, 1998 |
| | A note on the folder suggests that this version was not published. |
| | Articles and Resources on Historic Preservation, 1978-1991 |
| | |
| Subject Files on Historic Theatres and Buildings | Biltmore House, 1980-2002 |
| | Carolina Theatre (Charlotte), printed 2004 |
| | Carolina Theatre (Greensboro), 1986-1995 |
| | Durham Theatre & Places of Amusement Locations, 1903-1950s (compiled by Harrell Tice), 1996 and undated |
| | Graham Cinema Theatre, 1992, 1995 |
| | Rialto Theatre (Raleigh), 1996 and undated |
| | Thalian Hall (Wilmington), 1990-1999 |
| | Varsity Theater (Chapel Hill), 1999 |
| | Other North Carolina Theatres, 1982-1995 and undated |
| | This folder includes a list of NC movie theatres and contact information; the list includes chain movie theaters |
| | Other Theatres, 1979-1998 |
| | |
| Audiovisual Materials | Box 86 |
| | "Saturday Market Movie" (VHS; run time unknown), 1976 |
| | "Carolina Theatre / Durham News Clips" (VHS; run time unknown), 1988 |
| | |

Carolina Theatre Records

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| | Carolina Theatre, WRAL's Carolina Saturday Feature (VHS; run time unknown), ca. March 1988 |
| | This videocassette also includes a recording of PBS's "The Movie Palaces." |
| | "Whales of August" (audio reel; run time unknown, February 10, 1988 |
| | "Carolina Theatre Closing" (VHS; run time unknown), July 1988 |
| | "Saturday Market: A New American Town Square" (VHS; run time unknown), 1991 |
| | "The Real World at Flat Rock Playhouse" and "Bringing Dickens Home," NC Department of Cultural Resources (VHS; run time unknown), February 6, 1992 |
| | "Carolina Theatre Project Office Field Day" (VHS; approx 15 min.), February 22, 1992 |
| | "Carolina Theatre Gala Opening and Ribbon Cutting" (3 BetaCams; approx. 90 min.), December 31, 1993-January 1, 1994 |
| | "Shirley Horn: Here's to Life" and "Karen Akers at Wolftrap" (VHS; 120 min.), ca. 1994 |
| | A note on this videocassette's case indicates that this footage was used to advertise the Carolina Theatre's Opening Week events in 1994. |
| | "Carolina Theatre" (VHS; run time unknown), 1994 |
| | "Arts and the Local Economy," Robert Lynch, NALAA and "Maximizing Concessions Income," John Bell and Stephen Barefoot (VHS; run time unknown), 1994 |
| | A recording of two sessions from 1997 LHAT Conference |
| | "Carolina Theatre: Alive Again" (U-matic; run time unknown), ca. 1994 |
| | "Carolina Theatre: Alive Again" (VHS; run time unknown), ca. 1994 |
| | "GALA 1997 Spiralift Product Video" (VHS; run time unknown), 1997 |
| | "Carolina Saturday," Channel 5, Walter Rasulala (2 VHS copies; run time unknown), undated |
| | One of the copies is marked "plus unedited interview with Monte by RPS." |
| | "Carolina Theatre: Hollowell" (VHS; run time unknown), undated |
| | "Carolina Theatre Office Open House," Bob Storck (VHS; run time unknown), ca. 1992 |
| | A note attached to this videocassette's case lists the volunteers pictured in the video. |
| | "Fox Theatre Restoration in Detroit" (VHS; approx. 30 min.), undated |
| | "Hairspray" Radio Advertisements (audio reel; 2 min.), undated |
| | |
| Photographs | Box 87 |
| | Photo Album #1: Historical Photos, 1988 Closing, and 1989 Walk-Through with Jim Thornton of the Durham Herald-Sun, 1926-1989 and undated |
| | |
| | Box 88 |
| | Photo Album #2: "Choosing an Architect", ca. 1990s |
| | Album label reads: "Selecting an Architect; Trip to Chicago!; We were taken in!; Stevens Center, Winston-Salem; Carolina Theatre, Greensboro; LHAT" |
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| | Box 89 |
| | Photo Album #3: "Photo History of the Carolina Theatre", 1988-1990 and undated |
| | This album includes photographs of the original asbestos curtain and the "black box office". |
| | |
| | Box 90 |
| | Photo Album #4: "Pre-Demolition and Demolition", 1991-1992 |
| | |
| | Box 91 |
| | Photo Album #5A: "The Real Beginning, D.C. May, Re-Birthday Celebration, 109 E. Chapel Hill Street", 1992 |
| | Photo Album #5B: "1992", 1992 |
| | |
| | Box 92 |
| | Photo Album #6: "1993 to Cinemas Opening", 1993-1994 |
| | |
| | Box 93 |
| | Photo Album #7: September 1993 through February 2, 1994, including Opening Events, September 1993-February 1994 |
| | |
| | Box 94 |
| | Photo Album #8: "Decorative Finishes and Asbestos Curtain", 1991 |
| | |
| | Box 95 |
| | "Seating" Photo Album, 1991-1993 |
| | See corresponding folders in Box 98. |
| | |
| | Box 96 |
| | "Lighting Fixtures and Paletz Chandelier" Photo Album, 1991-1994 |
| | See corresponding folder in Box 98. |
| | |
| | Box 97 |
| | "Items Salvaged from Carolina Theatre" Photo Album, 1991-2002 |
| | See corresponding folder in Box 98. |
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Carolina Theatre Records

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| Materials Removed from Photo Albums | Box 98 |
| | Carolina Theatre Seating Restoration (2 folders), 1966, 1988-1994 |
| | Lighting Fixture Restoration and Darcy Paletz Chandelier, 1991-1994 |
| | Carolina Theatre Architectural Salvage Documentation, 1991 |
| | |
| CAROLINA THEATRE STAFF PAPERS | |
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| | |
| | Box 99 |
| Maggie Dent Papers, 1978-1983 | Proposal to Connie and Monte Moses for an Art Film Theatre, 1978 |
| | Wage Reports, 1978 |
| | Kino International (Film Distributors), 1978-1980 |
| | This folder includes documentation--including expenses--for 1980's Golden Anniversary Film Festival. |
| | Film Distributors, 1978-1981 |
| | Film Requests by Patrons, 1978-1982 |
| | Correspondence, 1978-1982 |
| | Maggie Dent's correspondence includes, notably, a letter about employee Tucker Pettus, a complaint from employee St. Clair Williams, various notes about the operations of the Carolina Theatre, a flyer for a "mystery tour" of the Carolina Theatre led by St. Clair Williams and Connie Moses, and letters from local authors Wallace Fowlie, Reynolds Price, and Daphne Athas. |
| | Program Time Schedules, Projection Booth Copies, 1978-1983 |
| | Blank Rental Contract, ca. 1979 |
| | Golden Anniversary Film Festival (2 folders), 1980 |
| | This event included a visit by Frank Capra. A letter from (and signed by) Capra is included in folder one. |
| | Durham Centennial Events (2 of 3 folders) , 1981 |
| | Guests included director Victor Nunez and actor Blanche Sweet. A photocopied page of Carolina Theatre film ads (ca. 1930s?) has been removed to Oversize Folder 4. |
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| | Box 100 |
| | Durham Centennial Events (3 of 3 folders), 1981 |
| | Guests included director Victor Nunez and actor Blanche Sweet. |
| | Patron Questionnaire, 1982 |

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| | A blank cover letter and questionnaire, as well as three completed questionnaires are included in this folder. |
| | Press Kit for "Passion," Jean-Luc Godard, ca. 1982 |
| | Payroll / Employee Time Sheets, undated |
| | Although these time sheets are undated, they include Tucker Pettus, an employee during Maggie Dent's tenure at the Carolina Theatre. |
| | |
| Jim Steele Papers, 1981, 1983 | Correspondence, 1981, 1983 |
| Steele was manager of the Carolina Theatre after Maggie Dent's departure. He left in March 1983 to manage the Varsity Theatre in Chapel Hill. | |
| | |
| Darcy Paletz Papers, 1973-1984 | Film File, 1973-1975 |
| | CCC Board of Directors Meetings, 1979-1982 |
| | Correspondence, 1972, 1975 |
| | Brainstorm Premiere, 1981-1983 |
| | Coyle and Wright Programming Report, 1982 |
| | Carolina Theatre Materials: 1983, 1982-1983 |
| | "A Report on the Fundraising Potential for Private Contributions to the Durham Community Arts Center" |
| | Notes on Carolina Theatre Operations and Film Program Planning, ca. 1983? |
| | Tuesday Meetings, 1983-1984 |
| | Presumably, these are materials for weekly meetings with Monte Moses. A draft press release for a Ballroom Open House and a letter from Maggie Dent about theatre operations are included. |
| | British-American Film Festival, 1984 |
| | This folder includes a plastic promotional sign and a copy of the newsprint festival program. |
| | Weekly Gross by Film Title, December 10, 1984 (covers 1978-1984) |
| | Head Count by Film, December 15, 1984 (covers 1978-1984) |
| | Stationery Master Copy, undated |
| | |
| Bill Cash Papers, 1984 | Fim Contracts , 1984 |
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| | 1987-1994 |
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| | Box 101 |
| Film Programming Staff Papers, 1987-1992 and undated | Carolina Film, 1987 |
| | Press Kits, undated |
| | American Film Institute Printed Materials, 1991-1992 |
| | |
| Cynthia Mebane-Watts Papers, 1993-1994 | Board of Trustees Standing Committees, 1993 |
| Mebane-Watts was the theatre's Marketing and PR Coordinator. | Budget, 1994 |
| | Darcy Paletz Clippings, 1983-1984 |
| | Don Anderson, 1993-1994 |
| | Durham Public Schools Mailing Lists, 1993 and undated |
| | The purpose of these mailing lists is unclear: possibly for the promotion of the Carolina Theatre's education program. |
| | Film Press Releases, December 1993-August 1994 |
| | Film Schedule Advertisements, 1994 |
| | Film Trailer Ideas, 1994 |
| | Media Releases, 1994 |
| | Opening Week, 1993-1994 |
| | This folder includes congratulatory letters from Bill Bell (then chair of the Durham County Board of Commissioners), Jim Hunt (Governor of North Carolina), and Sylvia Kerckhoff (Mayor of Durham) |
| | Originals: Programs, Fliers, Tickets, 1993-1994 |
| | Originals: Signs, Tickets, 1994 |
| | Rodney Trapp, 1993-1994 |
| | Sample Ads & Ad Placements, 1994 |
| | Tony Armento, 1993-1994 |
| | |
| | Box 102 |
| Don Anderson Papers, 1989-1994 | Carolina Theatre Administrative Documentation, 1993-1994 |

Carolina Theatre Records

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| | This folder contains miscellaneous documentation related to Don's day-to-day management of the theatre, including Brian Fox's Film Manager contract; a memo to Stephen about hiring part-time assistant to help promote the opening events (a copy of Stephen's memo to Don about this can be found in Pepper's file on planning the opening events); and documentation about the theatre's participation in the "Celebrating Education II" festival. |
| | Carolina Theatre BOT Materials, 1989-1992 (bulk 1991) |
| | Executive Director Contract and Correspondence, 1991-1993 |
| | |
| | Box 103 |
| Stephen Barefoot Papers | Carolina Cinema Corporation Files |
| | Managing Director's Reports to the CCC (2 folders), 1985-1988 |
| | Incorporation Documents (photocopies), 1978 |
| | CCC By-Laws, 1978-1988 |
| | CCC Board of Directors Membership, 1986-1988 |
| | CCC Board and Executive Committee Meeting Minutes and Other Materials, July 1988-July 1989 |
| | CCC Board of Directors Meeting Minutes and Other Materials, August 1986-April 1988 |
| | CCC Executive Committee Meeting Minutes and Other Materials , April 1986-May 1988 |
| | Carolina Theatre Lease (photocopies), 1986-1987 |
| | |
| | General Files |
| | DAC Merger / Consolidation / Lease Arrangements, 1981-1988 |
| | City of Durham Real Estate / Leasehold, 1984-1987 |
| | This folder includes copies of the leases between the Carolina Theatre and the City of Durham, receipts for theatre equipment, rent checks, and guidelines to 1985 pronography and obscenity laws. |
| | Loose Financial Documentation, 1984-1988 |
| | Piedmont Decorators Carpeting & Tile, 1985 |
| | Film Rental Invoices, 1985-1986 |
| | |
| | Box 104 |
| | Pre-September 1985 Film Rental Debts Settled Post-September 1985, 1985-1986 |
| | Brochure / Flyer Artwork, 1985-1987 and undated |
| | Film Attendance Statistics, 1985-1988 |
| | Film Booking Arrangement, 1985-1988 |
| | Blank Theatre Forms, 1985-1988 |
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Carolina Theatre Records

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| | Media List, 1986 |
| | Michael Jones, 1986, 1989 |
| | Teacher Express Program, 1986 |
| | Important Correspondence between DAC and CCC, 1986-1988 |
| | Miscellaneous Correspondence, 1986-1988 & undated |
| | Michael Rigsbee Poster Project, 1986-1987 |
| | The folder contains a color transparency of the poster that should be handled with gloves. A copy of the poster has been unfolded and removed to Oversize Folder 4. |
| | Donations by Carolina Theatre, 1986-1988 |
| | Monte Moses's Comments about Carolina Theatre at DAC Awards Banquet, February 3, 1987 |
| | Christmas Family Disaster (Share Your Christmas), 1987 |
| | Covered Pedestrian Walkway, 1987 |
| | Weekly Financial Summaries, May-June 1988 |
| | Letter to Carolina Theatre Friends after Closing, 1988 |
| | Staff Materials |
| | Employee Schedules, 1985, 1986, 1988 |
| | Memos to Staff, 1985-1988 |
| | Employee Handbook, 1986 |
| | Special Event Schedule and Inventory Allotment, 1987 and undated |
| | |
| | Box 105 |
| | Event and Rental Files |
| | Carolina Theatre Benefit with Lynne Jackson and Mike Palter, September 9, 1985 |
| | This "gala concert and champagne reception" was held in the Carolina Theatre Ballroom. |
| | "An Evening with Phoebe Tyler" (Ruth Warwick) (2 folders), December 3, 1985 |
| | This folder includes small ticket, autographed program, and 5 8 x 10 photos of Ms. Warwick. The event was billed as "a benefit for the restoration of the Carolina Theatre." |
| | "Jazz at Noon," Durham Parks & Recreation Concert Series, 1986-1987 |
| | Nan's Academy of Dance, 1986-1987 |
| | Pratie Heads Concert, February 14, 1986 |
| | Includes publicity photographs of Pratie Heads |
| | Big Impressions Model Search, Pageant, & Convention, April 26, 1986 |
| | Leon Redbone Concert, May 15, 1986 |
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| | Jane Goodall, May 23, 1986 |
| | Dr. Goodall addressed the student body of the NC School of Science and Mathematics. |
| | Thalhimer Gala, August 6, 1986 |
| | Scott Cossu Midnight Concert, June 21, 1986 |
| | Includes publicity photographs of Scott Cossu. |
| | "Near Occasions of Sin" by June Akers Seese, September 12, 1986 |
| | This one-act play starred Debra Macut. Includes ticket. |
| | Tom Rush Concert, Centerfest, September 20, 1986 |
| | Two concert promotional posters removed to Oversize Folder 4. The concert was part of the 1986 Centerfest. The folder includes publicity photos and flat record single thingie. |
| | Durham Gospel Music Competition, September 21, 1986 |
| | "A Tribute to John Coltrane", September 23, 1986 |
| | Richard Thompson Concert, October 29, 1986 |
| | "Gospel in the Morning" featuring Rosetta Breeze, November 15, 1986 |
| | Ivey's at South Square Benefit Concert, November 14, 1986 |
| | This benefit featured concert performance by Lynne Jackson and Mike Palter. |
| | Duck's Breath Mystery Theatre, November 16, 1986 |
| | |
| | Box 106 |
| | Winetech Academy Classes, 1986-1987 |
| | "High-Heeled Women" and "Friends in High Places," , December 31, 1986 |
| | The folder for this New Year's Eve event includes autographed publicity photos. An oversize poster for the event was removed to Oversize Folder 4. |
| | Michael Hedges Concert, January 22, 1987 |
| | Chuck Davis African-American Dance Ensemble Performance, February 1, 1987 |
| | This performance included the premiere of the company's film, "Dancing through West Africa," with guest performances by The New Performing Dance Company and poet Andrea Reed. Promotional poster removed to Oversize Folder 4. |
| | John Hammond and Jorma Kaukonen Concert, February 12, 1987 |
| | This folder includes publicity photos, including a publicity photo for Duck's Breath Mystery Theatre. |
| | "Heartstrings" Concert: Nnenna Freelon and Scott Sawyer, February 14, 1987 |
| | This folder includes a publicity photo of Nnenna Freelon. |
| | "Hats Off to Durham's Follies", April 3-5, 1987 |
| | This event was sponsored by the Durham Arts Council and the Durham Jaycees as a fundraiser for the DAC. A promotional poster was removed to Oversize Folder 4. |
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| | Youth Talent Showcase (Parks and Recreation Department), April 26, 1987 |
| | The Jazz Ambassadors of the U.S. Army Field Band Concert, May 9, 1987 |
| | Cancelled Phil Woods Quintet / Carol Sloane Concert, March-July 1987 |
| | Bull City Blues Festival, August 9, 1987 |
| | This was the final event of the North Carolina Arts Celebration, the arts program of the 1987 U.S. Olympic Festival. The event consisted of a Saturday concert at the Durham Athletic Park, followed by a Sunday film festival at Carolina Theatre. |
| | Sun Ra Concert at Centerfest, September 19, 1987 |
| | Preston Reed Concert, October 31, 1987 |
| | This folder includes a publicity photo and a paste-up of event poster or ad (?). |
| | "Miss Julie" and "The Maids," Mirror Ensemble, November 1987 |
| | This was the first performance of this Durham-based theater company. |
| | "Babes in Toyland," American Theatre Arts for Youth, December 18, 1987 |
| | Popcorn, Caviar, & Champagne New Years' Eve Celebration, December 31, 1987 |
| | This event was co-sponsored by WDNC and included a screening of the film, "Round Midnight," and concert by Nnenna Freelon and the Scott Sawyer Trio. The folder includes a publicity photo of Nnenna Freelon. Sample ad proofs for "Round Midnight" were removed to Oversize Folder 4. |
| | "The Little Prince," The National Theatre for the Performing Arts, February 10, 1988 |
| | Carol Sloane Concert, April 8, 1988 |
| | Second City National Touring Company, April 9, 1988 |
| | Teresa Trull Concert (Triangle Gay & Lesbian Association Benefit), April 15, 1988 |
| | "The Wizard of Oz," American Theatre Arts for Youth, April 27, 1988 |
| | David Frischberg Concert, May 27-28, 1988 |
| | "Dear Phil" Screening, June 7-9, 1988 |
| | |
| | Box 107 |
| | "On the Street Where You Live" Benefit Concert, June 17, 1988 |
| | Three-hour benefit concert for St. Phillip's Community Kitchen. Including performances by Rosette Breeze; Bus Brown; Nnenna Freelon; Leon Jordan & the Continentals; Falconsong; Tommy Longmire; Constance Prince; Rebecca & the Hi-Tones; Brother Yusuf Salim; Callie Warner; and Mike Palter & Lynne Jackson. Includes publicity photos and paste-up of concert program. |
| | "E.T. Phones Home for the North Carolina Special Olympics," July 24, 1988 |
| | Sponsored by MCA Distributing. Screenings of "E.T." and gala champagne reception benefitting NC Special Olympics. The last event in the theatre before it closed for renovation. |
| | Black Film Retrospective (2 folders; October 1-November 2, 1986), July-November 1986 |
| | Social Security Numbers have been redacted. |
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Carolina Theatre Records

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| | Includes documentation about films rented for the Retrospective and Arthur Prysock's contract. |
| | Black Film Retrospective Conference (October 4, 1986), October 1986 |
| | Conference speakers included Dr. Donald Bogle, Dr. Barry Gaspar, Dr. Trudier Harris, and Dr. Henry Louis Gates, Jr. |
| | "Something to Point to: The Reopening Celebration" Program, 1994 |
| | Raleigh Civic Center Ticket Sales, 1985-1986 |
| | Durham Savoyards Ticket Sales, 1987 |
| | Duke University Ticket Sales, 1987-1988 |
| | |
| | Box 108 |
| | Paste-Ups for Event Programs, Brochures, and Publicity Materials, ca. 1985-1987 |
| | The program paste-up and two posters for the Phoebe Tyler event have been removed to Oversize Folder 4. Please see North Carolina Collection staff for assistance. |
| | Blank Theatre Rental Contract, undated |
| | Blank Theatre Rental Contract, ca. 1980s |
| | Private Event Rental Contracts, 1985 |
| | Private Event Rental Contracts (2 folders), 1986 |
| | Village Companies Sponsorship and Event Rentals, 1986-1987 |
| | Private Event Rental Contracts, 1987 |
| | Private Event Rental Contracts, 1988 |
| | |
| | Box 109 |
| | Carolina Theatre Project Files |
| | Architect Selection, 1987 |
| | Cinema Operations Pro Forma by Chuck Eckerman, Consultant, 1988 |
| | Carolina Theatre Design Committee, 1989-1990 |
| | User Group Survey, 1990 |
| | Killis Almond, 1990 |
| | Janis Barlow (2 folders), 1990-1992 |
| | Managing Director's Reports to the CCC (prepared for Janis Barlow), 1986-1988 |
| | Carolina Theatre Coordinating Group (1 of 2 folders), 1988-1991 |
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| | Box 110 |
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Carolina Theatre Records

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| | A plan showing longitudinal sections of the Carolina Theatre Cinemas and Auditorium (prepared by Daniel Coffey) has been removed to Oversize Folder 4. |
| | Request for Architect Proposals, 1990 |
| | Architect Selection, 1990 |
| | City / County Meeting to Select Architect, 1990 |
| | "The Role of a Restoration Architect" (Peter Capone of Edward Durrell Stone Associates at LHAT), June 23, 1990 |
| | Carolina Theatre Restoration Estimate, November 26, 1990 |
| | Asbestos Removal, 1991 |
| | Establishment of Carolina Theatre Board of Trustees, 1989-1992 |
| | This folder includes Orville Powell's offer to Stephen Barefoot to assist with the formation of the Board of Trustees and pre-opening activities, as well as Don Anderson's contract as Interim Executive Director. |
| | Development of BOT Orientation Manual, 1991 |
| | A copy of the manual may be found in Pepper Fluke's papers, in the Board of Trustees series. |
| | PIP Printing Grant, 1991 |
| | Pre-Opening Expense Budget, March 23, 1991 |
| | Carolina Theatre Budget Proposal FY1991-1992, May 1991 |
| | Budget / Finance / Fundraising Committee Information Packet, September 1, 1992 |
| | Carolina Theatre Project Logo Development, 1992 |
| | Carolina Theatre Board of Trustees Audit Report, June 30, 1993 |
| | |
| CLIPPINGS | |
| | Box 111 |
| | Carolina Theatre Clippings, 1976 |
| | Carolina Theatre Clippings, 1977 |
| | Carolina Theatre Clippings, 1978 |
| | Carolina Theatre Clippings, 1979 |
| | Carolina Theatre Clippings, 1980 |
| | Carolina Theatre Clippings, 1981 |
| | Carolina Theatre Clippings, 1982 |
| | Carolina Theatre Clippings, 1983 |
| | Carolina Theatre Clippings, 1984 |
| | Carolina Theatre Clippings (2 folders), 1985 |
| | Carolina Theatre Clippings, 1986 |
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Carolina Theatre Records

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| | Box 112 |
| | Carolina Theatre Clippings (2 folders), 1987 |
| | Carolina Theatre Clippings (2 folders), 1988 |
| | Carolina Theatre Clippings, 1989 |
| | Carolina Theatre Clippings (2 folders), 1990 |
| | Carolina Theatre Clippings, 1991 |
| | Carolina Theatre Clippings, 1992 |
| | |
| | Box 113 |
| | Carolina Theatre Clippings, 1993 |
| | Carolina Theatre Clippings (2 folders), 1994 |
| | Carolina Theatre Clippings, 1995 |
| | Carolina Theatre Clippings, 1996 |
| | Carolina Theatre Clippings, 1997 |
| | Carolina Theatre Clippings, 1998 |
| | |
| | Box 114 |
| | Carolina Theatre Clippings, 1999 |
| | Carolina Theatre Clippings, 2000 |
| | Carolina Theatre Clippings, 2001 |
| | Carolina Theatre Clippings, 2002 |
| | Carolina Theatre Clippings, 2003-2010 |
| | Carolina Theatre Clippings, undated |
| | |
| Monte Moses Clippings Subject Files | Carolina Theatre Clippings, 1926-1927 |
| | Carolina Theatre Clippings, 1927 |
| | Durham Civic Center (2 folders), 1979-1984 |
| | Durham Arts Complex, 1982-1983 |
| | Terry Sanford (including clippings about proposed performing arts center), 1985-1999 |
| | This folder includes a copy of the program from Terry Sanford's funeral. |
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| Pepper Fluke Clippings Subject Files | Carolina Theatre Clippings Scrapbook, 1995 |
| | Carrboro Arts Center Clippings, 1987-1988 |
| | Durham Arts Council, 1984-2001 |
| | Durham Civic Center (2 folders), 1982 |
| | Durham History Clippings, 1947-2005 |
| | Durham Performing Arts Center Clippings, 2000-2005 |
| | Durham Theatre Groups Clippings, 1982-1997 |
| | Durham Leaders, Clippings and Obituaries, 1984-2004 |
| | Maggie Dent Clippings, 1978-1998 |
| | Stephen Scott-Martin Clippings, 1995, 2002, and undated |
| | |
| OVERSIZE MATERIALS | |
| | |
| | Oversize Folder 1: Carolina Theatre Archives |
| | "This is Durham" Advertisement from the Durham Morning Herald, August 22, 1948 |
| | Seating Plan for Carolina Theatre (Wil-Kin, Inc.), September 12, 1966 |
| | |
| | Oversize Folder 2: Monte Moses Papers |
| | Newsprint Film Calendars, 1984-1985 |
| | Floor Plans of the Carolina Theatre (on tracing paper), ca. 1990-1992 |
| | Stress Reduction Series Poster, 1994 |
| | Film poster, Death and the Maiden, 1995 |
| | |
| | Oversize Folder 3: Pepper Fluke Papers |
| | Newsprint Film Calendars, 1984-1985 |
| | Laminated Carolina Marketplace Sign, ca. 1991-1992 |
| | Orchestra Floor Seating Plan, May 7, 1992 |
| | Carolina Theatre Project Office Sign, ca. 1992 |
| | Sketch of Connie Floyd Mural, 1993 |
| | Calendars of Events, March-July 1994 |
| | Stress Reduction Series Posters (2), 1994 |
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| | Oversize Folder 4 |
| | |
| | Maggie Dent Papers |
| | Photocopies of newspaper advertisements for Carolina Theatre films (ca. 1930s), ca. 1981 |
| | |
| | Stephen Barefoot Papers |
| | Posters (2), An Evening with Phoebe Tyler, 1985 |
| | Paste-Up for Program, An Evening with Phoebe Tyler, 1985 |
| | "The High-Heeled Women" and "Friends in High Places" New Year's Eve poster , 1986 |
| | Centerfest: Tom Rush Concert poster, 1986 |
| | Tom Rush poster, ca. 1986-1987 |
| | A golden seal is detached from the poster and has been paperclipped in place. |
| | Michael Rigsbee Carolina Theatre Poster (flattened), ca. 1986-1987 |
| | Chuck Davis African-American Dance Ensemble poster, 1987 |
| | "Hats Off to Durham's Follies" poster, 1987 |
| | Sample ad proofs for "Round Midnight", ca. 1987 |
| | Albert Collins and the Icebreakers concert poster (Madhatter Productions), 1988 |
| | Longitudinal Sections of Cinemas and Auditorium (architectural plans), March 26, 1991 |
| | |
| | Oversize Folder 5 |
| | "Durham Auditorium" floor plans (Milburn, Heister, & Co. Architects), undated |

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