

It all started on Front Street...

Village Theatre MainStage Physical Archive Collection: 1979 - 2017

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PROJECT OVERVIEW



- 37 years worth of production and organizational history comprised of playbills, marketing materials, photographic materials, VHS tapes, posters, reviews, and other historical items, minimally organized and located at two Puget Sound locations.

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INVENTORY

- Systematic cataloging of materials – over 600 entries covering all aspects of Village Theatre's 37 year production history in an Excel database.

Series	Folder	Production	Products	Run
MS	83-84.5	Man of La Mancha	1983-1984	04/15/1984-07/14/1984
MS	83-84.6	Wait Until Dark	1983-1984	09/13/1984-09/20/1984
MS	84-85.1	Fiddler on the Roof	1984-1985	09/06/1984-10/20/1984
MS	84-85.2	Filthy Rich	1984-1985	11/02/1984-12/02/1984
MS	84-85.3	Peter Pan	1984-1985	12/13/1984-02/26/1985
MS	84-85.4	A Thousand Clowns	1984-1985	02/07/1985-03/09/1985
MS	84-85.5	The Music Man	1984-1985	03/21/1985-05/04/1985
MS	84-85.6	A Couple White Chicks	1984-1985	05/23/1985-06/13/1985
MS	85-86.1	The Pirates of Penzance	1985-1986	09/05/1985-10/19/1985
MS	85-86.2	Angel Street	1985-1986	10/13/1985-11/20/1985
MS	85-86.3	Cinderella	1985-1986	12/12/1985-01/25/1986
MS	85-86.4	Harvey	1985-1986	02/06/1986-03/06/1986
MS	85-86.5	Oh! Calcutta!	1985-1986	03/07/1986-04/04/1986
MS	85-86.6	The Drunkard	1985-1986	06/05/1986-07/13/1986
MS	86-87.1	Dames at Sea	1986-1987	06/04/1986-10/10/1986
MS	86-87.2	Educating Rita	1986-1987	09/03/1986-11/26/1986
MS	86-87.3	The Sound of Music	1986-1987	12/13/1986-01/23/1987
MS	86-87.4	Company of the Heart	1986-1987	03/06/1987-03/08/1987



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ARRANGEMENT

- Created a systematic set of record groups based on the differing branches of the organization.
- Chronological arrangement based on production year.



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WEEDING & PROCESSING

- Duplicates removed, fragile items encased or copied, folders sequentially organized.
- Collection refoldered, document order standardized, and materials ready for document boxes.



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RECOMMENDATIONS & INSTRUCTIONS

- Converted Excel inventory to Access database with input tables and instructions for accruals to promote ease of maintenance.
- Due to constraints in the scope of the project, made a list of suggested improvements to enhance the accessibility and life of the collection.

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NEXT STEPS

- Ingest materials from remaining sectors of Village Theatre organization.
- Digitization of photographs and performance recordings.
- Creation of an online repository using Omeka or another Arts-friendly archival tool.
- Recommend a trusted digital repository, such as the UW, for long term digital asset management.

