

WHO DOES WHAT IN THE S.O.M.?

ISSUE/TOPIC	WHO HANDLES IT
Account #'s	Claudia
Advisor Holds	Roberta
Alumni updates/info	Caroline
Annual Reports	Roberta
Brochures	Caroline – design/content/reorders/bulk usage requests Susie & Roberta – every day distribution
Budget/payments	Claudia
Bulletin boards	Caroline – SOM managed boards and displays Susie – PAC student boards Roberta – RSL student boards
Building hours/access	Caroline
Bulk Mail	Caroline
Calendar of Events	Caroline
Candidates/Searches	Claudia
Computer Issues	CHFA Tech – general chfatech@uni.edu Jack.Miller@uni.edu – Oracle
Concert/recital programs (creating new programs)	Caroline
Copies of past concert programs	Susie/PAC Office
Displays in RSL	Caroline – design/content/restart CHFA Tech/Brian Sellers – major technical issues/programming
E-mail events announcements (Music Notes)	Caroline
Equipment request list	Roberta
Equipment Inventory	Caroline
Faculty Schedules (per semester; create notebooks)	Susie
Festival Coordination	Susie (registrations, parking, mailings, deposits/tracking \$) Caroline (PR, brochure/program design, scheduling)
Football tickets (faculty)	Susie
Furniture/office equipment requests	Roberta – RSL Susie - PAC
Guest Artist contracts & payments	Claudia
Instrument Rental	Student GA marching band (request name from Susie)
Job postings	Roberta
John V's Calendar	Roberta
Keys	Susie
Large Ensemble/Conductors	Susie
Large Ensemble Recruiting Mailings	Susie
Lockers	Susie
Mailing Lists	Caroline
Marching Band	Susie
NASM	Claudia, Roberta
Office Supplies	Susie – PAC, Roberta – RSL
PAF's	Roberta – Graduate Claudia – Faculty/staff
Phones	Claudia-RSL Susie-PAC
Pianos/tunings	Caroline

