

University Ceremonies records5692866

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Summary Information

Repository:	Rare Book and Manuscript Library
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Title:	University Ceremonies records
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Identification of specific item; Date (if known); University Ceremonies records; Box and Folder; University Archives, Rare Book & Manuscript Library, Columbia University Libraries.

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Historical Note

In October 1908, the University Council, the representative body of the faculty and administration on campus, changed the name of the Committee on Commencement to the Committee on Public Ceremonies. This body would be in charge of all of the "ceremonies" on campus, not just Commencement. The committee was made up of a Chair (faculty member, George Francis Sever, instructor in Electrical Engineering, 1908-1909), the Secretary of the University, the Chaplain, the Superintendent, and the Secretary of Teachers College. Sever only served for one year, when Charles Knapp, Professor of Classical Philology, became Chair. In 1910, the membership of the Committee was expanded to include the Secretary of the University Council and the Secretary of the Alumni Council. Professor Knapp led the Committee for 10 years. After Knapp's retirement, the Committee on Public Ceremonies was further expanded (2 additional faculty members, but no longer the Secretary of the University Council) and the Committee coordinated academic ceremonies, visits from dignitaries and other public events, with the help of staff in the Office of the Secretary. Chairs included

Edward Elliot (c. 1921-1925), Herbert N. Shenton (c. 1926-1927, with the first outdoors commencement ceremony on South Court), Enrique Zanetti (c. 1928-1930), Rexford Tugwell (c. 1933), Rosewell Magill (c. 1934), Harry Morgan Ayres (c. 1939), Albert C. Jacobs (c. 1941), Russell Potter (1943-1945) and George M. Allen (1945-1948).

In 1948, with the arrival of University President Dwight D. Eisenhower, there were a number of shifts in the administration. The work of the Committee on Public Ceremonies was briefly transferred from the Office of Secretary to the Office of the General Secretary, later known as the Vice President for Development, Paul H. Davis. The Chairs were then asked to serve three-year terms whenever possible. These include Justin M. O'Brien (c. 1949-1951), John Angus Burrell (1951-1953), Harry S. Carman (1953-1956), Hugh Borton (1956-1957), and Moses Hadas (1957-1960).

By 1964, there was a dedicated staff member in the Office of the Secretary, the Assistant to the Secretary for Public Ceremonies. The position was filled by Mary K. Gunn (1964-1966) and later Dorothy G. Torbert (1966-1972). Torbert continued in this function and with different titles for many years (until 1979), but the reporting structure shifted almost year to year: under the Office of the President, the Office of Development and Alumni Relations, to the Office of Public Affairs, back to Development, and back again to the Office of the President. Kay Sheehan (1979-1981) and Barbara J. Boland (1981-1982) served as Coordinators of Public Ceremonies. In addition to overseeing commencement and prize dinners, this office also coordinated Columbia's representation. That is, when the President is invited to an event such as a University presidential inauguration, campus dedication, or anniversary celebration and he cannot attend, a faculty member or alum is asked to represent Columbia in his stead, or the office sends the official greetings from the University.

Under the Office of the President, the Office of Presidential and Development Events and later called Office of University Programs and Events coordinates such events as the World Leaders Forum, the University Lectures and Commencement.

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Summary

This collection consists of the records related to ceremonies, events, prizes, dinners, etc. It includes the planning records of events related to University prizes (Butler Medal, Bancroft, Cabot, Horwitz), honorary degrees, dignitary visits, presidential inaugurations and commencement. There are also materials related to the University's greetings, credentials and representation at non-Columbia events.

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Arrangement

This collection is arranged in three series.

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Administrative Information

Publication Statement

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Revision Description

Finding aid published (JR) Added Boxes 35-36 (JR) 2023-12-22 2025-06-16

Restrictions on Access

This collection is located off-site. You will need to request this material at least three business days in advance to use the collection in the Rare Book and Manuscript Library reading room.

Restrictions on Access

All administrative records of the University are restricted for 25 years from the date of creation.

Processing Information

This collection was processed by Joanna Rios in December 2023. Additional materials previously stored offsite from the Commencement Collection were processed in June 2025.

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Related Materials

Related Materials

Additional materials related to events and prizes can be found in [Historical Subject Files \(UA#0002\)](#). Related collections also include [Commencement Collection, 1758-2023](#); [Columbia University Founding Anniversaries Collection, 1837-2004](#); [Columbia University bicentennial anniversary records, 1898-1957](#); [Columbia University Bicentennial Collection, 1946-1957](#); and the [George Marcus Allen Collection, 1945-1993](#), who was Chair of the Committee on Public Ceremonies at Columbia University from 1945 to 1948.

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Controlled Access Headings

- Columbia University -- Administration

Collection Inventory

Series I: Event records

Scope and Contents

This series consists of the records created in organizing events at Columbia since the 1920s. The personnel in charge of ceremonies and the reporting structure has changed a number of times since the early days of the Committee on Public Ceremonies. There are five sets of records from the different eras or administrations and there are overlaps in the dates.

Title/Description	Instances
Committee on Public Ceremonies	

Scope and Contents

The earliest set of records dates from to 1921 to around 1951. Please note that there is some overlap in the dates with the next set of records. Records are organized alphabetically by the name of the event and can include programs, invitations, tickets, instructions for marshals, guest lists, seating diagrams, rain day arrangements, press releases, newspaper clippings, memos, thank-you cards and general correspondence.

Bampton Lectures, 1948	box 6	folder 1
Scope and Contents		
First Bampton Lectures in America; Arnold Joseph Toynbee, Director of Studies in the Royal Institute of International Affairs.		
Bampton Lectures, 1949	box 6	folder 2
Scope and Contents		
Paul R. Hawley, MD, Chief Executive Officer of the Blue Cross Commission and Allied Medical Care Plans		
Bartok, Bela Convocation, 1940 November 25	box 6	folder 3
Scope and Contents		
Special Convocation: Dr. Karl T. Compton, MIT President; Sir Cecil Thomas Carr, English barrister; Paul Hazard and Bela Bartok		
Beer, Julius, Lectures, 1947 February 3-18	box 6	folder 4
Scope and Contents		
Lectures given by Dr. Bertil Ohlin		
Bougle, M. Celestin, Convocation, 1938 April 20	box 6	folder 5
Scope and Contents		
Directeur de L'Ecole Normale Superieure de Paris		
Briand, M. Aristide, Convocation, 1921 November 24	box 6	folder 6
Scope and Contents		
President of the Council of Ministers of the French Republic, on Thanksgiving Day, private ceremony in camera.		
Buchan, Mr. John, Convocation, 1934 December 3	box 6	folder 7

Scope and Contents

Private ceremony, in camera

Business, School of, Opening and Inspection of, 1924 December 6	box 6	folder 8
Scope and Contents		
(Now known as Dodge Hall)		
Butler's, President Nicholas Murray, Birthday Dinner, 1937 April 1	box 6	folder 9--10
Butler's, President Nicholas Murray, Funeral Service, 1947 December 9	box 6	folder 11
Cabot, Maria Moors, Prizes Convocation, 1939-1945	box 6	folder 12--13
Cabot, Maria Moors, Prizes Convocation, 1946	box 6	folder 14
Cabot, Maria Moors, Prizes Convocation, 1947	box 6	folder 15
Cabot, Maria Moors, Prizes Convocation, 1948	box 6	folder 16
Cabot, Maria Moors, Prizes Convocation, 1949	box 6	folder 17
Cabot, Maria Moors, Prizes Convocation, 1950	box 6	folder 18
Canterbury, Archbishop of, Geoffrey Francis Fisher, 1946 September 16	box 6	folder 19
Casa Italiana, Opening of, 1927 October 12	box 6	folder 20
Chandler Memorial Lectures and Centennial Dinner, 1937 October-November	box 6	folder 21
Scope and Contents		
The (Charles Frederick) Chandler Centennial Dinner		
M. Charley; Gerhart Hauptmann Honorary Degrees, 1932 February 29	box 6	folder 22
Rt. Hon. The Viscount Cecil of Chelwood Convocation, 1937 November 18	box 6	folder 23
Carroll, Lewis, 100th Anniversary of Birth of, 1932 May 4	box 7	folder 1
Christianity into Eastern Europe, 900th Anniversary of the Introduction of (St. Stephen of Hungary), 1938 November 18	box 7	folder 2
Ciechanowski, Jan, Visit, 1942 February 11	box 7	folder 3
Churchill, Winston, Convocation, 1946 March 18	box 7	folder 4--5
Clarke, Fred, Convocation, 1939 August 15	box 7	folder 6

Scope and Contents

University Convocation in Connection with the
Congress on Education for Democracy: Fred Clarke,
John Murray, Eustace Percy, Edouard Herriot, The
Earl Baldwin of Bewdley

Commemoration Service, Annual, 1947 January 9	box 7	folder 7
Commemoration Service, Annual, 1948 January 18	box 7	folder 8
Commemoration Service, Annual, 1949 January 16	box 7	folder 9
Commemoration Service, Annual, 1950 January 15	box 7	folder 10
Commencement, 1935-1944		
Commencement, 1935	box 16	folder 1--2
Commencement, 1936	box 16	folder 3--4
Commencement, 1937	box 16	folder 5--6
Commencement, 1938	box 16	folder 7--8
Commencement, 1939	box 16	folder 9--11
Commencement, 1940	box 16	folder 12--13
Commencement, 1940	box 17	folder 1
Commencement, 1941	box 17	folder 2--4
Commencement, 1944	box 17	folder 5
Convocations in Rotunda, 1934-1940	box 7	folder 11
Curie, Marie Sklodowska, Memorial Evening, 1938 January 20	box 7	folder 12
Das, Mary Keatings Memorial Lecture, 1948 November 17	box 7	folder 13

Scope and Contents

Robert Livingston Schuyler

Dewey, Thomas Edmund, Convocation, 1947 November 24	box 7	folder 14
Engineering, School of, 75th Anniversary, 1939 November 27	box 7	folder 15-16
Erasmus, Desiderius, Commemoration of Teachings of, 1936 November 18	box 7	folder 17
Firdausi, Persian epic poet (Ferdowsi), 1934 November 8	box 7	folder 18
Foch, Marshall Ferdinand, Convocation, 1921 November 19	box 7	folder 19

Freire, Romulo Gallegos, President of Venezuela, Convocation, 1948 July 9	box 7	folder 20
George VI, King, Visit of, 1939 June 10	box 7	folder 21-22
George VI, King, Visit of, 1939 June 10	box 8	folder 1--4
Greene, Sir Wilfrid, Master of the Rolls, Luncheon, 1941 May 16	box 8	folder 5
Hamilton, Alexander, Dinner, 1948 January 15	box 8	folder 6--7
Scope and Contents		
Medal awarded to Acting President Frank Diehl Fackenthal		
Hamilton, Alexander, Dinner, 1951 February 15	box 8	folder 8
Scope and Contents		
Medal awarded to Dean Emeritus Harry James Carman		
Inauguration, Committee for, 1948	box 8	folder 9
Interfaith Convocation, 1944 February 24	box 8	folder 10
Scope and Contents		
Louis Finkelstein, John Augustine Ryan, George Arthur Buttrick		
Irvine, Sir James C., Convocation, 1935 November 29	box 8	folder 11
Scope and Contents		
James Colquhoun Irvine, Count Paul Teleki, Count Carlo Sforza, Erich von Prittwitz und Gaffron, Rafael Altamira y Crevea		
Jervey, Huger, Inauguration of, as Dean of Faculty of Law, 1924 November 17	box 8	folder 12
International Law Society and American Bar Association, Foreign Guests of, 1930 September 4	box 8	folder 13
Law School Commencement, 1948 February 13	box 8	folder 14
Sir Walter Layton Honorary Degree, 1933 May 1	box 8	folder 15
Scope and Contents		
Private ceremony; in camera.		
MacDowell, Edward, Exhibition, 1938 April 27	box 8	folder 16
Medical Center, Opening of the, 1928 October 12	box 8	folder 17

Moses Maimonides, 800th Anniversary of birth of, 1935 March 30	box 8	folder 18
Marie, Queen of Romania, reception and Honorary Degree, Bishop Ingram of London, 1926 October 22	box 8	folder 19
Presentation of Navy commemorative plaque by Commodore Richards - Midshipmen's School, 1945 December 3	box 8	folder 20
Pandit Jawaharlal Nehru Convocation, 1949 October 17	box 8	folder 21-23
Opening Exercises, 1945 September 26	box 8	folder 24
Opening Exercises, 1946 September 25	box 15	folder 1
Opening Exercises, 1947 September 24	box 15	folder 2
Opening Exercises, 1948 September 22	box 15	folder 3
Opening Exercises, 1949 September 28	box 15	folder 4
Opening Exercises, 1951 September 25	box 15	folder 5
Dedication of new Organ at St. Paul's Chapel, 1939 May 28	box 15	folder 6
Penaranda, General Enrique, President of Bolivia, Convocation, 1943 May 13	box 15	folder 7
Peter II, King of Yugoslavia, Visit of, 1942 July 8	box 15	folder 8
Photographs, 1927-1936	box 15	folder 9
Scope and Contents		
Aerial photo of campus (1927) and photos of the Low Library Rotunda set up for events (1935-1936)		
College of Physicians and Surgeons graduation, 1944 September 28 and 1946 March 28	box 15	folder 10
Opening of Plimpton Library, 1938 April 13	box 15	folder 11
Prado y Ugarteche, Manuel, President of Peru, Convocation, 1942 May 18	box 15	folder 12
Printing, 500th Anniversary of the Invention of, 1940 January 19	box 15	folder 13-14
Scope and Contents		
Special convocation and exhibition		
Pulitzer, Joseph, One Hundredth Anniversary of the Birth of, and Commemorative Postage Stamp, 1947 April 10	box 15	folder 15-16
Rios, Juan Antonio, President of Chile, Convocation, 1945 October 18	box 15	folder 17

Ross, Sir William David, K.B.E., Convocation, 1939 February 13	box 15	folder 18
Rotunda scaled drawings and diagrams, 1930s	box 15	folder 19
Santiago de Chile, 400th Anniversary of Founding of, 1941 April 21	box 15	folder 20
Seligman, Edwin Robert Anderson, Memorial Meeting, 1939 December 13	box 15	folder 21
Smuts, General Jan Christiaan, Convocation, 1930 January 11	box 18	folder 1
Spanish Infantes, Visit of, 1928 March 16	box 18	folder 2
South Hall, laying of cornerstone; dedication of pylons on Amsterdam and 116th Street, 1932 October 3	box 18	folder 3
Spens, Mr. Will, honorary degree, 1933 October 23	box 18	folder 4
Scope and Contents Private ceremony; in camera.		
Stand, Columbia!, 1936-1939	box 18	folder 5
Summer Session Opening Exercises, 1948	box 18	folder 6
Takamatsu, Prince and Princess, Visit of, 1931 April 14	box 18	folder 7
Tchaikovsky, Peter Ilich, Celebration in Honor of the Birth of, 1940 May 7	box 18	folder 8
Tokugawa, Prince Iyesato, Reception, 1934 February 27	box 18	folder 9
Trustees Academic Costumes, undated	box 18	folder 10
University Convocation Honoring Nations War Leaders, 1947 February 21		
Scope and Contents General Marshall, General Eisenhower, General Hershey, General Kirk, General Arnold, General MacArthur, Admiral King, Admiral Nimitz, Admiral Halsey, Admiral Land, General Vandergrift		
Programs, Invitations and Tickets, 1947 February 21	box 18	folder 11
Instructions and Plans, 1947 February 21	box 18	folder 12
Correspondence, 1947 February 21	box 18	folder 13
General, 1947 February 21	box 18	folder 14
Admirals and Generals Convocation, 1947 February 21	box 24	folder 52-53
Woodberry, George Edward, honorary degree, 1948 May 12	box 18	folder 15

York, Archbishop of, honorary degree, 1935 December 16	box 18	folder 16
Scope and Contents		
William Temple		
York, Archbishop of, honorary degree, 1944 April 25	box 18	folder 17
Scope and Contents		
Cyril Forster Garbett		
Public Ceremonies office records (Office of the General Secretary)		
Scope and Contents		
<p>This second set of ceremonies records date from 1929 to 1957. The bulk of the records are from 1948 to 1952, or the Eisenhower administration. The coordination of events moved briefly from the Office of the Secretary to the Office of the General Secretary (later Vice President for Development) with the arrival of new University President Dwight D. Eisenhower. There are very detailed and thorough records for Commencement in 1948 and 1949 and the Installation of Eisenhower in 1948. Records are organized alphabetically by the name of the event and can include programs, invitations, tickets, instructions for marshals, guest lists, seating diagrams, rain day arrangements, press releases, newspaper clippings, memos, thank-you cards and general correspondence.</p>		
175th Anniversary Convocation programs, 1929 October 31	box 24	folder 50
Scope and Contents		
<p>For additional materials, see the Columbia University Founding Anniversaries Collection, 1837-2004.</p>		
200th Anniversary planning, 1949	box 24	folder 51
Scope and Contents		
Columbia Bicentennial Celebration, see Bicentennial Collection		
Aeropagitica of John Milton, Commemoration of the 300th Anniversary of the Publication of the, 1944 November 24	box 25	folder 1

Scope and Contents

Invitation only

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Aleman, Miguel, President of Mexico, Convocation, 1947 May 2	box 18	folder 18
Alexander Hamilton Dinner programs, 1948-1952	box 25	folder 3
Ali Khan, Linquat, Prime Minister of Pakistan, Convocation, 1950 May 8	box 25	folder 4
Alumni Memorial Service (for Columbia War Dead), 1947 February 12	box 25	folder 5
American Teacher, Convocation in Honor of the, 1954 July 20	box 25	folder 6
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Armas, Carlos Castillo, President of Guatemala, Convocation, 1955 November 5	box 25	folder 8
Arroyo del Rio, Carlos Alberto, President of Ecuador, Convocation, 1942 November 30	box 25	folder 9
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Cabot, Maria Moors, Prizes Convocation, 1952 October 9	box 25	folder 18

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Commencement - Amplification, 1948	box 4	folder 5
Commencement - Alumni Federation communication, 1940-1942	box 4	folder 6
Commencement - Baccalaureate Service, 1948	box 4	folder 7
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Scope and Contents		
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Commencement - Candidates' Procession, 1948	box 4	folder 10
Commencement - Class Day, 1948	box 4	folder 11
Scope and Contents		
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Commencement - Earlier Arrangements, 1947	box 4	folder 13

Scope and Contents

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Commencement - Faculty Marshals Excused, 1948	box 4	folder 17
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Commencement - Honorary Degrees and Escorts, 1948	box 4	folder 19
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Commencement - Invitations to the Commencement Luncheon, 1948	box 4	folder 21
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Scope and Contents

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Commencement - Candidates' Procession, 1949	box 24	folder 10
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Commencement - Student assistants, ushers, program distributors, ticket collectors, messengers, 1950	box 35	folder 5
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Commencement - Academic Dress - Bookstore, 1951	box 35	folder 13
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Commencement - Commencement Mimeographing and CU Press Printing, 1951	box 35	folder 24
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Commencement - Instructions to All Candidates, 1951	box 35	folder 30
Commencement - Invitations to Commencement, 1951	box 35	folder 31
Commencement - Maps, 1951	box 35	folder 32
Commencement - Miscellaneous, 1951	box 35	folder 33
Commencement - Music, 1951	box 35	folder 34
Commencement - Notes on Commencement for Change, 1951	box 35	folder 35
Commencement - Order of Academic Procession, 1951	box 35	folder 36
Commencement - Presenting Deans, 1951	box 35	folder 37
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Commencement - Program, 1951	box 35	folder 39
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Commencement - Student Marshals, 1951	box 35	folder 41
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Commencement - Trustees, 1951	box 35	folder 45
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Commencement - Academic Dress - Bookstore, 1952	box 35	folder 47
Commencement - Academic Procession, 1952	box 35	folder 48
Commencement - Admission and Control, 1952	box 35	folder 49
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Commencement - Commencement Mimeographing and CU Press Printing, 1952	box 35	folder 60
Commencement - Deans' Receptions, 1952	box 36	folder 1
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Commencement - Hood Marshals, 1952	box 36	folder 5
Commencement - Instructions to All Candidates, 1952	box 36	folder 6
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Commencement - Miscellaneous, 1952	box 36	folder 10
Commencement - Music, 1952	box 36	folder 11
Commencement - Notes on Commencement for Change, 1952	box 36	folder 12
Commencement - Order of Academic Procession, 1952	box 36	folder 13
Commencement - Presenting Deans, 1952	box 36	folder 14
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Commencement - Academic Dress - Bookstore, 1953	box 36	folder 24
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Commencement - Admission and Control, 1953	box 36	folder 26
Commencement - Alumni Representation, 1953	box 36	folder 27
Commencement - Amplification, 1953	box 36	folder 28
Commencement - Baccalaureate, 1953	box 36	folder 29
Commencement - Boxes, 1953	box 36	folder 30
Commencement - Buildings and Grounds, 1953	box 36	folder 31
Commencement - Candidates' Procession, 1953	box 36	folder 32
Commencement - Civilian Defense, 1953	box 36	folder 33
Commencement - Class Day, 1953	box 36	folder 34
Commencement - Commencement Mailing, 1953	box 36	folder 35
Commencement - Deans' Receptions, 1953	box 36	folder 36
Commencement - Estimated number of students to receive degrees, 1953	box 36	folder 37
Commencement - Faculty Marshals, 1953	box 36	folder 38
Commencement - Honorary Degrees and Medalists, 1953	box 36	folder 39
Commencement - Hood Marshals, 1953	box 36	folder 40
Commencement - Instructions to All Candidates, 1953	box 36	folder 41
Commencement - Invitations to Commencement, 1953	box 36	folder 42
Commencement - Letter of Thanks, 1953	box 36	folder 43
Commencement - Memoranda, 1953	box 36	folder 44
Commencement - Miscellaneous, 1953	box 36	folder 45
Commencement - Music, 1953	box 36	folder 46
Commencement - Notes on Commencement for Change, 1953	box 36	folder 47
Commencement - Order of Academic Procession, 1953	box 36	folder 48
Commencement - Press, 1953	box 36	folder 49
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Commencement - Student Marshals, 1953	box 36	folder 53
Commencement - Tickets, 1953	box 36	folder 54
Commencement - Time Schedule, 1953	box 36	folder 55
Commencement - Trustees, 1953	box 36	folder 56
Commencement - Trustee and Council Attendance, 1953	box 36	folder 57
Commencement - Ushering, 1953	box 36	folder 58
Community Party - Special Bicentennial Reception in honor of the Morningside Heights Community, 1954 December 12	box 25	folder 25
Scope and Contents		
Part of the Columbia Bicentennial Celebration. For additional materials, please see the Columbia University bicentennial anniversary records, 1898-1957 and the Columbia University Bicentennial Collection, 1946-1957 .		
Community Party - Special Bicentennial Reception in honor of the Morningside Heights Community, 1954 December 12	box 20	folder 1
Scope and Contents		
Part of the Columbia Bicentennial Celebration. For additional materials, please see the Columbia University bicentennial anniversary records, 1898-1957 and the Columbia University Bicentennial Collection, 1946-1957 .		
Cyclotron, Dedication of the Nevis, 1950 May 2	box 20	folder 2
Da Fontoura, Joao Neves, Convocation (The Foreign Minister of Brazil), 1952 November 21	box 20	folder 3
Eden, Robert Anthony, Convocation and Gabriel Silver Lecture (Right Honorable British Secretary of State for Foreign Affairs), 1952 January 11	box 20	folder 4--5
Education for Business Leadership Luncheon, Columbia Associates, 1950 May 19	box 20	folder 6
Eguiguren, Luis Antonio, Convocation (Chief Justice of Peru), 1953 November 11	box 20	folder 7
Eisenhower, Dwight D., Farewell, 1953 January 16	box 20	folder 8
Scope and Contents		
The University President bids farewell before moving to the White House		
Engineering Campaign Luncheon (aka Mr. Dunn's Luncheon), 1950 January 10	box 20	folder 9

English Bible, 400th Anniversary of the, 1938 October 18	box 17	folder 16
Gainza Paz, Alberto, Convocation (former publisher-editor of the Argentine newspaper La Prensa), 1951 October 29	box 20	folder 10
Hargreaves, Alice, Convocation (in conjunction with a Lewis Carroll centenary exhibition), 1932 May 2	box 20	folder 11
Herald Tribune Forum for High Schools Visit, 1950 February 11	box 20	folder 12
Installation of President Dwight D. Eisenhower, 1948		
Installation - General, 1948	box 4	folder 1
Scope and Contents		
Instructions for marshals, marching diagrams for the academic procession, diagram of the seating of the president's group on the dais, reception guest list, academic delegates, and announcements.		
Installation - Academic Dress, 1948	box 4	folder 43
Installation - Admission and Control, 1948	box 4	folder 44
Installation - Credentials, 1948	box 4	folder 45
Installation - Escorts, 1948	box 4	folder 46
Installation - Inauguration Committee, 1948	box 4	folder 47
Installation - Marshals and Assignments, 1948	box 4	folder 48
Installation - Procession and Student Delegates, 1948	box 4	folder 49
Installation - Ushering Guests, 1948	box 4	folder 50
Installation - Ushering Procession, 1948	box 4	folder 51
Installation - Ticket Distribution, 1948	box 17	folder 6
Installation - Tickets and Passes, 1948	box 17	folder 7
Installation - Tickets - Press Sections, 1948	box 17	folder 8
Installation - Tickets - Sections 101-110, 1948	box 17	folder 9
Installation - Tickets - Sections 1-23, 1948	box 17	folder 10
Installation - General, 1948	box 17	folder 11--13
Installation - Maps and Diagrams, 1948	box 17	folder 14
Installation - Guest Lists and Invitations, 1948	box 24	folder 43
Installation - Inaugural Address, 1948	box 24	folder 43a
Installation - Reception, 1948	box 24	folder 44

Installation - Minutes of the Committee on Installation and its Discussions, 1948	box 24	folder 45
Installation - Printing, 1948	box 24	folder 46
Installation - Committee on Public Ceremonies, 1948	box 24	folder 47
Installation - General, 1948	box 24	folder 48-49
Installation - Eisenhower Reception Guest List (Blue List), 1948	box 29	folder 12
Juliana, Queen of the Netherlands, Convocation, 1952 April 18	box 20	folder 13-14
Kemp Medal Dinner – Wallace Everette Pratt, 1950 May 4	box 20	folder 15
Magloire, General Paul Eugene, Convocation (President of Haiti), 1955 February 1	box 20	folder 16
New York State Hospital Study Luncheon, 1949 November 18	box 20	folder 17
Nutrition Luncheon, 1950 February 17	box 20	folder 18
Scope and Contents		
Columbia Associates luncheon fundraiser for a large center for nutritional research		
Odell, George, Lecture, 1950 March 20	box 20	folder 19
Scope and Contents		
A memorial exhibition from the theatre collection of George Odell		
Opening Exercises, 1950 September 26	box 20	folder 20
Opening Exercises, 1952 September 24	box 20	folder 21
Paul, King of the Hellenes, Reception, 1942 June 17	box 20	folder 22
Paul, King of the Hellenes, and Queen Frederika Convocation, 1953 November 2	box 20	folder 23
Provost Grayson Kirk Luncheon, 1949 December 19	box 20	folder 24
Provost Grayson Kirk Luncheon by T.J. Watson, 1950 January 6	box 20	folder 25
Rhee, Syngman, Convocation (President of the Republic of Korea), 1954 August 2	box 20	folder 26
Scelba, Mario, Convocation (Prime Minister of Italy), 1955 April 1	box 20	folder 27
Shah of Iran		
Shah of Iran Dinner (Mohammad Reza Shah Pahlavi, the Shahanshah of Iran), 1949 December 19	box 19	folder 1--2

Shah of Iran Correspondence, 1949 December 19	box 19	folder 3
Shah of Iran Convocation and Gabriel Silver Lecture (Mohammad Reza Shah Pahlavi, the Shahanshah of Iran), 1955 February 4	box 19	folder 4
Gabriel Silver Lecture - Dwight David Eisenhower "World Peace - A Balance Sheet", 1950 March 23	box 19	folder 5
Summer Session Convocation, 1954 July 20	box 19	folder 6
Scope and Contents		
Part of the Columbia Bicentennial Celebration. For additional materials, please see the Columbia University bicentennial anniversary records, 1898-1957 and the Columbia University Bicentennial Collection, 1946-1957 .		
Vanderbilt Cornerstone (demolition of the 59th Street College of Physicians and Surgeons buildings), 1950 May 4	box 19	folder 7
Yoshida, Shigeru, Convocation (Prime Minister of Japan), 1954 October 27	box 19	folder 8
Yukawa, Hideki, Dinner (recipient of the Nobel Prize in nuclear physics), 1949 November 21	box 19	folder 9
General office files		
Commencement and Related Ceremonies Data, 1950	box 35	folder 11
Events, 1950	box 19	folder 10
Foundation - Corporation Entertainment, circa 1950	box 19	folder 11
General, 1949-1950	box 19	folder 12
Scope and Contents		
Justin O'Brien, Chair, Committee on Public Ceremonies		
Grant Dedication (Plaque in memory of Edward J. Grant), 1951 November 2	box 19	folder 13
Invitation Lists, 1955	box 19	folder 14
List of Events, 1921-1948, 1948	box 19	folder 15
Maps for McMillin Theater - Opening Exercises, undated	box 34	folder 11
Occasions, 1947-1950	box 19	folder 16
Prize Winners, 1950	box 19	folder 17
Procedures, 1950	box 19	folder 18
Public Ceremonies Committee, 1949-1950	box 34	folder 12

Seating plan of the Low Library Rotunda and for University Convocations, undated	box 34	folder 10
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Assistant to the Secretary for Public Ceremonies records

Scope and Contents

This third set of records dates from 1954 to 1983, with the bulk the records from the late 1960s to the early 1980s. Records are organized alphabetically by the name of the event and can include programs, invitations, tickets, guest lists and general correspondence. The records for prizes are comprehensive and include prizes not previously organized by the office.

25-Year Club Dinner, 1974-1977	box 26	folder 1
25-Year Club Dinner, 1978 April 12	box 26	folder 2
25-Year Club Dinner, 1979 March 28	box 26	folder 3
25-Year Club Dinner, 1980 April 8	box 26	folder 4
25-Year Club Dinner, 1981 March 25	box 26	folder 5
25-Year Club Dinner, 1982 March 24	box 26	folder 6
Bancroft Prizes Award Dinner, 1976 April 1	box 26	folder 7
Bancroft Prizes Award Dinner, 1977 April 7	box 26	folder 8
Bancroft Prizes Award Dinner, 1978 April 6	box 26	folder 9
Bancroft Prizes Award Dinner, 1979 April 5	box 26	folder 10
Bancroft Prizes Award Dinner, 1980 April 3	box 26	folder 11
Bancroft Prizes Award Dinner, 1981 April 2	box 26	folder 12--13
Bancroft Prizes Award Dinner, 1982 April 1	box 26	folder 14-15
Bicentennial Events, 1976	box 26	folder 15

Scope and Contents

Series of lectures in honor of the National Bicentennial "The National Purpose Reconsidered: 1776-1976." George Ball, John Doar, Gunnar Myrdal, Barry Commoner, Martin Marty, Donald Frederickson.

Cabot (Maria Coors) Prizes Convocation, 1974-1976	box 26	folder 16
Cabot (Maria Coors) Prizes Convocation, 1977	box 26	folder 17
Cabot (Maria Coors) Prizes Convocation, 1978	box 27	folder 1
Cabot (Maria Coors) Prizes Convocation, 1979-1980	box 27	folder 2

Cabot (Maria Coors) Prizes Convocation, 1981	box 27	folder 3
Cabot (Maria Coors) Prizes Convocation, 1982	box 27	folder 4
Charter Day, 1974 October 16	box 27	folder 5
Ewing, Maurice, Memorial Dinner, 1976 March 29	box 27	folder 6
Gandhi, Indira, Speech, 1971 November 6	box 27	folder 7
Hammer, Armand, Convocation, 1978 September 20	box 27	folder 8
Scope and Contents		
Health Sciences Center		
Hight, Gilbert, Memorial Service, 1978 March 15	box 27	folder 9
Horwitz (Louisa Gross) Prize Dinner, 1977 October 5	box 27	folder 9a
Horwitz (Louisa Gross) Prize Dinner, 1978 October 17	box 27	folder 10
Horwitz (Louisa Gross) Prize Dinner, 1979 October 3	box 27	folder 11--12
Horwitz (Louisa Gross) Prize Dinner, 1980 October 1	box 27	folder 13-14
Horwitz (Louisa Gross) Prize Dinner, 1981 October 15	box 27	folder 15-16
Horwitz (Louisa Gross) Prize Dinner, 1982 October 6	box 27	folder 17-18
International Affairs Building Dedication, 1971 October 22	box 28	folder 1
International Association of Universities, 1974 April 2	box 28	folder 2
Iranian Exhibition Reception, 1964 April 7	box 28	folder 3
Scope and Contents		
Pottery and bronzes from Ancient Iran, curated by Prof. Edith Porada		
LBJ Dinner (Lyndon Baines Johnson Foundation honoring Ivan Allen, Jr. and Franklin Thomas), 1974 September 19	box 28	folder 4
Kapitza, Peter Leondovich, Convocation, 1969 October 20	box 28	folder 5
Koo, V.K. Wellington, Presentation of the Oral History Memoirs of, 1976 May 28	box 28	folder 6
Korean Exhibition Reception (The Art of the T'ang Dynasty and its Antecedents from the Sackler Collections), 1965 December 1	box 28	folder 7
Law Convocation (University Convocation in Celebration of the Centenary of the American Bar Association), 1978 August 6	box 28	folder 8
Macmillan, Harold, Convocation (Former British Prime Minister), 1968 January 11	box 28	folder 9

Masefield, John, Centenary Exhibition, 1978 February 2	box 28	folder 10
P&S Convocation - Dedication of Health Sciences Center August Long Library, 1976 October 6	box 28	folder 11
P&S Convocation - Senator Jacob K. Javits, Dedication at the Cancer Research Center Laboratories, 1976 November 18	box 28	folder 12
Painting and Sculpture Exhibition - School of the Arts faculty show, 1969 May 5-9	box 28	folder 13
President's Council Dinner, 1973 December 6	box 28	folder 14

Press Packets

Scope and Contents

Press packets can include programs, press releases, historical notes, speeches, photographs. The Pulitzer Prizes packets include information (and photographs) of the award recipients.

Commencement, 1960	box 12	folder 1
Commencement, 1961	box 12	folder 2
Commencement, 1962	box 12	folder 3
Commencement, 1964	box 12	folder 4
Commencement, 1965	box 12	folder 5
Commencement, 1967	box 12	folder 6
Conference, Alexander Hamilton, 1961	box 12	folder 7

Scope and Contents

Photo of Dr. Harold Syrett

Groundbreaking Ceremony, William Black Building, 1962	box 12	folder 8
Pulitzer Prizes, 1954	box 12	folder 9
Pulitzer Prizes, 1955	box 12	folder 10
Pulitzer Prizes, 1956	box 12	folder 11
Pulitzer Prizes, 1957	box 12	folder 12
Pulitzer Prizes, 1958	box 12	folder 13
Pulitzer Prizes, 1960	box 12	folder 14
Pulitzer Prizes, 1961	box 12	folder 15
Pulitzer Prizes, 1962	box 12	folder 16
Pulitzer Prizes, 1963	box 12	folder 17

Pulitzer Prizes, 1964	box 12	folder 18
Pulitzer Prizes, 1965	box 12	folder 19
Pulitzer Prizes, 1966	box 12	folder 20
Pulitzer Prizes, 1967	box 12	folder 21
Pulitzer Prizes, 1971	box 12	folder 22
Vetlesen Prize, 1964	box 12	folder 23
Prizes		
Au, K.Y. and W.C.L., Prize in Economics, 1975-1976	box 23	folder 1
Ansley, Clarke F., Dissertation Award, 1969-1972	box 23	folder 2
Barnard Medal for Meritorious Service to Science, 1959-1979	box 23	folder 3
Bennett, Robert John, Memorial Award, 1969-1970	box 23	folder 4
Berger, Mike, Awards, 1967-1974	box 23	folder 5
B'nai Jeshurun Prize, 1967	box 23	folder 6
B'nai Zion Gold Medal for Excellence in Hebrew, 1967-1975	box 23	folder 7
Brevoort-Eickmeyer Prize, 1964-1975	box 23	folder 8
Bunner Medal, 1966-1974	box 23	folder 9
Cabot, Maria Moors, Prize, 1968-1971	box 23	folder 10
Chandler, Charles Frederick, Medal / Lecture, 1967-1983	box 23	folder 11
Commencement Prizes, 1966	box 23	folder 12
Cristo-Lovenau, Miron, Prize, 1965-1973	box 23	folder 13
Curtis, George William, Medals, 1966-1974	box 23	folder 14
Das, Taraknath, Prize in Oriental Studies, 1957-1974	box 23	folder 15
Del Rio, Angel, Prize for Excellence in Hispanic Studies, 1965-1975	box 23	folder 16
Del Vecchio, Hannah Rapper, Award, 1966-1969	box 23	folder 17
Ditson, Alice M., Conductor's Award, 1965-1975	box 23	folder 18
Eimer, August O., Medal, 1965-1975	box 23	folder 19
Einstein Prize, 1965-1977	box 23	folder 20
Elsbert, Albert Marion, Prize, 1965-1973	box 23	folder 21
Ewell, Ella Marie, Prize Medal, 1965-1973	box 23	folder 22

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Farband Labor Zionist Award for Excellence in Hebrew and Yiddish Studies, 1965-1973	box 23	folder 23
Friedman, Harry G., Prize, 1966-1977	box 23	folder 24
Hacker, Lillian L, Prize, 1965-1971	box 23	folder 24a
Hammett, Louis P., Awards in Chemistry, 1966-1968	box 23	folder 25
Hinrichsen, Walter, Award for Composers, 1970-1974	box 23	folder 26
Huebschman, Charles A., Prize, 1965-1973	box 23	folder 27
Illig Medal, 1965-1973	box 23	folder 28
Kahn, Lina, Prize, 1973-1975	box 23	folder 29
Kemp, James Furman, Medal for Service in Geology, 1969-1973	box 23	folder 30
Li, K.C., Prize and Medal, 1971	box 23	folder 31
Loubat Prize, 1964-1983	box 23	folder 32
McGregor, James Howard, Prize, 1964-1974	box 23	folder 33
Monell, Ambrose, Medal, 1964	box 23	folder 34
National Magazine Award, 1966-1974	box 23	folder 35
Nevins, Allan, Prize, 1973-1978	box 23	folder 36
Newberry, John S., Prize, 1965-1974	box 23	folder 37
Oberman, Julian, Prize for Excellence in Chinese, 1965-1969	box 23	folder 38
Padve, Meyer, Scholarship, 1965-1967	box 23	folder 39
Pegram, George B., Fellowship, 1968	box 23	folder 40
Russian Poetry Translation Prize, 1964-1972	box 23	folder 41
Siff, David H., Philosophy of Science Award, 1965-1976	box 23	folder 42
Smith, Joseph Mather, Prize (P&S), 1965-1971	box 23	folder 43
Tobenkin, Paul, Memorial Award, 1967-1974	box 23	folder 44
Van Am Prize (Van Amringe, John Howard), 1965-1973	box 23	folder 45
Van Rensselaer Prize, 1964-1974	box 23	folder 46
Wendell, George Vincent, Memorial Medal, 1965-1974	box 23	folder 47
Wise, Ethel H., Award, 1965-1967	box 23	folder 48
Woodberry, George Edward, Prize, 1968-1974	box 23	folder 49
Woodbridge Distinguished Fellows, 1970-1974	box 23	folder 50
Prizes - General, 1972-1976	box 23	folder 51

Pupin Convocation (50th Anniversary of the Pupin Physics Laboratories), 1977 November 4	box 28	folder 15
Radner, William, Lectures - Robert Wood, Director of the Joint Center for Urban Studies at MIT and Harvard University, 1970 April 7-14	box 28	folder 15a
Sackler Reception (The Columbia University Exhibition of Ceramics and Bronzes of Korean from the Sackler Collections), 1967 March 20	box 28	folder 16
Science Convocation to honor Kenneth J. Arrow, Leon N. Cooper, and William H. Stein, 1973 March 20	box 28	folder 17
Shanet's, Professor Howard, Concerts, 1976	box 28	folder 18
Sherman Fairchild Center for the Life Sciences, Dedication of, 1978 October 5	box 28	folder 19
Stettheimer Luncheon, 1973 March 6	box 28	folder 20
Warren, Dean Emeritus William C., Dinner, 1970 October 20	box 28	folder 21
Whistler Loan Exhibition, "From Realism to Symbolism: Whistler and His World", 1971 March 3	box 28	folder 22

Coordinator of Public Ceremonies records

Scope and Contents

This fourth set of records dates from 1965 to 1992. These are primarily the records of events during President Michael I. Sovern's tenure (1980-1993), when the position of Coordinator of Public Ceremonies was created. Records are organized alphabetically by the name of the event and can include programs and some general correspondence.

Bampton Lectures in America, 1966-1969	box 30	folder 1
Bampton Lectures in America, 1966-1975	box 30	folder 2
Bancroft Prizes - List of Books / Entries, 1968-1974	box 30	folder 3
Bancroft Prizes, 1986	box 30	folder 4
Bancroft Prizes, 1987	box 30	folder 5
Bancroft Prizes, 1988	box 30	folder 6
Bancroft Prizes, 1989	box 30	folder 7
Bancroft Prizes, 1990	box 30	folder 8
Bancroft Prizes, 1991	box 30	folder 9
Bancroft Prizes - Books Sent to Jurors, 1991	box 30	folder 10
Bancroft Prizes - Books Received, 1991	box 30	folder 11

Borges, Jorge Luis, Convocation, 1971 April 6	box 30	folder 12
Butler, Nicholas Murray, Medal, 1964-1975	box 30	folder 13
Butler, Nicholas Murray, Medal, 1979-1980	box 30	folder 14
Casals, Pablo, Convocation, 1970 April 13	box 30	folder 15
Cossiga, Francesco (President of the Republic of Italy), Convocation, 1989 October 17	box 30	folder 16
Davis, Elmer, Dinner and Lecture, 1968-1974	box 30	folder 17
Scope and Contents		
Graduate School of Journalism		
Eyskens, Gaston, of Belgium Convocation, 1966	box 30	folder 18
Scope and Contents		
50th Anniversary of the Founding of the Graduate School of Business. Also honored Sir Jehangir Jivaji Ghandy of India and Mr. Philip Sporn of the US		
Gym Cornerstone Ceremony, 1973 October 19	box 30	folder 19
Scope and Contents		
The ceremony for the placing of the cornerstone of the Center for Physical Fitness		
Gym Dedication, 1974 December 7	box 30	folder 20-21
Scope and Contents		
Dedication of the Marcellus Hartley Dodge Physical Fitness Center		
Harcourt, Alfred, Awards, 1983-1984	box 30	folder 22
Havel, Vaclav (President of Czechoslovakia), Convocation, 1990 February 22	box 31	folder 1
Horwitz, Louisa Gross, Prize for Biology or Biochemistry, 1977-1978	box 31	folder 2
Horwitz Prize, 1978	box 31	folder 3
Horwitz Prize, 1986	box 31	folder 4
Horwitz Prize, 1987	box 31	folder 5
Horwitz Prize, 1988	box 31	folder 6
Horwitz Prize, 1988-1989	box 31	folder 7
Horwitz Prize, 1989	box 31	folder 8
Horwitz Prize, 1989-1990	box 31	folder 9

Horwitz Prize, 1990	box 31	folder 10
Horwitz Prize, 1991	box 31	folder 11--12
Horwitz Prize, 1991-1992	box 31	folder 13
Inauguration of Michael I. Sovern, 1980 September 28	box 32	folder 1
Invitations to Inaugurations (elsewhere), 1988	box 32	folder 2
Kluge, John Werner, Convocation, 1988 October 19	box 32	folder 3
Medals, 1965-1974	box 32	folder 4
Scope and Contents		
Order forms, contact person, fabrication, etc.		
Moynihan, Daniel Patrick (US Senator from New York), Convocation, 1987 April 25	box 32	folder 5
Scope and Contents		
Also the Columbia College Charter Bicentennial, 1787-1987.		
National Institutes of Health (NIH) Centennial Convocation, 1987 September 15	box 32	folder 6
Pertini, Alessandro (President of the Republic of Italy), Convocation, 1982 March 31	box 32	folder 7
Prize Instructions, 1972-1983	box 32	folder 8
Scope and Contents		
Procedures, copies of trustee minutes, contact information.		
Teachers College Centennial Convocation, 1988 November 29	box 32	folder 9
Vetlesen Prize, 1971-1973	box 32	folder 10
Vetlesen Prize, 1974	box 32	folder 11
Vetlesen Prize, 1978	box 32	folder 12
Vetlesen Prize, 1981	box 32	folder 13-14
Vetlesen Prize, 1987	box 32	folder 15

Office of Presidential and Development Events records

Scope and Contents

This last set of records comes from the Office of Presidential and Development Events, also referred to as the Office of the President for Public Programs. The bulk of records date from 1982 to 1998 and

are organized chronologically. They include only printed materials: invitations, rsvp cards, and possibly a seating chart. There is also a selection of records about the Bancroft Prizes (1991-2010), which are awarded yearly to the authors of distinguished works in American History (including biography) and/or Diplomacy.

Establishment of the Harriman Institute for Advanced Study of the Soviet Union, 1982 October 21	box 32	folder 16
Scope and Contents		
Cyrus R. Vance, speaker		
Campaign for Columbia Announcement, 1982 November 8	box 32	folder 17
Dedication of the C.V. Starr East Asian Library, 1983 April 27	box 32	folder 18
Henry Moore Sculpture Reserve at Arden House Campus Preview, 1983 May 2	box 32	folder 19
Dedication of the Rare Book and Manuscript Library, 1984 December 4	box 32	folder 20
Celebration of Accomplishment in honor of Michael I. Sovern, 1985 June 12	box 33	folder 1
Takeshita, Noboru, Convocation, 1986 January 22	box 33	folder 2
Knight, Andrew, Second Annual Delacorte Lecture, 1986 January 29	box 33	folder 3
Inaugural Exhibition in the Wallach Art Gallery, 1986 April 4	box 33	folder 4
Scope and Contents		
Dedication of the Miriam and Ira D. Wallach Fine Arts Center		
Campaign for Columbia Launch in Southern California, Los Angeles, CA, 1986 June 10	box 33	folder 5
Campaign for Columbia Launch in Northern California, San Francisco, CA, 1986 June 12	box 33	folder 6
Bampton Lectures in America, 1986 October 7-15	box 33	folder 7
Tenth Anniversary of the Establishment of the Center for Armenian Studies, 1986 October 19	box 33	folder 8
Marshall D. Shulman's Retirement as Director of the Harriman Institute, 1986 December 9	box 33	folder 9
National Institutes of Health (NIH) Centennial Convocation, 1987 September 15	box 33	folder 10

Presentation of the Alumni Medal, Dallas, TX, 1987 September 17	box 33	folder 11
Campaign for Columbia in Washington, DC, 1987 October 22	box 33	folder 12
Establishment of the Robert and Renee Belfer Professorship in International Relations, 1987 November 9	box 33	folder 13
Scope and Contents		
Seweryn Bialer, Director of the Research Institute on International Change		
Alexander Hamilton Medal, 1987-1988	box 33	folder 14
Columbia's Nobel Laureates, 1988 February 17	box 33	folder 15
Scope and Contents		
Leon M. Lederman, Melvin Schawrtz, Jack Steinberger		
Presentation of the Alumni Medal, Los Angeles, CA, 1989 March 14	box 33	folder 16
Columbia's Nobel Laureates and the Announcement of the New Campaign for Columbia, 1990 September 25	box 33	folder 17
Establishment of the Mitchell I. Ginsberg Professorship in Contemporary Urban Problems, 1991 June 13	box 33	folder 18
Scope and Contents		
School of Social Work		
W. Averell Harriman Lecturer, Aleksandr Nikolayevich Yakovlev, 1991 November 15	box 33	folder 19
Scope and Contents		
"Social Alternatives in the 20th Century"		
New Campaign for Columbia in Washington, DC, 1991 November 21	box 33	folder 20
Holiday Lunch, 1991 December 23	box 33	folder 21
New Campaign for Columbia in New England (Boston, MA), 1992 February 5	box 33	folder 22
Reception to Meet George and Nancy Rupp (Dallas, TX), 1993 October 26	box 33	folder 23
Holiday Lunch, 1993 December 22	box 33	folder 24
Reception to Meet George and Nancy Rupp (Los Angeles, CA), 1994 March 15	box 33	folder 25

Reception to Meet George and Nancy Rupp (San Francisco, CA), 1994 March 17	box 33	folder 26
His Holiness the Dalai Lama (Tenzin Gyatso) Convocation, 1994 April 26	box 33	folder 27
Reception to Welcome Columbia President George Rupp (London, UK), 1994 June 20	box 33	folder 28
Reception to Welcome Columbia President George Rupp (Tarrytown, NY), 1994 September 12	box 33	folder 29
Reception to Welcome George and Nancy Rupp (Morristown, NJ), 1994 September 27	box 33	folder 30
Reception to Welcome George and Nancy Rupp (Teaneck, NJ), 1994 September 28	box 33	folder 31
Reception to Welcome George and Nancy Rupp (Dusseldorf, Germany), 1994 October 5	box 33	folder 32
Reception to Welcome George and Nancy Rupp (Frankfurt, Germany), 1994 October 6	box 33	folder 33
Reception to Welcome George and Nancy Rupp (Geneva, Switzerland), 1994 October 10	box 33	folder 34
Reception in Honor of George and Nancy Rupp (Paris, France), 1994 October 12	box 33	folder 35
Reception in Honor of George and Nancy Rupp (Old Greenwich, CT), 1994 October 25	box 33	folder 36
Reception in Honor of President and Mrs. George Rupp (Philadelphia, PA), 1994 November 2	box 33	folder 37
Reception in Honor of President and Mrs. George Rupp (Tampa, FL), 1995 January 10	box 33	folder 38
Luncheon in Honor of President and Mrs. George Rupp (Naples, FL), 1995 January 11	box 33	folder 39
Luncheon in Honor of President and Mrs. George Rupp (Palm Beach, FL), 1995 January 12	box 33	folder 40
Reception in Honor of President and Mrs. George Rupp (Coral Gables, FL), 1995 January 12	box 33	folder 41
Reception to Welcome George and Nancy Rupp (Istanbul, Turkey), 1995 March 14	box 33	folder 42
Reception to Welcome George and Nancy Rupp (Athens, Greece), 1995 March 15	box 33	folder 43
Reception to Welcome George and Nancy Rupp (Rome, Italy), 1995 March 17	box 33	folder 44
Reception to Welcome George and Nancy Rupp (Cleveland, OH), 1995 April 17	box 33	folder 45

Reception in Honor of George and Nancy Rupp (Chicago, IL), 1995 April 19	box 33	folder 46
Reception in Honor of George and Nancy Rupp (Garden City, NY), 1995 June 15	box 33	folder 47
Reception in Honor of George and Nancy Rupp (Washington, DC), 1995 October 11	box 33	folder 48
Columbia University: Its Past and Its Promise, 1995 December 1	box 33	folder 49
Scope and Contents		
Campaign for Columbia kickoff		
Reception in Honor of George and Nancy Rupp (Albany, NY), 1996 March 6	box 33	folder 50
Reception in Honor of George and Nancy Rupp (San Francisco, CA), 1996 March 11	box 33	folder 51
Reception in Honor of George and Nancy Rupp (Los Angeles, CA), 1996 March 12	box 33	folder 52
Reception in Honor of George and Nancy Rupp (Seattle, WA), 1996 March 14	box 33	folder 53
Reception in Honor of George and Nancy Rupp (Denver, CO), 1996 March 15	box 33	folder 54
Campaign for Columbia in New England (Boston, MA), 1996 October 9	box 33	folder 55
Fifty Years of Russian Studies at Columbia: Harriman Institute, 1996 October 29	box 33	folder 56
Campaign for Columbia in Philadelphia, PA, 1996 November 6	box 33	folder 57
Campaign for Columbia in Florida (Manalapan, FL), 1997 January 22	box 33	folder 58
Scope and Contents		
Luncheon		
Campaign for Columbia in Florida (Miami, FL), 1997 January 22	box 33	folder 59
Scope and Contents		
Dinner		
Campaign for Columbia in Houston, TX, 1997 February 11	box 33	folder 60
Campaign for Columbia in Dallas, TX, 1997 February 12	box 33	folder 61
Campaign for Columbia in San Francisco, CA, and the John Jay Awards, 1997 March 20	box 33	folder 62

Campaign for Columbia in Connecticut, 1997 May 8	box 33	folder 63
Reception in Honor of George Rupp (London, UK), 1997 June 12	box 33	folder 64
Kirk, Grayson L, Memorial Service, 1998 February 23	box 33	folder 65
Oral History Research Office Fiftieth Anniversary, 1998 October 6	box 33	folder 66
Bancroft Prizes		
Scope and Contents		
The Bancroft Prizes are awarded yearly to the authors of distinguished works in American History (including biography) and/or Diplomacy. These records often include photographs.		
Bancroft Prizes, 1991-1999	box 33	folder 67
Bancroft Prizes, 2001 April 18	box 33	folder 68
Scope and Contents		
Color photographs		
<u>Conditions Governing Access:</u>		
Conditions Governing Access		
Restricted until 2027		
Bancroft Prizes, 2002 April 4	box 33	folder 69
<u>Conditions Governing Access:</u>		
Conditions Governing Access		
Restricted until 2028		
Bancroft Prizes, 2003 April 9	box 33	folder 70
Scope and Contents		
Color photographs		
<u>Conditions Governing Access:</u>		
Conditions Governing Access		
Restricted until 2029		
Bancroft Prizes, 2004 April 21	box 34	folder 1
<u>Conditions Governing Access:</u>		
Conditions Governing Access		
Restricted until 2030		
Bancroft Prizes, 2005 April 27	box 34	folder 2
<u>Conditions Governing Access:</u>		

Conditions Governing Access

Restricted until 2031

Bancroft Prizes - Photographs, 2004-2005	box 34	folder 3
Bancroft Prizes, 2006 April 26	box 34	folder 4
<u>Conditions Governing Access:</u> Conditions Governing Access Restricted until 2032		
Bancroft Prizes, 2007 May 1	box 34	folder 5
<u>Conditions Governing Access:</u> Conditions Governing Access Restricted until 2033		
Bancroft Prizes, 2008 April 3	box 34	folder 6
<u>Conditions Governing Access:</u> Conditions Governing Access Restricted until 2034		
Bancroft Prizes, 2009 April 29	box 34	folder 7
<u>Conditions Governing Access:</u> Conditions Governing Access Restricted until 2035		
Bancroft Prizes, 2010 April 21	box 34	folder 8
<u>Conditions Governing Access:</u> Conditions Governing Access Restricted until 2036		

[^ Return to Table of Contents](#)**Series II: Guest records****Scope and Contents**

This series contains the records from guests either in the form of responses to invitations or signatures in the University guest books. The "accepts and regrets" are letters, not forms, received from invitees. The guest books, which were kept in the Office of the Secretary (212 Low Library), can include transcriptions which identify the signees by name and title.

Title/Description**Instances**

RSVPs or Acceptances and Regrets

Scope and Contents

These records are organized alphabetically. The responses are sometimes sorted by acceptances and regrets and sometimes by invited groups (i.e., trustees). The responses are, for the most part, handwritten personal notes, and not a reply form with check boxes.

Bayar, Celal (President of Turkey) - Blue Tickets, 1954	box 3	folder 10
Bayar, Celal (President of Turkey) - Regrets, 1954	box 3	folder 12
Bayar, Celal (President of Turkey) - White Tickets, 1954	box 3	folder 11
Cabot Prizes - Acceptances, 1939	box 1	folder 1
Cabot Prizes - Regrets, 1939	box 1	folder 2--4

Scope and Contents

William David Ross (Sir David) visiting professor of philosophy at Columbia University and Provost of Oriel College at Oxford

Cabot Prizes - Regrets, 1940	box 2	folder 1--3
Cabot Prizes, 1945	box 2	folder 9--11
Cabot Prizes, 1946	box 3	folder 1--3
Cabot Prizes - Acceptances, 1953	box 3	folder 8
Cabot Prizes - Regrets, 1953	box 3	folder 9
Chapel Organ Dedication - Acceptances, 1939	box 1	folder 5--7
Churchill, Winston, Convocation - Acceptances and Rejects, 1946	box 28	folder 23
Churchill, Winston, Convocation - Acceptances and Rejects, 1946	box 29	folder 1
Commencement - Acceptances, 1939	box 5	folder 1
Commencement - Regrets, 1939	box 5	folder 3--5
Commencement - Letters from Trustees and Former Trustees, 1939	box 5	folder 2
Commencement - Regrets, 1940	box 5	folder 9--10
Commencement - Letters from Trustees and Former Trustees, 1940	box 5	folder 8
Commencement - Acceptances and Regrets, 1941	box 11	folder 10--12
Commencement - Acceptances, 1942	box 9	folder 1
Commencement - Regrets, 1942	box 9	folder 2--3

Commencement - Acceptances and Regrets, 1943	box 9	folder 4--6
Commencement - Acceptances and Regrets, 1944	box 9	folder 7--9
Commencement - Acceptances and Regrets, 1946	box 9	folder 10--11
Commencement - Acceptances and Regrets, 1947	box 9	folder 12
Commencement - Acceptances and Regrets, 1947	box 10	folder 1--2
Commencement - Acceptances and Regrets, 1948	box 10	folder 3--5
Commencement - Acceptances, 1949	box 10	folder 6--7
Commencement - Regrets, 1949	box 10	folder 8--10
Commencement - Acceptances, 1951	box 10	folder 11--12
Commencement - Regrets, 1951	box 10	folder 13
Commencement - Regrets, 1951	box 11	folder 1--2
Commencement - Acceptances, 1952	box 11	folder 3
Commencement - Regrets, 1952	box 11	folder 4--5
Commencement - Acceptances, 1953	box 11	folder 6
Commencement - Regrets, 1953	box 11	folder 7--9
Commencement - Acceptances, 1955	box 29	folder 2
Commencement - Regrets, 1955	box 29	folder 3--4
Commencement Supper - Acceptances and Regrets, 1939	box 5	folder 6--7
Commencement Supper - Acceptances and Regrets, 1940	box 5	folder 11--12
Convocation in recognition of the growing spirit of communication among the religious faiths - Acceptances and Regrets, 1944	box 18	folder 19
Das Memorial Lectures - Acceptances and Regrets, 1950	box 29	folder 5
Fisher, Geoffrey Francis, Convocation (Archbishop of Canterbury), 1946	box 3	folder 5
King George II of Greece Convocation, 1942	box 2	folder 4--8
Masaryk, Jan Dinner (Foreign Minister of Czechoslovakia), 1946	box 3	folder 7
National Academy of Sciences and the American Philosophical Society Members Reception, 1946	box 3	folder 6
Ross, Sir W.D. Convocation - Acceptances and Regrets, 1939	box 1	folder 8--12
Scelba, Mario, Convocation - Acceptances, 1955	box 18	folder 20

Scelba, Mario, Convocation - Regrets, 1955	box 18	folder 21
Shah of Iran Convocation - Acceptances, 1955	box 3	folder 13-14
Shah of Iran Convocation - Regrets, 1955	box 3	folder 15
Special Convocation in Connection with the Congress on Education for Democracy (Fred Clarke) - Acceptances and Regrets, 1939	box 29	folder 6
Tea for Latin American Students - Acceptances and Regrets, 1941	box 29	folder 7
United Nations Secretariat Reception, 1946	box 3	folder 4
Visitors' Guest Books		
Visitors' Guest Books, 1904 September-1939 August	box 19	folder 19
Visitors Book, 1939 October-1960 June	box 34	folder 9
University Guest Book transcription, 1904-1931	box 19	folder 20
Scope and Contents		
Transcript with occasion, date, signatures and identification of signers		
University Guest Book transcription, 1932-1948	box 19	folder 21
Visitors Book, 1960 September-1977 October	box 19	folder 22
Visitors Book, 1978 April-1998 June	box 19	folder 23

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Series III: Representation and greeting records

Scope and Contents

This series contains the invitation to events held at other institutions. The "representation files" are organized alphabetically by the name of the inviting institution and then mostly by academic year. Each event packet is labeled by the institution, event date, event title, and representative sent (if any). Events include presidential inaugurations, anniversary celebrations, commencements, conferences, convocations, dedications, etc. Packets can include the original invitation, correspondence with the hosting institution and the local delegate(s), and responses mailed with the official Columbia University credentials. The files capture the ritual and practice of sending delegates and credentials to fellow institutions.

Title/Description	Instances	
Representation files		
A-C, 1965-1966	box 21	folder 1
D-I, 1965-1966	box 21	folder 2
J-P, 1965-1966	box 21	folder 3

University Ceremonies records5692866

Q-Sm, 1965-1966	box 21	folder 4
So-To, 1965-1966	box 21	folder 5
Tr-Z, 1965-1966	box 21	folder 6
Representation files		
A-B, 1966-1967	box 12	folder 24
C1966-1967	box 12	folder 25
D-F, 1966-1967	box 12	folder 26
H-I, 1966-1967	box 13	folder 1
J-Ma, 1966-1967	box 13	folder 2
Me-My, 1966-1967	box 13	folder 3
N-Q, 1966-1967	box 13	folder 4
R-S, 1966-1967	box 13	folder 5
T-U, 1966-1967	box 13	folder 6
V-Z, 1966-1967	box 13	folder 7
Representation files		
A-B, 1967-1968	box 13	folder 8
C1967-1968	box 13	folder 9
D-G, 1967-1968	box 13	folder 10
H-J, 1967-1968	box 13	folder 11
K-M, 1967-1968	box 13	folder 12
N1967-1968	box 13	folder 13
O-S, 1967-1968	box 14	folder 1
T-U, 1967-1968	box 14	folder 2
V-Z, 1967-1968	box 14	folder 3
Representation files		
A-C, 1968-1969	box 21	folder 7
D-L, 1968-1969	box 21	folder 8
M-P, 1968-1969	box 21	folder 9
Q-Sa, 1968-1969	box 21	folder 10
Se-U, 1968-1969	box 21	folder 11
W-Z, 1968-1969	box 22	folder 1
Representation files		

A-C, 1969	box 22	folder 2
D-Mi, 1969	box 22	folder 3
Mo-R, 1969	box 22	folder 4
S-Z, 1969	box 22	folder 5
Representation files		
A-D, 1969-1970	box 22	folder 6
E-P, 1969-1970	box 22	folder 7
R-Z, 1969-1970	box 22	folder 8
Representation files		
A-N, 1970	box 22	folder 9
O-Z, 1970	box 22	folder 10
Representation files, 1970-1971	box 22	folder 11--12
Representation files, 1971 Spring	box 22	folder 13-15
Representation files, 1971	box 29	folder 8
Representation files, 1972	box 29	folder 9
Representation files, 1973-1974	box 29	folder 10
Credentials and Greetings		
Scope and Contents		
<p>A cover letter included in some files notes whether President William McGill attended. If instead a delegate attended, then arrangements for academic attire are included and notes when the credentials were sent. If no delegate attended, the greeting's mailing date is entered. Some files include invitations only (received correspondence) for which the office sent no greetings or credentials in response.</p>		
Credentials and Greetings, 1977-1978	box 14	folder 4--5
Credentials and Greetings, 1978-1979	box 14	folder 6--7
Credentials and Greetings, 1979	box 14	folder 8--9
Credentials and Greetings, 1980	box 14	folder 10--11
Credentials and Greetings, 1981	box 18	folder 22-23
Credentials and Greetings, 1982	box 18	folder 24-26
Representation / Credentials and Greetings procedures and blank forms, 1978-1984	box 29	folder 11

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