

<b>Collection name:</b>	<b>Melbourne University Student Union Theatre Department</b>
<b>Accession Number:</b>	77/2 and 88/6
<b>Historical Note:</b>	The Theatre Department is responsible for the business side of activities of the Union Theatre and Guild Theatre. They handle things such as: bookings of the theatres for film screenings, performances of theatrical or musical nature and conferences; handle finances and allocation of money to the various groups concerned; correspondence with the various groups to do with the department; repairs and maintenance of the facilities; advertising material of the various productions and screenings at the theatres and handles complaints and enquiries regarding the Theatre department. It is also responsible for obtaining films for the theatres during times when no live performances are in progress and report to the Theatre Sub Committee.
<b>Note on Collection:</b>	Official university business records.
<b>Note on Listing:</b>	Due to preservation concerns, paper clips and pins were removed. A lot of the records contained are business in nature and is therefore not in the greatest of physical shape. The information contained therein was often thought not to need to last for too long, which could explain the condition of the documents. Some of the material of the collection was loose within the archival boxes whereas everything else was in folders. Due to this reason, the loose material were sorted and inserted into new folders (see individual listings for further details).
<b>Date of transfer:</b>	26 April 1977 and 14 March 1981 respectively.
<b>Note on Transfer:</b>	David Kendal of Melbourne University transferred some of the collection in 1977 but the bulk of it arrived in 1981, sent by Robyn Winslow of the Theatre department of Melbourne University, and with an additional set transferred in 1988 by Robyn Winslow again. No further transfers have taken place since then.
<b>Access:</b>	Open.
<b>Size:</b>	Twelve Archive Boxes.
<b>Description:</b>	Mainly business records in running and promoting the Union theatre, as well as organising the many events held by or including the Theatre department.
<b>Date ranges:</b>	1972 – 1980.
<b>Related collections:</b>	Ormond College University: Film Society Trinity College University Union Union Theatre: MU Student Theatre
<b>Listed by:</b>	Bobby Lee
<b>Date:</b>	7 July 2000

<b>INDEX.</b>		
<b>BOX Nos.</b>	<b>SERIES Nos.</b>	
<b>Box nos. 1 – 12</b>	<b>SERIES 1:</b>	Administrative
<b>Box nos. 1 – 12</b>	<b>SERIES 2:</b>	Productions / Films / Musical performances
	<b>SERIES 13</b>	Theatre posters

Box No.	Series number – Control symbol	Attributes
1	1	<b>Series description:</b> Administrative
	1/1/1	<b>Item no. 1</b> <b>Item Attributes:</b> Item title: Position of Secretary/Typist. Contents date range: 3 June 1969 – 22 August 1974. Descriptive note: Correspondence (applications), letters of reference, resumes of potential applicants and newspaper clippings of the advertisement. General note: renamed folder for clarification. Dimensions: 33 cm x 20 cm x 1 cm.
1	2	<b>Series description:</b> Productions / Films / Musical Performances
	1/2/2	<b>Item no. 2</b> <b>Item Attributes:</b> Item title: Theatresphere. Contents date range: 13 May 1972 – 20 May 1972. Descriptive note: Flyers depicting productions and performances, programmes (drafts, originals & photocopies) of the Theatresphere Drama festival, newspaper clippings, general correspondence and handwritten notes. Handwritten notes often on the reverse side of printed material. Dimensions: 33 cm x 20 cm x 1 cm.
	1/2/3	<b>Item no. 3</b> <b>Item Attributes:</b> Item title: Flinders University Contents date range: 9 May 1972 – 20 September 1972. Descriptive note: Flyers about the plays performed, correspondence, receipts (of removalist), financial reports (box office receipts and profit/loss), programmes of plays produced, hand written notes and photographs (Wal Cherry, John Frawley, Quentin Hole and one unknown; with corresponding brief biography for the first three). Handwritten notes often on the reverse side of printed material. Dimensions: 33 cm x 20 cm x 1 cm.
	1/2/4	<b>Item no. 4</b> <b>Item Attributes:</b> Item title: Mime (Pssst...) Contents date range: 5 September 1972 – 14 September 1972. Descriptive note: Flyers of the mimes being performed, correspondence, receipts (of theatre hire) and financial reports (box office receipts). Dimensions: 33 cm x 20 cm x 1 cm.

	<p><b>1/2/5</b></p>	<p><b>Item no. 5</b>  <b>Item Attributes:</b>            Item title: Tempest            Contents date range: August 1972 – 26 August 1972.            Descriptive note: Flyers, programmes, newspaper clippings advertising the play and of reviews, correspondence, receipts &amp; invoices (theatre hire), draft of review for ‘Tempest’ financial reports (box office receipts)(mostly handwritten), photograph (Old Tote Theatre Company’s performance of Tempest featuring Nick Lathouris and Gillian Jones).            Condition note: Some of the box office receipts have faded and blurred slightly and is very difficult to read            Dimensions: 33 cm x 20 cm x 2 cm.</p>
	<p><b>1/2/6</b></p>	<p><b>Item no. 6</b>  <b>Item Attributes:</b>            Item title: Prospect Theatre Company            Contents date range: 2 May 1972 – 17 May 1972.            Descriptive note: Guest list for the performance of ‘Endgame’, correspondence, ticket for the performance of ‘Endgame’, programmes for ‘Endgame’, flyers for ‘Endgame’ and photograph (Love’s Labour Lost featuring Vivienne Martin, Michael Graham Cox and Ian Sharp). Handwritten notes (often on the reverse side of printed material) containing box office receipts.            General note: Renamed folder for clarification            Condition note: Some of the content has worn edges.            Dimensions: 33 cm x 20 cm x 1 cm.</p>
	<p><b>1/2/7</b></p>	<p><b>Item no. 7</b>  <b>Item Attributes:</b>            Item title: Publicity Research Project (Chapel Perilous – Advertising)            Contents date range: 3 May 1972 – 11 August 1972            Descriptive note: Flyers of several plays, correspondence, receipts, surveys to rate ‘Chapel Perilous’, newspaper clippings, programmes of some plays, handwritten draft of a report on the findings of the research project, a table of seating capacity for some plays, a few pages of scripts from various plays and posters advertising plays. Handwritten box office receipts often on the reverse side of printed material.            General note: Renamed folder for clarification.            Condition note: Most of the content has worn edges. Newspaper clippings are ‘yellowing’.            Dimensions: 33 cm x 20 cm x 4 cm.</p>

	<b>1/2/8</b>	<b>Item no. 8</b> <b>Item Attributes:</b> Item title: Miscellaneous Productions Contents date range: 9 August 1971 – 9 September 1972 Descriptive note: Flyers, correspondence, newspaper clippings, programmes, handwritten notes, script of 'The Captain of Köpenick', posters advertising plays, financial reports (detailing box office receipts, budgets and profit/loss for various plays) and post cards. Handwritten notes often on the reverse side of printed material also dealing with box office receipts. General note: Material was found loose and this folder was created to cater for it. Dimensions: 33 cm x 20 cm x 4 cm.
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Box No.	Series number – Control symbol	Attributes
2	1	<b>Series description:</b> Administrative
	2/1/1	<p><b>Item no. 1</b>  <b>Item Attributes:</b>  Item title: Theatre Sub Committee.  Contents date range: 16 March 1973 – 5 October 1973.  Descriptive note: Financial reports (profit/loss)(original and photocopies of handwritten reports), memos, correspondence, grant applications for various groups, itinerary of tour and minutes of meeting (Theatre Sub Committee and Theatre Users Sub Committee Meeting).  General note: Renamed folder for clarification.  Condition note: some items on thermal paper are beginning to fade as with some of the financial reports.  Dimensions: 33 cm x 20 cm x 1 cm.</p>
	2/1/2	<p><b>Item no. 2</b>  <b>Item Attributes:</b>  Item title: Theatre Sub Committee Budgets.  Contents date range: 1973.  Descriptive note: Budgets for the theatre department (handwritten and typed) and financial reports (profit/loss, receipts/expenditure and hiring figures). Some handwritten notes on the printed matter as well.  General note: Renamed folder for clarification.  Condition note: Some of the financial reports are beginning to fade and blur.  Dimensions: 33 cm x 20 cm x 2 cm.</p>
2	2	<b>Series description:</b> Productions / Films / Musical Performances
	2/2/3	<p><b>Item no. 3</b>  <b>Item Attributes:</b>  Item title: Currency Press.  Contents date range: 5 June 1972 – 21 January 1974.  Descriptive note: Flyers about films for hire, invoices and receipts, programme for film screenings and correspondence.  Dimensions: 33 cm x 20 cm x 1 cm.</p>

Box No.	Series number – Control symbol	Attributes
3	2	<b>Series description:</b> Productions / Films / Musical Performances
	3/2/1	<p><b>Item no. 1</b>  <b>Item Attributes:</b>  Item title: Films (July 30 – August 2).  Contents date range: 18 July 1980 – 2 August 1980.  Descriptive note: Poster advertising films featured, receipts &amp; invoices (film hire and theatre hire), general correspondence and telephone messages.  Dimensions: 33 cm x 20 cm x 1 cm.</p>
	3/2/2	<p><b>Item no. 2</b>  <b>Item Attributes:</b>  Item title: Tramp.  Contents date range: 14 March 1980 – 18 April 1980.  Descriptive note: Box office receipts, overdue notice for equipment and general correspondence. Most of the content is handwritten.  Dimensions: 33 cm x 20 cm x 1 cm.</p>
	3/2/3	<p><b>Item no. 3</b>  <b>Item Attributes:</b>  Item title: Coles.  Contents date range: 1 May 1980 – 18 July 1980.  Descriptive note: Correspondence, invoices (theatre hire), telephone messages, memos and financial reports (box office receipts, balance sheet and receipts/expenditure). Some of the content is handwritten.  Condition note: Some of the contents are from torn pieces of paper and do not seem to have been in good condition originally.  Dimensions: 33 cm x 20 cm x 1 cm.</p>
	3/2/4	<p><b>Item no. 4</b>  <b>Item Attributes:</b>  Item title: Brecht  Contents date range: 31 May 1980 – 30 June 1980  Descriptive note: Handwritten notes on box office receipts and a draft of an advertisement for the plays.  Dimensions: 35cm x 20cm x 1 cm.</p>
	3/2/5	<p><b>Item no. 5</b>  <b>Item Attributes:</b>  Item title: Films (September 3 – 20).  Contents date range: 1 September 1980 - 1 November 1980  Descriptive note: Correspondence, programmes of movies showing, invoices &amp; receipts (film hire, advertising), newspaper clippings, flyers and handwritten box office receipts.  Dimensions: 33 cm x 20 cm x 1 cm</p>

	3/2/6	<p><b>Item no. 6</b>  <b>Item Attributes:</b>            Item title: Films (February 20 – 23).            Contents date range: 5 February 1980 – 28 February 1980            Descriptive note: Invoices &amp; receipts (film hire), programme for movies showing and handwritten box office receipts.            Condition Note: The invoices are laced with carbon so the edges are beginning to turn blue.            Dimensions: 33 cm x 20 cm x 1 cm</p>
	3/2/8	<p><b>Item no. 8</b>  <b>Item Attributes:</b>            Item title: Bookings (1980)            Contents date range: 19 June 1979 – 29 September 1980            Descriptive note: An index for a loose leaf filing system, flyers for plays, telephone messages, correspondence, booking forms for theatre hire, newspaper clippings advertising shows in the Union Theatre and programmes of film screening times.            Dimensions: 33 cm x 20 cm x 3 cm</p>
3	1	<b>Series Description:</b> Administrative
	3/1/7	<p><b>Item no. 7</b>  <b>Item Attributes:</b>            Item title: Theatre licenses            Contents date range: 18 June 1969 - 17 March 1980            Descriptive note: Correspondence, certificate of registrations, theatre licenses, receipts of payment (registrations and licenses), copy of the <i>Films Act 1971 (Vic)</i>, phone messages and some plans for the switch room layout.            Condition note: some of the material is fairly old and some in particular are showing signs of fading. A few copies of a letter is fairly blurred and hard to read.            Dimensions: 33 cm x 20 cm x 1 cm</p>



Box No.	Series number – Control symbol	Attributes
4	1	<b>Series description:</b> Administrative
	4/1/1	<p><b>Item no. 1</b>  <b>Item Attributes:</b>            Item title: Accounts (Theatre advertising and maintenance).            Contents date range: 4 February 1972 – 24 June 1975            Descriptive note: Invoice &amp; receipts (advertising in The Age and The Herald and Weekly Times; equipment hire; repairs and flight consignment notices), a bundle of coloured cardboard strips with corresponding names of the colours and requisition notices.            Condition note: Some of the contents shows signs of ‘yellowing’ and have worn edges.            Dimensions: 33 cm x 20 cm x 1 cm.</p>
	4/1/2	<p><b>Item no. 2</b>  <b>Item Attributes:</b>            Item title: Accounts (Theatre equipment)            Contents date range: 10 June 1974 – 5 November 1979            Descriptive note: Correspondence, claim form for stolen theatre property, invoices &amp; receipts (Three Arts Service, Carl Zeiss Pty Ltd, Danforth Press Pty Ltd, Feehan’s Hardware and Radio Parts Group) and a memo. The correspondence is both printed (typed) and handwritten.            General note: Folder was renamed for clarification.            Condition note: A list accompanying the insurance claim form is handwritten on a scrap piece of paper that is ‘yellowing’ and stained. A copy of an invoice is also faded due to it being a carbon copy.            Dimensions: 33 cm x 20 cm x 1 cm.</p>
	4/1/3	<p><b>Item no. 3</b>  <b>Item Attributes:</b>            Item title: 1974 Budget            Contents date range: 1973 – 1974            Descriptive note: Financial statements (budgeted receipts/expenditure and profit/loss statements). Mostly typed but a few are handwritten.            Dimensions: 33 cm x 20 cm x 1 cm.</p>

	4/1/4	<p><b>Item no. 4</b>  <b>Item Attributes:</b>            Item title: Position of Theatre Electrician            Contents date range: 26 March 1973 – 3 November 1974            Descriptive note: Theatre sub committee meeting agenda (meeting 9, 1974), financial report (department budget 1975), correspondence, handwritten notes of names, addresses and contact details, newspaper clipping of advertisement for Theatre electrician position and letters of application with accompanying qualifications and references.            General note: Folder renamed for clarification.            Condition note: Some items are showing signs of ‘yellowing’ especially around the edges.            Dimensions: 33 cm x 20 cm x 1 cm</p>
	4/1/5	<p><b>Item no. 5</b>  <b>Item Attributes:</b>            Item title: Theatre Sub Committee (1974)            Contents date range: 12 February 1974 – 27 November 1974            Descriptive notes: Correspondence, minutes of meetings (handwritten and typed), application for grants, maintenance report for theatres, financial reports (budget and receipts/expenditure for plays performed)(handwritten and printed), grant requests, report of theatre usage in 1974 and application form for theatrical and/or drama project.            Condition note: Some of the items appear to be fading as well as having worn edges.            Dimensions: 33 cm x 20 cm x 2 cm.</p>
	4/1/6	<p><b>Item no. 6</b>  <b>Item Attributes:</b>            Item title: Entertainment Industry log of claims 1974            Contents date range: 1974            Descriptive notes: a stapled book of log of claims prepared by the Australian Theatrical and Amusement Employees’ Association.            Dimensions: 33 cm x 15 cm x 1 cm.</p>
	4/1/7	<p><b>Item no. 7</b>  <b>Item Attributes:</b>            Item title: Wage Rates            Contents date range: 31 May 1972 – 24 May 1979            Descriptive notes: Correspondence, financial reports (wage adjustments sheets,), memos, hour sheets (handwritten), Australian Theatrical and Amusement Employees’ Association newsletters, handwritten notes of names, addresses and rates of pay, newspaper clipping of advertisement for hiring theatre electrician as well as the draught of the ad, Application for membership into the Victorian Employers’ Federation, doctor’s certificate for Mr. R Stafford and the <i>Conciliation and Arbitration Act 1904</i> (Cth).            Condition note: Most of the items have worn and frayed edges.            Dimensions: 33 cm x 20 cm x 2 cm</p>

	4/1/8	<p><b>Item no. 8</b>  <b>Item Attributes:</b>  Item title: Theatre Sub committee Meeting Minutes (1975)  Contents date range: 18 March 1975 – 10 November 1975  Descriptive notes: Minutes of meetings (handwritten and typed), proposal for theatre hire charges and a report on the effects of the increase of hire charges.  General note: this folder was unlabelled but judging from the contents, which only contained meeting minutes, it was named accordingly.  Dimensions: 33 cm x 20 cm x 1 cm</p>
	4/1/9	<p><b>Item no. 9</b>  <b>Item Attributes:</b>  Item title: Theatre Sub Committee (1975)  Contents date range: 18 February 1975 – 18 September 1975  Descriptive notes: Financial reports (receipts/expenditure, budgets, profit/loss and balance sheet)(handwritten and printed), grant applications, correspondence, new theatre companies' charter/constitution, clipping out of the 'Australian Cinema' displaying some equipment form the National Theatre Supply Company, photographs of a slide projector and measurements of a slide projector.  Dimensions: 33 cm x 20 cm x 2 cm.</p>
	4/1/10	<p><b>Item no. 10</b>  <b>Item Attributes:</b>  Item title: Accounts (April 7 – 12)  Contents date range: 1 March 1975 – 26 April 1975  Descriptive note: Financial statements (receipts/expenditure and box office receipts), correspondence, invoice &amp; receipts for film hire (Australasian Film Hire Pty Ltd and Cinema International Corporation Pty Ltd) and draft of programme of film screening times for 'The Age' and 'Nation Review' (handwritten and printed).  General note: Folder was simply named "April 7 – 12" so was renamed for clarification.  Dimensions: 33 cm x 20 cm x 1 cm.</p>
	4/1/11	<p><b>Item no. 11</b>  <b>Item Attributes:</b>  Item title: Budget (1975)  Contents date range: 1975  Descriptive note: Financial statements (receipts/expenditure and budget for theatre department)(handwritten and typed).  Dimensions: 33 cm x 20 cm x 1 cm.</p>
	4/1/12	<p><b>Item no. 12</b>  <b>Item Attributes:</b>  Item title: Hire (1975)  Contents date range: July 1973 – 18 August 1975  Descriptive note: Correspondence (confirmation notes of theatre hire), invoice &amp; receipts (theatre hire), booking schedule for the theatres and a copy of 'Staff News' (July 73) opened at 'term dates' section. The contents of this folder contain handwritten and typed material.  Dimensions: 33 cm x 20 cm x 1 cm.</p>

4	2	<b>Series description:</b> Productions / Films / Musical Performances
	4/2/13	<p><b>Item no. 13</b>  <b>Item Attributes:</b>  Item title: Maydaze Art Festival 1974  Contents date range: 19 March 1974 – 6 September 1975  Descriptive note: Letter of recommendation to sub committee for new projector, programme of the festival, programme of screening times for the theatres (printed and handwritten), flyer advertising the festival and a summary of new conditions for theatre employees by the Australian Theatrical and Amusement Employees' Association, stage arrangement of a show (handwritten).  General note: Folder was renamed for clarification.  Condition note: the letter of recommendation is beginning to blur and smudge.  Dimensions: 33 cm x 20 cm x 1 cm.</p>
	4/2/14	<p><b>Item no. 14</b>  <b>Item Attributes:</b>  Item title: What's On (1974)  Contents date range: 1974  Descriptive note: Various flyers of 'What's On' for the year of 1974 and a couple of programmes of special films.  Dimensions: 33 cm x 20 cm x 1 cm.</p>
	4/2/15	<p><b>Item no. 15</b>  <b>Item Attributes:</b>  Item title: Orientation Week (1974)  Contents date range: 11 December 1973 – March 1974  Descriptive note: Newspaper clipping showing various times of performances and screenings, a programme of screenings at the theatres, some handwritten notes containing names and addresses, lists of hire charges of theatres and a booking form (unused).  Condition note: Some of the printed stuff have faded considerably.  Dimensions: 33 cm x 20 cm x 1 cm.</p>
	4/2/16	<p><b>Item no. 16</b>  <b>Item Attributes:</b>  Item title: Fuenteouejuna  Contents date range: July 1974  Descriptive notes: Financial reports (receipts/expenditure) (handwritten), handwritten notes, receipts (JC Williamson Theatres Ltd) and correspondence.  Dimensions: 33 cm x 20 cm x 1 cm.</p>
	4/2/17	<p><b>Item no. 17</b>  <b>Item Attributes:</b>  Item title: Orientation Week (1975)  Contents date range: 1 March 1975 – 7 March 1975  Descriptive note: Programmes (Orientation Week activities based at the university and film screenings) and a hire prices for the theatres.  Dimensions: 33 cm x 20 cm x 1 cm.</p>

	<b>4/2/18</b>	<b>Item no. 18</b> <b>Item Attributes:</b> Item title: "Stretch" Contents date range: 24 February 1975 – 31 May 1975 Descriptive note: Invoice & receipts for an advertisement (The Age), financial reports (receipts/expenditure and box office receipts)(handwritten), handwritten notes on general expenses, a form of "Information for inclusion in Diary of Events" (unfilled), flyers advertising the play at Union Theatre, draft of advertisement for the play for 'The Age' and 'Nation Review' (handwritten and printed) and correspondence. Dimensions: 33 cm x 20 cm x 1 cm
	<b>4/2/19</b>	<b>Item no. 19</b> <b>Item Attributes:</b> Item title: Miscellaneous (1975) Contents date range: 1975 Descriptive note: Programmes (Melbourne Film society, Faculty of Music (lunch hour concerts) and National Film Theatre), information flyer for Festival of Australian Student Theatre and photocopied enrolment forms, film catalogue (Cineaction), flyer for the Yellow Brick Roadshow and a draft of a promotional pamphlet for the Union Bistro. General note: Material here was found loose within archive box and so a folder was created to cater for it. Dimensions: 33 cm x 20 cm x 1 cm.

Box No.	Series number – Control symbol	Attributes
5	1	<b>Series description:</b> Administrative
	5/1/1	<p><b>Item no. 1</b>  <b>Item Attributes:</b>  Item title: Correspondence  Contents date range: 22 June 1971 – 1 September 1980  Descriptive note: Letters usually between the Theatre Business Manager (John Paton) or his secretary and an outside party (of complaints, thanks, best wishes, enquiries of programmes, confirmation of theatre hire and programmes, receipt/overdue of payment and requests for copies of films/scripts/productions), bound books of directories (“Showcast Contacts” in the Australasian entertainment industry (72-73), ‘The Entertainer’: Directory of Variety Artists (72 - 73) and ‘The Currency Press’ Feb 72), a flyer of “technical details of the Guild and Union Theatre”, University of New South Wales Kensington Campus’ university Union handbooks, an application for financial assistance from the Australian Council for the Arts and brochures (of the Melbourne Theatre Company’s 20<sup>th</sup> anniversary season, Australian Performing Group and the Elizabethan Trust news). Contents are handwritten or typed. Most items within this folder were attachments to the correspondence.  General note: Folder renamed for clarification.  Dimensions: 33 cm x 20 cm x 4 cm.</p>

Box No.	Series number – Control symbol	Attributes
<b>6</b>	<b>1</b>	<b>Series description:</b> Administrative
	<b>6/1/1</b>	<p><b>Item no. 1</b>  <b>Item Attributes:</b>  Item title: Theatre Sub Committee (1976)  Contents date range: 23 March 1976 – 16 November 1976  Descriptive note: General correspondence, financial statements for productions (wage adjustment sheets, budget report for tour, balance sheets, receipts/expenditure and profit/loss)(handwritten and typed), minutes of meetings (handwritten and typed), application of financial aid for a tour from the Kaleidoscope Mobile Theatre (includes financial statements, brief background of company and newspaper clippings of performances by company), grant applications, constitutions/charters of some of the theatre companies, pre-formatted budget forms (unfilled) and a programme of “Maydaze” the autumn festival of arts.  Condition note: a couple of the typed letters are beginning to fade and blur. Worn edging on some of the handwritten material.  Dimensions: 33 cm x 20 cm x 2 cm.</p>
	<b>6/1/2</b>	<p><b>Item no. 2</b>  <b>Item Attributes:</b>  Item title: Budget (1976)  Contents date range: 1976  Descriptive note: Budgets for theatre department (75, 76 and 77), a list of hire charges, memos and general correspondence.  Condition note: A few of the budgets have blurred almost to the point of illegibility.  Dimensions: 33 cm x 20 cm x 1 cm.</p>
	<b>6/1/3</b>	<p><b>Item no. 3</b>  <b>Item Attributes:</b>  Item title: Hiring (1976)  Contents date range: 29 September 1975 – 5 January 1976  Descriptive note: Programme for ‘Orientation ‘76’, general correspondence (letters of booking and confirmation), theatre scheduling, pre-formatted theatre hiring confirmation forms (unfilled) and press sheets of several movies.  General note: Folder renamed for clarification.  Dimensions: 33 cm x 20 cm x 1 cm.</p>

<b>6</b>	<b>2</b>	<b>Series description:</b> Productions / Films / Musical Performances
	<b>6/2/4</b>	<p><b>Item no. 4</b>  <b>Item Attributes:</b>  Item title: Films 1976 (May 24 – 29)  Contents date range: 1 April 1976 – 25 May 1976  Descriptive note: Draft of list of films being shown, invoices &amp; receipts (advertising (The Age), film hire (BEF Film Distributor, Roadshow and Cinema International Corporation)), table of box office takings (handwritten) and newspaper clippings of the ads.  Condition note: Edges for some of the item are slightly frayed and worn.  Dimensions: 33 cm x 20 cm x 1 cm.</p>
	<b>6/2/5</b>	<p><b>Item no. 5</b>  <b>Item Attributes:</b>  Item title: Films 1976 (February 9 – 28)  Contents date range: 9 January 1976 – 31 March 1976  Descriptive note: Invoices &amp; receipts (film hire (Roadshow, Cinema International Corporation and Twentieth Century Fox)), programmes for films shown and financial statement (box office receipts), newspaper clipping of the programme and handwritten draft of the programme.  Condition note: Newspaper clipping is 'yellowing' and frayed around the edges.  Dimensions: 33 cm x 20 cm x 1 cm</p>
	<b>6/2/6</b>	<p><b>Item no. 6</b>  <b>Item Attributes:</b>  Item title: Fast '76  Contents date range: August 1976  Descriptive note: Programmes of performances.  Dimensions: 33 cm x 20 cm x 1 cm.</p>
	<b>6/2/7</b>	<p><b>Item no. 7</b>  <b>Item Attributes:</b>  Item title: Films 1976 (October 11 – 23)  Contents date range: 5 October 1976 – 31 October 1976  Descriptive note: Invoice &amp; receipts (Advertisements (The Age), film hire (Roadshow and GUO Film Distributor) and theatre hire), newspaper clipping of the ad, draft of the ad (handwritten and typed), table of box office takings and a programme for the National and Valhalla cinemas.  Dimensions: 33 cm x 20 cm x 1 cm.</p>
	<b>6/2/8</b>	<p><b>Item no. 8</b>  <b>Item Attributes:</b>  Item title: Films 1976 (Nov 15 – 20)  Contents date range: 3 November 1976 – 22 November 1976  Descriptive note: Invoice &amp; receipt (theatre hire), general correspondence, draft of ad for The Age (handwritten and typed), newspaper clipping of the ad and notice of exhibition (Columbia Pictures).  Dimensions: 33 cm x 20 cm x 1 cm.</p>



	6/2/9	<b>Item no. 9</b> <b>Item Attributes:</b> Item title: Films 1977 (Nov 29 – Dec 11) Contents date range: 29 November 1976 – 25 January 1977 Descriptive note: Invoice & receipt (theatre hire, Carl Zeiss and The Age), general correspondence, draft of ad for The Age (handwritten and typed), newspaper clipping of the ad, information sheets of movies, programmes for the Valhalla Cinema & Union cinema and tables of box office takings. Dimensions: 33 cm x 20 cm x 1 cm.
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Box No.	Series number – Control symbol	Attributes
7	1	<b>Series description:</b> Administrative
	7/1/1	<p><b>Item no. 1</b>  <b>Item Attributes:</b>  Item title: Donors and Final Report  Contents date range: 1 April 1974 – 16 August 1974  Descriptive note: Photographs (details unknown), correspondence (invitations and thank-you's, request for financial aid and responses (Australian Council for the Arts, Coles &amp; Garrard, Conzinc Riotinto of Australia, Hamersley Iron, General Motors Holden's, Broken Hill Proprietary, Comalco, Olympic Tyre &amp; Rubber, Agfa – Gevaert, IBM Australia, The Peter Stuyvesan Trust, Sidney Myer Charity Trust and Trans-Australia Airlines) and financial statements for Autumn festival 'Maydaze' (receipts/expenditure). A grant application was attached to one of the letters from the Australian Council for the Arts.  Dimensions: 33 cm x 20 cm x 1 cm.</p>
7	2	<b>Series description:</b> Productions / Films / Musical Performances
	7/2/2	<p><b>Item no. 2</b>  <b>Item Attributes:</b>  Item title: Writers Conference  Contents date range: 27 April 1974 – 6 August 1974  Descriptive note: General correspondence (invite and reply) and a few copies of the Fellowship of Australian Writers' bulletin.  Dimensions: 33 cm x 20 cm x 1 cm.</p>
	7/2/3	<p><b>Item no. 3</b>  <b>Item Attributes:</b>  Item title: Music Symposium (Room to Move)  Contents date range: 28 February 1974 – 28 June 1974  Descriptive note: General correspondence (incl. negotiation for the live performance of Room to Move and invites of guests &amp; participation and replies), a biography of members of the "Australian Musicians Guild", programmes (piano recital by Stephen McIntyre and a draft of a programme for a jazz concert.  Condition note: some of the content has frayed edges.  Dimensions: 33 cm x 20 cm x 2 cm.</p>

	7/2/4	<p><b>Item no. 4</b> <b>Item Attributes:</b> Item title: Theatre / Workshops Contents date range: 19 March 1974 – 5 June 1974 Descriptive note: Photographs (John Smythe, Wendy Gilmore &amp; Salvatore Tropriano), Arts Festival financial report, flyers (advertising workshops &amp; the play “Chocka” plus a brief description of the Actors Forum), general correspondence (invites, confirmation and replies for festival participation and hours of the Baillieu Library) and programmes (“The Players’ Caravan Show”, “The Soldier’s Tale”, “Make A Move”, “Babylon”, “The Dancer” and “Australian University billiards and snooker championships 1974”). There were also some receipts attached with a letter detailing expenses incurred for a production for the festival. Condition note: some frayed edges for some of the flyers and one of the receipts have faded to illegibility. Dimensions: 33 cm x 20 cm x 1 cm.</p>
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Box No.	Series number – Control symbol	Attributes
<b>8</b>	<b>1</b>	<b>Series description:</b> Administrative
	<b>8/1/1</b>	<p><b>Item no. 1</b>  <b>Item Attributes:</b>  Item title: Theatre Bookings (1977)  Contents date range: 1 December 1976 – 18 Feb 1977  Descriptive note: General correspondence (requests on information on theatre hire and replies)(handwritten and typed), a flyer informing the public of an 'Enquiry into the Performing Arts', some handwritten notes with names, addresses and dates, a table of theatre schedule and a list of 'theatre groups meeting'.  Dimensions: 33 cm x 20 cm x 1 cm.</p>
	<b>8/1/2</b>	<p><b>Item no. 2</b>  <b>Item Attributes:</b>  Item title: Melbourne University Student Theatre (MUST)  Contents date range: 18 July 1976 – 28 February 1978  Descriptive note: Chequebook (National Bank of Australasia)(four cheques left), invoices &amp; receipts (GKN Mills Building Services Company, The National Press, The Melbourne Times, Patrick Brothers, Kwikform, Moonlight Saloon, Students' Representative Council and Melbourne University Union), an information sheet on reading the GKN Mills computerized invoices and a bank statement (Commonwealth Savings Bank of Australia).  General note: Folder was renamed with the acronym MUST expanded.  Dimensions: 33 cm x 20 cm x 1 cm.</p>
	<b>8/1/3</b>	<p><b>Item no.3</b>  <b>Item Attributes:</b>  Item title: Theatre Sub Committee Meeting Minutes (1977)  Contents date range: 8 March 1977 – 30 November 1977  Descriptive note: Minutes of meetings (handwritten and typed) and financial statements for LAW revue (receipts/expenditure).  Dimensions: 33 cm x 20 cm x 1 cm.</p>
	<b>8/1/4</b>	<p><b>Item no. 4</b>  <b>Item Attributes:</b>  Item title: Theatre Sub Committee (1977)  Contents date range: 13 February 1977 – 2 November 1977  Descriptive note: Financial statements (receipts/expenditure), grant applications, applications for affiliation with Theatre Sub Committee by various theatre companies, general correspondence ('thank you's' and underwriting of productions) constitution/charters (Melbourne French Theatre and Hardy Perennials Theatre Group) and invoices &amp; receipts (Melbourne University).  Dimensions: 33 cm x 20 cm x 1 cm.</p>

	8/1/5	<p><b>Item no. 5</b>  <b>Item Attributes:</b>  Item title: Wages (1977)  Contents date range: 24 January 1977 – 13 May 1978  Descriptive note: Timesheets for Theatre Department staff.  Dimensions: 33 cm x 20 cm x 4 cm</p>
8	2	<b>Series description:</b> Productions / Films / Musical performances
	8/2/6	<p><b>Item no. 6</b>  <b>Item Attributes:</b>  Item title: “White With Wire Wheels” (WWWW)  Contents date range: 23 March 1977 – October 1977  Descriptive note: Invoices &amp; receipts (Big Ben Scaffolds and Globe Press), financial statements (budgets and box office receipts), general correspondence (handwritten and typed) and tickets for performances.  General note: Folder renamed with the acronym, WWWW, expanded.  Dimensions: 33 cm x 20 cm x 1 cm.</p>
	8/2/7	<p><b>Item no. 7</b>  <b>Item Attributes:</b>  Item title: Films 1977 (Feb 14 – 19)  Contents date range: 8 February 1977 – 31 March 1977  Descriptive note: Invoice &amp; receipts (advertisements (The Age), film hire (Filmways Australia Distributors, Twentieth Century Fox and Columbia Pictures) and theatre hire), draft of the ad in ‘The Age’ (handwritten and typed), press sheets some of the movies, general correspondence, table of box office takings and a programme for the Valhalla cinemas.  Dimensions: 33 cm x 20 cm x 1 cm.</p>
	8/2/8	<p><b>Item no. 8</b>  <b>Item Attributes:</b>  Item title: Films 1977 (May 30 – June 4)  Contents date range: 25 May 1977 – 8 June 1977  Descriptive note: Invoice &amp; receipts (advertisements (The Age), film hire (Roadshow and Cinema International Corporation) and theatre hire), general correspondence, press sheets of some of the movies, draft of the ad (handwritten and typed), poster of a couple of the movies, table of box office takings and a programme for the Union Theatre.  Dimensions: 33 cm x 20 cm x 1 cm.</p>
	8/2/9	<p><b>Item no. 9</b>  <b>Item Attributes:</b>  Item title: Films 1977 (Aug 15 – Sep 3)  Contents date range:  Descriptive note: Invoice &amp; receipts (advertisements (The Age), film hire (United Artists (Australasia), Roadshow, Cinema International Corporation, Twentieth Century Fox and Columbia Pictures) and theatre hire), general correspondence, information sheet of some of the movies, draft of the ads (handwritten and typed), table of box office takings and a programme for the Union Theatre.  Dimensions: 33 cm x 20 cm x 1 cm.</p>

	8/2/10	<p><b>Item no. 10</b>  <b>Item Attributes:</b>  Item title: Films 1977 (Oct 31 – Nov 12)  Contents date range:  Descriptive note: Invoice &amp; receipts (film hire (United Artists (Australasia), Roadshow, Cinema International Corporation, Filmways, Twentieth Century Fox and Columbia Pictures), advertisements (The Age) and theatre hire), brochure of a new movie theatre (The Movie House), general correspondence, information sheet of some of the movies, draft of the ads (handwritten and typed), table of box office takings and programmes for the Union Theatre and the Valhalla cinema.  Dimensions: 33 cm x 20 cm x 1 cm.</p>
	8/2/11	<p><b>Item no.11</b>  <b>Item Attributes:</b>  Item title: Films 1977 (Sep 19 – 24)  Contents date range: 13 September 1977 – 15 October 1977  Descriptive note: Invoice &amp; receipts (advertisements (The Age), film hire (Roadshow, GUO Film distributors, Cinema International Corporation and Columbia Pictures), consignment notice (TAA) and theatre hire), general correspondence, information sheet of a movie, draft of the ad (handwritten and typed), table of box office takings and a programme for the Union Theatre.  Dimensions: 33 cm x 20 cm x 1 cm.</p>
	8/2/12	<p><b>Item no. 12</b>  <b>Item Attributes:</b>  Item title: Films 1977 (Nov 16 – 19)  Contents date range: 30 September 1977 – 29 November 1977  Descriptive note: Invoice &amp; receipts (advertisements (The Age), film hire (Roadshow, Twentieth Century Fox and Columbia Pictures) and theatre hire), general correspondence, draft of the ad (handwritten and typed) and a programme for the Union Theatre.  Dimensions: 33 cm x 20 cm x 1 cm.</p>
	8/2/13	<p><b>Item no. 13</b>  <b>Item Attributes:</b>  Item title: Films 1978 (Sep 11 – 23)  Contents date range: 19 September 1978 – 27 January 1979  Descriptive note: Invoice &amp; receipts (advertisements (The Age), film hire (United Artists (Australasia), Twentieth Century Fox and Columbia Pictures) and theatre hire), general correspondence, draft of the ads (handwritten and typed), handwritten notes of box office takings, handwritten list of names, addresses &amp; contact numbers and programmes for the Union Theatre.  General note: A year was added to folder title to make it less ambiguous.  Dimensions: 33 cm x 20 cm x 1 cm.</p>

	<p><b>8/2/14</b></p>	<p><b>Item no. 14</b>  <b>Item Attributes:</b>            Item title: Films 1977 (Dec 12 – 17)            Contents date range: 13 December 1977 – 17 April 1978            Descriptive note: Invoice &amp; receipts (advertisements (The Age), film hire (United Artists (Australasia) and Filmways Australasian), delivery docket (Golden Messenger) and theatre hire), general correspondence, draft of the ads (handwritten and typed), telephone messages, table of box office takings and a programme for the Union Theatre.            General note: A year was added to folder title to make it less ambiguous.            Dimensions: 33 cm x 20 cm x 1 cm.</p>
	<p><b>8/2/15</b></p>	<p><b>Item no. 15</b>  <b>Item Attributes:</b>            Item title: “Dimboola”            Contents date range: 23 February 1977 – 21 March 1977            Descriptive note: Handwritten table and lists of box office receipts, handwritten flyer advertising the play, list of expenses (incl. several receipts), general correspondence, programme of upcoming plays and receipt of theatre hire.            Dimensions: 33 cm x 20 cm x 1 cm.</p>
	<p><b>8/2/16</b></p>	<p><b>Item no. 16</b>  <b>Item Attributes:</b>            Item title: “Richard III”            Contents date range: 20 July 1977 – 6 October 1977            Descriptive note: Handwritten table of box office receipts, list of expenses incurred, invoices &amp; receipts (theatre hire, equipment (Shell, U-Hire and Chandler Ridgeway), advertising (3KZ Advertising Services, Globe Press, The Melbourne Times and The Age)), newspaper clipping of an ad for the play, a telephone message and a handwritten cast list.            Condition note: Some of the receipts, being carbon copies, have almost faded to illegibility.            Dimensions: 33 cm x 20 cm x 1 cm.</p>
	<p><b>8/2/17</b></p>	<p><b>Item no. 17</b>  <b>Item Attributes:</b>            Item title: “Chicago”            Contents date range: 26 May 1977 – 14 July 1977            Descriptive note: Handwritten list of expenses, invoices &amp; receipts (equipment (Ben Scaffolds) and advertising (Graham White, The Age)), handwritten table of box office receipts, telephone messages, handwritten notes, general correspondence and a newspaper clipping of the production.            Condition note: Some stains on a few of the items and some fading.            Dimensions: 33 cm x 20 cm x 1 cm.</p>

	<b>8/2/18</b>	<b>Item no. 18</b> <b>Item Attributes:</b> Item title: "The Painted Devil" Contents date range: Unknown Descriptive note: Handwritten table of box office receipts, handwritten list of expenses and an invoice/receipt (WM Caulfield & sons). Also a handwritten note. Dimensions: 33 cm x 20 cm x
	<b>8/2/19</b>	<b>Item no. 19</b> <b>Item Attributes:</b> Item title: Orientation Week 1977 Contents date range: 1 March 1977 – 4 March 1977 Descriptive note: Flyer advertising a public debate, programme for Orientation Week, list of activities for O Week, list of clubs and societies and a handwritten list of activities held in the theatres. Dimensions: 33 cm x 20 cm x 1 cm.



Box No.	Series number – Control symbol	Attributes
9	1	<b>Series description:</b> Administrative
	9/1/1	<p><b>Item no. 1</b>  <b>Item Attributes:</b>  Item title: Ticket printing  Contents date range: 13 January 1975 – 32 October 1980  Descriptive note: Typed request of ticket printing from Theatre business Manager (John Paton) to either Comer Printing Co (Bob Bridgford) or Hi Mark Press (Barry Wright). There was also a quote and order to JJ Miller Printing Co. for 300 rolls of tickets.  General note: Contents were found loose within archive box with other material. This and the other material have been sorted into separate folders.  Dimensions: 33 cm x 20 cm x 1 cm.</p>
	9/1/2	<p><b>Item no. 2</b>  <b>Item Attributes:</b>  Item title: Brochures (mailing)  Contents date range: Unknown  Descriptive note: A handwritten list of names to be included on the mailing list for brochures and a brochure of the Union and Guild theatres.  Condition note: Edges are fraying.  Dimensions: 33 cm x 20 cm x 1 cm.</p>
	9/1/3	<p><b>Item no. 3</b>  <b>Item Attributes:</b>  Item title: Box Office (1975)  Contents date range: 9 January 1975 – 30 November 1979  Descriptive note: Invoices &amp; receipts (consignment notes (TAA, Rex Fastfreight and Ansett Freight Express)), flyers and press sheets advertising plays, programmes of various plays, festivals and movies (handwritten drafts and printed), ticket and a draft of a ticket handwritten lists of films and distributors, handwritten tables of box office receipts of some plays and movies, telephone messages and general correspondence (confirmations of receipt of films, enquiries, a few letters of complaint from film distributors (damaged film) and performance requests by theatre companies replies)(handwritten and typed). Also contained here were two photographs of unknown origin. One is of Len Luton Administrator and the other Graham Moore David. Unsure of the spelling due it being handwritten.  Condition note: A lot of the consignment notes have faded to illegibility, as they are carbon copies. Paper shows signs of 'yellowing' as well as having frayed edges with some either ripped off or torn.  Dimensions: 33 cm x 20 cm x 5 cm.</p>

<b>9</b>	<b>2</b>	<b>Series description:</b> Productions / Films / Musical Performances
	<b>9/2/4</b>	<p><b>Item no. 4</b>  <b>Item Attributes:</b>  Item title: Posters  Contents date range: Unknown  Descriptive note: Long posters advertising movies folded up.  General note: Contents were found loose within archive box with other material. This and the other material have been sorted into separate folders.  Dimensions: 33 cm x 25 cm x 1</p>
	<b>9/2/5</b>	<p><b>Item no. 5</b>  <b>Item Attributes:</b>  Item title: Brochure  Contents date range: Unknown  Descriptive note: Union directory in pamphlet form, photographs set out like negatives depicting various shots of the theatres, handwritten script of brochure contents, handwritten notes about the brochure and a typed sheet of Union shops' opening hours.  Dimensions: 33 cm x 20 cm x 1 cm.</p>
	<b>9/2/6</b>	<p><b>Item no. 6</b>  <b>Item Attributes:</b>  Item title: Films 1980 (Nov 5- 9)  Contents date range: 29 October 1980 – 8 November 1980  Descriptive note: Invoices &amp; receipts (film hire (Fox Columbia Distributors) and advertising (The Age)), newspaper clippings of the ads, handwritten notes with film names and percentages, programme of movies showing and handwritten notes of box office takings.  Dimensions: 33 cm x 20 cm x 1 cm.</p>

Box No.	Series number – Control symbol	Attributes
<b>10</b>	<b>1</b>	<b>Series description:</b> Administrative
	<b>10/1/1</b>	<b>Item no. 1</b> <b>Item Attributes:</b> Item title: Hire (1978) Contents date range: 18 July 1977 – 26 July 1978 Descriptive notes: Correspondence (confirmation of bookings, general enquiries and replies and handwritten list of names and addresses. Dimensions: 33 cm x 20 cm x 1 cm.
	<b>10/1/1</b>	<b>Item no. 1</b> <b>Item attributes:</b> Item title: Theatre Sub Committee (1978) Contents date range: 7 March 1978 – 8 November 1978 Descriptive notes: Handwritten list of names and addresses, price estimates list of Union Theatre renovations (printed and handwritten), general correspondence (requests for financial aid and a couple of replies, requests for media support to newspapers and invitations) (handwritten and typed), financial statements (budgets for productions and receipts and expenditure of cinemas), invoices & receipts (theatre hire, repairs (Kalbar Floor Coverings)), newspaper clippings on cinemas (original and photocopied), typed affiliation guidelines for Melbourne University Theatre groups (photocopied), guidelines for financial assistance to theatre groups, brochures of projectors and amplifiers, meeting agendas and grant applications. Condition note: A lot of the items have been photocopied onto thermal paper and is fading fast. Some have already faded to illegibility. Dimensions: 33 cm x 20 cm x 2 cm.
	<b>10/1/2</b>	<b>Item no. 2</b> <b>Item Attributes:</b> Item title: Theatre Sub Committee Meeting minutes (1978) Contents date range: 4 March 1978 – 14 November 1978 Descriptive notes: Minutes of the meetings held (one handwritten) and a couple of memos on meeting dates. Dimensions: 33 cm x 20 cm x 1 cm.
<b>10</b>	<b>2</b>	<b>Series description:</b> Productions / Films / Musical performances
	<b>10/2/3</b>	<b>Item no. 3</b> <b>Item Attributes:</b> Item title: Orientation Week (1978) Contents date range: 27 February 1978 – 3 March 1978 Descriptive notes: Some handwritten notes (subject unknown), and programmes of activities. Dimensions: 33 cm x 20 cm x 1 cm.

Box No.	Series number – Control symbol	Attributes
11	1	<b>Series description:</b> Administrative
	11/1/1	<p><b>Item no. 1</b>  <b>Item Attributes:</b>  Item title: Theatre Sub Committee (1979)  Contents date range: 23 November 1978 – 29 November 1979  Descriptive notes: Financial statements (receipts/expenditure and budget for various plays/productions), general correspondence (request by department for funding of plays and requests of grants and underwriting plays (which includes most of the financial statements))(handwritten and typed), meeting minutes and memos of date and time of meetings.  Dimensions: 33 cm x 20 cm x 1 cm.</p>
	11/1/2	<p><b>Item no. 2</b>  <b>Item attributes:</b>  Item title: Wage adjustment  Contents date range: May 1979  Descriptive notes: Handwritten calculation of hours and pay, handwritten Sunday work schedule for theatre projectionists, letter requesting a pay rise by the three projectionists, wage adjustment sheets, a flyer for a speed reading course and a timesheet of one of the projectionists.  General note: This folder was unlabelled and was labeled thus judging from contents of the folder.  Dimensions: 33 cm x 20 cm x</p>
	11/1/3	<p><b>Item no. 3</b>  <b>Item Attributes:</b>  Item title: Joint Advertising  Contents date range: 22 December 1978 – 3 March 1979  Descriptive notes: Programme of attractions at the Union and Guild Theatre, positive result of a proposal for composite advertisement for university activities, memo alerting the relevant people to attend the informal meeting for the composite advertisement meeting, handwritten list of dates for the Union and Guild Theatres with contact numbers and a draft of a programme of Union Theatre during "Autumn Festival of Films" in 1979.  Condition note: The programme for the Autumn Festival of Films is stuck together with sticky tape that has become unglued. The programme is coming apart.  Dimensions: 33 cm x 20 cm x 1 cm.</p>

	11/1/4	<p><b>Item no. 4</b>  <b>Item Attributes:</b>  Item title: Committee of University Drama  Contents date range: 15 November 1978 – 15 March 1979  Descriptive notes: Meeting minutes (Committee of University Drama), newsletter (CUD), report by the technical co-ordinating Sub Committee (TECHCO) to the CUD, brief handwritten notes with “Guidelines” as a heading, handwritten list of theatre users with contact person of groups and address, memo stating the reason for starting the new CUD, telephone messages and an invitation to participate in the Theatre Users Sub Committee.  General note: Folder renamed for clarification.  Dimensions: 33 cm x 20 cm x 1 cm.</p>
11	2	<b>Series description:</b> Productions / Films / Musical performances
	11/2/5	<p><b>Item no. 5</b>  <b>Item Attributes:</b>  Item title: Films 1979 (Feb 5 – 17)  Contents date range: 30 September 1978 – 1 May 1979  Descriptive note: Invoice &amp; receipts (film hire (Roadshow, Cinema International Corporation, Fox Columbia Film Distributors), advertisements (The Age) and theatre hire), handwritten calculations of Box office receipts, general correspondence, press sheets/books of some of the movies, draft of the ads (handwritten and typed), Amusement page from Sydney Morning Herald (30 Sept 78), film posters and programmes for the Union Theatre and the Valhalla cinema.  Dimensions: 33 cm x 20 cm x 1 cm.</p>
	11/2/6	<p><b>Item no. 6</b>  <b>Item Attributes:</b>  Item title: Films 1979 (May 23 – Jun 3)  Contents date range: 15 May 1979 – 14 June 1979  Descriptive note: Invoice &amp; receipts (advertisements (The Age), film hire (United Artists (Australasia), Roadshow, Cinema International Corporation, Filmways, Fox Columbia Film Distributors) and theatre hire), handwritten list of movie names as well as distributor numbers and addresses, general correspondence, Amusement page from the Sydney Morning Herald, draft of the ads, handwritten calculations of box office takings and programmes for the Union Theatre.  Dimensions: 33 cm x 20 cm x 1 cm.</p>
	11/2/7	<p><b>Item no. 7</b>  <b>Item Attributes:</b>  Item title: Films 1979 (Aug 8 – Sept 1)  Contents date range: 31 July 1979 – 29 March 1980  Descriptive note: Invoice &amp; receipts (film hire (United Artists (Australasia), Roadshow, Cinema International Corporation, GUO Films, Fox Columbia Film Distributors), advertisements (The Age) and theatre hire), handwritten calculations of box office takings, general correspondence, handwritten schedule of dates an movies, press sheets of a movie, draft of the ads and programmes for the Union Theatre (Winter Film Festival).  Dimensions: 33 cm x 20 cm x 1 cm.</p>

	<p><b>11/2/8</b></p>	<p><b>Item no. 8</b>  <b>Item Attributes:</b>            Item title: Films 1979 (Oct 3 – 20)            Contents date range: 25 September 1979 – 30 October 1979            Descriptive note: Flyer of Autumn Film Festival at Melbourne University, invoice &amp; receipts (film hire (United Artists (Australasia), Roadshow, GUO Films, Greg Lynch Film Distributor, Fox Columbia Film Distributors, Cinema International Corporation and Sharmill Films), freight (Quality Films) and advertisements (The Age)), posters of a movie, general correspondence, handwritten list of dates and movie names, draft of the ads (handwritten and typed), press sheets of some movies, handwritten calculations of box office takings and programmes (the Monash Film Group, the Union Theatre (Autumn Film Festival and others) and the Ritz).            Dimensions: 33 cm x 20 cm x 1 cm.</p>
	<p><b>11/2/9</b></p>	<p><b>Item no. 9</b>  <b>Item Attributes:</b>            Item title: "Limbs"            Contents date range: October 1979            Descriptive note: Flyer of the tour, ticket order form (filled) and letter accompanying order form.            Dimensions: 33 cm x 20 cm.</p>
	<p><b>11/2/10</b></p>	<p><b>Item no. 10</b>  <b>Item Attributes:</b>            Item title: Orientation Week (1979)            Contents date range: 26 February 1979 – 2 March 1979            Descriptive notes: Handwritten calculations of box office takings, programme of the week, flyer informing of a general meeting of theatre activities and handwritten programme concerning the theatre department.            Dimensions: 33 cm x 20 cm x 1 cm.</p>

Box No.	Series number – Control symbol	Attributes
12	1	<b>Series description:</b> Administrative
	12/1/1	<p><b>Item no. 1</b>  <b>Item Attributes:</b>  Item title: Budget (1978)  Contents date range: Unknown  Descriptive notes: Handwritten summary of salaries of the theatre dept, handwritten summary of grants to various groups, statement of receipts/expenditure of the theatre dept and a memo regarding theatre dept budget for 1978.  Dimensions: 33 cm x 20 cm x 1 cm.</p>
	12/1/2	<p><b>Item no. 2</b>  <b>Item attributes:</b>  Item title: Budget (1979)  Contents date range: Unknown  Descriptive notes: Financial statements (balance sheets (71 – 78) and budgets (79 – 80))(handwritten and typed).  Dimensions: 33 cm x 20 cm x 1 cm.</p>
	12/1/3	<p><b>Item no. 3</b>  <b>Item Attributes:</b>  Item title: Cost Analyses  Contents date range: 28 August 1978 – 29 August 1978  Descriptive notes: Memo of ‘proposals of motion’ for consideration by Committee of University Drama (Mar 79), statement of theatre budget for 1979, rough handwritten notes and calculations of revenue and expenditure, list of prices for Monash University Union (with a photocopy of the rules and regulations regarding theatre uses) and handwritten notes of names and addresses for quotes on theatre repairs &amp; maintenance.  Dimensions: 33 cm x 20 cm x 1 cm.</p>
	12/1/4	<p><b>Item no. 4</b>  <b>Item Attributes:</b>  Item title: Director of University Theatre Fund (1978)  Contents date range: 18 July 1978 – 28 – February 1980  Descriptive notes: Handwritten statement of DUT fund contributors (‘80), telephone messages, invoices &amp; receipts (DUT, van hire mailing (Australia Post) and ‘The Age’), list of recipients’ names and addresses for a grant for a tour to FAST (handwritten), general correspondence and a bank statement (Commonwealth Savings Bank of Australia).  Dimensions: 33 cm x 20 cm x 1 cm.</p>

	12/1/5	<p><b>Item no. 5</b>  <b>Item Attributes:</b>  Item title: Bookings (1979)  Contents date range: 9 February 1978 – 18 November 1980  Descriptive notes: Mini calendar of important Melbourne university dates ('79), list of groups, their productions and number of performances for 1979, an index for a loose leaf filing system, flyers for movies &amp; productions (incl. cast lists, synopsis of the stories and general advertising), telephone messages, a confirmation of film booking, correspondence (requests and confirmation of theatre hire), a booklet titled "An Introduction to Energy Audits"('78), booking forms for theatre hire and programmes (film screening times and actual plays).  Dimensions: 33 cm x 20 cm x 2 cm.</p>
12	2	<b>Series description:</b> Productions / Films / Musical performances
	12/2/6	<p><b>Item no. 6</b>  <b>Item Attributes:</b>  Item title: Films 1978 (Oct 23 - )  Contents date range: 20 October 1978 – 19 February 1979  Descriptive note: Invoice &amp; receipts (film hire (GUO Film Distributors, Roadshow, Greg Lynch, Filmways, United Artists (Australasia), Cineaction, Quality Films, Cinema International Corporation, Speare Film Distributors, Filmways, Fox Columbia Film Distributors and Australasian Film Hire), consignment notices / freight (Ansett Freight Express, TAA and Comet Overnight Transport) and advertisements (The Age)), general correspondence, draft of the ads (handwritten, typed and photocopied), handwritten calendar of movie screenings, handwritten calculations for box office takings and programmes for the Union Theatre, the National Cinema and the Valhalla cinema.  Dimensions: 33 cm x 20 cm x 2 cm.</p>
	12/2/7	<p><b>Item no. 7</b>  <b>Item Attributes:</b>  Item title: Films 1978 (Dec 4 – 16)  Contents date range: 12 April 1978 – 30 January 1979  Descriptive note: Invoice &amp; receipts (film hire (United Artists (Australasia), Cinema International Corporation and Fox Columbia Film Distributors), advertisements (The Age) and theatre hire general correspondence, press sheets of some of the movies, draft of the ads, handwritten calculations of box office takings and programmes for the Union Theatre.  Dimensions: 33 cm x 20 cm x 1 cm.</p>
	13	<b>THEATRE POSTERS</b>
	13/1	<p><b>Title:</b> Six characters in search of an author Pirandello  <b>Venue:</b> Guild Theatre  <b>Date:</b> August 4 – 7  <b>Dimensions:</b> 42 x 30cm  <b>Notes:</b> Black and White – 6 pencil portraits</p>
	13/2	<p><b>Title:</b> Grease,  by Jim Jacobs and Warren Casey  <b>Venue:</b> Union Theatre, Melbourne University</p>



		<p><b>Date:</b> July 2 – 5 and July 8 - 12  <b>Dimensions:</b> 56 x 41cm  <b>Notes:</b> Pink with Blue Title</p>
	13/3	<p><b>Title:</b> Takers,  by Joanna Murray Smith  <b>Venue:</b> Guild Theatre  <b>Date:</b> March 25 – April 4  <b>Dimensions:</b> 57 x 42cm  <b>Notes:</b> Yellow with red title – Building motif</p>
	13/4	<p><b>Title:</b> Chicago,  by Frank Ebb and Bob Fosse  <b>Venue:</b> Union Theatre, Melbourne University  <b>Date:</b> July 1 - 8  <b>Dimensions:</b> 53 x 39cm  <b>Notes:</b> Depicts poster on a brick wall</p>
	13/5	<p><b>Title:</b> A Midsummer Night's Dream  <b>Venue:</b> Melbourne University, System Garden  <b>Date:</b> March 1 – 4  <b>Venue:</b> Heide Park and Art Gallery, Bulleen  <b>Date:</b> February 24 - 26  <b>Dimensions:</b> 59 x 44cm  <b>Notes:</b> Red and Green on Black</p>
	13/6	<p><b>Title:</b> The Mikado,  Directed by Peter Tulloch  <b>Venue:</b> Trinity College  <b>Date:</b> September 5 - 8  <b>Dimensions:</b> 54 x 39cm  <b>Notes:</b> Red and Black, Stylized Japanese scene</p>
	13/7	<p><b>Title:</b> “Not So Coy”  <b>Venue:</b> The Drama Space, 2<sup>nd</sup> Floor, Old Engineering Building  <b>Date:</b> July 10, 12, 15  <b>Dimensions:</b> 40 x 28cm  <b>Notes:</b> Yellow with stylized face</p>
	13/8	<p><b>Title:</b> The Women at the Tomb,  By Michael de Ghelderode  <b>Venue:</b> Union Building, Melbourne University  <b>Date:</b> September 25,25,30 Oct. 1 - 2  <b>Dimensions:</b> 65 x 45cm  <b>Notes:</b> Black and White – 3 religious pictures</p>
	13/9	<p><b>Title:</b> “The Black Horse” and “Dead Timber” [double bill]  By Vance Palmer; Louis Esson  <b>Venue:</b> Guild Theatre  <b>Date:</b> May 7<sup>th</sup>, 9<sup>th</sup>, 11<sup>th</sup>  <b>Dimensions:</b> 60 x 42cm  <b>Notes:</b> Two tone purple and Black &amp; White text, Horse and Tree motif</p>
	13/10	<p><b>Title:</b> Fitting for Ladies: a farce,  By George Faydeau  <b>Venue:</b> Guild Theatre  <b>Date:</b> July 7 – 9, and July 12 - 16  <b>Dimensions:</b> 42 x 30cm  <b>Notes:</b> Black and White – period scene</p>
	13/11	<p><b>Title:</b> A Game of Chesse,</p>

		<p>Thomas Middleton  <b>Venue:</b> The Vatican Lawns, Trinity College  <b>Date:</b> May 4 7, 10-12, 14  <b>Dimensions:</b> 57 x 43cm  <b>Notes:</b> Blue with Black and White Chess Scene</p>
	13/12	<p><b>Title:</b> "Tell me another" and "Murderers" [double bill]  <b>Venue:</b> Guild Theatre, Melbourne University  <b>Date:</b> September 17 - 21  <b>Dimensions:</b> 52 x 37cm  <b>Notes:</b> Red and White diagonal stripes; Black and Red text – Rope motif</p>
	13/13	<p><b>Title:</b> Late Arrivals,  By Pamela van Amstel  <b>Venue:</b> Guild Theatre, Melbourne University  <b>Date:</b> April 22 - 25  <b>Dimensions:</b> 30 x 42cm  <b>Notes:</b> Black and White</p>
	13/14	<p><b>Title:</b> Oedipus The King,  By Sophocles/Watling  <b>Venue:</b> Guild Theatre  <b>Date:</b> August 4 – 6, 9 - 13  <b>Dimensions:</b> 65 5cm  <b>Notes:</b> Red and Black on White – Stylisid face with beard [orn]</p>
	13/15	<p><b>Title:</b> Dr Faustus,  By Marlowe  <b>Venue:</b> Guild Theatre, Melbourne University  <b>Date:</b> September 20 – 22, 25 - 29  <b>Dimensions:</b> 6 x 44  <b>Notes:</b> Black and White</p>
	13/16	<p><b>Title:</b> School for Scandal,  by R.B. Sheridan  <b>Venue:</b> Union Theatre  <b>Date:</b> 1984, August 2 – 12  <b>Dimensions:</b> 63 x 45cm  <b>Notes:</b> Red and Black on White</p>
	13/17	<p><b>Title:</b> The Revenger's Tragedy  <b>Venue:</b> Trinity Chapel  <b>Date:</b> June 18, 20, 21  <b>Dimensions:</b> 58 x 46cm  <b>Notes:</b> Black and White – grim reaper</p>
	13/18	<p><b>Title:</b> Euripides on Trial,  by Aristophanes  <b>Venue:</b> Guild Theatre, Melbourne University  <b>Date:</b> October 6 – 8, 11 - 15  <b>Dimensions:</b> 72 x 50cm  <b>Notes:</b> Green on Yellow, stylized players</p>
	13/19	<p><b>Title:</b> Nice Wanton and the Marriage of Wit and Wisdom [double bill]  <b>Venue:</b> Guild Theatre  <b>Date:</b> September 21 - 24  <b>Dimensions:</b> 66 x 46cm  <b>Notes:</b> Black and White – wanton schoolgirl and text</p>
	13/20	<p><b>Title:</b> Ghost Trains,</p>

		by Ray Gill and Joanna Murray Smith <b>Venue:</b> Guild Theatre <b>Date:</b> October 9 - 13 <b>Dimensions:</b> 86 x 51cm <b>Notes:</b> Blue with Luna Park Façade, Red and White text
		<b>ENDS</b>

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