



# MEMO

Date: September 12, 2016

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: August Project Report

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- District Calendar
  - Finalized calendar
  - Uploaded calendar to printer's virtual drive
  - Sent overnight hard copy to printer for layout verification
  - Received and edited printer's proof
  - Submitted minor changes for correction
  - Received final calendar and divided between the schools
  - Delivered to various parts in town
- Sports Hall of Fame
  - Used social media, internet and email to continue to research inductee names/addresses
  - Requested photos and bios from inductees or assigned members
  - Edited bios and passed photos along to program designer and athletic director
  - Received and processed advertisements for the banquet
  - Sent out tickets for those that ordered them
  - News Release
- Registration
  - Worked in the new submissions (registration system) to review data, note documents received and what was needed
  - Assisted community members by answering questions about our new system
- Borough/Rowan/District Partnership
  - Planned meeting
  - Drafted agenda
  - Attended meeting
- News Releases/Press
  - Sports Hall of Fame Selections/Tickets
  - Construction Update