
Finding Aid for the Actors' Laboratory Records, 1941-1949

Collection number: 1064

UCLA Library, Department of Special Collections
Manuscripts Division

Los Angeles, CA

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Descriptive Summary

Title: Actors' Laboratory Records,

Date (inclusive): 1941-1949

Collection number: 1064

Creator: Actors' Laboratory, Inc.

Extent: 15 boxes (7.5 linear ft.)

Repository: University of California, Los Angeles. Library. Department of Special Collections.

Los Angeles, California 90095-1575

Abstract: The Actors' Laboratory of Hollywood was a non-profit professional theater and school which existed from 1941-52. The collection includes financial and legal records, material regarding curriculum, enrollment, policies, and scholarships, minutes from executive board and committee meetings, memos, correspondence, a scrapbook with newsclippings, and notes on the history of the Lab.

Physical location: Stored off-site at SRLF. Advance notice is required for access to the collection. Please contact the UCLA Library, Department of Special Collections Reference Desk for paging information.

Language: English

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Restrictions on Access

COLLECTION STORED OFF-SITE AT SRLF: Advance notice required for access.

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A copy of the original version of this online finding aid is available at the UCLA Department of Special Collections for in-house consultation and may be obtained for a fee. Please contact:

- Public Services Division
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Provenance/Source of Acquisition

Gift of Delia Salvi, 1969.

Preferred Citation

[Identification of item], Actors' Laboratory Records (Collection 1064). Department of Special Collections, Charles E. Young Research Library, University of California, Los Angeles.

Biography

The Actors' Laboratory of Hollywood was a non-profit professional theater and school which existed from 1941-52.

Scope and Content

Collection consists of business records and materials on productions of the Actors' Laboratory of Hollywood. Includes financial and legal records, material regarding curriculum, enrollment, policies, and scholarships, minutes from executive board and committee meetings, memos, correspondence, a scrapbook with newsclippings, and notes on the history of the Lab. Much of the correspondence is with the Veteran's Administration. Also includes photographs and other materials of productions, including *The Inspector General*, *The Wizard of Oz*, *All My Sons*, *A Bell for Adano*, *Abe Lincoln in Illinois*, *Trial By Jury*, *Juno and the Paycock*, *Peer Gynt* (script and score), and *Volpone* (technical notes on production).

Indexing Terms

The following terms have been used to index the description of this collection in the library's online public access catalog.

Actors' Laboratory, Inc.--Archives.

Theatrical companies--California--Los Angeles--Archival resources.

Photographs.

Box 1, Folder 1 **Inspector General (folder 1 of 2). Opened Tuesday, October 8 at Las Palmas Theatre. Hollywood, California. n.d.**

Physical Description: (33) black and white photographs (8 x 10) Some photographs folded.

Box 1, Folder 2 **Inspector General (folder 2 of 2). Summary of Play's Origin by Serge Bertensson. n.d.**

Physical Description: (67) black and white photographs (8 x 10) (5) small photographs in an Envelope. Summary paper is yellowing, adhesive tape on verso of photographs loose, yellowing.

Box 1, Folder 3 **Home of the Brave (Las Palmas). n.d.**

Physical Description: (63) black and white photographs (8 x 10) (5) Charcoal Reproductions, 1 negative approximately 4 x 5.

Box 1, Folder 4 **Shoemaker's Holiday. n.d.**

Physical Description: (1) black and white photograph (8 x 10).

Box 1, Folder 5 **Noah. of Noah. n.d.**

Physical Description: (16) black and white photographs (4 x 5)

Box 1, Folder 6 **Rising of the Moon. n.d.**

Physical Description: (4) black and white photographs (8 x 10) Corners on some photographs are torn.

Box 1, Folder 7 **Red Peppers. n.d.**

Physical Description: (2) 8 x 10 black and white photos, (2) 5 x 7 black and white photographs. Corner on one photograph is torn.

Box 1, Folder 8 **Wizard of Oz (Las Palmas). n.d.**

Physical Description: (7) 8 x 10 black and white photographs.

Box 1, Folder 9 **Summer Comes to the Diamond. n.d.**

Physical Description: (2) 8 x 10 black and white photographs.

Box 1, Folder 10 **Lilliom. n.d.**

Physical Description: (30) black and white photos, approximately 4 x 5, (1) 8 x 10 black and white photograph. Some photographs are cut slightly smaller.

Box 1, Folder 11 **Pound on Demand & the Bear. n.d.**

Physical Description: (8) 5 x 7 black and white photographs.

Box 1, Folder 12 **27 Wagon Loads of Cotton. n.d.**

Physical Description: (1) 8 x 10 black and white photograph.

Box 1, Folder 13 **Last of My Solid Gold Watches. n.d.**

Physical Description: (6) 8 x 10 black and white photographs.

Box 1, Folder 14 **Pictures on Lecture Series of March of Drama. Original File Label Reads: (Fall) First Series - Pictures on Lecture Series. 1949.**

Physical Description: (14) 8 x 10 black and white photographs.

Box 1, Folder 15 **On the Evils of Tobacco. n.d.**

Physical Description: (1) 5 × 7 black and white photograph.

Box 1, Folder 16 **Three Men on A Horse. n.d.**

Physical Description: (10) 4 × 5 black and white photographs and (14) 8 × 10 black and white photographs. Some photographs are glued to front & back of torn yellowing ripped paper.

Box 1, Folder 17 **To the Living. n.d.**

Physical Description: (2) 8 × 10 black and white photographs.

Box 1, Folder 18 **Yellow Jack. n.d.**

Physical Description: (1) 8 × 10 black and white photograph

Box 1, Folder 19 **Zoning photos, 1945.**

Physical Description: (8) Zoning Picture Negatives. Negatives are in small white paper bag.

Box 1, Folder 20 **Declaration and Musart. Correspondence, Notes, Contracts, Lists, re Pre-production, Cost Breakdowns, Union Status of Cast. 1947-1950.**

Physical Description: Yellowing Carbon Papers. File created by collator.

Box 1, Folder 21 **Ted Sally Caricatures. n.d.**

Physical Description: (45) black and white Portraits (5 × 7) and three sets of negatives, and (43) black and white Caricature Portraits (8 × 10). Yellowing and torn little bags containing negatives. File created by collator.

Box 1, Folder 22 **Original Costume Drawings. n.d.**

Physical Description: 8 original painted drawings showing various costumes. Some papers are torn at edge. File created by collator.

Box 2, Folder 1 **Roman Bohnen (Twig is Bent) and Night Music. n.d.**

Physical Description: (8) black and white photographs (4 × 6) and (6) black and white photographs (8 × 10).

Box 2, Folder 2 **All My Sons. n.d.**

Physical Description: (6) black and white photographs (8 × 10).

Box 2, Folder 3 **A Bell for Adano. n.d.**

Physical Description: (21) black and white photographs (8 × 10).

Box 2, Folder 4 **Actor's Lab Picnic. 1948.**

Physical Description: (17) black and white photographs. Yellowing adhesive tape, some photographs folded.

Box 2, Folder 5 **Report to Workshop Members. Outline, speech, meeting minutes, notes, re tryout procedures, background information on The lab, rules and regulations for actors and members, agenda. Original File Label Reads: Report to Workshop Members January 16, 1946.**

Box 2, Folder 6 **Memoranda - Tarcai 1947. Memos from Mary Tarcai re Actor's Lab Theatre miscellaneous.**

Box 2, Folder 7 **Schedules Past 1948-49. Correspondence, Notes, Pamphlet re American Educational Theatre Association, Constitution of the Southern California American Educational Theatre Association; Agenda and Schedule.**

Box 2, Folder 8 **Class Personnel, Summer 48. Student Enrollment Summer Session 1948.**

Box 2, Folder 9 **Objectives of courses. School policy, body training for actors, objectives of courses, evaluations. 1948.**

Physical Description: Loose carbon papers, some creased.

Box 2, Folder 10 **Touring Repertory Project. Correspondence, memo, handwritten letter, re touring workshop repertory project. 1947-1948.**

Box 2, Folder 11 **Curriculum & Objectives. Booklet re Curriculum, Method of Instruction, Objectives, General School Purpose and Policies. n.d.**

Physical Description: File created by collator.

Box 2, Folder 12 **Ben Bogeaus Scholarship. Correspondence, Western Union Telegram re Ben Bogeaus Scholarship. 1946-1947.**

Physical Description: Some carbon papers are creased.

Box 2, Folder 13 **Dick Fiske Scholarship. Correspondence, memo, notes, story about Dick Fiske and the Dick Fiske Scholarship. 1945-1948.**

Box 2, Folder 14 **Exchange Scholarships. Correspondence re Exchange Scholarships. 1946-1947.**

Box 2, Folder 15 **Quinn Scholarship. Correspondence re Anthony & Katherine Quinn Scholarship. 1947-1948.**

Box 2, Folder 16 **Abe Lincoln in Illinois. n.d.**

Physical Description: (4) black and white photographs. One (7 x 9) photo, three (8 x 10) photographs.

Box 2, Folder 17 **All You Need is One Good Break. of All You Need is One Good Break. n.d..**

Physical Description: (14) black and white photographs (8 x 10). One photograph has hole in it.

Box 2, Folder 18 **All Cultural Levels Eat Here. n.d.**

Physical Description: (10) black and white photographs (8 x 10)

Box 2, Folder 19 **Awake and Sing. of Awake and Sing. n.d.**

Physical Description: 40 black and white photographs (8 x 10). Two small newspaper advertisement strips.

Box 2, Folder 20 **Awake & Sing (Windsor Theatre). n.d.**

Physical Description: 1 black and white photograph (5 x 3), 7 black and white photographs (8 x 10) (2 Duplicate Contact Sheets).

Box 2, Folder 21 **The Dragon. One Torn Out Cartoon from the New Yorker. n.d.**

Physical Description: 39 black and white photographs (8 x 10).

Box 2, Folder 22 **Labor Day Picnic 1947. Correspondence, Receipts, Lists of Attendees and Members of Actor's Lab Workshop, re Labor Day Picnic at Lloyd Bridges Beachhouse. 1947.**

Physical Description: Some yellowing, torn, creased papers. Contains one side of old file folder with handwritten notes.

Box 2, Folder 23 **The Great Man's Whiskers. n.d.**

Physical Description: 5 black and white photographs (8 x 10).

Box 2, Folder 24 **Freight. n.d.**

Physical Description: 9 black and white photographs (8 x 10) Some photographs have old yellowing tape on edges.

Box 2, Folder 25 **Declaration Party. n.d.**

Physical Description: 38 black and white photographs (8 x 10)

Box 2, Folder 26 **Lab Personnel & Building photographs. n.d.**

Physical Description: 1 black and white photograph (8 x 10), (8) (4 x 5) photos, envelope with assorted small photographs.

Box 2, Folder 27 **Another Part of the Forest. n.d.**

Physical Description: 4 black and white photographs (8 x 10).

Box 2, Folder 28 **Exuberanza. n.d.**

Physical Description: 10 black and white photographs (5 x 7), 25 black and white photographs (8 x 10).

Box 2, Folder 29 **Aboard. 1944.**

Physical Description: 3 black and white photographs (4 x 3).

Box 2, Folder 30 **Aria De Capo. n.d.**

Physical Description: 2 black and white photographs (8 x 10). (Spelling is unclear).

Box 2, Folder 31 **The Banker's Daughter. n.d.**

Physical Description: 10 black and white photographs (8 x 10)

Box 3, Folder 1 **Television Plays. Newspaper Clippings re Actor's Lab Workshop, Veterans, Television Plays, Various productions. 1942-1947.**

Physical Description: Paper is Brittle, Yellow, Some Torn, Paperclip Marks. Contains some very small news paragraphs, needs envelope for these.

Box 3, Folder 2 **Lab Statement of Policy adopted by Board. 1941-1945.**

Physical Description: Typed carbon papers. Carbon paper is yellowing.

Box 3, Folder 3 **Tenney Subpoena, News. News releases, Correspondence, memos, news re censorship, Senator Tenney's subpoena of Roman Bohnen and others in an attack against Free Theatre. 1944-1948.**

Physical Description: Some torn papers.

Box 3, Folder 4 **History - Lab. 1946.**

Physical Description: Typed notes. Yellowing carbon papers.

Box 3, Folder 5 **General correspondence. Correspondence, notes, re Actor's Lab Events, parties, picnics, discrimination attacks. 1942-1949.**

Physical Description: Yellowing edges on some papers.

Box 3, Folder 6 **Tenney Correspondence Received by Lab. Correspondence, telegrams re fight against Senator Tenney and censorship, discrimination, Committee on Un-American Activities, Thomas Committee attack on Film Industry. 1948.**

Physical Description: Papers are yellow, brown, torn.

Box 3, Folder 7 **Executive Board minutes. News bulletin, minutes, notes, Correspondence re Executive Board of Actor's Lab. 1942-1944.**

Box 3, Folder 8 **Wires. Telegrams, Congratulations. 1942-1948.**

Physical Description: Yellow, brittle, some torn.

Box 3, Folder 9 **Tenney. Lists of names and addresses, telephone numbers of audience sponsors, address labels. Some material may be confidential. 1948.**

Physical Description: Water damage on address labels.

Box 3, Folder 10 **War Work of Actor's Lab. Correspondence, report of Actor's Lab War Record, gratitude from Red Cross, American Veteran's Committee. 1945-1947.**

Box 3, Folder 11 **1948 Fact-Finding Committee Minutes, Report, some history of the Actor's Lab Workshop & Theatre, Agenda of Actor's Lab Fact Finding Committee, Statement of Policy, membership, finances. 1948.**

Box 3, Folder 12 **Cheryl Crawford. Correspondence from Bohnen to Cheryl Crawford re early opinion, hopes for Actor's Lab. 1945.**

Box 3, Folder 13 **Lab Housing Information. Brochure for steel products, Correspondence, re new site building & construction philosophy and needs. 1940-1947.**

Box 3, Folder 14 **Permits. Police permits, fire safety permits, city licenses. 1642 N. Las Palmas Ave. 1942-1946.**

Physical Description: Edges of some paper torn.

Box 3, Folder 15 **Harold Clurman. Correspondence re Harold Clurman & Bohnen. 1946.**

Box 3, Folder 16 **William Kent. Receipts re William Kent Insurance and Actor's Lab. 1946-1947.**

Box 3, Folder 17 **Zoning, Taxes, Licences. Receipts, permits, licenses, postage permits re Actor's Lab. 1946-1947.**

Physical Description: Old tape yellowing, edges torn on some paper. file labeled by collator.

Box 3, Folder 18 **War shows. Newspaper clippings, telegram, Correspondence re various productions overseas, one photograph (4 x 3). 1943-1944.**

Box 3, Folder 19 **Theatre Fund - Bohnen. Correspondence, telegrams, names and addresses of Executive Board, condolences re death of Roman Bohnen. Contains blank envelopes and announcements for memorial service, some material may be confidential. 1949.**

Box 3, Folder 20 **Roman Bohnen Memorial. Receipt for advertising in the *Hollywood Reporter*, phone rental for Memorial Service for Roman Bohnen. Original File Label Reads: Roman Bohnen Memorial Assembly Paid Bills. 1949.**

Box 3, Folder 21 **Tenney Theatre Council. Correspondence, telegrams, speeches, drafts, notes re Actor's Lab Defense Against Senator Tenney and State Un-American Activities attack. 1948.**

Physical Description: Yellow, brittle papers.

Box 3, Folder 22 **Actor's Lab, Incorporated. Bylaws. Official Bylaws including name, purpose, membership, management of the Actor's Laboratory, Incorporated. 1945.**

Box 3, Folder 23 **Constitution - 1946 (B). Constitution and By-Laws of Actor's Laboratory, Incorporated.**

Physical Description: Contains duplicate.

Box 3, Folder 24 **Constitution (C). Constitution and By-Laws of Actor's Laboratory, Incorporated. n.d.**

Box 3, Folder 25 **Constitution (AA). Constitution and By-Laws of Actor's Laboratory, Incorporated. n.d.**

Physical Description: Copies.

Box 3, Folder 26 **Executive Board. Correspondence, telegram, re Executive Board. 1946-1947.**

Box 3, Folder 27 **Executive Board Minutes, 1945. Correspondence, minutes of meeting with Paul Robeson re Negro Actor. Robeson's Remarks. Contains names and home addresses of Board Members.**

Physical Description: Fragile pages.

Box 3, Folder 28 **Constitution & By-Laws, 1948. Correspondence, Constitution & By-Laws of Actor's Laboratory, envelope with Quorum Resolution ballots. 1947-1948.**

Box 4, Folder 1 **Legal Records & Correspondence. Correspondence, fire permits, insurance endorsements. 1943-1946.**

Box 4, Folder 2 **Finances 1941-1942. Tenancy agreemt, notes, screen actor advertising contract, tuition income, water & electric bill receipts. 1941-1943.**

Box 4, Folder 3 **Financial Statements 1944-45. Statements of Income & Expense, cash receipts & disbursements.**

Box 4, Folder 4 **Financial Statements, 1946. Statements of Revenue & Expenses, Financial Statements.**

Box 4, Folder 5 **Financial Statements, 1947. Financial Statements, Revenue & Expenses.**

Box 4, Folder 6 **Financial Statements, 1948-1949. Accounts Receivable, Balance Sheets.**

Physical Description: Top papers torn & fragile.

Box 4, Folder 7 **Financial Statement, 1948. Financial Statement, Accounts Payable, notes.**

Box 4, Folder 8 **Statement Income & Expense. Statements of Income & Expense, Explanatory Statement, Monthly Budget. 1946-1948.**

Box 4, Folder 9 **Peer Gynt Script, Score. Peer Gynt Script, Costume Changes, Musical Score, characters in scene, work sketches, plot. Original label also read: Running schedule, musical score, floor, lights and plans. n.d.**

Physical Description: Fragile papers, needs conservation work.

Box 4, Folder 10 **Volpone - Technical Data. Prop list, costumes, setting, lights, scenery, notes. n.d.**

Physical Description: Yellowing carbon papers.

Box 5, Folder 1 **State Department of Education. Correspondence, schedules, curriculum outline, school policy, re request for State Board of Education to approve 18-month term, termination of contract with Veteran's administration, all materials submitted to State Board of Education. Contains List of Executive Board Members, names & addresses; may be confidential. 1946-1949.**

Box 5, Folder 2 **Report to State Board of Education. Correspondence, curriculum outline presented to State Board of Education for Approval of 18-month Term, Veteran's Training Program, physical facilities of school. Contains names & addresses of executive board members; may be confidential. 1946-1949.**

Box 5, Folder 3 **Veteran's Administration Correspondence. Correspondence to Veteran's Administration re Curriculum for Veteran. 1945-1948.**

Box 5, Folder 4 **Monthly Statements, 1949. Correspondence, balance sheets, Statement of Income & Expense, Tuition Income, Income from productions. 1948-1949.**

Box 5, Folder 5 **Employment & Tax-Employees. Correspondence, tax forms, claims. Confidential materials. 1945-1948**

Box 5, Folder 6 **Claims filed Employment Department. Tax forms, claims. confidential materials. 1947-1950.**

Box 5, Folder 7 **Internal Revenue Correspondence. Correspondence, Commissioner of Internal Revenue. 1945-1946.**

- Box 5, Folder 8 **Bank Reconciliation. Bank Reconciliation Statements, Payroll Account. 1950.**
- Box 5, Folder 9 **Bank of America. Bank Receipts, Payment Record. 1947-1950.**
- Box 5, Folder 10 **Insurance. Correspondence re Insurance Coverage, Legal document re Workman's Compensation Case, Forms. 1944-1949.**
- Box 5, Folder 11 **Report to State Board of Education. Correspondence, notes, re approval of technical course, description of technical course, schedule. 1947.**
- Box 5, Folder 12 **State Department of Education. Correspondence re training of veterans, faculty, schedule of classes. 1945.**
- Box 5, Folder 13 **20th Century Fox - Contracts. Correspondence, contracts with Twentieth Century Fox re acting personnel. 1945-1947.**
- Box 5, Folder 14 **Fox - Paid December 16, 1946. Memos, Receipts of Payment by Fox to Actor's Lab Workshop.**
- Box 5, Folder 15 **Fox - Paid April 6, 1946. Memos, Receipts for Tuition for Actor's Lab Workshop.**
- Box 5, Folder 16 **Twentieth Century Fox. Interview Questionnaires for actors, names & addresses of actors from Fox. Materials May Be Confidential. 1945.**
- Box 5, Folder 17 **Universal Pictures. Correspondence re Joan Fulton, Universal Pictures. 1947-1948.**
- Box 5, Folder 18 **Contractual Agreements - Universal. Correspondence, notes, re contractual agreements between Actors Lab and Universal Pictures. 1946-1947.**
- Box 5, Folder 19 **Universal - Paid (1946-47). Correspondence, receipts for tuition from Universal Pictures.**
- Box 5, Folder 20 **Universal - Paid (April 1946). Correspondence, receipts for tuition from Universal Pictures.**
- Box 5, Folder 21 **Veteran's Administration Correspondence. Correspondence re Veteran's Administration, veterans as actors at Actor's Lab. 1945-1946.**
- Box 5, Folder 22 **Veteran's Administration Correspondence. Correspondence re Veteran's Administration. Note inside old file reads: Anything placed in this file should have duplicate copy in student's file. 1946.**
- Box 5, Folder 23 **Hollywood Film Society. One spiral notebook entitled Actor's Lab Workshop Hollywood Film Society Showings, balance sheet. 1947.**
- Physical Description:** File created by collator.
- Box 5, Folder 24 **Veteran's Administration Correspondence. Correspondence between Actors Lab and Veteran's Administration re students. 1946.**
- Box 5, Folder 25 **Veteran's Administration Correspondence. Correspondence between Actors Lab and Veteran's Administration re students. 1946-1947.**
- Box 5, Folder 26 **Veteran's Administration contract October 1, 1948. Correspondence, contract for education and training.**
- Box 5, Folder 27 **Veteran's Administration. Correspondence, contract, change in curriculum, Veteran's Administration. 1947-1949.**
- Box 6, Folder 1 **Veteran's Administration - Paid Vouchers. Vouchers for purchases and services, memorandum of payment. 1947-1948.**
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Box 6, Folder 2 **Veteran's Administration Contracts. Correspondence, description of acting courses, contract with Veteran's Administration, Proposal for Vocational Rehabilitation Training. 1945-1947**

Box 6, Folder 3 **Veteran's Administration - Paid Vouchers. Vouchers for purchases and services other than personal. 1945-1946.**

Box 6, Folder 4 **Veteran's Administration - Paid Vouchers. Public vouchers for purchases and services other than personal. 1946.**

Box 6, Folder 5 **Veteran's Administration - Paid Vouchers. Public vouchers for purchases and services other than personal. 1946.**

Box 6, Folder 6 **Veteran's Administration - Paid Vouchers. Correspondence, public vouchers for purchases and services. 1946-1947.**

Box 6, Folder 7 **Veteran's Administration - Paid Vouchers. Paid vouchers for tuition, books, supplies, and equipment. 1947.**

Box 6, Folder 8 **Two Scripts-Free Treat. Two Scripts - Free Treat and The Farewell Supper. File created by collator. 1946.**

Box 6, Folder 9 **Tax Forms & Information. 1945.**

Box 6, Folder 10 **Veteran's Administration Correspondence - Students. 1946.**

Box 6, Folder 11 **Bernard Alba Play. Script of play entitled The House of Bernard Alba by Federico Garcia Lorca. n.d.**

Physical Description: File created by collator.

Box 7, Folder 1 **Workshop News to Board. Newsletters, memos from Actor's Workshop to Executive Board. 1947.**

Box 7, Folder 2 **New Teachers Class. Typed descriptions of teachers' courses on acting, philosophies of acting. 1946-1947.**

Box 7, Folder 3 **Promotion-Early Lab Classes. Correspondence, notes, brochure, drafts re promotion & early lab classes. 1941-1942.**

Physical Description: Some papers are brittle, torn, folded, brown, yellow.

Box 7, Folder 4 **Workshop Reports to Board. Reports from Actor's Workshop to Executive Board. 1945-1947.**

Box 7, Folder 5 **Theatre Committee. Minutes of Executive Board Theatre Committee Meeting, Agenda. Duplicates, 1945-1946.**

Box 7, Folder 6 **Executive Board. Minutes of Executive Board, Notes. 1941-1942.**

Physical Description: Some faded, yellow, brittle, torn papers.

Box 7, Folder 7 **Executive Minutes Duplicate. Minutes of Executive Board Meetings. 1946.**

Physical Description: Some faded, yellow, brittle papers.

Box 7, Folder 8 **Executive Board Minutes. Minutes of Executive Board Meetings. 1947.**

Box 7, Folder 9 **Duplicate Board Minutes. Minutes of Executive Board Meetings - Duplicates, 1947.**

Box 7, Folder 10 **Lab Council minutes. Bulletins, minutes of Actor's Lab Council, 1945.**

Physical Description: Fragile carbon papers. Some duplicates.

Box 7, Folder 11 **Theatre Committee Minutes. Minutes of the Theatre Committee, 1944.**

Box 7, Folder 12 **Executive Board Minutes. Attendance records, accounts payable, back salaries, handwritten notes. Original File Label Reads: Executive Board Minutes November 9th, 1948 - Duplicate Work File. 1948-1949.**

Box 7, Folder 13 **Lab Council Minutes, 1946.**

Box 7, Folder 14 **Membership List. Lists of Members, Union Affiliation, names & addresses. Material may be confidential. n.d.**

Physical Description: Fragile, creased, yellow papers.

Box 7, Folder 15 **Executive Board Minutes. Minutes of Executive Board Meetings, Agenda, Handwritten Notes. Contains Uncashed Check 1948-1949.**

Box 7, Folder 16 **Executive Arm Minutes. Minutes of Executive Arm Meetings, Correspondence re Executive Arm. 1948-1949.**

Box 8, Folder 1 **Lab General Account - Checks. 1950 Returned Checks, Actors Lab General Account June 1948 Checks. 1948-1950.**

Physical Description: Envelope Torn. File created by collator.

Box 8, Folder 2 **Check Stubs, Destroyed Checks. Check stubs 1948-1949, destroyed Checks and stubs 1949. 1948-1949.**

Physical Description: File created by collator.

Box 8, Folder 3 **Commercial Account Passbooks. Actor's Lab various accounts' passbooks (blue leather covers), Theatre wing account, Roman Bohnen Memorial account, declaration account, Dick Fiske Memorial Fund. 1948-1949.**

Physical Description: File created by collator.

Box 8, Folder 4 **Bank Statements, Checks. Returned Checks-Theatre Wing account, All My Sons Tally Sheets, Bank Statements. 1948-1950.**

Physical Description: File created by collator.

Box 8, Folder 5 **The Dragon. A Wonder Play in 3 Acts by Lady Gregory. 1920.**

Box 8, Folder 6 **Bernard Alba. Script entitled The House of Bernarda Alba, 1936.**

Box 8, Folder 7 **Bernard Alba. Script entitled The House of Bernarda Alba, 1936.**

Physical Description: Duplicate.

Box 8, Folder 8 **Bernard Alba. Script entitled The House of Bernarda Alba, 1936.**

Physical Description: Third Copy.

Box 8, Folder 9 **Scripts. Scripts, Notes on material compiled for Bernard Shaw Meeting. n.d.**

Physical Description: Fragile carbon papers, creased, yellow papers.

Box 9, Folder 1 **Insurance & Valuable Papers. Leases Las Palmas, Insurance Policies, Police Permits, Musart. 1948.**

Physical Description: File created by collator.

Box 9, Folder 2 **Three Pamphlets, Plays. Three Little Booklets/Pamphlets, The Wizard of Oz, A Catalogue of One-Act Plays, The Complete Minstrel Guide. 1947.**

Physical Description: File created by collator.

Box 9, Folder 3 **Check Stubs, Petty Cash. Check stubs, declaration acct petty cash, dragon petty cash. 1947-1948.**

Physical Description: Torn, yellow envelopes. File created by collator.

Box 9, Folder 4 **Workshop Programs. 1944-1948.**

Box 9, Folder 5 **The Curtain Call. Newsletter entitled Curtain Call, Workshop Craftsman re Interviews With Jessica Tandy, Sam Levene; staff, functions, organization; World Theatre Survey. 1948.**

Physical Description: Torn, yellow sheets.

Box 9, Folder 6 **Embossing Stamp. Actor's Lab Embossing Stamp. n.d.**

Physical Description: Item is not in a folder.

Box 10, Folder 1 **Payroll Account. Deposit Slips, Checks re Actor's Lab payroll account, tax withholding statements. Confidential. 1947-1948.**

Box 10, Folder 2 **Payroll account receipts, checks. Records, logs, stubs, passbooks, checks cancelled re Actor's Lab, Ben Bogeaus, Richard Fiske Memorial Fund, Declaration Account. 1947-1950.**

Box 10, Folder 3 **Payroll account, other accounts. Records, stubs, checks cancelled re Actor's Lab, Richard Fiske Memorial Fund, payroll account, declaration account, Theatre Wing account. 1947-1949.**

Box 10, Folder 4 **Blank Actor's Lab checks. n.d.**

Box 10, Folder 5 **Lawsuit (Palermo V. Harper). Legal documents (3 copies) Palermo V. the Charles F. Harper Company. Contains the Summons. n.d.**

Box 11, Folder 1 **Cancelled Checks. 1948-1949.**

Physical Description: Contains original rubber bands.

Box 11, Folder 2 **Check Stubs & Statements. 1947.**

Physical Description: 12 Actor's Lab Check stub booklets, 5 envelopes with bank statements.

Box 12, Folder 1 **Check Stubs & Statements. 1946-1948.**

Physical Description: Check book register w/ stubs, bank books, bank statements.

Box 12, Folder 2 **Tax Forms & Petty Cash Receipts. Petty cash receipts, state copies of #599 forms not filed because no single employee earned over \$3000. Confidential. 1945-1946.**

Box 13, Folder 1 **Bookkeeping Data. Bank books, check stubs, bank statements California Bank. 1941-1944.**

Box 14, Folder 1 **Bank of America Bank Statements. 1946**

Box 14, Folder 2 **Bank of America Bank Statements. 1944-1945.**

Box 14, Folder 3 **Bank of America Bank Statements. 1944-1945.**

Box 15, Folder 1 **Employees Compensation Records 1945, Depositors Record of Checks, Form 729 Amusement Tax Returns, Bank Notes & Loan Papers. 1944-1948.**

Box 15, Folder 2 **Bank Statements & Check Records, Stubs. 1946-1949.**

Box 15, Folder 3 **Large black book of money receipts. 1944-1945.**

Box 16, Folder 1 **Payroll Ledgers. 1948-1949.**

Physical Description: File created by collator.

Box 16, Folder 2 **Payroll Ledgers, Accounts Payable Ledgers, Record of Purchases 1949, Salaries on Mamlock. Confidential. 1949-1950**

Physical Description: File created by collator.

Box 17, Folder 1 **Large black scrapbook honoring the graduating class of 1948, newsclippings, photographs, certificates, miscellaneous documents. 1948.**

Physical Description: Newsclippings are pasted to pages of book, yellow fragile edges of pages. Folder not possible for this item.

Box 18, Folder 1 **Volpone. n.d.**

Physical Description: (11 x 14) black and white photographs.

Box 18, Folder 2 **Volpone (3rd production). n.d.**

Physical Description: 43 (8 x 10) black and white photographs.

Box 18, Folder 3 **Mooney's Kids Don't Cry. n.d.**

Physical Description: 4 (11 x 14) black and white photographs of the production

Box 18, Folder 4 **The End of the Beginning. n.d.**

Physical Description: 7 (11 x 14) black and white photographs

Box 18, Folder 5 **The Cause of It All. n.d.**

Physical Description: 18 (8 x 10) black and white photographs

Box 18, Folder 6 **The Cause of It All. n.d.**

Physical Description: 3 black and white photographs (11 × 14)

Box 18, Folder 7 **Juno and the Paycock. n.d.**

Physical Description: 3 black and white photographs (8 × 10) and 5 black and white photographs (11 × 14).

Box 18, Folder 8 **Unidentified & The Mask. n.d.**

Physical Description: 3 (11 × 14) black and white photographs of Lloyd Bridges, 2 photographs of The Mask, others unidentified. Some creased photographs.

Box 18, Folder 9 **Trial by Jury. n.d.**

Physical Description: 3 black and white photographs. One photograph is torn.

Box 18, Folder 10 **Portrait of A Madonna with Jessica Tandy. n.d.**

Physical Description: 3 black and white photographs. One photograph is creased & torn.

Box 18, Folder 11 **Plant in the Sun. n.d.**

Physical Description: 8 black and white photographs.

Box 18, Folder 12 **Plant in the Sun. n.d.**

Physical Description: 4 (11 × 14) black and white photographs

Box 19, Folder 1 **General Ledger accounts, bank, income and expense, Theatre Wing account, description of accounts, cash accounts, check register. 1945-1948.**

Box 19, Folder 2 **General Ledger Accounts, production, expense account, payroll account, assets & liabilities. 1945-1948.**