

C Missouri. New York World's Fair Commission Papers, 1963-1965
2604 13.4 linear feet

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INTRODUCTION

Files of the pavilion manager, containing correspondence from construction to demolition of the Missouri pavilion. Also press releases, financial reports, promotional material, security reports, contracts, blueprints and photographs.

DONOR INFORMATION

The papers were donated to the State Historical Society of Missouri by James J. Beisman on 26 July 1965 (Accession No. 343).

FOLDER LIST

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| f. 1-13 | Advertising |
| f. 1-10 | Unsolicited advertising circulars. |
| f. 11 | Benoist Group. Contains photographs. |
| f. 12 | Brass Rail |
| f. 13 | Medallic Art Company |
| f. 14-19 | Advisory Engineering Memoranda |
| f. 14 | Emergency procedures, electric service, blueprints for splice box. |
| f. 15 | Memoranda on timber foundation pilings, correction of building code, security, television facilities. |
| f. 16 | Sales tax, gas service, accident control. |
| f. 17 | Interfering devices, exterior lighting, physically handicapped, maintenance per-sonnel, fire hydrants, utilities connections. |
| f. 18 | Landscaping, Certificates of Occupancy, foundation design. |
| f. 19 | Dust, labor relations, construction coordination, paving schedule |
| f. 20-21 | Attendance recorded weekly. |
| f. 22 | Calendar of Events. |
| f. 23 | Cardinal Pennant. |
| f. 24 | Change Orders, Restaurant. |
| f. 25-27 | Charity, donation of office equipment. |
| f. 28 | Checking account at First National Bank in St. Louis. |
| f. 29 | Christian College Double Sextette |
| f. 30-122 | Chronological Correspondence. The files of James Beisman, Manager, running from inception through demolition. Contains all aspects of pavilion management, predominately: appointment of Missouri Commission members; the groundbreaking ceremony; forming the promotion committee; planning the Missouri Snack Patio and contracting for its management by the Restaurant Assodlates; space rental allocation; change orders; arrangement for Spirit of St. Louis |

- flight; display and maintenance; plans for the publicity campaign; employment requests; negotiations for concessionaire; lease agreements; president's invitation to Missouri Day; guest list for Missouri Day; program of entertainment during 1964; arrangements for financing; promotion for cultural exhibit; insurance; information brochures; University Singers; provisions for security; correspondence about routine maintenance and affairs; disagreement with Allied Maintenance; preparations for closing, 1964; maintenance during interim; refurbishing; reopening day; Missouri Day, 1965; disposition of furniture and equipment; demolition of pavilion.
- f. 123-125 Communications systems.
- f. 126 Compliments
- f. 127-144 Construction
- f. 127-128 Bid envelopes
- f. 129-138 Exterior, interior and furnishings
- f. 139-140 Plans, St. Louis exhibit
- f. 141-142 Plans, Spirit of St. Louis
- f. 143 Restaurant
- f. 144 Telephone specifications
- f. 145-185 Contracts
- f. 145-146 Contract requests (two volumes of promotional material from construction firms)
- f. 147-156 Contractors
- f. 147-150 Building contractors
- f. 151 Concrete
- f. 152 The Displayers, Inc.
- f. 153 Electrical
- f. 154 Plumbing
- f. 155-156 Robert Glenn, Inc. Contains contracts, contract amendments, insurance policies, power of attorney form.
- f.157-158 Requests
- f. 159 Allied Maintenance. Contains correspondence about lawsuit.
- f. 160-168 Change orders
- f. 169-185 Contracts: cultural exhibit, demolition, Displayers, Gilbert Associates, Kivett & Myers, landscaping, maintenance, restaurant, restaurant construction, St. Louis exhibit, space rental, state agencies, World's Fair Corporation, World' s Fair maintenance.
- f. 186-232 Daily program of events. From April 22, 1964 to October 18, 1964, and April 21, 1965 to October 17, 1965. Printed by Information Service of the Fair.
- f. 233 Day passes
- f. 234-243 Demolition of the Pavilion; demolition photo file, certificate of satisfactory completion.
- f. 244-255 Displayers. The Displayers, Inc.: bid proposal, selection of Displayers, working with architects, construction and refurbishing, repairs,

- publicity, arrangements for concessions, refurbishing contracts, general correspondence with State Exhibits, progress reports on space sales, general design and layout, contracting, time sheets and work orders .
- f. 256 Drafting layouts
 - f.257-261 Electrical drawings
 - f. 262-265 Employee passes
 - f. 266-283 Employment requests
 - f. 284 Engineering memoranda
 - f. 285-286 Entertainment
 - f. 287 Equipment, restroom
 - f. 288-297 Executive Committee meetings
 - f. 288-291 October 12, 1964. Disposition of commission correspondence, minutes of meeting, interim expenses, complaints against World's Fair administration.
 - f.292-295 April 7, 1965: complaints against World 's Fair Corporation; financial situation at opening of second year; meeting agenda, financial position of Missouri Commission as of March 31, 1965.
 - f. 296-297 February 9, 1966: arrangements for distribution of pavilion property after close of Fair, status of funds as of January 17, 1966.
 - f. 298-299 Exhibitor Courtesies
 - f. 300-301 Exhibitor meeting, January 6, 1965
 - f. 302 Exhibitor public relations list
 - f. 303-383 Exhibits
 - f. 303-321 Cultural, problems with getting tapes of Truman' s voice, arrangements for installation of cultural exhibit, correspondence with Sidney Larson, coordinator of cultural display; contracts and plans; correspondence from artists; plaque engraving; insurance arrangements.
 - f. 322-325 Demolition and removal, final disposition of all exhibits.
 - f. 326-330 General correspondence letters about construction, space sales, Benoist Group.
 - f. 331-335 Hallmark, letter from Governor John Dalton, plans for exhibit, blueprints, arrangements for maintenance, lettering stencil
 - f. 336-339 Kansas City, negotiations with Manncraft, floor plans, shipping to New York, assembly and dismantling.
 - f. 340-341 McDonnell Aircraft, negotiations for space, transportation of Mercury and Gemini capsules to Fair, installation of exhibit and maintenance
 - f. 342-347 Missouri, State of, problems with coordination of state agencies, contains exhibits from Division of Commerce and Industrial Development, Conservation Commission, Park Department, Highway Commission, University of Missouri. Arrange-ments for maintenance, winterization and disposition, schedules of highway patrol at pavilion. Contains article for "World' s Fair Information."

- f. 348 Monsanto Chemical Company
- f. 349-362 Spirit of St. Louis, blueprints for exhibits, arrangement of flight from St. Louis to New York, Charles Lindbergh's flight schedule, much correspondence with Frank Tallman, head of Tallmantz, Inc., who would pilot the plane, accident during test flight and repairs, arrangements for takeoff ceremony, lease of plane to World's Fair, delivery instructions.
- f. 363-372 Promotional brochure about Missouri Pavilion, blueprints for proposed exhibit, problems with financial backing, draft of promotional letters, correspondence with St. Louis Chamber of Commerce, discussion of construction plans, lettering stencils
- f. 373-376 Universal Match, construction problems, correspondence concerning space sales, air curtain, public relations promotion, arrangements for group of Boy Scouts to visit Pavilion in June, 1964, annual report of Universal Match, 1962.
- f. 377-382 Exhibits, utilities, promotional letter from Governor John Dalton, space sales to Missouri electric utilities companies, promotional brochure from Davis Benning, minutes of utilities meeting, June 26, 1963, arrangements to get the Rocketdyne engine.
- f. 383 Westminster College. Arrangements for a Churchill display in Pavilion.
- f. 384-385 Final report
- f. 386 Finance Committee, concerns the resignation and accusations of George Moore, head of finance committee.
- f. 387-389 Finances, estimated expenditures
- f. 390-402 Financial report
- f. 403 Fund raising services
- f. 404-442 General correspondence: planning the World's Fair Commission; minutes of planning meeting April 13, 1962; correspondence from Mississippi Valley Association, getting appropriations from legislature, setting groundbreaking and Missouri Day, problems with promotion; correspondence about tax situation of Missouri Commission; tickets; a great deal of promotional material with cover letters, invoices with cover letters, requests for information; summary report of World's Fair Attendance Agreement of Participation, committee meeting, January 24, 1963, exhibits, memoranda to exhibitors, public relations meeting, January 21, 1963, special events.
- f. 443-444 Dinner for state troopers at the World 's Fair, February 9, 1966
- f. 445-450 Groundbreaking brochure
- f. 451 Health code
- f. 452-453 High school band performance
- f. 454-457 Highway Patrol, Missouri; security memoranda, schedule of duty
- f. 458 Missouri House Bill #435, bill enacting the Missouri New York World's Fair Commission.
- f. 459-462 Housing, advertising, leases, correspondence
- f. 463-464 Information Service: publications of Fair information service

- f. 465-476 Insurance; regulations for fair participants, claims, policies, correspondence
- f. 477-486 Interim; rules and regulations; advisory memoranda; Pinkerton Guard reports f. 487-496 Invoices; correspondence; bills and cover letters for payment
- f. 497-498 Jefferson City High School Band; arrangements for marching on opening day, 1965
- f. 499-500 Kansas City Youth Symphony
- f. 501-515 Kivett & Myers; correspondence about construction specifications and costs, blueprints, memoranda, publicity, specifications
- f. 516 Landscaping; plans, contract with Country Gardens, Inc.
- f. 517-532 Lawsuit, Missouri Commission vs. Robert Glenn, Inc. Robert Glenn, Inc., maintained that they were owed \$4,558.40 for an electrical connection charge. Contains correspondence, legal summons, terms of settlement; rules and regulations for exhibitors; exhibits for suit, expenses.
- f. 533-535 Lighting and signs
- f. 536 Lincoln University Concert Choir
- f. 537-542 Long Island Post, December 12-15, 1963, to October 15-18, 1964
- f. 543 Magazine report
- f. 544-551 Maintenance; contracts with Allied Maintenance, correspondence concerning costs and quality of work, lawsuit, newspaper clippings, correspondence with World's Fair Corporation
- f. 552-553 Maps, promotional maps of Fairgrounds and city
- f. 554-570 Memoranda., printed information and promotion from World's Fair Corporation; minutes of meetings, memos from manager of pavilion to committee members
- f. 571-578 Miscellaneous; leaflets distributed by CORE on opening day, 1964; mostly promotional material
- f. 579 Miscellaneous Assistance in Operations
- f. 580 Disposition of miscellaneous items
- f. 581-583 Missouri Commission. Audits and correspondence between members.
- f. 584-608 Missouri Day, Arrangements for, 1965; correspondence, guest lists, singer, parade, ceremony, luncheon, plan reservation, letters of congratulations, arrangements for "Tom Sawyer" and "Becky Thatcher" to be present from Hannibal.
- f. 609-611 Missouri Society of New York, membership list, correspondence about Missouri Day, 1964 and 1965.
- f. 612-613 Missouri State Highway Patrol Dinner, given by General Sverdrup, contains guest lists, menu plans, invitations, minutes
- f. 614 Remarks by Robert Moses upon dedications and groundbreakings in the World's Fair. In pamphlet form.
- f. 615 New York World's Fair Building Code
- f. 616-637 Night reports: hourly reports of night watchmen, April 22 to October 18, 1964 and April 21 to October 17, 1965. Mimeographed sheets which are filled out.

- f. 638 Office protection
- f. 639 Office Telephone
- f. 640 Official Guide
- f. 641-661 Official information publications by the Fair's Information Service. Contains memoranda and pamphlets; "Builders of the Fair," "Description of Pavilions, " "Fair from A to Z," "Fair News, " "Master Informa-tion Kit, " "Public Restaurants."
- f. 662 World's Fair entry in Missouri Blue Book
- f. 663-664 Arrangements for Opening Day, April 17, 1965, highlighted by Jefferson City High School Band marching in parade
- f. 665-666 Operations Manual
- f. 667 Application for Operation Permit
- f. 668 Paste-ups for pavilion pamphlet. This item is in the oversized case.
- f. 669 Pavilion office and management of.
- f. 670 Plans for lettering "Missouri" on pavilion.
- f. 671 Large photographs of Fairgrounds are in oversized case.
- f. 672 Post Fair Plans--see also oversized case.
- f. 673-684 Press clippings from the Fair Information Service
- f. 685-741 Press releases from April, 1962 to October, 1965. Put out by the Fair's Information Service, mostly publicity.
- f. 742 Proclamation by Robert Wagner proclaiming Missouri Day, 1965
- f. 743-753 Promotion Committee, chaired by Robert White II. Minutes of meetings, cor-respondence with individual exhibitors about publicity, arrangements for Missouri Day, arrangements for promotion in news media.
- f. 754-767 Promotional Material. Unsolicited material offering means of publicizing Missouri Pavilion, also material from other pavilions. Correspondence about billboard campaign, slide program and subway car.
- f. 768 Public Relations, printed material only
- f. 769 Publications, trade journals with articles about the Missouri Pavilion
- f. 770-780 Publicity; magazine articles, correspondence with advertising agencies, committee meeting minutes.
- f. 781-786 Requests for aid and special treatment
- f. 787-800 Restaurant Associates, blueprints, plans, labor problems, problems with franchises. Plans for sign; correspondence about construction
- f. 801-802 Security
- f. 803-804 Services, food and laundry
- f. 805-817 Snack Patio; maintenance, preliminary report, audits, floor plan, lettering, connection plan.
- f. 818-819 Space Sales Brochure
- f. 820-825 Staff, of the pavilion and of the various exhibits
- f. 826 State Exhibition report
- f. 827 State Exhibit survey
- f. 828-829 State Managers Association; records of meetings of managers of state pavilions.

- f. 830-831 Trucking and storage
 f. 832-834 University of Missouri Singers
 f. 835-839 Winterization and refurbishing; mending, storing and preparing for interim, winter, 1964.
 f. 840 Wohl Steperettes Drill Team
 f. 841 Xerox Copier

INDEX TERMS

Subject	Folders
Advertising	1-13
Allied Maintenance Company	60,68,78,81,84,86,87,89,93,105,159,176,544,545-548
Amberg, Richard Hiller (1912-1967)	26
Artists, Missouri	303-321
Beisman, James J.	1-841
Benoist Group	11,45,46,49,56,329
Boy's Club of St. Louis	26,234-243
Brass Rail	12,412
Bush, Hilary A. (1905-1992)	407,416
Calhoun, David J.	30
Chamber of Commerce, St. Louis, Missouri	358
Christian College, Columbia, Missouri, Double Sextette	29
Cloud, Tilghman R. (1902-1970)	30,31,34,37,41,42,56,342,362
Corn, Belmont, Jr.	13,26,27,30-32,34-36,40,43,47,172,244-255,340,348
Dalton, John Montgomery (1900-1972)	42,126,313,331,350,352,377,404,407,746
Davis, Benning	377-382
Davis, Eugene S.	159
Displayers, Inc.	13,30-32,34-36,43,152,169,172,244-255
Eagleton, Thomas Francis (1929-2007)	31, 156, 409, 461
Freeman, Kenneth	29
Hall, Joyce C. (1891-1982)	331-335, 501
Hallmark Cards, Incorporated, Kansas City, Missouri	180, 331-335
Hearnes, Warren Eastman (1923-2009)	580
Kansas City Power and Light Company	47
Kansas City Youth Symphony	47, 68, 499, 500
Kaufmann, Aloys P.	358
Kemper, James Madison, Jr. (1921-)	34, 35, 38, 40, 327, 432
Kivett and Myers, Architects	24, 40, 47, 118, 143, 174, 501-515
Lammert, Martin, III	25, 27, 30
Lincoln University, Jefferson City, Missouri, Concert Choir	536
Long Island Post, 1963-1964	537-542

Subject	Folders
Lozier, Lue C. (1893-)	28, 31, 33, 35-37, 39, 43, 155, 156, 312, 409, 581
May, Morton D. (1914-)	25, 309
McDonnell Aircraft Corporation Exhibit	32, 35, 37, 39, 45, 51, 60, 99, 100, 180, 324, 340-341
Mills, Darrell	71, 99-122, 570
Mississippi Valley Association	405
Missouri Power and Light Company	47, 81, 377-382
Missouri Society of New York	609-611
Missouri, Kansas City	38, 40, 105, 180, 336-339, 432
Missouri, St. Louis	45, 139-140, 179, 343, 363-371
Missouri, St. Louis, City Plan Commission	343, 370
Missouri. Comptroller and Director of Budget	156
Missouri. Conservation Commission	44, 183
Missouri. Division of Commerce and Industrial Development	183, 343
Missouri. Highway Commission	34, 36, 43, 45, 46, 181, 345, 454-457
Missouri. New York World's Fair Commission	30, 100, 251, 288-301
Missouri. New York World's Fair Commission v. Robert Glenn, Incorporated	517-532
Monsanto Chemical Company, St. Louis	348
Moore, George	386
Moses, Robert (1888-)	31, 44, 234, 525, 614
Myers, Ralph E.	24, 25, 30-39, 432
New York Convention and Visitors Bureau, Incorporated	10
New York World's Fair, 1964-1965	1-841
New York World's Fair, 1964-1965, "Master Information Kit"	655-656
New York World's Fair, 1964-1965, Advertising	1-13
New York World's Fair, 1964-1965, Agreement of Participation	429
New York World's Fair, 1964-1965, Allied Maintenance Company	60, 68, 78, 81, 84, 86, 87, 89, 93, 105, 159, 176, 544-548
New York World's Fair, 1964-1965, Attendance	20-21, 426
New York World's Fair, 1964-1965, Billboard Advertising	764-765
New York World's Fair, 1964-1965, Building Code	615
New York World's Fair, 1964-1965, Calendar of Events	22
New York World's Fair, 1964-1965, Compliments	126
New York World's Fair, 1964-1965, Construction	129-144
New York World's Fair, 1964-1965,	147-156

Subject	Folders
Contractors	
New York World's Fair, 1964-1965, Contractors, Robert Glenn, Incorporated	13, 24, 31-33, 45, 95, 118, 155-156, 241
New York World's Fair, 1964-1965, Contracts	160, 185
New York World's Fair, 1964-1965, Cultural Exhibit	55, 95, 120, 169, 303-321
New York World's Fair, 1964-1965, Demolition	96, 170-171, 234-243, 322-325
New York World's Fair, 1964-1965, Disposition of Items	128
New York World's Fair, 1964-1965, Emergency Procedure	14
New York World's Fair, 1964-1965, Engineering Instructions	14-19
New York World's Fair, 1964-1965, Engineering Memorands	284
New York World's Fair, 1964-1965, Executive Committee Meeting, April 7, 1965	90
New York World's Fair, 1964-1965, Executive Committee Meeting, February 20, 1964	92, 99, 288-291
New York World's Fair, 1964-1965, Executive Committee Meeting, January 24, 1963	292-295
New York World's Fair, 1964-1965, Executive Committee Meeting, January 6, 1965	92
New York World's Fair, 1964-1965, Executive Committee Meeting, October 12, 1964	300-301
New York World's Fair, 1964-1965, Exhibits General Correspondence	55, 95, 120, 169, 303-321
New York World's Fair, 1964-1965, Exhibits, Cultural	322-325
New York World's Fair, 1964-1965, Exhibits, Demolition and removal	327-330, 431-433
New York World's Fair, 1964-1965, Exhibits, Hallmark Cards	180, 331-335
New York World's Fair, 1964-1965, Exhibits, Kansas City	336-339
New York World's Fair, 1964-1965, Exhibits, McDonnell Aircraft Corporation	340-341
New York World's Fair, 1964-1965, Exhibits, Missouri	342-347
New York World's Fair, 1964-1965, Exhibits, Monsanto Chemical Company	348
New York World's Fair, 1964-1965, Exhibits, Spirit of St. Louis	349-362
New York World's Fair, 1964-1965, Exhibits, St. Louis, Floor Plan	369
New York World's Fair, 1964-1965, Exhibits, Universal Match Corporation	373-376
New York World's Fair, 1964-1965, Exhibits,	383

Subject	Folders
Westminster College	
New York World's Fair, 1964-1965, Final Report	384-385
New York World's Fair, 1964-1965, Finance Committee	386
New York World's Fair, 1964-1965, Finances	387-402
New York World's Fair, 1964-1965, Food Service	12, 38, 39, 41, 44
New York World's Fair, 1964-1965, Greenwich Demolition Company	234-243, 324
New York World's Fair, 1964-1965, Groundbreaking Ceremonies	30, 32, 33, 445-450
New York World's Fair, 1964-1965, Hall of Free Enterprise	15680-15683
New York World's Fair, 1964-1965, Hallmark Cards	180, 331-335
New York World's Fair, 1964-1965, Health Code	451
New York World's Fair, 1964-1965, Highway Patrol	454-457
New York World's Fair, 1964-1965, Housing	43, 44, 51, 459-462
New York World's Fair, 1964-1965, Housing Bureau	10, 30
New York World's Fair, 1964-1965, Insurance	39, 44, 56, 57, 109, 241, 309, 215, 217, 465-476
New York World's Fair, 1964-1965, Interim	477-486
New York World's Fair, 1964-1965, Invoices	487-496
New York World's Fair, 1964-1965, Kansas City Exhibit	38, 40, 105, 180, 336-339, 432
New York World's Fair, 1964-1965, Kansas City Youth Symphony	47, 68, 499-500
New York World's Fair, 1964-1965, Lighting and Signs	533-535
New York World's Fair, 1964-1965, Maintenance	60, 68, 78, 81, 84, 86, 87, 89, 105, 159, 176, 324, 544-551
New York World's Fair, 1964-1965, McDonnell Aircraft Corporation	32, 35, 37, 39, 45, 51, 60, 99, 100, 180, 324, 340-341
New York World's Fair, 1964-1965, Memoranda	554-569
New York World's Fair, 1964-1965, Missouri	1-841
New York World's Fair, 1964-1965, Missouri Commission	30, 100, 251, 288-301, 429-430, 581-585
New York World's Fair, 1964-1965, Missouri Commission, Financial Statement	295, 390-402
New York World's Fair, 1964-1965, Missouri Conservation Commission	182
New York World's Fair, 1964-1965, Missouri Day, August 27, 1965	68

Subject	Folders
New York World's Fair, 1964-1965, Missouri Day, June 17, 1964	100, 107, 111, 112, 114, 584, 585-608
New York World's Fair, 1964-1965, Missouri Electric Utilities Exhibit	47, 81, 180, 377-382
New York World's Fair, 1964-1965, Missouri Pavilion Personnel	80
New York World's Fair, 1964-1965, Missouri Pavilion Specifications	515
New York World's Fair, 1964-1965, Missouri Pavilion, Architects	24, 40, 47, 118, 143, 174
New York World's Fair, 1964-1965, Missouri Pavilion, Construction, Exterior	129-132
New York World's Fair, 1964-1965, Missouri Pavilion, Construction, Interior	133, 144
New York World's Fair, 1964-1965, Missouri Pavilion, Contractors, Building	147-150
New York World's Fair, 1964-1965, Missouri Pavilion, Demolition	96, 170-171, 234-243
New York World's Fair, 1964-1965, Missouri Pavilion, Drafting Layouts	256
New York World's Fair, 1964-1965, Missouri Pavilion, Electrical Drawings	257-261
New York World's Fair, 1964-1965, Missouri Power and Light Company	47, 81, 377-382
New York World's Fair, 1964-1965, Missouri Snack Patio	24, 39, 44, 177, 178, 292, 805, 806-817
New York World's Fair, 1964-1965, Missouri, St. Louis	45, 139-140, 179, 343, 363-371
New York World's Fair, 1964-1965, Night Reports	616-637
New York World's Fair, 1964-1965, Official Guide	640
New York World's Fair, 1964-1965, Official Information	641-661
New York World's Fair, 1964-1965, Press Clippings	673-684
New York World's Fair, 1964-1965, Press Releases	685, 686-741
New York World's Fair, 1964-1965, Promotion Committee	30, 39, 41, 48, 40, 408, 743-753
New York World's Fair, 1964-1965, Promotional Material	754-767
New York World's Fair, 1964-1965, Publicity	80, 434-441, 464, 685, 741, 770-780
New York World's Fair, 1964-1965, Restaurant Associates	38, 39, 41, 44, 52, 292, 787-800
New York World's Fair, 1964-1965, Restaurants	644, 659-661, 787-800, 805, 805-817
New York World's Fair, 1964-1965, Security	478, 638, 801-802

Subject	Folders
New York World's Fair, 1964-1965, Space Sales Brochure	818-819
New York World's Fair, 1964-1965, Spirit of St. Louis	35, 36, 39-47, 51, 86, 111, 141-142, 326, 349-362
New York World's Fair, 1964-1965, St. Louis Exhibit	45, 139-140, 179, 343, 363-371
New York World's Fair, 1964-1965, State Agencies Exhibit	44, 74, 181-183, 244-253, 342-347
New York World's Fair, 1964-1965, State Exhibitor Report	826
New York World's Fair, 1964-1965, State Managers Association	828-829
New York World's Fair, 1964-1965, Universal Match Corporation Exhibit	39, 47, 56, 60, 180, 373-376
New York World's Fair, 1964-1965, University of Missouri Singers	51, 57, 62, 67, 73, 832-834
New York World's Fair, 1964-1965, Vandalism	81
New York World's Fair, 1964-1965, Winterization and Refurbishing	92, 97, 835-839
New York World's Fair, 1964-1965, Wohl Steperette Drill Team	75, 840
New York World's Fair, 1964-1965, World's Fair Corporation	40, 184, 291, 292
New York, Youth Commission	97
Patterson, J. F. (1907-)	28, 30-36, 39
Patty, Bruce	24, 27, 30
Public Relations	1
Robert Glenn, Incorporated	13, 24, 31, 32, 33, 45, 95, 118, 155-156, 160-168, 170-171, 234, 323
Rockefeller, Nelson Aldrich (1908-1979)	404, 442
Rolvaag, Karl F.	126
Roos, Lawrence K.	61, 366
Spirit of St. Louis	35, 36, 39-46, 49, 51, 86, 111, 141-142, 326, 349-362
State Historical Society of Missouri	95, 303-321
Sverdup, Leif J. (1898-1976)	1, 3, 7, 12, 13, 24, 25, 28, 30-35, 37, 39, 42-45, 65, 96, 124, 129-144, 234, 244, 249, 250, 288-292, 330, 331, 340, 362, 364, 373, 384, 407, 408, 423, 435, 524
Symington, Stuart (1901-1988)	362
Trigg, Charles D.	48, 56, 156
Tucker, Raymond Roche (1896-1970)	34, 45, 52, 249
U.S. Civil Aeronautics Board	45
U.S. General Services Administration	313
U.S. Harry S. Truman Library	95, 303, 306, 308
Universal Match Corporation	39, 47, 56, 60, 180, 323-326

Subject	Folders
Universal Match Corporation, Annual Report, 1962	375
University of Missouri, Department of Anthropology	312
University of Missouri, University Singers	51, 57, 62, 67, 73, 832-834
Waggoner, Hugh, H.	34, 36
Werner, Louis II	249, 323
Westminster College, Fulton, Missouri	383
White, Robert M., II (1915-2008)	30, 34, 38, 39, 41, 42, 57, 249, 250, 303-321, 408, 743-753
Wohl Steperettes Drill Team	75, 840
Woodcock, Reginald D.	11, 45, 46, 56