

A Guide to the Helen C. Clarke Collection of Richmond Theatre Guild Records, 1935-1950

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1935-1950

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Descriptive Summary

Accession Number

42762

Language

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Extent

2.35 cu. ft. (7 boxes)

Repository

The Library of Virginia

Administrative Information

Access Restrictions

There are no restrictions.

Use Restrictions

There are no restrictions.

Acquisition Information

Purchased.

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Biographical Information

Helen Caroline Mattson Clarke (1894-1967) was married to Joseph Calvitt Clarke (1887-1970) of Chesterfield, Virginia, and served as business manager and secretary for the Richmond Theatre Guild.

The Richmond Theatre Guild, the successor to the Little Theatre League, was formally organized on 25 October 1935 in Richmond, Virginia. Bertram Yarborough served as Director, John M. Taylor Jr., President; Stuart Bryan, First Vice President; Mrs. David E. Satterfield Jr., Second Vice President; Helen Clarke, Executive Secretary; and Robert I. Boswell, Treasurer. The first production was "Fly Away Home," in December 1935. The theatre headquarters were established at 209 West Broad Street at the Lyric Theatre in Richmond. In 1939 Robert E. Prettyman took over as Director and the theatre moved its productions to the Mosque. It is unknown when the Richmond Theatre Guild ceased operations.

Scope and Content

The Helen C. Clarke Collection of Richmond Theatre Guild Records contains annual reports and financial statements, cash book, clippings, correspondence, histories, membership information, minutes, newsletters, photographs, programs, publicity information, and reviews. These records were collected by Helen C. Clarke, executive secretary and business manager of the Richmond Theatre Guild.

Arrangement

This collection is arranged into the following series:

- Series I. Administrative Files
- Series II. Theatre Productions

Contents List

Series I. Administrative Files, 1935-1950.

Boxes 1-3 (box)

Extent

Extent: 1.05 cu. ft. (3 boxes).

Scope and Content

This series includes annual reports and fiscal statements, clippings, correspondence, membership campaign materials, minutes (1939 only), newsletters, and reports. The membership campaign material includes lists of members, advertisement campaign cards, instructions to campaign workers, receipts, and a notebook. Includes one newsletter from the Richmond Theatre Guild for 21 January 1938 and forms from the Play selection committee, with choices of play productions. Also includes information on publicity for the theatre, including letters and advertisement sent to clubs, local businesses, and newspapers promoting upcoming productions. A proclamation by Mayor J. Fulmer Bright, declaring the week of 1939 September 15 to 25th as Richmond Theatre Guild Week is also included.

Correspondence, 1936-1950, mostly includes letters from Bertram Yarborough to Helen Clarke, after he left the Richmond Theatre Guild and became director of the Nantucket Playhouse in Massachusetts and the Grand Rapids Civic Theatre in Michigan. Also includes membership cards and flyers for the Green Room Club, a social organization run by the Richmond Theatre Guild. Also of note is a "History of the Theatre in

Virginia," written by Helen Clarke.

Annual Reports and Financial Statements, 1935.

Box 1

Folder 1

Annual Reports and Financial Statements, 1936-1937.

Box 1

Folder 2

Annual Reports and Financial Statements, 1938-1940.

Box 1

Folder 3

Cash book and receipts, 1936-1937.

Box 1

Folder 4

Checkbook (blank), Undated.

Box 1

Folder 5

Clippings, 1938-1939.

Box 1

Folder 5a

Committees, 1938-1939.

Box 1

Folder 6

Correspondence, 1936-1938.

Box 1

Folder 7

Correspondence, 1940-1950 and undated.

Box 1

Folder 8

Correspondence (form letter), 1938.

Box 1

Folder 9

Early American Romance, 1938.

Box 1

Folder 10

Election ballots, Undated.

Box 1

Folder 11

Green Room Club membership and information, 1937-1939.

Box 1

Folder 12

History of the Theatre in Virginia, by Helen Clarke, Undated.

Box 1

Folder 13

History of the Theatre in Virginia, Notes, by Helen Clarke, Undated.

Box 1

Folder 14

Invitations, 1939.

Box 2

Folder 1

Letterhead (blank), Undated.

Box 2

Folder 2

Membership, Advertisement and information cards, 1935-1940.

Box 2

Folder 3

Membership, Advertisement and information cards, Undated.

Box 2

Folder 4

Membership, Advertisement, information cards, and instructions, 1935-1940.

Box 2

Folder 5

Membership, Lists, 1939.

Box 2

Folder 6

Membership, Notebook, 1935-1938.

Box 2

Folder 7

Membership, Receipts, 1935.

Box 2

Folder 8

Minutes, 1939.

Box 2

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Newsletter, Richmond Theatre Guild, 21 January 1938.

Box 2

Folder 10

Newsletters, The RichChap, February 1939.

Box 2

Folder 11

Newsletter, Virginia Drama News, 16 October 1939.

Box 2

Folder 12

Notebook, Undated.

Box 2

Folder 13

Play Selection Committee Undated.

Box 2

Folder 14

Proclamation, Richmond Theatre Guild Week, September 1939.

Box 2

Folder 15

Publicity, Publications, and Clubs, 1938.

Box 2

Folder 16

Workers Daily Report (blank), Undated.

Box 3

Folder 1

Workshop playwriting contest,, Undated.

Box 3

Folder 2

Miscellaneous,, Undated.

Box 3

Folder 3

Series II. Theatre Productions, 1935-1939.

Boxes 4-7 (box)

Extent

Extent: 1.3 cu. ft. (4 boxes).

Scope and Content

This series includes clippings, photographs, programs, reviews, and tickets documenting the plays produced by the Richmond Theatre Guild, 1935-1939. Also included are several miscellaneous programs from the Musicians Club of Richmond; National Theatre (Washington, D.C.); The Nantucket Playhouse (Nantucket, Mass.); Tenth Annual Theatrical Ball Local No. 87 of Richmond, Va.; The University of Richmond Players; and The Civic Theater (Indianapolis, In.).

Arrangement

The plays are arranged chronologically by date of production, with miscellaneous material at the end.

1935 December 18-19, Fly Away Home, Programs.

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Folder 1

1936-1937 Series programs.

Box 4

Folder 2

1935 June 16-17, The Torch Bearers, Photographs.

Box 4

Folder 2a

1937-1938 Series programs.

Box 4

Folder 3

1937 October 26-28, Her Master's Voice, Photographs.

Box 4

Folder 4

1937 October 26-28, Her Master's Voice, Programs.

Box 4

Folder 5

1937 November 17, Bury the Dead, Programs.

Box 4

Folder 6

1937 December 14-16, The Cat and the Canary, Programs.

Box 4

Folder 7

1938-1939 Series programs.

Box 4

Folder 8

1938 January 10, Three One-Act Folk Plays: A Rogue in Bed; Judge Lynch; and The Willow Plate, Programs.

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1938 January 27-29, Twelfth Night, Photographs.

Box 4

Folder 10

1938 January 27-29, Twelfth Night, Programs.

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Folder 11

1938 February 21, Four on a Heath and The Gods of the Mountain, Programs.

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Folder 12

1938 March 8-10, Dangerous Corner, Programs.

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Folder 13

1938 April 11, Three Original One-Act Plays: Ice in the Anchovies; Let it be a quiet funeral; and Raising the Devil, Programs.

Box 4

Folder 14

1938 April 28-30 The Pursuit of Happiness, Programs.

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Folder 15

1938 November 8-10, The Royal Family, Clippings.

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1938 November 8-10, The Royal Family, Photographs.

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1938 November 8-10, The Royal Family, Programs.

Box 4

Folder 18

1938 November 18, Prologue to Glory, Clippings.

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1938 November 18, Prologue to Glory, Photographs.

Box 4

Folder 20

1938 November 18, Prologue to Glory, Programs.

Box 4

Folder 21

1938 November 13-15, Ceiling Zero, Clippings.

Box 4

Folder 22

1938 November 13-15, Ceiling Zero, Photographs.

Box 4

Folder 23

1938 November 13-15, Ceiling Zero, Photographs.

Box 4

Folder 24

1938 November 13-15, Ceiling Zero, Photographs.

Box 4

Folder 25

1938 November 13-15, Ceiling Zero, Programs.

Box 4

Folder 26

1939-1940 Series programs.

Box 5

Folder 1

1939 January 31 - February 1, Death Takes A Holiday, Clippings.

Box 5

Folder 2

1939 January 31 - February 1, Death Takes A Holiday, Photographs.

Box 5

Folder 3

1939 January 31 - February 1, Death Takes A Holiday, Photographs.

Box 5

Folder 4

1939 January 31 - February 1, Death Takes A Holiday, Photographs.

Box 5

Folder 5

1939 January 31 - February 1, Death Takes A Holiday, Photographs.

Box 5

Folder 6

1939 January 31 - February 1, Death Takes A Holiday, Photographs.

Box 5

Folder 7

1939 January 31 - February 1, Death Takes A Holiday, Programs.

Box 5

Folder 8

1939 February 17, The Importance of Being Earnest, Clippings.

Box 5

Folder 9

1939 February 17, The Importance of Being Earnest, Programs.

Box 5

Folder 10

1939 March 24-25, The Tragedy of Julius Caesar, Clippings.

Box 6

Folder 1

1939 March 24-25, The Tragedy of Julius Caesar, Photographs.

Box 6

Folder 2

1939 March 24-25, The Tragedy of Julius Caesar, Photographs.

Box 6

Folder 3

1939 March 24-25, The Tragedy of Julius Caesar, Photographs.

Box 6

Folder 4

1939 March 24-25, The Tragedy of Julius Caesar, Programs.

Box 6

Folder 5

1939 March 24-25, The Tragedy of Julius Caesar, Tickets.

Box 6

Folder 6

1939 March 31, The Importance of Being Earnest, Clippings.

Box 6

Folder 7

1939 March 31, The Importance of Being Earnests, Programs.

Box 6

Folder 8

1939 April 7, The Importance of Being Earnest, Programs.

Box 6

Folder 9

1939 May 4-6, Private Lives, Advertisements.

Box 6

Folder 10

1939 May 4-6, Private Lives, Clippings.

Box 6

Folder 11

1939 May 4-6, Private Lives, Photographs.

Box 6

Folder 12

1939 May 4-6, Private Lives, Programs.

Box 6

Folder 13

1939 May 4-6, Private Lives, Programs.

Box 6

Folder 14

1939 May 17, Three Original Plays: You're on the Air; His Face Was His Fortune; and Saved by the Bell, Programs.

Box 6

Folder 15

1939 November 14-16, Our Town, Programs.

Box 6

Folder 16

1938-1939 Miscellaneous programs.

Box 6

Folder 17

Photographs, Nora Spencer Hammer, circa 1935-1940

Box 7

Folder 1

Photographs, Unidentified actors, circa 1935-1940

Box 7

Folder 2

Photographs, Unidentified plays, circa 1935-1940

Box 7

Folder 3

Photographs, Unidentified plays, circa 1935-1940

Box 7

Folder 4

Photographs, Unidentified plays, circa 1935-1940

Box 7

Folder 5

Photographs, Unidentified plays, circa 1935-1940

Box 7

Folder 6

Photographs, Unidentified plays, circa 1935-1940

Box 7

Folder 7

Photographs, Oversize, Unidentified actress, circa 1935-1940

Box 7

Folder 8

Programs, Oversize, The Musicians Club of Richmond Presents The Gypsy Baron and Desert Song, February and November 1939

Box 7

Folder 9

Certificate, Oversize, Helen Clarke, 1929 June

Box 7

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