



## THE UNIVERSITY OF MELBOURNE ARCHIVES

<b>NAME OF COLLECTION</b>	<b>La Mama Theatre Administrative Files</b>
<b>ACCESSION NO</b>	2012.0284
<b>CATEGORY</b>	Culture and the Arts, organisations
<b>ACTIVITY</b>	Theatres
<b>DATE RANGE</b>	1985-2011
<b>SIZE OF COLLECTION</b>	15 Units (1.17m)
<b>HISTORICAL NOTE</b>	Named after the off-Broadway theatre in New York, La Mama was established in Carlton, Melbourne by Betty Burstall in 1967 for avant-garde theatre, music, poetry readings, improvisations and screenings of new films. In 1977 Liz Jones was appointed artistic director and administrator of the theatre.
<b>DATE OF TRANSFER</b>	2012
<b>ACCESS CONDITIONS</b>	Open
<b>DESCRIPTION</b>	Administrative Files
<b>NOTE ON COLLECTIONS</b>	Arranged by La Mama
<b>LISTED BY</b>	Fiona Wiseman
<b>DATE</b>	2014

**2012.0284, La Mama Theatre, 1985-2011**

Item Number	Unit/Box	Title	Date	Description
2012.0284.0001	2012.0284 Unit 1	La Mama Agreements	30 March 1993-3 April 2000	Signed copies of La Mama Agreement regarding residual rights.
2012.0284.0002	2012.0284 Unit 1	VIVE la vie magazine	1989	Edition Number Nine
2012.0284.0003	2012.0284 Unit 1	Vic Health: Audience Access Scheme and Community	8 April 1999-31 October 2008	Vic Health correspondence in and out; funding agreement 1999; Mentorship, Community and Audience Access Scheme projects.
2012.0284.0004	2012.0284 Unit 1	Vic Health Mentorship	21 February 2002-25 October 2004	Correspondence in and out; CVs, photos and applications for mentorship; report; train tickets; programme art works.
2012.0284.0005	2012.0284 Unit 1	Arts Victoria and Women's Trust	12 March 2001-20 June 2007	Documentation Women's Trust "Foyerism" project, 2001-2002. Arts Victoria correspondence; Statistical Returns; Performance Agreements 2001-2003 & 2004-2006; Financial Report Summary Dec 2005;
2012.0284.0006	2012.0284 Unit 1	Dramaturg-In-Residence	1993-21 July 1998	Funding application to Australia Council Literature Board 1993, 1996, 1997; Financial Reports, Correspondence in and out.
2012.0284.0007	2012.0284 Unit 1	Reference Letters by Liz Jones	13 June 1991-4 February 2002	Examples of reference letters written by Liz Jones for people who had worked at La Mama.
2012.0284.0008	2012.0284 Unit 1	Rose Del Monaco	21 February 1990-22 September 1999	Newspaper articles on Rose Del Monaco owner of the La Mama Building. Artistic raison d'etre.
2012.0284.0009	2012.0284 Unit 1	Copyright Information & APRA	27 December 1974-22 May	APRA Licences; documents on copyright, ppca licence 1998
2012.0284.0010	2012.0284 Unit 1	Production Breakdown	1988-1995	Hand written list of number and budgets of productions 1985-1995. Division of Labour 2004.
2012.0284.0011	2012.0284 Unit 1	Correspondence	13 November 2000-25 September 2009	Correspondence letters from Melbourne City Council re Car Park plans, annual award at La Mama funded by Rough Beast Company and from University of Glasgow.
2012.0284.0012	2012.0284 Unit 1	La Mama Trust	21 February 1992-4 November 2002	Correspondence in and out for creation of a La Mama Trust; Draft of Trust Deed; Deed of Variation of Trust; Brainstorming ideas and meeting documents.
2012.0284.0013	2012.0284 Unit 2	City of Melbourne	22 June 2001-6 February 2005	Funding applications, acquittals and correspondence with the City of Melbourne
2012.0284.0014	2012.0284 Unit 2	City of Melbourne	3 September 2004-14 December 2009	Funding, agreements, applications, acquittals, financial reports and correspondence with the City of Melbourne
2012.0284.0015	2012.0284 Unit 2	City of Yarra 2003-2004, Vic Health 2009	1 January 2003-10 March 2009	Funding applications with City of Yarra and Vic Health

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Item Number	Unit/Box	Title	Date	Description
2012.0284.0016	2012.0284 Unit 2	Arts Victoria and Triennial	1 January 2002- 23 March 2005	Funding financial reports, statistical returns and funding correspondence with Arts Victoria
2012.0284.0017	2012.0284 Unit 2	Arts Victoria	1 January 2004- 16 Novemehr 2009	Funding, agreements, applications, financial reports and correspondence with Arts Victoria
2012.0284.0018	2012.0284 Unit 2	Small Capital Works	12 January 1993- 27 March 2003	Submissions, correspondence, receipts and funding agreements for small capital works done at La Mama and the Courthouse and purchase of new equipment
2012.0284.0019	2012.0284 Unit 2	Courthouse	14 February 1995- 2 November 2005	Correspondence between La Mama and Melbourne Writers' Theatre, budgets, rental agreements, correspondence with Parks Victoria, article and press release on La Mama to manage Courthouse and financial reports with Arts Victoria, invitation from The Mint Inc to celebrate restoration of the Courthouse 15th March 2005
2012.0284.0020	2012.0284 Unit 2	Audits	31 December 2005-19 April 2010	Audits of La Mama Trust and La Mama Inc 2005, La Mama Trust 2006, La Mama Inc and Controlled Entity 2009 and GST details 2004
2012.0284.0021	2012.0284 Unit 2	Lease and La Mama	1 July 1993-9 April 2008	Leases, correpondence with Arthur Del Monaco, rent information and statements
2012.0284.0022	2012.0284 Unit 3	Trusty Bar	2 November 2005-23 January	Takings sheets, Liquor Licence 2007, signage
2012.0284.0023	2012.0284 Unit 3	Work Experience	14 March 2007- 14 December 2009	Work expereince file with examples of correspondence and forms between students, schools and La Mama
2012.0284.0024	2012.0284 Unit 3	Australia Council	1 June 1997-1 June 2006	Triennial Grant submissions and correspondence with the Australia Council
2012.0284.0025	2012.0284 Unit 3	Australia Council	24 June 2003-20 June 2008	Triennial Grant submissions and correspondence with the Australia Council, discussion papers, funding agreements,
2012.0284.0026	2012.0284 Unit 3	Australia Council	31 December 2009-31 December 2009	Grant submission 2010, Key Performance Measures 2010 and Financial Reporting
2012.0284.0027	2012.0284 Unit 3	Funding Contracts, Agreements, Budgets 199, 2000, 2001, 2002	12 April 1999-23 July 2002	Funding Agreements, Budgets, Contracts with The Myer Foundation, City of Melbourne, Vic Health, Arts Victoria, Melbourne International Arts Festival and Australia Council
2012.0284.0028	2012.0284 Unit 3	Correspondence 2003	5 February 2002- 4 December 2003	General Correspondence, letters to Liz Jones for programming and invitations

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Item Number	Unit/Box	Title	Date	Description
2012.0284.0029	2012.0284 Unit 4	Correspondence 2004	21 January 2004-13 December 2004	General Correspondence, letters to Liz Jones for programming and invitations
2012.0284.0030	2012.0284 Unit 4	Correspondence 2005	18 January 2005-22 December 2005	General Correspondence, letters and proposals to Liz Jones for programming and invitations
2012.0284.0031	2012.0284 Unit 4	Correspondence 2006	6 February 2006-18 December 2006	General Correspondence In and Out, letters and proposals to Liz Jones for programming and invitations
2012.0284.0032	2012.0284 Unit 4	Correspondence 2007	8 January 2007-4 December 2007	General Correspondence, letters and proposals to Liz Jones for programming and invitations
2012.0284.0033	2012.0284 Unit 4	Correspondence 2008	11 February 2008-19 December 2008	General Correspondence, letters and proposals to Liz Jones for programming, Mint Inc catalogue restoring the Courthouse, cards and invitations
2012.0284.0034	2012.0284 Unit 4	Correspondence from 2007 for 2008 programming	2 February 2007-18 November 2007	2008 forward planner, letters and proposals to Liz Jones for programming
2012.0284.0035	2012.0284 Unit 4	Correspondence 2009	14 January 2009-30 November 2009	General Correspondence, 2009 forward planner, letters and proposals to Liz Jones for programming and cards
2012.0284.0036	2012.0284 Unit 4	Correspondence 2010	22 March 2010-20 May 2010	General Correspondence and invitations
2012.0284.0037	2012.0284 Unit 5	Correspondence 2008: Save La Mama Campaign	11 May 2008-19 December 2008	General Correspondence In and Out from individuals, Government Departments and Philanthropic organizations
2012.0284.0038	2012.0284 Unit 5	Save La Mama 2008	15 May 2008-6 November 2008	Lists of names for donations, donors and Alumni, fund raising and money raised tables, La Mama Honour Roll, Ian Potter annual general report 2008/2009
2012.0284.0039	2012.0284 Unit 5	Save La Mama Campaign 2008	1 January 2008-5 December 2008	Donation vouchers, La Mama Christmas cards with Betty Burstall painting, La Mama Trust account: Bendigo Bank transaction history
2012.0284.0040	2012.0284 Unit 5	Save La Mama Campaign 2008	15 September 2008-2 October	Congratulation emails, media releases
2012.0284.0041	2012.0284 Unit 5	Save La Mama Campaign 2008	11 May 2008-13 May 2009	Thank you correspondence to donors for the Save La Mama Campaign, The Pratt Foundation
2012.0284.0042	2012.0284 Unit 5	Save La Mama Campaign 2008	27 March 2008-28 October 2008	Articles relating to Save La Mama Campaign
2012.0284.0043	2012.0284 Unit 5	La Mama On Tour	1 January 1995-1 December 1997	Application for touring season of La Mama productions
2012.0284.0044	2012.0284 Unit 6	La Mama 40th Birthday	29 September 2007-27 November 2007	Correspondence, Spiegeltent party running sheet, RSVP list, Alumni list and invitations

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Item Number	Unit/Box	Title	Date	Description
2012.0284.0045	2012.0284 Unit 6	La Mama 40th Birthday	13 December 2006-22 September 2007	Spiegel tent party programmes, fliers, correspondence, Sidney Myer funding application, proposals, for Mary Helen Pirola's La Mama Community
2012.0284.0046	2012.0284 Unit 6	Committee of Management Meeting Minutes	30 March 1985-6 December 1999	Committee of Management Meeting Minutes 1985-1999, 1990-1999 are a complete set
2012.0284.0047	2012.0284 Unit 6	Committee of Management Meeting	22 May 2000-13 December 2005	Committee of Management Meeting Minutes 2000-2005 complete set
2012.0284.0048	2012.0284 Unit 6	Committee of Management Meeting	28 March 2006-13 December	Committee of Management Meeting Minutes 2006-2011 complete set
2012.0284.0049	2012.0284 Unit 6	City of Melbourne: Arts Grants Program	8 July 2002-1 July 2004	City of Melbourne Grant Applications for 2003,2004,2005
2012.0284.0050	2012.0284 Unit 7	Funding Submissions and Reports	31 March 2003-1 January 2007	Mid Year Report 2003, Statistical Report 2002 for Australia Council, Triennial Funding Submissions 2004-2007, Funding Submission Vic Health 2005-2006
2012.0284.0051	2012.0284 Unit 7	Activity and Half Year Reports	31 March 2004-31 March 2006	La Mama Activity Reports: Australia Council and Arts Victoria for 2003, 2004, 2005, La Mama Half Year Report 2005
2012.0284.0052	2012.0284 Unit 7	La Mama 2006 Funding Crisis	4 November 2006-3 March 2007	Funding articles, correspondence, newspaper clippings and responses to La Mama's possible funding cuts and Consultancy Report on Strategic Direction & Governance by Jenny Cook 2007
2012.0284.0053	2012.0284 Unit 7	La Mama Expenditure and Deposit Journals	14 July 1995-23 December 2002	La Mama CBA Expenditure Journal July 1995-December 2002, Bank of Melbourne Deposit Journal January 1999-May 2001, Bendigo Bank May 2001-December 2002
2012.0284.0054	2012.0284 Unit 7	La Mama Deposit Journal	26 November 1999-16	La Mama CBA deposit Journal November 1999-December 2002
2012.0284.0055	2012.0284 Unit 7	La Mama Agreement Contracts	4 March 2003-4 November 2004	Newsletters, signed funding agreements with funding bodies, receipts for moneys received, lease for Carlton Courthouse with Mint Inc for 2004
2012.0284.0056	2012.0284 Unit 8	La Mama Agreement Contracts	4 January 2004-22 August 2005	Signed funding agreements with funding bodies, receipts for moneys received, lease for Carlton Courthouse with Mint Inc for 2005
2012.0284.0057	2012.0284 Unit 8	La Mama Agreement Contracts	25 September 2003-27 November 2006	Signed funding agreements with funding bodies, receipts for moneys received, lease for Carlton Courthouse with Mint, lease for La Mama Inc for 2006
2012.0284.0058	2012.0284 Unit 8	La Mama Strategic Business Plan and Triennial Submission	28 February 1997-2 June 1999	Strategic Business Plans 1997-2000, 1999-2001 and 2000-2002 (triennial funding)

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Item Number	Unit/Box	Title	Date	Description
2012.0284.0059	2012.0284 Unit 8	La Mama Triennial Submission and Evaluation Reports	11 August 1999-1 June 2000	Triennial funding submissions: Australia Council 2001-2003, Arts Victoria 2001-2003, Arts Victoria Evaluation Report 1999, Mid Year Report 2000
2012.0284.0060	2012.0284 Unit 8	La Mama Triennial Submission and Evaluation Reports	31 March 2001-30 June 2001	Triennial funding submissions: Arts Victoria 2002-2004, Arts Victoria and Australia Council Evaluation Report 2000, La Mama Mid Year Report 2001
2012.0284.0061	2012.0284 Unit 8	La Mama Triennial Submission and Mid Year and Statistical Reports	28 March 2002-3 October 2002	Mid Year Report 2002, Australia Council Statistical Report for 2001, Triennial funding submissions: Arts Victoria 2003-2005,
2012.0284.0062	2012.0284 Unit 9	Carlton Courthouse/Other Spaces Front of House Books	21 January 2005-22 December 2007	Carlton Courthouse/Other Spaces Front of House Books 2005, 2006, 2007
2012.0284.0063	2012.0284 Unit 9	Carlton Courthouse/Other Spaces Front of House Books and Receipt Book	5 July 1985-19 December 2009	Carlton Courthouse/Other Spaces Front of House Books January-October 2009, November-December 2009 and Receipt Book 1985-2006
2012.0284.0064	2012.0284 Unit 9	La Mama Front of House Blue Books	5 December 2005-15 July 2007	La Mama Front of House Blue Books, January-July 2006, August-December 2006, January-July 2007
2012.0284.0065	2012.0284 Unit 9	La Mama Front of House Blue Books	18 July 2007-20 December 2009	La Mama Front of House Blue Books, July-December 2007, January-August 2009, August-December 2009
2012.0284.0066	2012.0284 Unit 9	Original Strategic Business Plan 1995-1997	31 December 1993-30	Original Strategic Business Plan 1995-1997
2012.0284.0067	2012.0284 Unit 9	BT Investment Account	6 July 2004-21 December 2011	Correspondence and Withdrawal Statements
2012.0284.0068	2012.0284 Unit 9	Nugent Enquiry	23 March 1999-13 April 1999	Correspondence and submission for Arts Inquiry
2012.0284.0069	2012.0284 Unit 9	Renovation Plans	16 November 1994-1 February 1995	Drawings, plans, budget and correspondence for La Mama office renovation
2012.0284.0070	2012.0284 Unit 9	Production Notes	1 January 1985-1 January 2005	Production notes of how to put on plays at La Mama Theatre, one from 1980's another from 2000's
2012.0284.0071	2012.0284 Unit 10	La Mama Newsletters	13 April 1981-1 July 1998	Complete set of La Mama Newsletters from No.1 April 1981-No. 67 July 1998
2012.0284.0072	2012.0284 Unit 10	La Mama Newsletters	1 September 1998-1 October 2011	Complete set of La Mama Newsletters from No.68 September 1998-No. 119 Spring 2011
2012.0284.0073	2012.0284 Unit 10	La Mama Annual General Reports	1 January 2005-31 December	La Mama Annual General Reports: 2005, 2006, 2007, 2008
2012.0284.0074	2012.0284 Unit 10	La Mama Annual General Reports	1 January 2009-31 December	La Mama Annual General Reports: 2009, 2010, 2011
2012.0284.0075	2012.0284 Unit 10	Heritage Letter 22	22 November 2002-26 August 2003	Letter to Heritage Victoria to include La Mama Theatre on the registrar

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Item Number	Unit/Box	Title	Date	Description
2012.0284.0076	2012.0284 Unit 10	Heritage Victoria	31 May 2002-3 May 2005	Plans of La Mama, correspondence about Heritage listing, articles on La Mama
2012.0284.0077	2012.0284 Unit 10	Heritage Hearing Material	30 April 1998-3 October 2007	The La Mama Theatre Building document done by Architectural Historian, Allan Willingham, 3 copies, articles on La Mama
2012.0284.0078	2012.0284 Unit 10	Booking Sheets	1 February 1985-1 December 2006	Examples of La Mama Booking Sheets from 1980's and 2006
2012.0284.0079	2012.0284 Unit 11	Committee of Management Meeting Minutes Taking Book/ Address Book for	30 June 1984-23 June 1993	Committee of Management Meeting Minutes Taking Book 1984-1993/ Address Book for first Committee Members
2012.0284.0080	2012.0284 Unit 11	Committee of Management Meeting Minutes Taking Books	6 December 1993-20 December 1999	Committee of Management Meeting Minutes Taking Books: December 1993-December 1994, July 1995-December 1999
2012.0284.0081	2012.0284 Unit 11	Committee of Management Meeting Minutes Taking Books	22 May 2000-12 December 2006	Committee of Management Meeting Minutes Taking Books: May 2000-May 2003, December 2003-December 2006
2012.0284.0082	2012.0284 Unit 11	Committee of Management Meeting Minutes Taking Book	13 February 2007-10 November 2011	Committee of Management Meeting Minutes Taking Book: February 2007-Novemembr 2011
2012.0284.0083	2012.0284 Unit 11	Programming Correspondence	1 January 1997-1 January 2006	Liz Jones's programming book 19997-2006, correspondence proposals to work at La Mama 2002-2003
2012.0284.0084	2012.0284 Unit 11	La Mama Car Park	3 December 1987-19 May 2009	Plans, correspondence, rental notices, receipts for La Mama Car Park
2012.0284.0085	2012.0284 Unit 12	Purchase La Mama 2008	11 February 2008-24 March 2008	Disclosure Statement by the Landlord under the Retail Leases Act 2003, correspondence with lawyers, Report on Heritage Constraints, site plans
2012.0284.0086	2012.0284 Unit 12	La Mama Forever	23 Februray 2002-26 June 2003	Early fund raising committee for the future purchase of La Mama, correspondence, Minutes of meetings, plans for funding campaign
2012.0284.0087	2012.0284 Unit 12	Purchase of La Mama: Potential Benefactors	14 June 1995-31 March 2003	Correspondence and reports for major fund raising drive for the purchase of La Mama called, La Mama Forever, information on potential benefactors

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Item Number	Unit/Box	Title	Date	Description
2012.0284.0088	2012.0284 Unit 12	Miscellaneous Items	29 January 1981- 30 July 2004	Production lists for: 1981, 1982, 1985, 1992, 1996, 1998, 1999, selection of quotes about La Mama Theatre, 25th Birthday posters, publicity information, Vic Arts Centre Exhibitions brochure, card of appreciation, Schizophrenia fellowship of Victoria brochures, 1970's La Mama floor plan drawn by James Clayden, examples of booking sheets and information, report on La Mama's Mentorship Program July 2003-July 2004
2012.0284.0089	2012.0284 Unit 13	Journal: Bank of Melbourne Expenditure	1 August 1997- 30 September	Large journal for Bank of Melbourne expenditure
2012.0284.0090	2012.0284 Unit 14	Journal: Bendigo Bank Expenditure	9 May 2001-31 December 2002	Large journal for Bendigo Bank expenditure