Record of the Office of the
Chief of Social Entertainments
1933 - 1945

Accession No.: 48:51

The records were sent to the Library by the Office of the Chief of Social Entertainments at the request of Mrs. Roosevelt. This material is in the public domain.

Quantity: 116 linear feet

Restrictions: None

The Office of the Chief of Social Entertainments assisted in arrangements for social functions at the White House and, occasionally, at other locations in Washington and Hyde Park. During the Roosevelt Administration the post of Chief of Social Entertainments was held by Mrs. J. M. Helm.

The records of this office have been divided into nine series as follows:

Containers 1 - 122 White House Functions: Records and Correspondence - This series contains individual files, arranged chronologically, for various social functions held at the White House and in other locations. The files include guests lists, letters of acceptance and regret, requests for admittance, and memoranda.

Containers 123-125 White House Functions: Seating Charts, 1933-1945 - Diagrams of seating arrangements for formal dinners at the White House.

Containers 126-138 White House Functions: Invitations, 1940-1945 - Card files of invitation replies and of persons invited to the 1945 Inaugural events.

Containers 139-173 White House Card File - Contains a record of persons who attended social functions at the White House. The entries, which are arranged alphabetically, note the date and type of function attended. This series also contains memoranda from Mrs. Helm, 1933-1939, 1943-1945.
White House Functions: Correspondence, 1933-1945 -
A file of correspondence, arranged alphabetically, which relates to social functions at the White House, invitations to President and Mrs. Roosevelt, matters of protocol, and relief donations made through the White House Social Bureau.

White House Functions: Miscellaneous -
Files dealing with Mrs. Roosevelt's social engagements, 1943-1945; calling card lists; plans for the entertainment of women government employees, Harvard class of 1904, government departments and veterans groups; inaugural events in 1941 and 1945 and arrangements for the funeral of President Roosevelt.

Christmas Cards, 1875-1945 -
In addition to cards sent and received by the Roosevelts, there are also bound volumes of sample greeting cards from Great Britain and the United States dated 1875-1887, and the Roosevelts' pre-White House cards, apparently added to the collection by Mrs. Roosevelt. A few cards for other occasions, such as the President's birthday, are also in these files.

White House Functions: Scrapbooks and Journals -
This series contains the White House Pantry Journal, Monthly Expense Accounts and scrapbooks of social events.

White House Usher's Daily Reports, 1933-1945 -
Lists of mealtime guests and houseguests. This series also contains the Usher's Diary, a 13-volume set of appointment books which list business and social activities of the President and Mrs. Roosevelt and also guests staying at the White House.
Record of the Office of the
Chief of Social Entertainments

White House Functions: Records and Correspondence

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| March 18, 1935 | Afternoon Music |
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| April 5, 1935 | Reception, Alumni Federation of Columbia University |
| April 5, 1935 | Tea, Women's National Democratic Club |
| April 9, 1935 | Reception, Geological Society of Washington (Cancelled because of Secretary Howe's illness) |
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| April 15, 1935 | Luncheon, The Fortnightly Club |

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<pre><code>       | National Society of Colonial Dames |
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<td>May 6, 1939 Democratic Women's Clubs of Montgomery Co., Maryland</td>
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**White House Functions: Records and Correspondence**

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White House Functions: Seating Charts

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White House Functions: Invitations

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| 184       | China   |
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| 186       | Con - Coz|
| 187       | Cr - Cz |
| 188       | Da - Dek|
| 189       | Del - Dez|
| 190       | D'h - Doz|
| 191       | Dr - Eil|
| 192       | Eim - Fa|
| 193       | Fe - For|
| 194       | Fos - Fu|
| 195       | Ga - Gi |
| 196       | Gl - Gra|
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### White House Functions: Miscellaneous

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## Christmas Cards

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*Oversize
### Christmas Cards

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Usher's Diary - 13 Volumes

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