
"LA 2000" Records of the 2000 Democratic National Convention

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"LA 2000" Records of the 2000 Democratic National Convention

Collection number: CSLA-31

William H. Hannon Library
Loyola Marymount University
Los Angeles, California

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Descriptive Summary

Title: "LA 2000" records of the 2000 Democratic National Convention

Dates: 1992-2001

Bulk Dates: 1998-2000

Collection number: CSLA-31

Creator: LA 2000

Collection Size: 29 archival document boxes, 13 flat files

Repository: Loyola Marymount University. Library. Department of Archives and Special Collections.
Los Angeles, California 90045-2659

Abstract: LA Convention 2000 and LA HOST, jointly known as "LA 2000," were responsible for bringing the 2000 Democratic National Convention. This collection consists of the records documenting this effort.

Languages: Languages represented in the collection: English

Access

Collection is open to research under the terms of use of the Department of Archives and Special Collections, Loyola Marymount University.

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Preferred Citation

[Identification of item], Series number, Box and Folder number, "LA 2000" records of the 2000 Democratic National Convention, CSLA-31, Department of Archives and Special Collections, William H. Hannon Library, Loyola Marymount University.

Acquisition Information

Gift of Cary Davidson, of the Reed and Davidson law firm. Accession number: 2006.28.

Administrative History

The 2000 Democratic Party national convention was held at the Staples Center in Los Angeles, California, from 14 August through 17 August 2000. The nominee for president was then Vice-President Albert Gore and for vice-president, Connecticut senator Joseph Lieberman. LA Convention 2000 was the private corporation specifically created to bring the convention to Los Angeles, and David Geffen, Eli Broad, and William Wardlaw served as its co-chairs. LA Convention 2000 and LA HOST were responsible for hosting the convention. The Los Angeles law firm of Reed and Davidson served as the legal representative for these two organizations, jointly known as LA 2000.

Collection Description

The records of this collection date from 1992-2001, with the bulk dates of 1998-2000. Materials are both textual and non-textual. The former consists of booklets, contracts and agreements, memoranda, copies of e-mails, correspondence, insurance certificates, invoices, reports, insurance policies, and budgets. Non-textual materials include a videocassette and CD-Roms. Subject matter includes the master agreements between "LA 2000" and the Democratic National Party, fundraising, bids to host and provide convention events and services, planning for receptions, and architectural plans for media booths at the Staples Center. Names of note in this collection include, among others, Richard Riordan, Noelia Rodriguez, William Wardlaw, and Eli Broad.

Arrangement

The "LA 2000" records of the 2000 Democratic National Convention Collection have been divided into eleven series based on subject or type of material. A description of each series is provided below, which can be accessed through selecting the appropriate link from the following series title:

- Series 1. Los Angeles Convention Proposals. Subseries A: Los Angeles Convention Proposals Materials
- Series 1. Los Angeles Convention Proposals. Subseries B: Presidential Nominating Convention Supporting Materials
- Series 2: Master Agreements
- Series 3: Business Records
- Series 4: Planning Documents
- Series 5: Bids and Proposals
- Series 6: Lucy McCoy Subject Files
- Series 8: Publications, and Publicity and Outreach Materials
- Series 9: Architectural Plans

Indexing Terms

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

Democratic National Convention--History--20th century--Sources

Democratic National Convention (2000 : Los Angeles, Calif.)

Series 1 **Los Angeles Convention Proposals 1994-1999**

Physical Description: 9 archival document boxes

Series Description

In this series are found various forms of LA Convention 2000's proposal to host the nominating convention of the Democratic National Party. There are both originals and copies, as well as CD-Roms that LA Convention 2000 produced with the proposal in Adobe PDF form. Also found is a booklet with the Democratic National Party's call for proposals to host the convention. This material is found in Subseries A.

Subseries B consists of informational materials from previous conventions, both Republican and Democratic, that LA Convention 2000 used to prepare the proposal.

Series 1. Subseries A: **Los Angeles Convention Proposals Materials. 1998-1999**

Box 1, Folder 1	Booklet: "Preliminary General Requirements for the Democratic National Convention 2000. A Response from the City of Los Angeles" 1998
Box 1, Folder 2	"Official Proposal to host the DNC Democratic National Convention 2000 Los Angeles. Presented by LA Convention April 17, 1998" 1998
Box 1, Folder 3	"Official Proposal to host the DNC Democratic National Convention 2000 Los Angeles. Presented by LA Convention April 17, 1998." Copy 2. Photocopy. (2 copies) 1998
Box 1, Folder 4-5	"The Democratic National Convention 2000 Request for Proposal 6 March 1998." 2 copies 1998
Box 1, Folder 6	"Official Proposal to host the DNC Democratic National Convention 2000 Los Angeles. Presented by LA Convention April 17, 1998" 1998
Box 1, Folder 7	"LA Convention 2000. Co-Chairs and Trustees Meeting. May 12, 1999" 1999

Box 1, Folder 8	LA Convention 2000 publicity packet for Democratic National Convention Committee. DVD from packet in Box 6, this series. 1999
Box 4-5, Folder	Official proposal to host the 2000 Democratic National Convention from LA Convention 2000. 1998
Box 6, Folder 1-4	Four CD-Roms with official proposal to host 2000 Democratic National Convention. One CD-Rom separated from material in Box 1, Folder 2, this series. 3 Folders: 1. Acrobat Reader PC. 2. Letters. 10 files: letters of support. 3. Official proposal to host the 2000 Democratic National Convention from LA undated

Series 1. Subseries B: **Presidential Nominating Convention Supporting Materials. 1994-1999**

Physical Description: 3 archival document boxes

Box 1, Folder 9-10	Chicago '96 executive summary. (photocopies). 1996
Box 2, Folder 1	1996 Democratic National Convention Agreement among City of Chicago. August 4, 1994 (photocopy). 1994
Box 2, Folder 2	Resource materials re Chicago convention. 1999
Box 3, Folder 1	Economic impact study re Chicago Democratic National Convention (photocopy). 1996
Box 3, Folder 2	1996 Democratic National Convention Agreement among City of Chicago. August 4, 1994 (photocopy). 1994
Box 3, Folder 3	Federal Election Commission Report on the Audit Division on the Houston Host Committee (photocopy). 1994
Box 3, Folder 4-5	Federal Election Commission reports and memoranda on Houston Host Committee. 1994

Series 2: **Master Agreements. 1999**

Physical Description: 2 archival document boxes

Series Description

This series contains copies (fax and photocopies) of the master agreement between LA Convention 2000 and the Democratic National Convention outlining the obligations and the services that the former would provide the party for the convention. There are working copies, drafts, and revised copies of the agreement.

Box 1, Folder 1-2	Democratic National Convention 2000 Los Angeles California Master Agreement 1999
Box 1, Folder 3	Democratic National Convention 2000 Los Angeles California Master Agreement (copy) 1999
Box 1, Folder 4	Master Agreement. Draft-Revision 3. 3-2-99. Memorandum re same. (2 copies) 1999
Box 1, Folder 5	Fax cover sheet, fax of table of contents of Master Agreement 1999
Box 1, Folder 6	Master Agreement. Draft/Confidential. 2-9-99 1999
Box 1, Folder 7	Master Agreement. Draft-Revision 2. 2-19-99 Memorandum re same 1999
Box 1, Folder 8	Democratic National Convention 2000 Los Angeles California Master Agreement. Undated 1999
Box 1, Folder 9	Annette Castro agreement with LA HOST and LA Convention 2000 (copy) 1999
Box 2, Folder 1	Democratic National Convention 2000 Los Angeles California Master Agreement 1999
Box 2, Folder 2-3	Democratic National Convention 2000 Los Angeles California Master Agreement. Working copy? 1999

Series 3: **Business Records. 1999-2001**

Physical Description: 6 archival document boxes

Series Description

The records in this series consist of insurance policies and contracts, service agreements, workers compensation plans, vendor contracts, letters of credit, labor agreements, and lease agreements for office space and the Los Angeles Convention Center. The materials in this series provide excellent sources for understanding the operations of the convention and the means undertaken to realize them.

Box 1, Folder 1	LA Convention 2000 LA Host Democratic National Convention Committee, Inc. Proposed Program Summary. Dickerson Insurance Service. Summary proposal of insurance coverage 1999
Box 1, Folder 2	Memorandum re insurance policies, fax cover sheets, "General Change Endorsement" form re insurance 2000
Box 1, Folder 3	Excess liability insurance: forms, policy correspondence 2000
Box 1, Folder 4	Multi-media professional liability insurance: correspondence, amendments, forms, schedules 2000
Box 1, Folder 5	Workers compensation: policies, correspondence 2000
Box 1, Folder 6	LA Convention 2000 Property Insurance Policy October 1, 1999 to October 31, 2000 1999
Box 1, Folder 7	Faxes, e-mails, list of conditions re letter of credit 1999-2000
Box 1, Folder 8	Los Angeles Convention Center license agreement; memorandum and copy of amendment re amendment to license agreement 2000
Box 1, Folder 9	Democratic National Convention 2000 Security Plan memorandum of understanding from Los Angeles Police Department and Los Angeles Fire Department 2000
Box 1, Folder 10	Faxes re Democratic National Convention labor agreement; fax copy of draft of agreement 2000
Box 1, Folder 11	Commerce and Industry general liability policy, including correspondence and endorsements. Insurance confirmation update for LA Convention 2000 LA Host 2000
Box 1, Folder 12	Auto liability policy: correspondence, car roster, policy form, endorsements, remittance 2000
Box 1, Folder 13	Directors and officers liability policy: correspondence, policy, copies of e-mail correspondence 2000-2001
Box 1, Folder 14	Commercial crime coverage policy: correspondence, policy, endorsement 1999-2000
Box 1, Folder 15	Copy of e-mail re Democratic National Convention insurance meeting. LA Convention 2000 LA Host Democratic National Convention Committee, Inc. Proposed Program Summary. Dickerson Insurance Service 1999
Box 2, Folder 1	Democratic National Convention and LA Convention 2000 loan of vehicle agreement 2000
Box 2, Folder 2	LA Convention 2000 and Motorola equipment loaner agreement 2000
Box 2, Folder 3	Memorandum and license agreement and amendment to license agreement re 2000 Democratic National Convention lease of Los Angeles Convention Center; Los Angeles Convention Center brochure 1999
Box 2, Folder 4	Photocopies of correspondence and policy re directors and officers liability insurance for LA Convention 2000 1999
Box 2, Folder 5	Insurance forms, proposals, certificates of insurance, correspondence and copies of e-mails, audit reports, faxes of finance agreement and underwriters record re insurance for Democratic National Convention 2000
Box 2, Folder 6	Forms, correspondence re LA Convention 2000 registration as non-profit 2000
Box 2, Folder 7	Building information manual for ARCO Plaza tenants 1999
Box 2, Folder 8	Atlantic Richfield Plaza lease with Shuwa Investments Corporation (photocopy) 1986
Box 2, Folder 9	LA Convention and L.A. Host sublease re Gas Company Tower 2000
Box 3, Folder 1	Insurance contract binder (2): forms, information sheets re special event insurance 2000
Box 3, Folder 2	Insurance forms and copies of e-mail re same. Originally in binder 2000
Box 3, Folder 3	Special events contract binder: insurance forms and agreements. Miscellaneous folder on information desk. Originally in binder 2000
Box 3, Folder 4	Democratic Convention 2000 and LA Convention 2000 contracts and correspondence with vendors and companies. Originally in binder 1999-2000
Box 3, Folder 5	"Host Committee Contracts (Status) (as of August 16, 2000)." Correspondence and contracts 2000
Box 3, Folder 6-7	LA Convention 2000 and L.A. Host lease agreements and correspondence. Proof of insurance for Sempra Energy 2000
Box 4, Folder 1	Memoranda, invoices, faxes, agreements re contracts 2000
Box 4, Folder 2	Copies of insurance certificates 2000
Box 4, Folder 3	LA Convention 2000 property insurance policy 2000
Box 4, Folder 4	LA Convention 2000 claims reporting procedures forms and instructions 2000

Box 4, Folder 5	Cash flow statements for "special projects" 2000
Box 4, Folder 6	Excess liability catastrophe policy: policies, booklets, correspondence 2000
Box 5, Folder 1-6	Insurance claims 2000
Box 6, Folder 1-3	Ricky Kirshner Productions detail ledgers, invoices, and deal memoranda (photocopies and faxes) 2000
Box 6, Folder 4	Copies of e-mails, agreements, and budgets re services of Ricky Kirshner Productions 2000

Series 4: **Planning Documents. 1999-2000**

Physical Description: 5 archival document boxes

Series Description

This series accounts for the different events that LA Host organized: delegate receptions, media receptions, volunteer receptions, and general planning for the convention. Contracts, budgets, list of guests, and operations plans are among the materials here. Catering menus and agreements for events are also found in this series.

Box 1 , Folder 1	Delegation reception sponsor guidelines undated
Box 1 , Folder 2	Delegate reception, Utah, West Virginia, Wyoming, Alabama, Mississippi, District of Columbia, Louisiana, Democrats Abroad, Ohio: invoices, copies of e-mails, memoranda, correspondence 2000
Box 1 , Folder 3	Delegate reception, Virginia, Wisconsin: rental agreements, correspondence, copies of e-mails, invoices 2000
Box 1 , Folder 4	Catering menus and event agreements 2000
Box 1 , Folder 5	Delegate reception, Texas, Rhode Island, Massachusetts: correspondence, copies of e-mails, faxes of itineraries, menus 2000
Box 1 , Folder 6	Delegate reception, Tennessee: certificates of insurance, agreements, memoranda, copies of e-mails 2000
Box 1 , Folder 7	Delegate reception, Alaska, Washington and Oregon, Arkansas: budgets, faxes of contracts, invoices, schedules 2000
Box 1 , Folder 8	Delegate reception, Indiana, New York: copies of e-mails and agreements 2000
Box 1 , Folder 9	Delegate reception, Maine, New Hampshire, Michigan, Vermont: list of delegates, copies of e-mails, agreements 2000
Box 2 , Folder 1	Delegate reception, Florida, Illinois, Minnesota, Montana, North Dakota: correspondence, roster of delegates, catering menus, copies of e-mails 2000
Box 2 , Folder 2	Delegate reception, Colorado, Iowa, Connecticut, Delaware/Maryland, Guam, American Samoa, Virgin Islands, Hawaii, Nevada, Congo: copies of e-mails, roster of delegates 2000
Box 2 , Folder 3	Delegate reception, Missouri, Pennsylvania: roster of delegates, copies of e-mails, invoices, insurance certificates, memoranda 2000
Box 2 , Folder 4	Delegate reception, Kentucky, South Dakota: catering menus, roster of delegates, budgets, agreements 2000
Box 2 , Folder 5	Delegate reception, Georgia, North Carolina, South Carolina: roster of delegates, catering menus, agreements, copies of e-mail, invoices 2000
Box 2 , Folder 6	Delegate reception, Arizona, New Mexico, Idaho, Minnesota, Montana, North Dakota: roster of delegates, price lists, copies of e-mails, correspondence, memoranda 2000
Box 2 , Folder 7	Correspondence, agreements, contract budget re receptions for delegates 2000
Box 3 , Folder 1	Delegate reception, California: copies of e-mail, proposal, receipt, memoranda 2000
Box 3 , Folder 2-3	Media reception: contracts, contact list, proposal, budget, memoranda 2000
Box 3 , Folder 4	Hotel reception: final budget, copies of e-mails, program agendas, RSVP list 2000
Box 3 , Folder 5	Volunteer reception: contact lists, agreements, copies of e-mails, budget, timelines 2000
Box 4 , Folder 1	LA Convention 2000 Communications Department media and marketing plan 2000
Box 4 , Folder 2	LA Convention 2000 operations plan 2000
Box 4 , Folder 3	Inventory of employee computers, equipment inventories, software request forms 1999
Box 4 , Folder 4	LA Convention 2000 Communications Department media plan; memoranda re comprehensive convention guide 1999-2000

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- Box 4 , Folder 5 **Los Angeles Host Committee for the 2000 Democratic National Convention general planning information 2000**
- Box 4 , Folder 6 **LA Convention 2000 Special Events plan (Lucy McCoy) 1999**
- Box 4 , Folder 7 **LA Convention 2000 Outreach and Community Development General Plan 1999**
- Box 4 , Folder 8 **Materials re reception for state delegations 2000**
- Box 5 , Folder 1-3 **Receipts and invoices (copies) re media reception 2000**

Series 5: **Bids and Proposals. 2000****Physical Description:** 2 archival document boxes**Series Description**

In this series are found the bids and proposals from different companies to host the different events at the Democratic National Convention. The companies that submitted bids included Merv Griffin Productions and Along Came Mary Productions. RFP reviews from LA Convention 2000 are also found with the bids.

- Box 1, Folder 1-2 **Along Came Mary Productions proposal re production of media reception. See Box 2, Folder 3 for "Along Came Mary Productions" videocassette 2000**
- Box 1, Folder 3 **Events Group Incorporated proposal re community celebration; LA Convention 2000 contract award approval for media reception undated**
- Box 1, Folder 4 **Gatherings d'Elegance proposal re opening ceremony (2 copies); RFP review form 2000**
- Box 1, Folder 5 **Extraordinary Events proposal re receptions; RFP receipt and review 2000**
- Box 1, Folder 6 **Events Group Incorporated proposal re receptions; RFP review 2000**
- Box 1, Folder 7 **Eventworks Company proposal re receptions; RFP review undated**
- Box 1, Folder 8 **Mighty Power Productions proposal re audio equipment; Soho Catering menus; Morris Communications proposal for media reception; Live Sound Concepts brochure 2000**
- Box 1, Folder 9 **Right Brain Creative Services, Paradigm Shift, Production Group International proposals re receptions 2000**
- Box 1, Folder 10 **Janice-Marie proposal folder; includes CD-Rom of music undated**
- Box 1, Folder 11 **Merv Griffin Productions proposal re Unity Day; RFP review 2000**
- Box 1, Folder 12 **M.E.T. NETwork Diversified Groups, Inc. proposal 2000**
- Box 1, Folder 13-14 **Proposal from various companies re media reception, community reception, etc. ; RFP reviews 2000**
- Box 2, Folder 1 **Barsch and Trotter proposal re media reception (2 copies); RFP review 2000**
- Box 2, Folder 2 **GES proposal re community festival opening ceremonies 2000**
- Box 2, Folder 3 **"Along Came Mary Productions" promotional videocassette. Length: 7 minutes. See Box 1, Folders 1-2 for Along Came Mary Productions materials undated**

Series 6: **Lucy McCoy subject Files. 1998-2000****Physical Description:** 3 archival document boxes**Series Description**

Lucy McCoy was president of LA Convention 2000 until her resignation on 16 February 16 2000 from the position. This series consists of her subject files, and topics in it include fundraising, services for the convention, and trips to Washington D. C. and Chicago to prepare for the convention. Materials include timelines, prospect lists, copies of e-mails, forms, and regulations re fundraising, correspondence, budgets, and itineraries.

- Box 1, Folder 1 **Host Committee financial statement 1999**
- Box 1, Folder 2 **Personal notes, copies of e-mails, budgets re proposals and bids 1998-1999**
- Box 1, Folder 3 **Timeline for convention agreement and priority dates 1999**
- Box 1, Folder 4 **Fax of correspondence, schedule of Democratic National Convention Leadership Circle and Leadership Circle fliers re sponsorship pledges 1999**
- Box 1, Folder 5 **Fax of Host Committee fundraising guidelines 1999**
- Box 1, Folder 6 **Faxes, photocopies, memoranda, correspondence re letters of credit 1998-1999**
- Box 1, Folder 7 **Fundraising plan 1999**
- Box 1, Folder 8-9 **Memoranda, lists re prospective donors 1998-1999**
- Box 1, Folder 10 **Schedule of fundraisers 1999**
- Box 1, Folder 11 **List of prospective donors, fax of correspondence re fundraising 1999**
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Box 1, Folder 12-13	Notes re solicitation of donor 1999
Box 1, Folder 14	Correspondence and fax of proposal, memorandum, correspondence re ATandT services 1999
Box 1, Folder 15	Memoranda, personal notes, briefing paper, faxes of correspondence re solicitation of sponsorship from Bank of America 1999
Box 1, Folder 16	Press conference briefing paper, correspondence, fax of correspondence, personal notes, talking points re solicitation of sponsorship from Los Angeles Times 1999
Box 1, Folder 17	Los Angeles Convention 2000 list of sponsorship requirements 1999
Box 1, Folder 18-19	Agreement form, proposal, faxes of agreement form and correspondence, memoranda, list of services re Pacific Bell sponsorship 1999-2000
Box 1, Folder 20	Copy of e-mail re solicitation of sponsorships 1999
Box 1, Folder 21	Fax of correspondence, notes, information sheet re Tim Leiweke 1999-2000
Box 2, Folder 1	Projects re satellite television hook up, insurance policies, cable wiring, special events 1999
Box 2, Folder 2	Itineraries, copies of e-mails, list of local elected officials re trip to Washington, D. C. 1999
Box 2, Folder 3	Correspondence, memoranda, timelines, prospect lists re fundraising 1999
Box 2, Folder 4	Contribution form (draft) undated
Box 2, Folder 5	Calendar, memorandum and drafts of correspondence (fax and photocopies) re fundraising events 1999
Box 2, Folder 6	Contribution forms, budgets and expenditures, reimbursement forms 1999
Box 2, Folder 7	Venues, goals, and prospect lists re fundraising 2000
Box 2, Folder 8	California Chamber of Commerce roster of directors, fax re Lucy McCoy meeting with Los Angeles City Manager and City Council 2000
Box 2, Folder 9	Sponsors of delegations, benefits for sponsors 2000
Box 2, Folder 10	Draft of letter re meeting of co-chairs and vice chairs undated
Box 2, Folder 11	RSVP lists, memoranda, fax memoranda, menus re fundraising events 1999
Box 2, Folder 12	Personal notes, list of attendees, flier re Host Committee Kick-Off weekend, Downtown Business Breakfast, other events 1999
Box 2, Folder 13	Copy of e-mail, personal note re event 1999
Box 2, Folder 14	Guest list, program, event memoranda re sponsor event 1999
Box 2, Folder 15	Personal notes re events undated
Box 2, Folder 16	Budget, equipment needs undated
Box 2, Folder 17	Notes re "DNC issues" undated
Box 2, Folder 18-19	Budget, form letter, list of sponsors, articles, programs, personal notes, memorandum, equipment needs re meeting on Democratic National Convention 1999
Box 2, Folder 20	Information re Los Angeles City Council. Form Folder labeled "City Council Notes Pre-Lucy" 1999
Box 2, Folder 21	Memorandum re host committee fundraising guidelines; fundraising schedule; "DNC Fundraising and Compliance Manual March 1998" 1999
Box 3, Folder 1	Letter of agreement re services from Xerox 1999
Box 3, Folder 2	LA Convention 2000 sponsorship booklet (fax) 1999
Box 3, Folder 3	Fax of memorandum re vetting of contributions; personal notes 1999
Box 3, Folder 4	Faxes, summaries, promotional folders re services and events 1999
Box 3, Folder 5	Budgets re Chicago Convention undated
Box 3, Folder 6	Chicago trip: notes, planning documents for Chicago Convention, fax re persons to visit 1999
Box 3, Folder 7	Faxes of budgets, expenditures, revenues re 1996 Republican National Convention 1998
Box 3, Folder 8	Summaries of events, fliers re Chicago Convention undated
Box 3, Folder 9	Memorandum to Lucy McCoy re budget for Chicago convention; Chicago convention budget; Chicago convention contract 1998
Box 3, Folder 10	Los Angeles City guidelines and regulations re access for physically handicapped 1999
Box 3, Folder 11	LA Convention 2000 projects, with briefing papers from Chicago convention 1999
Box 3, Folder 12	Correspondence re LA Convention 2000 committees and lists of committees 1999
Box 3, Folder 13	Meeting summary re communications department 1999

Box 3, Folder 14	Schedules re events 1999
Box 3, Folder 15	Notes re community development undated
Box 3, Folder 16	Notes re cultural events undated
Box 3, Folder 17	Notes, copies of e-mail re health care and technology 1999
Box 3, Folder 18	Notes, copies of e-mail, members re youth education committee 1999
Box 3, Folder 19	Article, fax of address by John F. Kennedy from 1960 Los Angeles convention 1999
Box 3, Folder 20	Outgoing correspondence with Gloria Molina and Sempra Energy 1999
Box 3, Folder 21	Articles, fax of guidelines re delegate selection 1999
Box 3, Folder 22	Notes re governor's event und
Box 3, Folder 23	Information sheet, roster of entertainment groups, copy of e-mail, schedule re opening event 2000
Box 3, Folder 24	Slates of proposed venues, information sheets, memoranda, City of Los Angeles services re venues 1999
Box 3, Folder 25	Faxes of demonstration agreement, bill of materials re Cisco 2000
Box 3, Folder 26	Special events mission statement; list of venues and confirmed venues, receptions' schedules and minority vendors re events 1999

Series 7: **Subject Files. 1999-2000**

Physical Description: 2 archival document boxes

Series Description

This series contains subject files, some of which most likely came from Noelia Rodriguez, the successor to Lucy McCoy as head of LA Convention 2000. Topics of interest run from correspondence thanking donors and sponsors, to correspondence concerning operations, to budgets and notes regarding fundraising.

Box 1, Folder 1	Memoranda, fax of correspondence re activities of President Bill Clinton 2000
Box 1, Folder 2	Correspondence, copy of e-mail, memoranda re operations 2000
Box 1, Folder 3	Correspondence re master agreement, corporate leadership breakfast; waiver and lease form 2000
Box 1, Folder 4	Contribution forms and list of contributors—vetted and non-vetted 2000
Box 1, Folder 5	Letters of credit; fax of host committee fundraising guidelines; notes and form letters re letters of credit 2000
Box 1, Folder 6	Outreach materials: memoranda re volunteers; reimbursement form 2000
Box 1, Folder 7	Special Projects: street closure permit request, memoranda, copies of correspondence, list of special event venues 2000
Box 1, Folder 8	Correspondence, faxes re Staples Center 2000
Box 1, Folder 9	Correspondence (faxes, photocopies) re travel and Metropolitan Travel Agency 2000
Box 1, Folder 10	Correspondence re host committee volunteer reception 2000
Box 1, Folder 11	Thank you letters 2000
Box 1, Folder 12	Fliers, invitations, memorandum, fax of form letter re kick-off reception and private briefing 2000
Box 1, Folder 13	Memoranda, faxes re Andrea William-Hart 2000
Box 1, Folder 14	Memorandum, list of prices re t-shirts 2000
Box 1, Folder 15	Report re Los Angeles International Airport readiness report 2000
Box 1, Folder 16	Noelia Rodriguez thank you letters 2000
Box 1, Folder 17	Noelia Rodriguez correspondence re LA Convention 2000 events 2000
Box 1, Folder 18	Faxes, memoranda, Noelia Rodriguez opening statement to Los Angeles City Council, city council motion re LA Convention 2000 funding from City of Los Angeles 2000
Box 1, Folder 19	Memoranda, correspondence, budgets, faxes re use of Los Angeles Convention Center 2000
Box 1, Folder 20	Memorandum and report re construction of media suites at Los Angeles Convention Center 2000
Box 1, Folder 21	Copy of e-mail, fax of Internal Revenue Service letter re tax exempt service 1999-2000
Box 1, Folder 22	Noelia Rodriguez thank you letters re contributions 2000
Box 1, Folder 23	Memoranda, correspondence, budgets re fundraising; LA Convention 2000 employee handbook 2000
Box 2, Folder 1	Notes, folders re staff retreat 2000

Box 2, Folder 2
 Box 2, Folder 3
 Box 2, Folder 4

Cover letters, resumes re positions with LA Convention 2000 1999
Phone message book 2000
Vacation calendar, and employee handbook 1999-2000
 Series 8: **Publications, and Publicity and Outreach Materials. 2000**

Physical Description: 2 archival document boxes

Series Description

Publicity and sponsor packets, media credentials, and LA Convention 2000 newsletters are among the publications and informational materials found in this series. Miscellaneous materials include tickets to the convention as well as a Democratic National Convention volunteers handbook.

Box 1 , Folder 1

"Minority, Woman and Disabled-Owned Business Directory. America's Democratic Convention. August 2000 Los Angeles. 3 copies Undated

Box 1 , Folder 2

Credential packet Undated

Box 1 , Folder 3

LA Convention 2000 newsletters 2000

Box 1 , Folder 4

LA Convention 2000 economic/technology roundtable packet 2000

Box 1 , Folder 5

Corporate sponsorship and sponsor packets Undated

Box 1 , Folder 6

Sponsor packets re economic forum Undated

Box 1 , Folder 7

Media reception sponsorship packets Undated

Box 1 , Folder 8

Invitations to LA Convention 2000 events Undated

Box 1 , Folder 9

Democratic National Convention volunteer handbook (2 copies) Undated

Box 1 , Folder 10

Tickets to receptions Undated

Box 1 , Folder 11

Laminated directions card Undated

Box 2

Media resources packets (3) Undated

Series 9: **Architectural Plans. 1992-2000**

Physical Description: 14 flat files

Series Description

In this series are architectural plans for media booths and architectural plans of the Los Angeles Convention Center and the Staples Center, the site of the 2000 Democratic National Convention.

Flat file, Folder 1

NBC studio plan. With fax re suite approval 2000

Flat file, Folder 2

Los Angeles Convention Center all exhibit halls and meeting rooms 1992

Flat file, Folder 3

Los Angeles Convention Center concourse level 1994

Flat file, Folder 4

Los Angeles Convention Center West Hall level 1 1995

Flat file, Folder 5

Staples Center roof plan 1998

Flat file, Folder 6

Staples Center catwalk level plan 1998

Flat file, Folder 7

Staples Center suite level 1 1998

Flat file, Folder 8

Staples Center upper level plan 1998

Flat file, Folder 9

Staples Center upper concourse 1998

Flat file, Folder 10

Staples Center suite level 3 1998

Flat file, Folder 11

Staples Center sightline section, end camera position 1998

Flat file, Folder 12

Staples Center event level plan 1998

Flat file, Folder 13

Staples Center event level 1998

Flat file, Folder 14

Photocopy of title spine of box holding architectural records undated