

Conference - Income

8/26/74

35 00

Bew LH

8/31/74

✓ 1380 50

C Spooning & Karen Thompson

" : "

347 50

"

9-1-74

30

K Laukeni

1793 00

9-20

✓ 15

Bew LH

\$ 1808 00

CENTER FOR URBAN AND REGIONAL STUDIES
THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

INVOICE TO:

August 15, 1974

Howard T. Robinson
1684 Waine Wright Drive
Reston, Virginia 22090

1 set	Community Profiles -- Spring 1973.	CP Reports #1 - #17	\$29.00
		Airmail Postage	<u>2.65</u>
		Total Amount Due	<u>\$31.65</u>

Make check payable to:

NEW TOWNS RESEARCH SERIES
Center for Urban and Regional Studies
University of North Carolina
Evergreen House
Chapel Hill, North Carolina 27514

Barbara B. Rodgers
Ms. Barbara G. Rodgers
Series Manager

PLEASE RETURN ONE (1) COPY OF INVOICE WITH PAYMENT. THANK YOU.

Conference #6



Better Impressions, Inc.

245 West Maple Avenue / Vienna, Virginia 22180
(703) 938-5588

INVOICE

Reston Black Focus
P.O. Box 793
Reston, Virginia 22091

*paid 8-13-74
#141*

DATE	INVOICE NUMBER	JOB NUMBER
8/5/74	350	451; 452; 407

<i>conf.</i> L	452	Print 100 copies of 2 form letters and 50 copies of 1 form letter for Mr. Lamkin	\$12.50	
	451	Print 500 copies of 2 #10 envelopes for Mr. Robinson	33.10	
<u> </u>	407	Print 1,000 letterhead and 200 second sheets	24.00	← \$12.00 gen adm + 48 \$12.48
			\$69.60	
		Tax	2.78	non- festive
		Total	\$72.38	
			12.48	
			<u>\$ 59.90</u>	

*conference
~~festival~~ publicity*



Better Impressions, Inc.

245 West Maple Avenue / Vienna, Virginia 22180
(703) 938-5588

INVOICE

paid # 163

Reston Black Focus
P.O. Box 793
Reston, Virginia 22090

DATE	INVOICE NUMBER	JOB NUMBER
7/14/74	371	450, 491, 492, 497, 452, 523, 408

Conference 450 Composition and printing of Preliminary Program
for New Town Agenda (Mr. Lamkin)

\$168.00 ^

491 Print 500 #10 envelopes (Bev Sharp)

, 24.80 > *gen ad*

492 Print 500 #10 envelopes (Mr. Robinson)

24.80

Print 250 #10 envelopes w/return address *st*

, 16.75

Conf 497 Print 500 copies of letter (Mr. Lamkin) *st*

12.30 ^

Conf 452 Print 150 copies of 3 letters (Mr. Lamkin)

16.25 ^

523 Festival Poster (Bev Sharp)

42.12

408 Membership cards (Bev Sharp)

, 8.00 >

~~(325.54)~~

Tax

12.52 -

Total

\$325.54

SHERATON INN & INTERNATIONAL CONFERENCE CENTER

NATURE OF FUNCTION		Luncheon & Coffee Breaks			
DATE AND DAY	Sat., August 31, 1974	TIME	Noon	ROOM	B - C
NAME OF ORGANIZATION		RENT \$			
BILLING ADDRESS		PHONE			
NAME OF REPRESENTATIVE IN CHARGE		PHONE			
ADDRESS		PHONE			
RESPONSIBILITY OF PARTY		CASH DEPOSIT \$		CREDIT APPROVED	
NUMBER EXPECTED	125	NUMBER TO PREPARE FOR		NUMBER GUARANTEED	
EXTRAS: RECEPTION TABLE		MUSIC	FLOWERS	WINES	TOBACCO
					AUD/VIS
					OTHER

LIQUOR:

head table for 10

BARTENDER COST

TOTAL

GRATUITY

TOTAL

TAX

TOTAL LIQUOR

DM

TABLES & CHAIRS TO BE ARRANGED AS SHOWN

SPECIAL FEATURES NEEDED:

TOTAL FOOD AND LIQUOR	
ROOM RENTAL	
ROOM TAX	
MISC.	
TOTAL	

Notice: Parties contracting for private rooms must confirm, 48 hours prior to such functions, the number of people to be provided for, and such order to be final. On no account will a reduction be made from the number guaranteed the night before, nor will extra places be set for more than 5% (per cent) of that number. This contract will become void in the event that the Hotel management is unable to complete

FINAL TOTAL (TOTAL AMOUNT DUE)	780.00
-----------------------------------	--------

CUSTOMER
SIGNATURE

FUNCTION SHEET

SHERATON INN
& INTERNATIONAL
CONFERENCE CENTER

ORGANIZATION New Town - Concepts & Realities

CONTACT H. Robinson

DATES 8/31/74

DEFINITE ☒ TENTATIVE ☐

PHONE

TIME	FUNCTION	ROOM	ATTENDANCE	RENTAL
------	----------	------	------------	--------

Sat., Aug 31

8:00	Registration	Lobby		
------	--------------	-------	--	--

9:00-12	Meeting	1 & 2	150	
---------	---------	-------	-----	--

Set theatre style for 150. * Leave space for door between 1 & 2 to be closed.
Set head table for 8.

A/V Screen	\$10.00
Carousel	12.50

1:30-5	Meeting	1, 2, 3	75 each	
--------	---------	---------	---------	--

Set theatre style for 75 each. Provide head table for 6 in each room.

* Dave: Mr. Robinson does not know the time that door will have to be closed.

22.50

90

23.40

☐ Mahan
Engineer

☐ Lowi

☐ Yang

☐ Pender

Reston black focus

p.o. box 793 □ reston, virginia 22091

September 16, 1974

I N V O I C E

Black Focus Conference held August 31st at the
Sheraton International Center - Reston, Virginia

Registration for Richard Nero, Linda Pogue,
Debra White, Allen Williams, Mastofa Chtani,
Madaline Robinson and Charlene Long @
\$15.00 per student.....\$105.00

Mr. L. L. Beasley,
Chairman City Planning
Howard University
School of Architecture & Planning
2366 6th Street N.W.
Washington, D. C. 20059

Theater

September 5, 1974
Reston, Virginia

Theatre Committee Report.

ACKAL

All aspects of the attached contract were observed with the exception of payment to the theatre manager the guaranteed amount.

Ticket Sales:

Presold	\$83.25
Sunday afternoon	125.25
Sunday midnight	138.25
Monday Afternoon	137.00
Total gross	<u>\$483.75</u>

Types of tickets sold:

63 Children matinee	=	63.00
99 Adults matinee	=	198.00
99 Adults "SHAFT"	=	<u>222.75</u>

Total 261

Expenses:	Reaction Bldg. 9/1	\$483.75	
		<u>4. -</u>	487.75
	Paid to theatre manager	\$400.00	
	Cost of ticket printing	?	
Net received		\$	83.75

Reston Black Focus

p.o. box 793 □ reston, virginia 22091

August 24, 1974.

This document describes a formal agreement between Mr. Rene Stolbach, manager of the Reston Twin Cinema, and Mr. Howard Robinson, festival committee chairman for the Reston Black Focus organization. When validated by signatures, the statements below will constitute a contractual agreement.

Reston Twin Cinema manager, Mr. R. Stolbach, agrees to do the following in behalf of Reston Black Focus:

1) Provide three films (movies) to be shown on Sunday and Monday, September 1 and 2, 1974 in one of the theatres at the Reston Twin Cinema between the hours of 12 noon and 6 p.m. each day and midnight Sunday to 2:30 a.m. on Monday morning. The films to be provided are listed below.

- .The Learning Tree
- .The Harder They Come
- .Shaft (first or original MGM release)

In addition, Mr. Stolbach will provide the film projector and other necessary equipment to show the films as well as theatre personnel to operate the projector/equipment. All theatre personnel will be paid for their services by Mr. Stolbach.

2) Publicize the movies listed in 1) above during the week prior to the showings by placing the customary advertisements in the newspapers and on site.

Reston Black Focus agrees to do the following:

- 1) Provide tickets for all shows listed in this agreement.
- 2) Provide at least one committee member to be present at the theatre during all shows to collect tickets, ~~and try to prohibit any disorder or confusion.~~

Mr. Stolbach and Reston Black Focus agree to the following terms:

- 1) Mr. Stolbach will receive \$550.00 against a 50% take of the gross tickets sales for the two-day event; Reston Black Focus will receive the rest of the income from the ticket sales.

(continued)

reston black focus
p.o. box 793 □ reston, virginia 22091

August 24, 1974.

(page 2)

2) Mr. Stolbach will pay the distributors of the films their requested fees out of the 50% take allotted to him.

dates

8/24/74

Howard T. Polivka 8/27/74

signatures

Rene Stollbach

Howard T. Polivka

Prepared by D. M. Amey



Better Impressions, Inc.

245 West Maple Avenue / Vienna, Virginia 22180
(703) 938-5588

INVOICE

paid #163

Reston Black Focus
P.O. Box 793
Reston, Virginia

DATE
8/23/74

INVOICE NUMBER
392

JOB NUMBER
534

Layout, printing and numbering of 2,000
festival movie tickets

\$42.90

Tax 1.72

Total \$44.62 ✓

Handwritten calculation:
325.54
44.62
7776

\$1147.92

Ad Receipts income Program Booklet

8/22/74	105.00	Bea Sharp
8/23/74	1.70	" "
8/24/74	3.00	
8/26/74	5	
9-1-74	140	

720

9-5-74

25

Bea

9-20-74

25

"

\$ 770.00

10-24-74 bs

440

1210.00



Better Impressions, Inc.

245 West Maple Avenue / Vienna, Virginia 22180
(703) 938-5588

INVOICE

paid #163

Reston Black Focus
P.O. Box 793
Reston, Virginia 22091

DATE	INVOICE NUMBER	JOB NUMBER
8/31/74	422	557; 570; 592

557 Print 250 copies of August Newsletter

\$4.75

570 Composition; Layout, and Printing of
the Festival '74 Program

\$728.10

592 Composition and printing of Home Tour
Tickets

15.00

Tax

29.91

Total

\$777.76

4.75

\$773.01

HR

Fashion

Show

2695

SHERATON INN & INTERNATIONAL CONFERENCE CENTER

BANQUET OR FUNCTION PROSPECTUS

NATURE OF FUNCTION		Fashion Show	
DATE AND DAY	Sunday Sept 1	TIME: 1:00 PM	ROOM Poolside or RENT 5
OF ORGANIZATION	Black Focus	A	
BILLING ADDRESS		PHONE	
NAME OF REPRESENTATIVE IN CHARGE		PHONE	
ADDRESS		PHONE	
RESPONSIBILITY OF PARTY	CASH DEPOSIT \$	CREDIT APPROVED	
NUMBER EXPECTED	75 - 100	NUMBER TO PREPARE FOR	NUMBER GUARANTEED
EXTRAS: RECEPTION TABLE	MUSIC	FLOWERS	WINES
			TOSACCO
			AUD/VIS
			OTHER

FOOD:

Cookies - 4 large trays

\$50.00 + 4% Tax

PRICE

TOTAL 50.00

GRATUITY

TOTAL

TAX 2.00

TOTAL FOOD 52.00

LIQUOR:

Domestic Champagne

\$7.00 per bottle + 4% Tax

22 bottles

BARTENDER COST

TOTAL 154.00

GRATUITY

TOTAL

TAX 6.16

TOTAL LIQUOR 160.16

TABLES & CHAIRS TO BE ARRANGED AS SHOWN

TOTAL FOOD AND LIQUOR

ROOM RENTAL

ROOM TAX

MISC.

TOTAL

SPECIAL FEATURES NEEDED:

FINAL TOTAL
(TOTAL AMOUNT DUE)

212.16

Notice: Parties contracting for private rooms must confirm, 48 hours prior to such functions, the number of people to be provided for, and such order to be final. On no account will a reduction be made from the number guaranteed the night before, nor will extra places be set for more than 5% (per cent) of that number. This contract will become void in the event that the Hotel management is unable to complete

CUSTOMER
SIGNATURE

SHERATON

Fashion Show Receipts

9-1-74	_____	50.00 Ben
9-4-74	_____	430.00 ora Tolbert
9-20-74		35 Ben
		<hr/>
		\$ 520 <u>00</u>

1917 Exhibitor Committee
Financial Report

Income - Exhibitor Registrations - \$625.00

Checks - 375.00

Cash - 150.00

check }

Xerox } 100.00

625.00

Expenses

\$50.00

Truck Rental \$25.00

Postage \$10.00

Helpers 40.00

E. Wethers III

C. Wethers } 10.00 each

R. Cooper

E. Cooper

Paid

50.00

Total Revenue

\$575.00

Respectfully submitted

E. K. Wether J. Chairman

Supplemental Financial Statement

These figures are included in the
Financial Report

Monies turned over to Black Focus
Treasurer 9/4/74.

Cash	25.00
Checks	175.00

Total \$200.00

Cash previously turned over to Black
Focus Treasurer 9/1/74.

DELIVERY RECEIPT			
Date <u>9/1/1974</u>		No. <u>00731</u>	
From			
To <u>Gene Walters</u>		Your Order	
Address		City	
PACKAGES	RECEIVED IN APPARENT GOOD ORDER	WEIGHT	
	<u>175.00</u>		
	<u>Exhibits</u>		
Rediform 6H615	Received by <u>D. Gilmore</u>	Total Packages	Total Weight
		C. O. D. Charge	Delivery Charge

BLACK ARTS FESTIVAL

EXHIBITS COMMITTEE REPORT

Exhibitors	Registration Fee	Type Payment
Willie Caughen Jr.	25.00	check
D.C. Chamber of Commerce	25.00	check
Osborne Photography	50.00	check
Photography by Daniels	25.00	check
Reston Buying Center	25.00	check
Import Art House	25.00	check
Patti Paige	waived - student	—
Mary Kay Cosmetics	25.00	check
Book - Art, Intl.	waived -	—
Modac Distributors	25.00	check
Earl Smart	25.00	cash
James Murry	25.00	cash
Maurice Stroman	25.00	check
Paul Cole	did not pay.	—
Johnny Johnson	50.00	check
Baraker Community Center	25.00	check
Holston Originals, Inc.	25.00	check
Ken Champs	25.00	check
Jasper Hill	25.00	cash
Johnny Johnson's Partner	50.00	cash
Exhibitor - did not get name	25.00	cash
Lerox Corp - Mid Atlantic Region: Contribution in lieu of exhibit	100.00	check
	<u>625.00</u>	

15 Aug 1974

Dear Mr. Thomas

I would appreciate

information for the

for stamps. They were used

for civil service.

L. Thomas

paid 8-13-74

#142

1974 Exhibits Committee Financial Report

Income - Exhibitor Registrations - \$625.00

Checks - 375.00

Cash - 150.00

check }

Xerox } - 100.00 - Program Book Income

① 625.00
25. —
650. — - 100 = 550 ② \$50.00

Expenses

Postage \$10.00
Helpers 40.00
E. Wethers III }
C. Wethers } 10.00 each
R. Cooper }
E. Cooper } Paid
50.00

9/4/74

Total Revenue

\$575.00

9-20-74.

Respectfully Submitted ① 25 Bu Sharp
② 600.00 500.00

Exhibit receipts

8/26/74 —	125.00	B. Sharp
8/27/74 —	25	" "
9-1-74 - -	75.00	Gene Wallers
9-1-74	25.00	Bew
9-2-74 ~	25.00	"

as of 9-3-74 \$ 275.00

9-4-74	200	
	<u>\$ 475.00</u>	

9-20-74	25	Bew &
	<u>500.00</u>	

MONARCH NOVELTY CO.

Advertising Specialties that Motivate People

1331 14th STREET, N.W. • WASHINGTON, D. C. 20005 • (202) HO 2-5533

260-1163

MAKE ALL CHECKS PAYABLE TO
MONARCH NOVELTY CO.

check #139

REPRESENTATIVE Beverly D. Harris 860-1163
SOLD TO PRINT FIRM NAME Beverly D. Harris 860-1163
ADDRESS 2502 Old Capt Lane
CITY Reston STATE Va. ZIP CODE 22091
TYPE OF BUSINESS _____

DATE OF ORDER July 31, 1974

CUSTOMER'S ORDER NO. _____

SHIP ON OR ABOUT _____

☐ FOR IMMEDIATE USE ☐ FOR USE ON OR ABOUT _____

BASIS OF SALE:

☐ OPEN ACCOUNT ☐ NEW ☐ OLD

SUBMIT CREDIT INFORMATION ON REVERSE SIDE FOR NEW ACCOUNTS

☒ PAID IN FULL ck # 2450
MAKE ALL CHECKS PAYABLE ONLY TO COMPANY

☐ C. O. D. — LESS DEPOSIT OF \$ 185.63

QUANTITY	ITEM NUMBER	SIZE OR COLOR	DESCRIPTION OR TITLE	PRICE	AMOUNT
1000	21-140	14"	13 balloons printed one side		95.00
			Toy + Ship		9.50

IF ANY EXTRA CHARGES ARE NECESSARY, MAKE SURE THEY ARE CLEARLY STATED ON ORDER TO AVOID DELAY IN PROCESSING

TOTAL AMOUNT OF ORDER — F.O.B. FACTORY ► 104.50

THIS ORDER IS SUBJECT TO CONDITIONS PRINTED ON REVERSE SIDE HEREOF:

PRINT BUYER'S NAME _____

✓ SIGNATURE Beverly Harris TITLE _____

PLEASE PRINT AD COPY BELOW Keep it short for best appearance and effectiveness

CUSTOMER'S STATIONERY MUST ALWAYS ACCOMPANY ORDER TO AVOID ERRORS IN PRINTING. ARRANGEMENT OF COPY AND SIZE AND STYLE OF TYPE IS LEFT TO DISCRETION OF FACTORY UNLESS OTHERWISE STATED ON THIS ORDER. PROOFS ON SPECIAL REQUEST ONLY. SPECIFY COLOR ONLY IF CHOICE IS AVAILABLE.

RESTON BLACK FOCUS
FESTIVAL

(1st line)
1st case
Large Copy
Caps

AD COPY AND INSTRUCTIONS CORRECT

✓ BUYER'S INITIALS P. D. L.

Balloons Income

~~~~~ \$ 38.75 ~~~~~ Ben

37.20 Ben

# Entertainment Expenses

| <u>Performer</u>                  | <u>Contract</u> | <u>Cost</u>                                        |
|-----------------------------------|-----------------|----------------------------------------------------|
| 1. Golden Echoes                  | No              | 50 <sup>00</sup>                                   |
| 2. H.U. Drama Students            | No              | 50 <sup>00</sup>                                   |
| 3. Play "None to Call Him Father" | No              |                                                    |
| 4. Ray Edwards Singers            | Yes             | 150 <sup>00</sup>                                  |
| (or)                              |                 |                                                    |
| Mt Pleasant Bapt. Ch. Choir       | No              | "                                                  |
| 5. Andy Goodrich                  | Yes             | 350 <sup>00</sup>                                  |
| 6. Children's Dance Group         | No              |                                                    |
| 7. Plaza Dance with D.J.          | No              | 20. <del>100<sup>00</sup></del>                    |
| 8. Lisa Layne                     | No              | 50 <sup>00</sup>                                   |
| 9. Magician                       | No              | 45 <sup>00</sup>                                   |
| 10. Emperor Del. Ojo              | Yes             | (950.00 Deposit) 300 <sup>00</sup><br>entire check |
| 11. Jackson Singers               | Yes             | 150. 175 <sup>00</sup>                             |
| Subtotal                          |                 | 1270 <sup>00</sup>                                 |

## Supports

|               |    |                            |
|---------------|----|----------------------------|
| Piano         |    | 95 <sup>00</sup>           |
| Sound Man     | No | 150 <sup>00</sup>          |
| Carpet Tape   |    | 20 <sup>00</sup>           |
| Miscellaneous |    | 100 <sup>00</sup>          |
| Total         |    | <u>\$1635<sup>00</sup></u> |



RECEIPT

26 Aug 1974

Received from Reston Black Focus-Festival

Fifty and 7/100 Dollars

Deposit - Fashion Show 9/1 Balance due \$100.00

\$ 50.00

E. Heffernan for Toet

J. Heffernan

CUS  
22091

Dear Ms. Reed,

This is to inform you that we are delighted to have you do the fashion show for us on September 1, 1974 beginning at 1:30 p.m. at the Sheraton Inn poolside.

Enclosed is a deposit in the amount of fifty (\$50.00) dollars, the the remaining one-hundred (\$100.00) dollars to be paid upon the completion of the performance.

Please sign in the space provided below and return to me.

Thank you,

[Signature]

10022 to 20001  
2324 Old Jail Dr  
Fletcher Woods

July 31, 1974

TO: Chairman Festival Finance Committee  
FROM: General Chairman - Howard T. Robinson  
SUBJECT: Reimbursement for Telephone Calls

AST A  
H.S. CC

The following four telephone calls were made in connection with festival business:

|                                  |                |
|----------------------------------|----------------|
| 1. From Reston to Char-Amale, VI | \$14.25        |
| 2. From Reston to New York, NY   | \$ 3.70        |
| 3. From Reston to New York, NY   | \$ 3.85        |
| 4. From Reston to Norlina, NC    | <u>\$ 3.33</u> |
|                                  | \$25.13        |

+ Local Tax 22.2%  
+ Fed. Tax 8%

\*See attached.



July 29, 1974

Mr. Howard Robinson  
1684 Wainwright Drive  
Reston, Virginia 22090

Dear Mr. Robinson:

Please be advised that Gulf Reston, Inc. is happy to allow your organization to use Reston International Center for the purpose of Black Focus Festival on August 31, September 1 & 2, 1974 during the hours of 7 a.m. - 12 p.m., provided that the following conditions are observed:

Tables shall be located so as not to obstruct traffic to and from merchants, and provided also that your organization agrees to hold Gulf Reston, Inc. harmless against any and all claims which may be asserted against it as a result of or in connection with your use of the said area; and agrees also that should the area not be cleaned up after you have finished, we will do so and will bill you for the cost.

The sum of \$150.00 in cash or certified check must be deposited with us as security. This sum will be refunded when your use is done, less any expenses incurred by Gulf Reston, Inc. as a result of such use.

Please indicate your acceptance of these conditions by signing the enclosed copy of this letter in the space provided and returning it to me at once.

A representative of your organization must be present at all times during your use of the area and must carry this letter to show to representatives of Gulf Reston, Inc. or other duly constituted authority upon request.

Sincerely,

GULF RESTON, INC.

*Floyd Wimberley*  
Floyd Wimberley

AGREED TO AND ACCEPTED:

*H Robinson*  
By: \_\_\_\_\_

FW:5/8

Check # 143  
8/22/74

|            |                  |              |
|------------|------------------|--------------|
| Conf       | 1808.00          | registration |
| Amount due | 105.00           |              |
|            | <u>\$1913.00</u> |              |

|                     |                  |                |
|---------------------|------------------|----------------|
| Expenses            | 750.00           | McKissick      |
| Did not use ??      | 780.00           | lunch Sheraton |
| Printing            | 23.40            | Carousel       |
|                     | <u>209.05</u>    |                |
|                     | <u>\$1762.45</u> |                |
| Tel, tapes, Postage | 94.21            |                |
| Materials           | <u>\$1856.66</u> |                |

|                |
|----------------|
| 1913.00        |
| <u>1856.66</u> |

\$56.34 Profit per Hankin

10/7/74



August 23, 1974

Mr. John Laspada,  
Director of Operations  
Sheraton Inn & International  
Conference Center  
11810 Sunrise Valley Drive  
Reston, Virginia 22091

Dear Mr. Laspada:

We are summarizing by attachment our understanding of the various agreements between Sheraton management and the Reston Black Focus (RBF) Festival Committees. Included items are rooms, dates and time of use, cost to RBF, Sheraton provided food and services and contact person for individual events.

Please review these items and indicate your endorsement by letter to the writer. Also indicate requirements for deposits, if any.

All invoices will be paid by the Finance Committee. Therefore, please send all invoices to the attention of Mrs. Doris Gilmore, Treasurer, Reston Black Focus, P. O. Box 793, Reston, Virginia 22070.

Sincerely yours,

RESTON BLACK FOCUS

FF:dg  
encls.

Howard T. Robinson,  
Festival Chairman

*Not sent  
too late & not  
accurate Per H. Robinson*

| <u>Function</u>                   | <u>Date</u>      | <u>Time</u>        | <u>Space</u>                                        | <u>Sheraton<br/>Services</u>                                                         | <u>Cost</u>                                      |
|-----------------------------------|------------------|--------------------|-----------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------|
| Conference                        | 8/31/74          | 8:00AM-<br>5:30PM- | 1 room (200<br>people); 3 rooms<br>(75 people each) | Coffee @10:AM<br>Lunch 12 Noon<br>Refreshments<br>3:45 PM.                           | On consumption<br>Open<br>\$6.25 Per Person      |
| Dance                             | 8/31/74          | 10:PM<br>2:00AM    | Ballroom-275<br>people. Pool<br>area 100 people     | Hot Hors d'oeuvre<br>Planning 300<br>people. Can be in-<br>creased to 400 on<br>8/28 | \$6.00 per person<br>\$1.50 kickback<br>cash bar |
| Fashion Show<br>Cocktail<br>Party | 9/2/74           | 1:30PM<br>3:00PM   | Poolside or Room<br>A (120 people<br>seated)        | Champagne &<br>Cookies                                                               | \$140.00 champagne<br>& cookies                  |
| Tennis<br>Tournament              | 9/1/74<br>9/2/74 | 9:00AM<br>8:00PM   | 1 dressing room<br>9/1 and 9/2 only                 |                                                                                      | -----                                            |

Contact Persons: (Conference) - Mr. Burton Lamkin - 437-0802

(Dance) Mrs. B. Merriwether- 860-0762

(Fashion Show  
Cocktail  
Party) Mrs. Ora Tolbert 620-9884

(Tennis) Mrs. Doris Gilmore 860-0170



Information on bulk mailing

1. \$15.00 filing fee (one time charge)
2. 30.00 annual charge - due Jan 1st through December 31st. If we open account middle of year, still renewal Jan 1st
3. Must have proof that we're non-profit with state papers or whatever
4. 200 pieces minimum - we're assigned bulk mailing #
5. Average cost .018 per piece
6. Must have money in account (about \$50.00) but according to what average mailing is. If there is not enough in account, we would be notified by P.O. before mailing is done.

7/16/74

Contractural Agreement  
Black Focus

All contractural agreements will be submitted to the Budget and Finance Committee for authorization.

Deposit checks will be secured by the Budget and Finance Committee.

All fully executed contracts will be returned to Budget and Finance for final payment.

Howard Robinson, Festival Chairman, to review contracts and submit to Finance Committee. Finance to sign, send completed copies (keep 1) to Mary Butler or Gloria Johnson, who will return contracts to various committee chairmen.

Two persons from Finance Committee (Chairman and one other person) to sign contracts (initialed by Festival Chairman).

7/16/74





**Better Impressions, Inc.**

245 West Maple Avenue / Vienna, Virginia 22180  
(703) 938-5588

INVOICE

Reston Black Focus  
c/o Mrs. Clarisa Sumney  
1572 Cameron Crescent  
Reston, Virginia

*Paid  
8-2-74 = 38*

| DATE    | INVOICE NUMBER | JOB NUMBER |
|---------|----------------|------------|
| 7/22/74 | 308            | 395, 396   |

395 Print 250 Copies of July Newsletter ~~non festival~~ \$ 9.50 -38¢ tx = \$9.88

396 Print 400 Copies of News Release 6.30

Total \$15.80

Tax .63

Total Due \$16.43

*Festival  
Publicity  
from fest. acct*

*6.55*

inked <sup>22</sup> inc.

1370 MICHAEL FARADAY DRIVE  
RESTON, VIRGINIA 22090  
(703) 471-5510

Nº 5372

Job #5194

INVOICE

August 30, 1974

Reston Times  
c/o Bob Dawson  
1668 Wainwright Dr.  
Reston, VA 22090

40 11 x 14 Black Arts Posters

\$23.00  
    .92 Tax  
\$23.92

*Handwritten:*  
Check  
10/4/74  
168  
Publicity

PLEASE PAY FROM INVOICE - STATEMENT FURNISHED ON REQUEST



# Receipts House Tours

9-1-74 ~~~~~ 8.00 ~ B. Sharp  
9/16/74 ~~~~~ 60.00 Irene Hawkins  
~~~~~  
68.00

Ticket Printing 15.00
~~~~~  
53.00

Profit

HOUSE TOUR  
TICKET MONEY

TICKETS \$2.00 each \$60.00 enclosed  
30 Sold \$60.00  
PRINTING FEE \$5.00 —

IRENE HAWKINS

September 6, 1977

# Report of Black Arts Festival Music Committee

339 @ 1500.00

Income

Book Sales - \$5085.00  
Retail from books - 127.50  
5212.50

Expenditure

Decorations - \$2.50  
Gift Certificates - 20.00  
2 Bands - 500.00 PQ  
Singer Motel - 1976.08 PQ  
2498.58

5212.50

- 2498.58

2713.92 Profit from the Force

Submitted by  
Berta Minnowthe, Co. Sec.

Payment for decoration Cathy Hudgins 2.50

Payment for gift certificates

① The Contemporary Man

Reston International Ctr. 10.00

② Country Casual Inc.

11822 Sunrise Valley Dr.

Reston, Va. 22091

10.00

22.50

Checks  
due



2701

## BANQUET OR FUNCTION PROSPECTUS

Buffet Dance

NATURE OF FUNCTION

DATE AND DAY Sat. Aug. 31, 1974

TIME 9:00 P.M. ROOM A,B,C + Pool

RENT \$

SIDE

NAME OF ORGANIZATION

Black Focus

BILLING ADDRESS

PHONE

NAME OF REPRESENTATIVE IN CHARGE

Howard Robinson

ADDRESS

PHONE

RESPONSIBILITY OF PARTY

CASH DEPOSIT \$

CREDIT APPROVED

NUMBER EXPECTED

400

NUMBER TO PREPARE FOR

NUMBER GUARANTEED

317

EXTRAS: RECEPTION TABLE

MUSIC

FLOWERS

WINES

TOBACCO

AUD/VIS

OTHER

FOOD:

PRICE

1500 Ramaki  
 1500 Bar-B-que Meat Balls  
 1500 Franks in the Blanket  
 1500 Bar-B-que chicken Wings  
 2000 Crab Fingers  
 3 large potato salads  
 2 large cole slaws  
 Assorted Breads

1000 Egg Rolls

\$6.00 plus tax

ONLY PUT OUT B & B  
 PLATES

TOTAL 1902.00

GRATUITY

TOTAL

TAX 76.08

TOTAL FOOD 1978.08

LIQUOR:

3 Cash Bars

House Brands \$1.50 per drink

1 Bar in B  
 1 Bar in C  
 1 Bar Poolside

BARTENDER COST

TOTAL

GRATUITY

TOTAL

TAX

TOTAL LIQUOR

TABLES &amp; CHAIRS TO BE ARRANGED AS SHOWN

Stage for music  
 Dance Floor  
 Round Tables in A & B  
 Round Tables at Poolside

TOTAL FOOD AND LIQUOR

ROOM RENTAL

ROOM TAX

TOTAL 127.50

TOTAL

Liquor credit (510 tickets)

Notice: Parties contracting for private rooms must confirm, 48 hours prior to such functions, the number of people to be provided for, and such order to be final. On no account will a reduction be made from the number guaranteed the night before, nor will extra places be set for more than 5% (per cent) of that number. This contract will become void in the event that the Hotel management is unable to complete

FINAL TOTAL  
 (TOTAL AMOUNT DUE)

1850

CUSTOMER  
 SIGNATURE

SHERATON

# Dance Receipts

|           |             |               |
|-----------|-------------|---------------|
| 8121/74   | 210.00      | B. Meriwether |
| 8122/74   | 90          | B. Sharp      |
| 8127/74   | 240.        | Meriwether    |
| 8127/74   | 120.        | B. Sharp      |
| ✓ 8131/74 | 2160.00     | Merri-        |
| 9-1-74    | <u>2820</u> |               |

|              |                  |            |
|--------------|------------------|------------|
| 9-2-74       | 1620             | Meriwether |
| as of 9-3-74 | <u>\$4440.00</u> |            |

|        |            |  |
|--------|------------|--|
| 9-7-74 | <u>375</u> |  |
|        | 4815.00    |  |

|                      |                |    |
|----------------------|----------------|----|
| 9-12-74 <u>Final</u> | 90             | BM |
|                      | <u>\$4905</u>  |    |
|                      | → 15           |    |
| 10/23/74 Bmeri       | <u>4920.00</u> |    |



# Refreshments/Scoreboard

(A) Ice — 1.89

(B) SODA — 3.41

(C) SODA — 11.11

(D) ice (no receipt) — 1.89

(E) CARD BOARD \$ — 4.77  
CONSTRUCTION PAPER

(G) GLUE, TACKS — 3.14

TOTAL — 26.21

CENTER STRAP FOR — 18.72  
NETS

---

TOTAL DUE — 44.93

Drum  
Helmets  
10/4/74

PLEASE PA  
AMOUNT



TENNIS

32 entries @.....\$3.00 per.....96.00

Expenses

|                           |              |
|---------------------------|--------------|
| Refreshments.....         | \$26.21      |
| Trophies                  | 109.10*      |
| 36 cans of balls @ \$1.99 | 74.51        |
| Center straps for courts  | <u>18.72</u> |
|                           | \$228.54     |

|                                  |               |
|----------------------------------|---------------|
| Trophies and entries<br>(income) | <u>205.10</u> |
|----------------------------------|---------------|

|               |          |
|---------------|----------|
| Cost to Focus | \$ 23.14 |
|---------------|----------|

\*To be paid (sponsored) by Reston Employment Service

9/8/74

# RESTON BLACK FOCUS FESTIVAL

## Financial Statement

November 5, 1974

Opening Cash Balance - August 1, 1974

\$ 2,011.36

### INCOME:

|                                                                |             |
|----------------------------------------------------------------|-------------|
| Conference registration                                        | \$ 1,808.00 |
| Ticket sales - Dance                                           | 5,100.00    |
| Ticket sales - Theatre                                         | 487.75      |
| Ticket sales - House Tour                                      | 68.00       |
| Beverage sales - Dance                                         | 127.50      |
| Exhibits - registration                                        | 550.00      |
| Program Book - patrons                                         | 1,250.00    |
| Tennis Tournament - fees                                       | 96.00       |
| Fashion Show                                                   | 515.00      |
| Sale of balloons                                               | 75.95       |
| Adjustment of committee reports to<br>deposits in bank account | (14.84)     |

10,063.36

12,074.72

### EXPENSES:

|                                    |             |
|------------------------------------|-------------|
| Printing - programs, posters, etc. | \$ 1,260.65 |
| Sheraton International             | 2,906.70    |
| Fashion Show                       | 150.00      |
| Security Deposit - Gulf Reston     | 150.00      |
| Tennis Tournament                  | 230.62      |
| Music and Entertainment            | 1,850.00    |
| Reston Theatre                     | 400.00      |
| Speaker - Floyd McKissick          | 750.00      |
| Gift Certificates                  | 20.00       |
| Balloons                           | 135.63      |
| Chairman's administrative expenses | 250.00      |
| Postage and miscellaneous supplies | 85.73       |

8,189.33

Closing Cash Balance - November 5, 1974

\$ 3,885.39

### ACCOUNTS RECEIVABLE:

|                                                |           |
|------------------------------------------------|-----------|
| Howard University - conference                 | \$ 105.00 |
| Reston Employment Service -<br>tennis trophies | 109.10    |
| Fashion Show - not collected                   | 60.00     |
| Program Patrons - not collected                | 415.00    |
| Commission - Jaycees booth                     | 50.00     |

739.10

TOTAL ASSETS

\$ 4,624.49