

Aurora Fox Theater

Collection Summary

Dates: 1941- 2009

Quantity: 5 Boxes

Location: Archives DA 1

Abstract: The Aurora Fox Theater, originally a movie theater located at 9900 East Colfax Avenue, was acquired by the City of Aurora in 1981 and renovated to become a center for performances ranging from plays to operas to solo events. The new Aurora Fox Theater opened in March 1985. Documents in the five boxes were collected by Alice Lee Main, (formerly Alice Lee Schimming), member of the Renovation Board of Directors.

Arrangement:

Box 1 consists of the history of the Aurora Fox Theater from its beginning as a movie theater to its reconstruction as a “facility where the performing arts can be presented to the citizens of Aurora for their enjoyment.” The process of acquiring and renovating the Fox from 1981 through the grand opening Gala in March 1985 is detailed in folders throughout the box.

Box 2 includes performances and events grouped by type such as the Aurora Symphony, Children’s Theater, Aurora Singers, and dance, and ends with folders of documents covering multiple events.

Box 3 begins with special events such as the Fifth Anniversary celebration and later anniversary events and galas, then covers management of the theater between 1978 and 2000, including renovation and upkeep.

Box 4 continues theater management between 2001 and 2009. Miscellaneous Fox Theater, Aurora, Arapahoe County, and Denver area documents, as well as unidentified photos, are at the end of the box.

Box 5 contains two scrapbooks with documents and photos from Aurora theater groups and productions between 1974 and 1984. Three binders have documents on the proposed Fox Theater renovation from 1946 through 1995. These books probably were assembled by Alice Main.

Contents

Box 1 of 5

Series I: Acquisition and Renovation, Cultural Arts Center. Contains correspondence from and to Aurora city officials including Jim Kulish, Aurora Rehabilitation Authority; Robert Broom, City Manager; Dennis Champine, Mayor; William Heath, Cultural Arts Groups; Darrell Noe, Fox Theater Task Force Director; Alice Schimming, Chairman of Speakers Bureau and member of Renovation Board of Directors

Folder 1: 1946-1977. Ad for old Aurora Fox Movie Theater, 1946. Proposal by Alice Lee Schimming for an Aurora fine arts center to be built at Bi-Centennial Park at Alameda and Potomac, 1977 (2 copies)

Folder 2: 1981. Aurora Civic Theater Co. meeting in October with names, addresses, and phone numbers. Aurora Rehabilitation Authority budget proposal (undated) for an Aurora Civic Cultural Arts Center contains a master plan including use of the fire-damaged, vacated Fox-Aurora Theater building at 9900 East Colfax. Summary of cultural arts program performances and classes at Bicentennial Art Center in 1981. Three lists of residents in favor of a downtown Aurora arts center.

Folder 3: January-May 1982. Documents on acquisition of the Fox Theater including notes from cultural arts group, proposed master plan of the property from the Aurora Rehabilitation Authority and analysis of that plan, newspaper article, and correspondence. City Council and Task Force meeting memos. List of city council members.

Folder 4: June-July 1982. Correspondence and memos on projected cost estimates of the Aurora Fox project, City Council agenda with resolution supporting acquisition and renovation of the Fox Theater building.

Folder 5: July 1982. News article on cultural arts centers in Denver suburbs. Memos on financing, benefits to surrounding areas, use of building, etc. July 16 Aurora Arts and Humanities Council booklet titled "Aurora Fox Theater Proposal" (3 copies) contains proposed donations, costs, benefits, types of performances, and renovation. Task Force meetings, correspondence, and other documents on plans for the Fox.

Folder 6: August-December 1982. Memo on decision to purchase the Fox and newspaper articles on that decision, lists of people and organizations to contact for support, rehabilitation board of directors, lists of donations, progress report. Colorado Certificate of Incorporation to Fox Theater Renovation Board, newspaper articles, and memos on sales contract, requests for donations.

Folder 7: 1982 and undated. Letter to Aurora Arts and Humanities Council on Fox project, establishment of Fox Theater Renovation Board, Inc., list of Board of Directors, proposed budget, Task Force summary and recommendations for renovation.

Folder 8: 1982-1983. Notes, memos and an agreement on an Adams-Arapahoe School District barracks to be used as a Fox Theater storage facility, documents on use of Cultural Arts Center.

Folder 9: 1983. Legal documents on the lease of an office for the Fox Renovation Board at 1465 Boston St., and four agreements granting funds to that board. Two copies of a request for funds to remove asbestos from the Fox.

Folder 10: 1982-1983. Renovation Board construction schedule, operating plan, lists of volunteers, meeting notes, agreement with Sawaya-Barnes Building Group for renovation, list of renovation board members, fundraising, bills for renovation, lists of renovation costs, list of Hud requirements

Folder 11: 1983. Advisory Committee ordinance, by-laws, goals, list of members, meeting agendas and minutes

Folder 12: 1984-1985. Advisory Committee agendas and minutes, ward map, resolution on attendance by board members, list of available grants, request for a Downtown Aurora Business Association representative as board member

Folder 13: 1982-1983. Fund Raising. Grant application to Colorado Council of the Arts and Humanities, funds requested from Aurora Neighborhood Organizations, Arts and Humanities Council, citizens of Aurora

Folder 14: 1983 and undated. Fund Raising. List of specific renovation work, suggested projects for fund raising, suggested mailings to businesses, Aurora Rehabilitation Authority endorsement of Fox restoration.

Folder 15: 1981-1985. Fund Raising. Miscellaneous requests and responses, some specific project requests, fund-raising fashion show, Fox Theater Renovation Board grant, correspondence, newspaper articles

Folder 16: Undated. Fund Raising. Arts and Humanities Council requests, miscellaneous requests for funds, list of fund-raising activities, lists of companies to solicit

Folder 17: 1983-1984. Donations. Copies of donation checks, letters of support, lists of donations, lists of items needed, savings account, corporate report, thank-you letters to donors

Folder 18: 1985-1986. Donations. Lists of donors, letters from donors, lists of donations, list of volunteers, list of values of non-monetary donations, list of donor names for lobby plaque, lists of Aurora government and other groups of citizens

Folder 19: 1982. Architects' Proposals. Pouw & Associates, Inc.; BWA Architects; Ronald K. Abo, Joseph T. Gude and Associates; Blizzard G. Simmons – Architects

Folder 20: 1983. Architects' Proposals. Baer and Hickman Architects

Folder 21: 1983-1985. Baer and Hickman Architects. Agreement, bills for services, accounts paid, notes on additional fees and services, correspondence on various agreements

Folder 22: 1983-1985. Insurance documents. Fox Theater Renovation Board Insurance Proposal, Travelers Insurance Companies policy, The Talbot Corporation certificate of insurance, Talbot Workman's Compensation Policy, insurance summary, bills and receipts, letter cancelling insurance

Folder 23: 1983-1985. Renovation reports from Aurora Rehabilitation Authority, construction companies, architects, and various city officials.

Folder 24: 1983. Renovation reports from Aurora Rehabilitation Authority, city manager, Fox Renovation Board, Citizen Advisory Committee, etc., on proposed architects, costs, use of the facility, and newspaper articles

Folder 25: January-July 1984. Notes on proposed contracts, correspondence from "Aurora the Bright Way" on construction bids and reconstruction, city council meeting agendas, list of costs

Folder 26: August 1984- February 1985. Correspondence from Aurora the Bright Way and the city of Aurora on construction details, many documents on problems with boiler installation,

correspondence from architects on changes in contract, correspondence from contractors on costs and work performed.

Folder 27: Undated. Construction contractors' renovation proposals, miscellaneous memos on costs, details of renovation, volunteers list

Folder 28: 1981-1983. Asbestos. Correspondence and notes from Aurora Rehabilitation Authority and bids from contractors on the removal of asbestos wall material from the Fox

Folder 29: 1983-1984. Upper façade and marquee repainting projects. Letter from Aurora Rehabilitation Authority soliciting proposals, bids from contractors, contracts

Folder 30. 1982-1986. "Fiascos #1 and #2" (Original folder title). Undated Aurora Rehabilitation Authority (ARA) proposal to renovate the Fox into an Aurora Civic Cultural Arts Center, renovation schedule and assumed costs, memo on Fox Theater Advisory Board excluded from participating in bidding and contracting, lists of construction costs, letter from the city and meeting memo on re-bidding. Letter from Mayor Dennis Champine and a memo from ARA denying the recommended sale of the Fox in a *Denver Post* article.

Series II: Grand Opening

Folder 31: 1984. Preparations. *Aurora Neighbors* newspaper article and photos of ARA executive director Jim Kulish in the nearly completed Fox Theater. Memos and newspaper articles on final renovation and appeals for funds. Credit card agreements. Article on Robert Salisbury, Fox Director, and Aurora Historical Society newsletter on plans for grand opening. Aurora Fox Arts Center progress report.

Folder 32: January-March 1985. Grand opening preparations. Documents on ribbon-cutting event and city dignitaries, cost of reception, future performance plans. News release on the planned Gala, first performances, history of the theater and of Aurora's performing arts. Lists of people attending and not attending (grand opening?), donors

Folder 33: 1984-1985 & undated. Committees and volunteers. Lists: Grand opening committees, volunteers, donors, advisory council, mailing list, items needed for opening, friends of the theater, committee members, and reception preview

Folder 34: 1985 and undated. Businesses and organizations. Lists: Aurora Chamber of Commerce Board of Directors, Boards and Commissions members, Aurora Clubs and Organizations, Businesses, Banks, miscellaneous, Aurora History Center staff, Aurora Historical Commission, people who attended the 1946 opening of the Fox, employees at the Fox, Aurora Arts and Humanities Council, Aurora Fox Advisory Board, Citizens Advisory Committee, presidents of banks, businessmen and women

Folder 35: 1985 & undated. Notes and empty envelopes, lists of people and addresses

Folder 36: 1985. Grand Opening newspaper announcement, formal invitation ad envelope, programs, gold paper key (Aurora Arts & Humanities Council), invitations to "Night at the Fox" and tour of the Arts Center, bill from LeBonne Table for catering

Folder 37: 1985. Guest Book from March 8 and 9 events

Folder 38: 1985. Grand Opening photos (copies). List of pictures for Gateway Gazette. Photos of Fox sign, attendees, interior areas of theater, programs, and newspaper articles

Folder 39: 1984-1985. *Gateway Gazette* special edition and many newspaper clippings of photos and articles on renovation and re-opening of Fox Theater

Box 2 of 5

Series III: Performances

Subseries 1: Symphony

Folder 1: 1979-1985. Photos (1979) of Aurora Civic Orchestra in various locations; brief newspaper articles about performances; 1984-85 lists of musicians, publicity and rehearsal schedules, performance announcements, and programs

Folder 2: 1986-1987. Newspaper and other announcements of concerts for Aurora Symphony Orchestra, programs

Folder 3: 1988-1993. Newspaper announcements, reviews, and programs of concerts including those by conductor Richard Molzer, pianist Emily Hsieh, Eugene Fodor, Bill Jackson, Da Vinci Quartet, and others

Folder 4: 1994-2004. Newspaper reviews and programs of concerts including those by Carl Topilow, Michael Hanson, Jurgen de Lemos, Eugene Fodor, and others

Folder 5: Symphony business memos on lists of assets, instruments, donations, list of music owned by the orchestra

Subseries 2: Children's Theater

Folder 6: 1984-1985. Programs from *Timblewit*, *Little Red Riding Hood*, *Space War 2000*, *Snow White and the Seven Dwarfs*; newspaper articles, photos from *Snow White and the Seven Dwarfs*; unidentified and undated photos

Folder 7: 1986-1988. 1986 budget; newspaper articles and programs from *The Wonderful Wizard of Oz*, *The Princess and the Magic Pea*, *Peter Cottontail*, *Toby Tyler*, *The Near-sighted Knight and the Far-sighted Dragon*, *the Frog Prince*, *The Brementown Musicians*, *Kids' Kronikles No. 2*, and *Jack and the Beanstalk*; information on The Summer Institute for Young People

Folder 8: 1989-1992. Newspaper articles, flyers, and programs from *Beauty and the Beast*; *A Connecticut Yankee in King Arthur's Court*; *Charlotte's Web*; *Jack and the Beanstalk*; *The Lion, the Witch, and the Wardrobe*; *Lester and the Magic Book*; *The Wizard of Oz*; *The Velveteen Rabbit*; and *The Not-So-Grimm Tales*. Workbook for Children's Summer Theater Workshop

Folder 9: 1993-2003. Newspaper articles on the value of children's theater, flyers and articles on summer plays. Productions: *Heidi*, *Free to Be. . . You and Me*, *Pippi Longstocking*, *The Little Foxes*, *Ali Baba and the Magic Cave*, *Winnie the Pooh*, *Robin Hood*, *Fractured Fairy Tales*, *Raggedy Ann & Andy*, *Cinderella*, *Wiley and the Hairy Man*, *Just So Stories*, *The Wonderful Wizard of Oz*, *Jack and the*

Beanstalk, Lilly's Purple Plastic Purse, Charlie and the Chocolate Factory, Beauty and the Beast, The Wind in the Willows, Treasure Island, The Butterfly that Blushed The Magical Pied Piper, Never Trust a City Slicker, Alice's Adventures in Wonderland, Merlyn and the Wart, and The Reluctant Dragon. Letter from a parent about the abuse of her son by another child and response from Aurora Fox executive director Robert Salisbury

Subseries 3: Aurora Singers

Folder 10: 1984-1986. Booklet on history, standards, music rules, etc., of Aurora Singers; 1984 photos; newspaper articles; programs for *Sentimental Journey, Sounds of Summer, Far Away Places, Christmas Again, Yankee Doodle Dandy, Fireflies & Fantasies, Sounds of the South, and Aurora Singers' Christmas*

Folder 11: 1987-1990. Newspaper articles and programs for *An Evening of Color, America Primitive, Carols and Mistletoe, Here's to the Many Sounds of Christmas, All That Jazz, Rockin' the 60's.* List of revised goals, application for music director with Aurora Chorale.

Folder 12: 1991-1994. Articles and programs for *A Little Vaudeville, A Night of Andrew Lloyd Webber, Over There Over There, World Harmony, A Country Jamboree, Fox Family Festival, A Salute to Disney, Swing! Swing! Swing!, Fox Family Holiday Festival, Rogers and Hammerstein, The Beatles Yesterday and Today*

Folder 13: 1995-2002. Articles and programs for *The Mikado and H.M.S. Pinafore, Jr. Jubilee Singers in Concert, Carousel, Goin' on the Road, Soul Sounds, the Best of Andrew Lloyd Webber, Guys and Dolls, Hooray for Hollywood, The Best of Broadway Classics, Classic Crooners, Holiday Extravaganza.* Article on fundraising for trip to New Zealand, description and history of Aurora Singers, memos on resignation of Director Ken Johnson and the Singers' desire to come back to the Fox, unsigned memo on Aurora Singers' financial problems

Subseries 4: Dance

Folder 14: 1978, 1985-1988. Articles and programs on Aurora Civic Ballet Company auditions, Colorado Ballet at the Fox, David Taylor Dance Theater opening at the Fox Nov. 19, 1985, Jan Justin Dance Company, Paul Noel Fiorino Dance in Flight

Folder 15: 1989-1990. Articles and programs on Pablo Rodarte's *Amanecer Teatro Flamenco*, performances by David Taylor Dance Theater, Colorado Repertory Dance Co., Helander & Company, Jan Justis Dance Co., Paul Noel Fiorino, and "Culture Shock '92"

Folder 16: 1993-1995. Articles and programs on Jan Justis Dance Company, Colorado Repertory Dance Company, Karen Lee Dance studio, "Hams and Gams," "The Sound Collector," and "Shadow"

Subseries 5: Plays

Folder 17: 1979-1983. Aurora Civic Theater productions at other locations prior to Fox Theater opening: *Sir Slob and the Princess, Everybody Loves Opal, Lily the Felon's Daughter, Dirty Work at the Crossroads, Come Blow Your Horn.* List of Aurora Civic Theater and Children's Theater performances in 1983

Folder 18: 1983-1984 & undated. Articles and notes on Aurora Civic Theater productions at other locations: *The Mousetrap, You Can't Take It With You, Never Trust a City Slicker, The Shame of*

Tombstone, Sir Slob and the Princess, How Green Was My Brownie. *Aurora Sentinel* article on cultural revolution taking place in Aurora

Folder 19: 1985. Articles and programs for *Harvey, A Bad Day at Gopher's Breath, The Crime in Mind, Fox Frolic, Masquerade, and Oliver Twist*

Folder 20: 1986-1987. Articles and programs for *Arsenic and Old Lace, Barefoot in the Park, The Fantastics, Cinderella, Inherit the Wind, Charlie and the Chocolate Factory, You Know I Can't Hear You When the Water's Running, The Face on the Barroom Floor, A Christmas Carol*. List of shows with numbers of attendees

Folder 21: 1988-1989. List of shows. Articles and programs for *The Gin Game, Where Have All the Heroes Gone? Berg and Prince Mime Company, Man of La Mancha, The Odd Couple, The Foreigner, A Christmas Carol, A Funny Thing Happened on the Way to the Forum, See How They Run, God's Favorite, Costal Disturbances, Cabaret*

Folder 22: 1990. Articles and programs for *Cabaret, Crimes of the Heart, Light Up the Sky, Hay Fever, The Long Christmas Dinner, Amahl and the Night Visitors*

Folder 23: 1991. Articles and programs for *A Flea in Her Hair, Quilters, Oklahoma, Taking Steps, My Three Angels*

Folder 24: 1992. Articles and programs for *The Boyfriend, Rough Crossing, I Remember Mama, Our Country's Good*; article on Seniors 88 musical *Come Cruise with Us*. Article on Fox Theater comeback

Folder 25: 1993. Articles and programs for *Carnival, A Salute to Disney, Rumors, Trip to Bountiful, High Hopes Hotel, Blythe Spirit*

Folder 26: 1994. Articles and programs for *The Adventures of Huckleberry Finn, The Dining Room, The Musical Comedy Murders of 1940, Gifts of the Magi and The Long Christmas Dinner, I Didn't Know That*

Folder 27: 1995. Articles and programs for *Quilters, Lend Me a Tenor, Amadeus*

Folder 28: 1996. Articles and programs for *The Cemetery Club, The Little Footsteps, Once Upon a Mattress, Amadeus, I Hate Hamlet, Nonsense*. Renaissance Faire Silent auction; article on Aurora arts

Folder 29: 1997-1998. Program for Aurora Fox season. Articles and programs for *The Lion in Winter; Steel Magnolias; Sweet Bird of Youth; Goodnight, Texas; The Philadelphia Story; Shadowlands; La Bete; The Real Inspector Hound; Private Eyes*. 1998-99 theater season listing

Folder 30: 1999-2000. January 20 article on small fire at Martin Luther King Jr. reception. Articles and programs for *Three Viewings, Same Time Next Year, The Ice Fishing Play, Broadway on Colfax, A Christmas Carol, Dimly Perceived Threats to the System, Wings, Nixon's Nixon*. 16th Season program

Folder 31: 2001. Articles and programs for *The Memory of Water, Communicating Doors, All I Really Need to Know I Learned in Kindergarten, A Christmas Carol*

Folder 32: 2002. Articles and programs for *God's Man in Texas, Eleemosynary, Taffeta's, Henry and Ramona, A Christmas Carol*

Folder 33: 2003-2009. Season's programs for 2003-2004, and 2007-2008. Articles and programs for *Last Train to Nibroc, Comic Potential, Little Shop of Horrors, You're a Good Man Charlie Brown, Assassins, Godspell*. Article on auditions for *The Christmas Story*

Folder 34: 1986-1997. Gallery art and photography exhibits

Folder 35: 1995-2000. Asian Film Festival articles, budget (1999)

Folder 36: 1984-1986. Articles, programs, and schedules for multiple events, including Aurora Fox Arts Center *Marquee* 1986 issues. *Rocky Mountain Theater Magazine* issues, 1986

Folder 37: 1987-1988. Memo on Aurora Arts Center nomination as an historic landmark, articles, programs, and schedules for multiple events.

Folder 38: 1989. Articles and schedules for multiple events

Folder 39: 1990-1991. Program, schedules and articles on multiple events

Folder 40: 1991. Schedules and programs for multiple events

Folder 41: 1991-1992. Schedules and articles for multiple events

Folder 42: 1993-1995. Program, articles, and schedules for multiple events.

Folder 43: 1995-2006 & undated. Articles, programs and schedules for multiple events

Box 3 of 5

Series IV: Special Events

Subseries 1: Birthday Party

Folder 1: March 1990. Fifth anniversary party planning – memos, receipts, program

Folder 2: March 1990. Invitations and invitation lists

Folder 3: March 1990. Thank you letters

Folder 4: March 1990. Invitations, photos and slides from March 8 party (Alice Lee Main and others), History and description of the Fox, guest book, programs, and flyer

Subseries 2: Galas

Folder 5: 1994-2002. Opening Night Galas Benefit 1994 -*The Musical Comedy Murders of 1940*; Annual Gala Benefit 1995 – *Maskerade*; memos and program 1996 – *I Hate Hamlet*; Fifteenth Season Gala, 1999 – *The Ice Fishing Play*; Gala, 2002 – *Fully Committed*

Folder 6: 2003. Memos, programs, and articles for Aurora Fox Arts Center Annex Opening in October; Holiday Night at the Fox, November, *A Taffeta Christmas*

Folder 7: 2005-2006. Memos, Chamber of Commerce flyer on 2005 Season-opening gala – *The Underpants*; Memos, schedule, and proceeds from 2006 gala benefit and silent auction – *I Hate Hamlet*

Folder 8: 2007. Memos, flyers and article on season opening gala, *Anna in the Tropics*

Folder 9: 2008. Memos, flyers and auction lists for opening gala, *Escanaba in Love*

Folder 10: June-September 2009. Memos, articles, silent auction lists

Folder 11: September 2009. Programs, flyers, memos for 25th Aurora Fox Season Anniversary Gala performance, *The Big Bang*; Carrabba's Italian Grill flyer

Series V: Theater Management Reports & memos to and from Alice Schimming, Robert Salisbury, Dick Minnis, Don Clymer, and others, on special events, management, budget, and business plans

Subseries 1: Correspondence, Reports, Advisory Board Documents

Folder 12: 1978-1985. Arts and Humanities Council newsletters, meeting agenda, goals; lists of Aurora budget committee, budget amounts, city council members; memos on use of Fox Arts Center

Folder 13: 1984-1989? Aurora Fox Arts Center Operating Manual, includes bill relating to the creation of a Fox Arts Center Advisory Committee and Bylaws; History and Uses of Aurora Fox Arts Center

Folder 14: 1985-1986. Correspondence on zoning of a proposed Arts Center Annex and lease of the Nobel Building, three copies of the lease of property at 1470 South Havana, Correspondence on the use of the Fox Arts Center Annex and on tax abatement

Folder 15: 1986. Correspondence and receipts on rental and purchase of music instruments, scripts, music scores, programs

Folder 16: 1986. Correspondence, notes, and costs of piano purchase, Fox Arts Center phone survey responses, article on growth of the Fox

Folder 17: 1988. Promotions and Programs Advisory Committee goals, correspondence and memos on purpose of and plans for the Advisory Board, list of members, Director Services Agreement, Annex policies, mission statement. Fox Arts Center policies for resident group productions

Folder 18: 1989-1995. Advisory Board objectives, appointments; list of 1990 members, plan of action, retreat (1992); 1993 list of members, responsibilities, schedule. Correspondence; 1994 & 1995 advisory committee members

Folder 19: 1996-1997. Advisory Board memos, lists of members, proposed ordinance, meeting agendas, minutes

Folder 20: 1986-1988. Articles on Fox Theater marquee light restoration.

Subseries 2: Budget and Expenditures (remove this label from individual folders)

Folder 21: 1985. Budget and Expenditures. Memos, reports, and expenditure details

Folder 22: January - September 1986. Budget and Expenditures. Memos, reports on revenues and expenses, articles, revised budget

Folder 23: October – December 1986. Budget and Expenditures. Aurora Fox Arts Center Advisory Committee Manual, committee report, memos, list of donations, Fox sub-committee report

Folder 24: 1987. Budget and Expenditures. Reports and memos on salary increases, budget committee reports, revenue sources, facility development, fund raising, proposed Arts Center charter, expenditures

Folder 25: 1988. Budget and Expenditures. Memos and reports on marketing schedule, mission statement, funds drive, Arts Center Annex contract renewal, bank deposit reconciliation, Fox Arts Center Evaluation (from Alice Lee Main), costs and revenues, advertising budget, ticket sales projections, theater program director description

Folder 26: 1985-1989. Budget and Expenditures. Comparison of season attendance and revenue, report on Arts Center Objectives 1985-1989, questionnaire

Folder 27: 1992. Budget and Expenditures. Revenue reports, miscellaneous correspondence and articles

Subseries 3: Miscellaneous management documents

Folder 28: 1989. State of Colorado Certificate of Incorporation, Memos on appointment procedures, performance contracts, city leases, city council meeting agenda, request for attendance report, articles on increasing revenue

Folder 29: 1990 & undated. Miscellaneous correspondence, field check policy, brochure printing, article on Robert Salisbury, program objectives

Folder 30: 1991 & undated. Memo on possible stipend to actors and crews, director's meetings, performance standards, miscellaneous correspondence, fundraising schedule

Folder 31: 1992. Correspondence on Advisory Board retreat

Folder 32: 1993. Memos, revenue chart, Boards and Commissions meetings, Fox Arts Center report and recommendations, charter member invitation

Folder 33: 1993. Letter critical of Fox Theater management and responses

Folder 34: 1994-1996. Memos on Advisory Board, Fox Annex lease, Aurora Singers' New Zealand trip, list of contributors, theater rental procedures, memos on electrical repair, gallery walls, lighting, review of *Once upon a Mattress*

Folder 35: 1995. Police Department background reports on Alice Lee Main

Folder 36: 1997. Business plans for small business, recreation services, Aurora Fox

Folder 37: 1997. Miscellaneous management documents on board appointments, account balances, membership campaign, advisory board accounts, lease agreement, profits and losses

Folder 38: 1997. Actor's Equity. Financial Core Rights of Union Shop Workers and memos

Folder 39: 2000. Fox Arts Business Plan (3 copies)

Folder 40: 2000. Miscellaneous management documents on studio storefront design, purchasing services, security guard bids

Folder 41: 2000. Film rentals. Memos, Universal Film Exchange License Agreement

Box 4 of 5

(Subseries 3: Miscellaneous management documents, continued)

Folder 1: January 2001. MLK Library & Municipal Center Specifications (2 copies)

Folder 2: April 2001. Aurora Fox Arts Center Historic Structure Assessment

Folder 3: January-November 2001. Memos and cost estimates on theater expansion

Folder 4: 2002. Theater and MLK Library expansions. Purpose, cost estimates, budget, floor plans

Folder 5: 2002. Certificate of Appropriateness application forms, memos

Folder 6: 2003. Construction costs, planning meetings, estimates, exterior repairs

Folder 7: 2002-2003. Miscellaneous memos, city council agendas

Folder 8: 2004. Board Minutes and Miscellaneous memos on construction and other items

Folder 9: 2004. Glass restoration

Folder 10: 2005. Heating issues

Folder 11: 2005. Repairs, maintenance issues, storage at Fitzsimons

Folder 12: January-February 2005. Fox Arts Center Board agendas and meetings

- Folder 13:** March-November & undated 2005. Fox Arts Center Board agendas and meetings
- Folder 14:** 2005. Aurora Fox Arts Center Board. Memos; Civic and Cultural Affairs Chapter 34
- Folder 15:** 2005. State Historical Fund memos and grant report
- Folder 16:** 2005. Technical Production Assistant position
- Folder 17:** October 2005. Aurora City Council agendas and meetings
- Folder 18:** 2006. Fox Arts Center by-laws and board meetings
- Folder 19:** 2006. Correspondence on Fox sign, miscellaneous memos, Aurora Advocate newsletter
- Folder 20:** 2007. Miscellaneous correspondence
- Folder 21:** 2007. Fox Arts Board objectives and business plan
- Folder 22:** 2007. Wackenhut Corporation recommendations for Aurora History Museum and Fox Arts Center
- Folder 23:** 2007. Aurora Fox Board meeting minutes, memos
- Folder 24:** 2008. Fox Arts Center Board Retreat agenda and summary; committee reports
- Folder 25:** 2008. Board Meeting minutes, memos on 2009 retreat plans
- Folder 26:** 2008. Memos on Fox internship, vacancies, and other items
- Folder 27:** November-December 2008. Fox ticket sales
- Folder 28:** December 2008. Robert Salisbury retirement party memos, flyers, Fox Theater production history, newspaper articles
- Folder 29:** 2009. Memos on recent history of the Fox
- Folder 30:** 2009. Board meeting memos, minutes, agendas
- Folder 31:** 1987-1989. Fox liquor license documents
- Folder 32:** 1995-2009. Fox liquor license documents
- Folder 33:** 2009. Insurance bids; Liquor liability quotation and coverage form
- Folder 34:** 1983, 1989, 2009. Lease documents for Fox Theater Renovation Board and Aurora Fox Arts Center
- Folder 35:** January-June 2009. Miscellaneous memos on reorganization, by-laws, partnership committee, etc.

Folder 36: July-November 2009 & undated. Memos on renaming the Fox, miscellaneous memos, City Council Agenda, Aurora Fox rental information

Folder 37: Undated. Miscellaneous notes, requests for contributions, list of income and expenses, arts coordinator interview questions

Subseries 4: Miscellaneous area documents

Folder 38: 1999. Colorado State Historical Society Fund Application documents

Folder 39: 1974-2009. Miscellaneous Aurora and Arapahoe County Documents

Folder 40: 1982-1988 & undated. Rocky Mountain Theater News Magazine and other Non-Aurora miscellaneous documents on theater and the arts, unidentified photos, a page of signatures

Box 5 of 5:

Series VI: Scrapbooks and Binders

Book 1: Scrapbook from Gateway City Thespians (Aurora Adult Theater Group). Documents on an Adult Drama Workshop directed by Alice Lee Main at Springhill Recreation Center. Three one-act children's plays: *The Girl Whose Fortune Sought Her*, *The Patchwork Princess*, and *Cupivac* with unlabeled photographs, March 1974. Newspaper articles, photos, rehearsal information, and programs for *Don't Drink the Water* by Woody Allen, April 22, 1974, *Hold Back the Redskins*, 1975, *Butterflies Are Free*, *The Red Shoes*, and *Laugh-In*

Book 2: Scrapbook titled Adult Shows of the Aurora Theater Company in a box contains programs, articles, and photos. *The Timid Dragon* and *The Invisible Dragon*, 1979. A history of Friends of the Theater newspaper article, 1979. *Curse You Jack Dalton* and *Egad What a Cad*, 1979 or 1980. *Sir Slob and the Princess*, 1979. *Everybody Loves Opal*, 1980. A history of Friends of the Theater, 1979-1984. Unlabeled photos, sheet music, rehearsal schedule, and a newspaper ad for *Mary, Mary*

Book 3: Binder labeled "Fox Theater" contains 1946, 1984 and undated articles, sections on budget, committees, reports, and information on proposed Fox Theater restoration. Photo of Fox sign in envelope at the end of the binder

Book 4: Binder labeled "Aurora Fox Arts Center Advisory Committee 1983-1994" contains sections on agendas and minutes, by-laws (empty), names and addresses of committee appointees, correspondence, committees, and reports (on Galas, expenditures, checking fund balances, marketing approach, and Advisory Board).

Book 5: Binder labeled "Advisory Committee 1995" contains agendas, minutes, and checking account balances for Fox Arts Center Advisory Committee (1995-1996). A list of Gala contributions