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Finding Aid to the North Dakota Repertory Theatre Records

North Dakota Repertory Theatre

North Dakota Repertory Theatre, Records, 1979-1989

2.25 linear ft.

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OVERVIEW

Links: Finding Aid to the [Connie C. West Papers 1933-1977](#)
Finding Aid to the [Don Larew Collection](#)
Finding Aid to the [Frederick G. Walsh Papers, 1944-1996](#)
Finding Aid to the [Little Country Theatre – Print Materials](#)
Finding Aid to the [M. Joy Erickson Papers, 1981-1997](#)
Finding Aid to the [Little Country Theatre – Prairie Stage](#)
Finding Aid to the [Little Country Theatre – Production Posters](#)

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HISTORY

The North Dakota Repertory Theatre (NDRT), a summer repertory company, had its opening performances in the summer of 1981 and ran through the summer of 1988. Numerous proposals to fund the company were presented to the North Dakota State University (NDSU) Alumni Association and Development Foundation, beginning in October, 1979. In late 1980, the Executive Committee of the Board of Directors of the Development Foundation agreed to loan \$36,000 over the next five years to start the company.

Tal Russell, director of the Little Country Theatre (LCT) at NDSU, along with LCT staff, hoped to build a self-sufficient repertory company. Indeed, NDRT would be the only repertory theatre in North Dakota. Prior to the creation of the NDRT, The Prairie Stage, an NDSU touring summer stock company, played during the summers of 1972 through 1976.

Repertory companies are unique from other types of companies, in that they rehearse several plays simultaneously and then alternate productions over several weeks, which results in higher quality shows due to the extra time spent rehearsing. The North Dakota Repertory Theatre lasted for nine seasons.

SCOPE AND CONTENT

This artificially created record group consists of nine series.

Series One includes general information and records relating to the history and administration of NDRT. In addition, the series consists of various financial forms, position descriptions, proposals for NDRT, statistics, Advisory Committee minutes, and Board of Advisors meeting minutes and agendas.

Series Two contains information from the 1st season (Summer 1981) of NDRT, which featured the plays *Two by Two*, *Angel Street*, and *6Rms Riv Vu*. Included in the series are records related to advertising, budgeting, scheduling and finance, as well as clippings, correspondence, press releases, and schedules.

Series Three consists of NDRT records from the 2nd season (Summer 1982), and the performances of *Night Watch*, *Mary, Mary*, and *Perfectly Frank*. The records deal with Administrative Council interviews and evaluations, advertising, the annual report, budget, cast, programs, public relations, as well as ticket information.

Series Four includes records of the NDRT's 3rd season (Summer 1983), the productions *Side by Side by Sondheim*, *the Odd Couple*, and *Little Mary Sunshine*. The series consists of box office records and reports, as well as budgeting, advertising, employment, and public relations, information

Series Five is comprised of materials from the NDRT 4th season (Summer of 1984) presentations of *Godspell*, *Barefoot in the Park*, and *Deadwood*. The information in the series includes advertisement materials, participant questionnaires, cast and company information, correspondence, dinner theatre menus and invitations, and ticket sales.

Series Six consists of the records from the 5th season (Summer 1985) featuring *Twigs*, *Hayfever*, and *The Robber Bridegroom*. The records in this series includes fundraising, public relations, advertising, and logistical information. Correspondence, mailings, clippings, press releases, photographs, play synopses and cast/company information are also included.

Series Seven contains information from the 6th season (Summer 1986) and the performances of *The Importance of Being Earnest*, *Brighton Beach Memories*, and *Dames at Sea*. Materials in the series includes the annual report, audit reports, the first *Backstage at the Rep.* newsletter, contracts, form letters, clippings, and press releases. Financial, advertising, publicity, and board information is also incorporated.

Series Eight includes information on the 7th season (Summer 1987), which featured the following plays: *El Grande De Coca-Cola*, *Butterflies are Free*, and *the Shadow Box*.

Records consist of advertisements, box office/promotions notes, brochures and flyers, clippings, contracts, programs, statistics and public relations as well as additional material on the company, cast, and sales.

Series Nine includes records from NDRT's 8th and final season (Summer 1988), and the productions of *You're a Good Man Charlie Brown* and *The Fantasticks*. The records included are related to advertisement, the annual report, attendance, Campus and Community boards, budgeting, external funding, internships, scheduling, sales, and public relations.

SEPARATION RECORD

Map Case, Drawer 55, Folders 2-5	Storyboards for all eight seasons (1981-1988) - including color photographs, programs, and general information.
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BOX AND FOLDER LIST

BOX 1

1/1 Finding Aid

Series One: General History and Administration

- 1/2 Advertising contract forms [blank] n.d.
- 1/3 Box-office procedures – various drafts and positions - n.d.
- 1/4 Box-office scheduling forms [blank] - n.d.
- 1/5 Daily & evening shift statement forms [blank] – n.d.
- 1/6 Daily cash and sales report forms [blank]- n.d.
- 1/7 Internal Audit Division form [blank] - n.d., revised [blank] - January 1985
- 1/8 Job descriptions/position information – various drafts and notes - n.d.
- 1/9 Nightly financial report form [blank] - n.d.
- 1/10 General tips for poster distribution – n.d.
- 1/11 Slide/TV script story boards – n.d.

- 1/12 Proposals for NDRT – correspondence:
- request to Alumni Association for funding - 10/8/1979;
 - Materials from the Alumni Association Board of Directors meeting – Tal Russell & E. James Ubbelohde presented project – 10/22/1979
 - request for staff - 11/19/1980;
 - confirmation of Development Foundation loan - 12/3/1980;
 - increased allocations - 12/4/1980;
 - request for supportive funding - 1/28/1980
 - draft of a memorandum to Don Stockman regarding the present status of, and future outlook for, NDRT (from Tal Russell) – n.d.

[Loose] VHS Tape – News Conference – Announcing formation of the North Dakota Repertory Theatre - 1981

- 1/13 Statistics - 1981-1988
 1/14 Advisory Committee - Minutes - November 1984 – May 1987
 1/15 Board of Advisors - members and minutes – 1985-1987

Series Two: Season One – Summer 1981 - *Two by Two; Angel Street; 6Rms Riv Vu*

- 1/16 Annual report/season highlights – September 1981
 1/17 Advertising - information for future reference
 1/18 Brochures/flyer
 1/19 Budget - expenditures, deposits, deposit vouchers
 1/20 Clippings
 1/21 Company biographies, resumes
 1/22 Complimentary tickets issued
 1/23 Contracts
 1/24 Correspondence
 1/25 Grand Opening Invitation list
 1/26 Invitation responses, blanks
 1/27 Letter of introduction to the Service Clubs and Organizations in Fargo-Moorhead
 1/28 Press Releases
 1/29 Program
 1/30 Radio advertising
 1/31 Schedule
 1/32 Shirt orders
 1/33 Show selections
 1/34 Summer conference housing

Series Three: Season Two – Summer 1982 - *Night Watch; Mary, Mary; Perfectly Frank*

- 1/35 Administrative Council – interviews, evaluations – 1982-83
 1/36 Annual Report
 1/37 Attendance form - blank
 1/38 Brochures/Flyer
 1/39 Budget – expenses, cash report form (blank)
 1/40 Cast list, company and staff members
 1/41 Clippings

- 1/42 Complimentary tickets
- 1/43 Contracts
- 1/44 Correspondence
- 1/45 Exchange ticket coupon
- 1/46 *Forum* ad copy
- 1/47 House staff
- 1/48 Invitation/complimentary ticket
- 1/49 Press releases – drafts and final
- 1/50 Program - and “dummy” program
- 1/51 Program advertisement contracts
- 1/52 Public relations information - Radio ads and schedule, Television ads and schedule
- 1/53 Schedules
- 1/54 Season subscription – orders and reservations form (blank)

Series Four: Season Three – Summer 1983 - *Side by Side* by Sondheim; *the Odd Couple*; *Little Mary Sunshine*

- 1/55 Administrative Council – interviews summary – February 1983
- 1/56 Ads – *Midweek Eagle*, *Howard Binford’s Guide*, *Straight Talk*
- 1/57 Annual Report
- 1/58 Balloon
- 1/59 Box office records
- 1/60 Brochures/Flyers/table tent
- 1/61 Brochure insert – patron drive
- 1/62 Budget
- 1/63 Cast list, company members
- 1/64 Cast/company contracts
- 1/65 Clippings
- 1/66 Concession sales
- 1/67 Correspondence
- 1/68 Costume policy
- 1/69 Dinner Theatre information
- 1/70 Discount letters and flyers – July 15
- 1/71 Employment Contract (blank)
- 1/72 F-M Foundation proposal [rough draft] – c. 1983
- 1/73 General information
- 1/74 Interim report to Dean Jones – August 1983
- 1/75 Invitation/Envelope
- 1/76 Operation: Build the Rep. – Ideas and information
- 1/77 Photograph
- 1/78 Popcorn bag
- 1/79 Poster distribution
- 1/80 Press releases
- 1/81 Program, dummy

- 1/82 Program advertising contracts
- 1/83 Public Relations
- 1/84 Radio Advertising
- 1/85 Schedule
- 1/86 Scheduling form (blank)
- 1/87 Season subscriptions, thank-you, season ticket samples
- 1/88 Special group attendance
- 1/89 Special offers
- 1/89a Play summaries
- 1/90 Usher assignments

Series Five: Season Four – Summer 1984 - *Godspell; Barefoot in the Park; Deadwood Dick*

- 1/91 Advertising
- 1/92 Annual Report
- 1/93 Application for auditions
- 1/94 Board of Governors
- 1/95 Box Office Records
- 1/96 Brochures/Flyers/Table tents
- 1/97 Budget
- 1/98 Cast list, company members
- 1/99 Cast/company contracts
- 1/100 Clippings
- 1/101 Company information
- 1/102 Complimentary ticket and special discount coupon, listing
- 1/103 Correspondence
- 1/104 Dinner Theatre menus
- 1/105 Dinner Theatre invitation
- 1/106 General Information
- 1/107 Interim report to Dean Jones – reducing deficit - March 1984
- 1/108 Intern Syllabus
- 1/109 Invitation to Hotel/Motel Sales Managers Association
- 1/110 Negatives - promo shots
- 1/111 Operation: Build the Rep
- 1/112 Participant questionnaires
- 1/113 Patron letter
- 1/114 Popcorn bag
- 1/115 Poster – contact print
- 1/116 Poster distribution
- 1/117 Press Releases
- 1/118 Program
- 1/119 Program ad contracts
- 1/120 Program Proof
- 1/121 Public Relations – radio give-a-ways
- 1/122 Radio advertising

- 1/123 Schedule
- 1/124 Season Ticket Subscription – brochure
- 1/125 (letter to) Subscriber
- 1/126 Telephone ticket sales
- 1/127 Television advertising
- 1/128 Thank-you letters - for season subscription and to patrons

BOX 2

Series Six: Season Five – Summer 1985 - *Twigs; Hayfever; The Robber Bridegroom*

- 2/1 Advertisements
- 2/2 Advertising - charges
- 2/3 Annual Report
- 2/4 Audit Reports
- 2/5 Box Office Records – shift statements - summer 1985 (2 folders)
- 2/6
- 2/7 Brochures, flyers, placards
- 2/8 Budget
- 2/9 Cast list
- 2/10 Clippings
- 2/11 Complimentary tickets
- 2/12 Contracts
- 2/13 Correspondence
- 2/14 Coupon
- 2/15 External funding
- 2/16 Flyers
- 2/17 General information
- 2/18 Job/position descriptions
- 2/19 July mailing
- 2/20 Letter to Lion’s Club – block tickets
- 2/21 Photographs (cast)
- 2/22 Poster – contact print
- 2/23 Poster day
- 2/24 Press releases
- 2/25 Print bids
- 2/26 Program, advertisers – contracts, bills
- 2/27 Program, dummy
- 2/28 Program, proofs
- 2/29 Public relations advice for 1986
- 2/30 Radio advertisement
- 2/31 Schedule
- 2/32 Season Subscriptions
- 2/33 Season Synopses
- 2/34 Season Tickets

- 2/35 Show selections, suggestions
- 2/36 Summer school flyer
- 2/37 Survey
- 2/38 Table tents
- 2/39 Television advertisement
- 2/40 Thank-you letter - for season subscription

**Series Seven: Sixth Season – Summer 1986 - *The Importance of Being Earnest*;
Brighton Beach Memories; *Dames at Sea***

- 2/41 Advertisements
- 2/42 Applications
- 2/43 Annual Report
- 2/44 Audit Reports
- 2/45 *Backstage at the Rep* – newsletter – no. 1
- 2/46 Bill for printing
- 2/47 Box office records
- 2/48 Brochures/Flyers/table tents
- 2/49 Budget
- 2/50 Cast/company contracts
- 2/51 Character Analyses – *The Importance of Being Earnest*
- 2/52 Clippings
- 2/53 Correspondence
- 2/54 Envelope/stationery
- 2/55 External funding
- 2/56 Form Letters
- 2/57 ND REP Campus Management Committee – agenda - 11/1986
- 2/58 Patron pass list – resort/lodge/ranch – 1986
- 2/59 Photos
- 2/60 Poster Day
- 2/61 Press releases
- 2/62 Program, dummy
- 2/63 Prop list – *The Importance of Being Earnest*
- 2/64 Radio promotion
- 2/65 Repertory Committee – list of students interested in staff paid positions
- 2/66 Rotation of Board Members, proposal
- 2/67 Schedules
- 2/68 Season Subscriptions
- 2/69 Staff biographical sketches
- 2/70 Student Discount
- 2/71 Summer School funding
- 2/72 Television Promotion
- 2/73 Tickets and Coupons

Series Eight: Seventh Season – Summer 1987 - *El Grande De Coca-Cola; Butterflies are Free; The Shadow Box*

- 2/74 Advertisements
- 2/75 Audition guidelines
- 2/76 Board Member Addresses
- 2/77 Box Office/Promotions notes
- 2/78 Brochure
- 2/79 Budget
- 2/80 Cast
- 2/81 Changes in NDRT structure for 1987 season
- 2/82 Clippings
- 2/83 Contracts
- 2/84 Correspondence
- 2/85 Dinner Theatre
- 2/86 External Funding, VFW Posts
- 2/87 Flyers
- 2/88 Graduate Assistantships - Department of Mass Comm., Speech Comm., Theatre
Arts
- 2/89 Internship
- 2/90 Invitation to migrant farmers
- 2/91 Mailing list of past subscribers
- 2/92 Poster Distribution
- 2/93 Press Releases
- 2/94 Program
- 2/95 Program Advertisements
- 2/96 Promotions
- 2/97 Public Relations
- 2/98 Publicity Responsibilities
- 2/99 Radio Advertising
- 2/100 Sample Letters
- 2/101 Schedule

BOX 3

- 3/1 Season Subscriptions
- 3/2 Season Subscriptions – telephone script
- 3/3 Season Tickets
- 3/4 Season Ticket order from
- 3/5 Statistics
- 3/6 Suggested plays for 1986-1987
- 3/7 Summer employment
- 3/8 Table tent
- 3/9 Undergraduate Suggestions and proposals for 1987 season

Series Nine: Eighth Season – Summer 1988 - *You're a Good Man Charlie Brown; The Fantasticks*

- 3/10 Advertisements (printed)
- 3/11 Annual Report
- 3/12 Attendance reports
- 3/13 Board member addresses
- 3/14 Board member rotation
- 3/15 Brochure/flyers/table tent
- 3/16 Budget
- 3/17 Campus and Community REP Boards - memos/minutes
- 3/18 Cast, addresses and phone numbers
- 3/19 Character Analyses
- 3/20 Character Sketches - *You're a Good Man Charlie Brown*
- 3/21 Clippings
- 3/22 Contracts
- 3/23 Correspondence
- 3/24 External Funding
- 3/25 Internships - join the NDSU "play makers"
- 3/26 Photos
- 3/27 Poster distribution
- 3/28 Press Releases
- 3/29 Program & dummy
- 3/30 Program Advertising
- 3/31 Radio and Television
- 3/32 Schedules
- 3/33 Season subscriptions
- 3/34 Season tickets
- 3/35 Special Promotions
- 3/36 Stage Set-up - *You're a Good Man Charlie Brown*
- 3/37 Suggested plays
- 3/38 Thank-you letter for season subscription