

## Creedon, Paul

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**From:** Cosgrove, Marybeth  
**Sent:** Thursday, January 29, 2015 9:16 AM  
**To:** Creedon, Paul  
**Subject:** FW: Banner Application for Cooper Gallery  
**Attachments:** Banner 48x18 in. 2.pdf; City Clerk Letter.docx; Addendum to The Cooper Gallery Banner Application.docx; Map of JFK St. .pdf; Cambridge Banner Application.pdf

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**From:** Lenkauskas, Steve  
**Sent:** Wednesday, January 28, 2015 3:27 PM  
**To:** Cosgrove, Marybeth  
**Cc:** [coopergalleryhc@gmail.com](mailto:coopergalleryhc@gmail.com); Sullivan, Charles M.; Burks, Sarah  
**Subject:** FW: Banner Application for Cooper Gallery

Marybeth,  
I have reviewed these locations for attachment and have approved the attachment. Barbara Ives copied here from the gallery will be in touch with the Clerk's office. Please let me know if you need anything further from the Electrical Department.

Charlie/Sarah,  
Attachments are light poles on JFK Street from Memorial Drive to Mt Auburn Street.  
Will these locations need an approval from the Historical Commission?

Thank you,  
Steve

Stephen J Lenkauskas  
City Electrician  
City of Cambridge  
Electrical Department  
T-617-349-4925  
F-617-349-4913



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**From:** The Ethelbert Cooper Gallery [<mailto:coopergalleryhc@gmail.com>]  
**Sent:** Friday, January 23, 2015 1:22 PM  
**To:** Lenkauskas, Steve  
**Subject:** Banner Application for Cooper Gallery

Hi Steve,

Here are the documents for our banner application. If possible, we'd love to get it on Monday's agenda. I realize it may be too late. Thanks for your help.

Barbara Ives  
The Cooper Gallery  
617-496-5777

City of Cambridge  
Electrical Department  
Banner Permit

Applicants Name: Vera Ingrid Grant

Address: 102 Mount Auburn St., Cambridge, MA.

Organization or Business Represented: Ethelbert Cooper Gallery

Pole locations: Street and pole numbers attach separate sheet if necessary:

Please see attached sheets

Type Logo, Wording, Insignia: \_\_\_\_\_

Date of attachment: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: 617-496-5777

Cell phone: \_\_\_\_\_

Email: coopergalleryhc@gmail.com

Attachments to Poles:

1. Attachments shall be made with proper hardware and shall only be attached with non-corrosive metal clamps or brackets.
2. Banners attached to poles shall not exceed a total of 1152 square inches, approximately 18 inches x 48 inches, 24 inches x 36 inches, or 24 inches x 48. The actual size is subject to required clearances.
3. Banners cannot be attached to wood utility poles.
4. Banners shall have a minimum clearance of:
  - a. 16 feet over a roadway
  - b. 12 feet over a sidewalk
5. Banners shall not interfere with or obstruct, or otherwise block any roadway signs, lighting, or traffic signals.
6. The City reserves the right to remove, or order to be removed any banner deemed unsafe, not properly installed, or creating a hazard and the applicant may be subject to costs.
7. An applicant must provide a description of the materials the banner is made of, method of attachment, and means of installation (contractor name and contact information).

The Ethelbert Cooper Gallery of African and African American Art  
Hutchins Center  
Harvard University  
102 Mount Auburn St.  
Cambridge, MA. 02138

City Clerk's Office  
Cambridge City Hall  
795 Massachusetts Ave.  
Cambridge, MA. 02139

January 23, 2015

Attention: Donna Lopez  
City Clerk

Dear Ms. Lopez,

The Ethelbert Cooper Gallery of Harvard University herewith submits our request for authorization to install temporary banners on light poles along JFK Street in Harvard Square. The banners are promoting our next exhibition at the gallery entitled, "Drapetomanía: Grupo Antillano and the art of Afro-Cuba." Grupo Antillano is a forgotten visual arts and cultural movement that thrived briefly between 1978 and 1983. They articulated a vision of Cuban culture that privileged the importance of Africa and Afro-Caribbean influences in the formation of the Cuban nation.

The Cooper Gallery is attached to the Hutchins Center for African and African American studies at Harvard. The gallery opened just last October and this is our second exhibit held here. As it is in conjunction with Black History month, we would like to promote both the exhibit and the gallery itself.

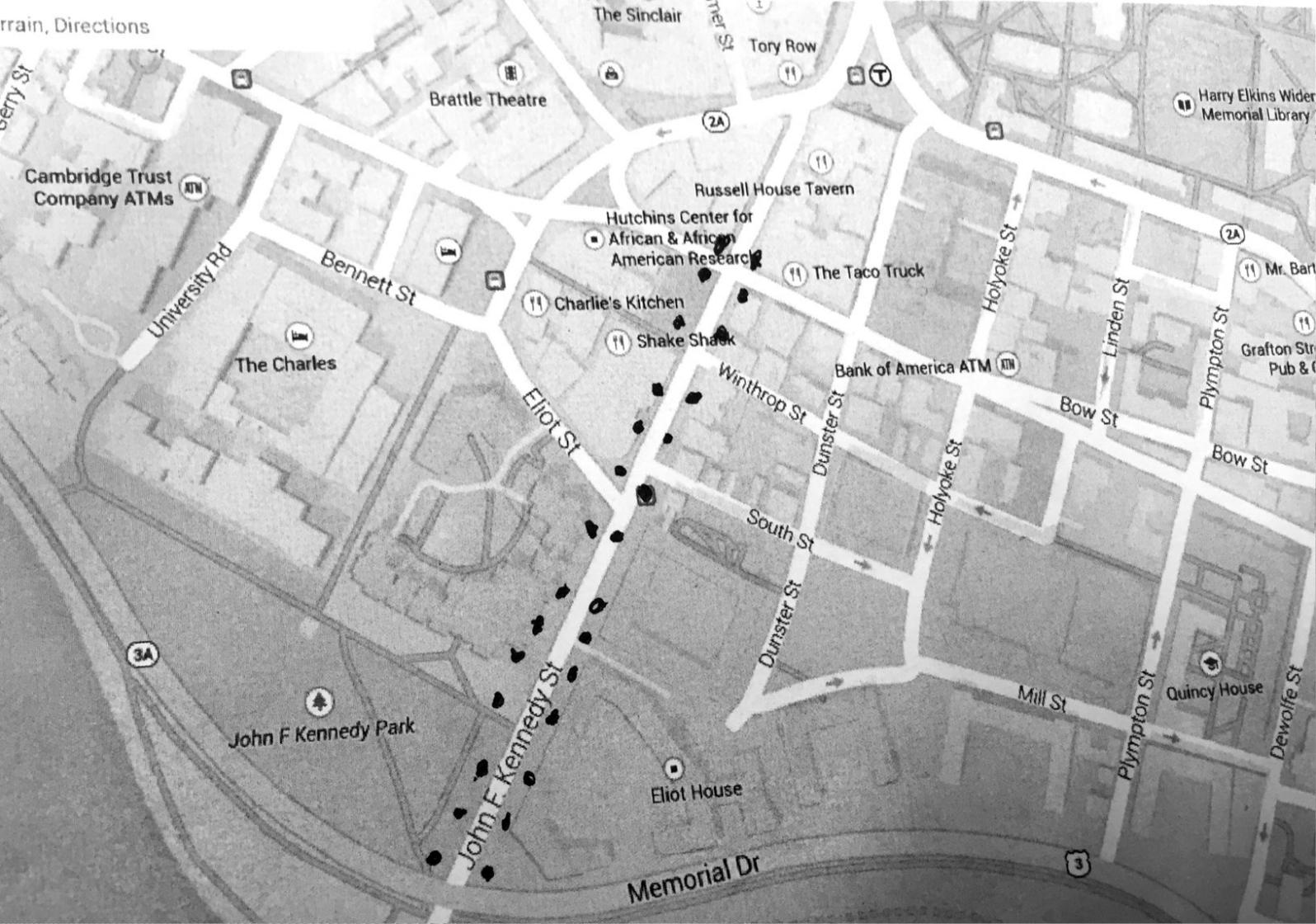
Attached is our banner application, which I've submitted to Stephen Lenkauskas, the city electrician, for approval. Ideally, we'd like to have the banners up for the run of the exhibit, which is from 1/30/15 to 5/29/15 dependent upon availability. We can be flexible about the ending time if needs be. The important thing for us is to have them up through February for Black History month.

Please let me know if you need anything further, and advise on next steps with the council and the city. Thanks for your attention.

Sincerely,

Barbara Ives  
The Cooper Gallery

Train, Directions



Cambridge Trust  
Company ATMs

Brattle Theatre

2A

Tory Row

Harry Elkins Widener  
Memorial Library

Russell House Tavern

Hutchins Center for  
African & African  
American Research

The Taco Truck

2A

University Rd

Bennett St

Charlie's Kitchen

Shake Shack

The Charles

Winthrop St

Bank of America ATM

Linden St

Plympton St

Grafton Str  
Pub & C

Eliot St

South St

Dunster St

Holyoke St

Bow St

Bow St

3A

John F Kennedy Park

John F. Kennedy St

Eliot House

Dunster St

Mill St

Plympton St

Quincy House

Dewolfe St

Memorial Dr

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## Addendum to The Cooper Gallery Banner Application

- We would like to put banners up on 28 light poles on JFK St.
- The attached map shows the location of the poles. None had numbers assigned to them.
- It is every light pole on both side of JFK St. from the intersection with Memorial Drive up to and around on all 4 sides, the intersection of JFK St. and Mt. Auburn St.
- The banners will be 18 x 48 in size
- The banners will be fabric
- The company we are working with is Flagraphics.
  - They are located at 30 Alston St., Somerville, MA.
  - They will be doing the installation for us
  - Their phone number is 617-776-7549
- The method of attachment will be a removable strap

*Harvard University*  
**COOPER GALLERY**  
*Harvard Square*

**DRAPETOMANÍA:**

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**Grupo Antillano**  
and the Art of Afro-Cuba



Santiago Rodríguez Olazabal, *La suerte del mayoral* ("The Foreman's Luck") 2012

**On View**  
**30 Jan – 29 May 2015**



ETHELBERT COOPER GALLERY  
OF AFRICAN & AFRICAN AMERICAN ART  
Hutchins Center for African & African American Research  
Harvard University